



The College for
Adult Learning

Your Career in Procurement

COMPLETE CAREER, SALARY
& COURSE GUIDE



Contents

The Procurement Industry	1
Procurement in Numbers	2
Procurement and Supply Chain	3
Transferable Skills	5
Procurement Soft Skills Checklist	6
Procurement in Action	7
Diploma of Business (Procurement) (BSB50120) Course Page	9
FAQs	10
Why CAL	11

The Procurement Industry

OVERVIEW

Procurement is a dynamic, fast-paced and rewarding industry that is continually evolving in response to changing trends. Procurement involves sourcing goods and services for a business and is a key part of the overall supply chain process.

INDUSTRY SPOTLIGHT

The Australian procurement industry is currently experiencing a major shift caused by several factors, such as:

Consumer Demand: the need for businesses to compete in the online delivery space is paramount to business survival.

Generational change: as a quarter of the supply chain workforce approaches retirement, there are many opportunities for a new generation of procurement leaders.

Sustainability: all stakeholders are now demanding eco-friendly supply chains.

Competition: skilled procurement professionals are in high demand to source cost-effective, quality items that can compete with even the largest of brands.

Employment trends: the Australian Government has identified the procurement and supply industry to have “strong future growth”.

JOBS IN DEMAND

- Procurement Specialist
- Tenders and Submissions Consultant
- Procurement Coordinator
- Procurement Operations Manager
- Contracts Manager
- Project Officer
- Products Consultant
- Commercial Manager
- Fleet Specialist
- Head of Sourcing
- Procurement Administration
- Purchasing Manager

Procurement

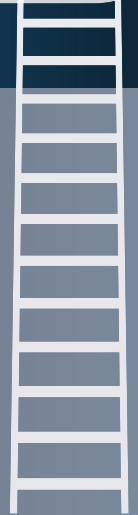
IN NUMBERS



25 - 33%

of the current supply chain workforce is at or beyond retirement age, creating a shortage of qualified professionals.

DHL



\$2,519

PROCUREMENT MANAGER
AVERAGE SALARY

PER WEEK

JOB OUTLOOK, 2019



Approximately

6,000

new jobs are to be created over the next 5 years in the Australian distribution and procurement industry.

JOB OUTLOOK



Procurement and Supply Chain



THE RELATIONSHIP BETWEEN PROCUREMENT AND SUPPLY CHAIN

Procurement and Supply Chain are usually found mentioned together. The difference between the two is that procurement is one stage in the overall supply chain process. Procurement is positioned at the beginning of the larger supply chain and involves sourcing the goods and services required for a business to operate.

Given that procurement is situated at the beginning of what can be a large and complex supply chain process, professionals working in procurement are relied on by all members of the business, as well as external stakeholders.

AREAS OF RESPONSIBILITY

In the supply chain process, procurement ceases once the company has possession of the goods. For a business to make a profit, the cost of procuring the goods must be less than the amount the goods can be sold for, minus the costs associated with processing and selling the goods. Commercially-minded procurement officers are in demand by businesses across the globe.

Responsibilities include:

- > Sourcing items from suppliers
- > Ensure that the product sourcing aligns with company values
- > Negotiate costs
- > Control inventory
- > Manage the sustainable disposal of any waste

Procurement works closely with all areas of the supply chain, particularly with purchasing, which is a subset of procurement. It is closely linked with logistics, which is situated after the procurement stage.

“

In 2020, Amazon had more than 45,000 warehouse robots operating to pick and pack orders without the need for human assistance.

Reuters, 2019

”



Transferable Skills in Procurement

A career in procurement requires a broad range of skills. However, the good news is that you may already possess several of them. Thanks to the nature of the role, those who have transferable skills and experience in other industries are well suited to working in procurement.

Soft skills are valued career assets and are transferable to any field. Careful development of soft skills is as necessary as technical knowledge.

