



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-030

Procurement Policy and Procedure Design

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Course content

Why Attend

Clear procurement policies and procedures ensure value for money, compliance and consistency. Overly complex rules slow the organisation, while weak rules create risk.

This Aractech course covers procurement governance, policy principles, approval thresholds, sourcing procedures, supplier selection, contract approval, ethics and conflicts of interest, exceptions and compliance monitoring. Participants draft a procurement policy and procedures.

Course Methodology

- Policy workshops
- Case studies
- Drafting exercises
- Group discussions
- Reviews

Course Objectives

- Design procurement governance frameworks
- Write clear procurement policies
- Set proportionate thresholds and procedures
- Include ethics and conflicts of interest rules
- Manage exceptions and approvals
- Monitor procurement compliance

Target Audience

- Procurement managers
- Finance controllers

Course content

- Compliance and audit professionals
- Policy writers

Course outline

Detailed course outline

Day-by-day outline for Procurement Policy and Procedure Design.

Day 1 - Procurement Governance

- 09:00-09:45 | Purpose of policies
- 09:45-10:30 | Governance structures
- 10:30-11:00 | Roles
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Roles (continued)
- 11:45-12:30 | Risk-based approach
- 12:30-14:00 | Exercise: Policy review

Day 2 - Policy Principles

- 09:00-09:45 | Value for money
- 09:45-10:30 | Fairness and transparency
- 10:30-11:00 | Sustainability
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Sustainability (continued)
- 11:45-12:30 | Local content
- 12:30-14:00 | Workshop: Policy principles

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Day 3 - Procedures and Thresholds

- 09:00-09:45 | Thresholds
- 09:45-10:30 | Sourcing procedures
- 10:30-11:00 | Evaluation
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Evaluation (continued)
- 11:45-12:30 | Contract approval
- 12:30-14:00 | Exercise: Procedure design

Day 4 - Ethics and Exceptions

- 09:00-09:45 | Ethics
- 09:45-10:30 | Conflicts of interest
- 10:30-11:00 | Exceptions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Exceptions (continued)
- 11:45-12:30 | Emergency procurement
- 12:30-14:00 | Case study: Procurement scandal

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Day 5 - Compliance

- 09:00-09:45 | Monitoring
- 09:45-10:30 | Audits
- 10:30-11:00 | Training
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Training (continued)
- 11:45-12:30 | Continuous improvement
- 12:30-14:00 | Capstone: Procurement policy draft

Seminar dates

Available seminar dates

Live dates and pricing for Procurement Policy and Procedure Design generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	London	Classroom	€2,315
7 - 11 December 2026	Munich	Classroom	€3,225
11 - 15 January 2027	Barcelona	Classroom	€2,815
8 - 12 February 2027	Frankfurt	Classroom	€1,875
8 - 12 March 2027	Rome	Classroom	€3,460
12 - 16 April 2027	Kuala Lumpur	Classroom	€1,925
10 - 14 May 2027	Barcelona	Classroom	€2,815
14 - 18 June 2027	London	Classroom	€2,315
12 - 16 July 2027	Munich	Classroom	€3,225
9 - 13 August 2027	Barcelona	Classroom	€2,815

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12 - 16 April 2027	Online / Live	Online / Live	€1,815

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