VITAL PROCUREMENT SOFT SKILLS

01

CRITICAL THINKING

Procurement professionals must be able to evaluate highly complex situations and assess the next steps with a critical thinking lens. Those with high levels of critical thinking skills can stay neutral and level-headed in high-stress situations and consider all sides of a problem before actioning a solution. They can communicate clearly with all stakeholders of the business.

02

MANAGING RELATIONSHIPS

Working with suppliers, liaising with a team, successfully creating and negotiating contracts and communicating effectively with key stakeholders are all important parts of working in procurement. A good supplier-procurement manager relationship is core to the position, and can often be the difference between an efficient, cost-effective supply chain and disappointed stakeholders.

03

PROBLEM SOLVING

There's never a dull day in procurement, which is why problem-solving skills are essential. Procurement professionals work with various suppliers and stakeholders across the entire supply chain. Modern-day supply chains often operate at a global scale, meaning there can often be frequent language, distance and legal challenges to overcome. The ability to think rationally and be responsive is key to successful problem-solving in procurement.

04

RISK MANAGEMENT

Procurement professionals need to be skilled in weighing up potential risks as well as considering the pros and cons of every situation. Since procurement sits at the beginning of the supply chain, many functions are relying on the procurement team to get it right. Any risks to customer order fulfilment and stakeholder engagement must be effectively managed at every opportunity.

Procurement Soft Skills Checklist

- Big picture thinking
- Attention to detail
- Collaborative
- Sense of initiative
- Problem-solving
- Commercial mindset
- High-level organisational skills
- Negotiation
- Contract creation skills
- Able to manage supplier relationships
- Risk management
- Able to manage KPIs



Procurement in Action

THE BUSINESS OF FULFILLING PROMISES

Large e-commerce companies such as Amazon may spring to mind when thinking about procurement. However, procurement and supply chain professionals are part of nearly every business you have ever been shopping at, worked at, dined at or travelled with.


Examples of well-known Australian companies that focus on quality procurement include freight companies like Toll or Linfox, postal services such as Australia Post and retail businesses like Booktopia, The ICONIC or Kmart.

The success of these businesses, no matter what industry they're in, is the ability to deliver promises to their customers. For this reason, procurement professionals are highly valued in today's competitive business landscape.

CHANGE AND OPPORTUNITY IN PROCUREMENT

These are the five areas of change and opportunity an aspiring procurement professional needs to be learning about right now to impress potential employers.


SUSTAINABILITY



Climate change awareness is driving the need for sustainable business practices across all industries. In procurement, the shift has been noticeable. It's not just consumers who are demanding sustainable goods and services - all stakeholders of the business are now looking at ways to make their supply chain more eco-friendly.

Environmental footprint is the latest area of focus. The sourcing of goods that are sustainably produced and have a high level of traceability will be vital in the coming years. Not only are stakeholders interested in the environmental footprint of their inputs, but also the working conditions for those who make them.

TECHNOLOGY



The impact of technology in supply chain management is one of the most extensive changes occurring in the industry in previous decades.

3D Printing has become increasingly popular in recent years and is now widely used in several industries, particularly within manufacturing. Many procurement professionals are already making use of this versatile technology, and its' use will continue to grow.

Artificial Intelligence (AI) is closely linked to automation and is transforming the procurement industry. In a nutshell, AI gives procurement professionals access to technology that can be used for a vast number of tasks such as forecasting consumer demand, early alerts for out of stocks, and informing new consumer trends. It can also reduce operational costs and increase efficiencies within the supply chain.

Procurement in Action

CONTINUED

CONSUMER ATTITUDES

Consumer attitudes towards shopping is a trend impacting not only procurement but the entire supply chain process itself.

Online shopping has increased dramatically in the last decade. In today's competitive marketplace, consumers demand not only the lowest prices but fast dispatch times and shipping. This has increased the need for procurement professionals to have the right amount of stock on hand and to reduce the occurrences of stock shortages.

Bulk-buy has become normal. Consumers are now more likely to bulk-buy for convenience and particularly if it can save them money. The introduction of Costco in Australia has changed the consumer mindset from the 'just in time' approach to wanting a stock of essentials on hand. Pandemic inspired panic buying has increased the likelihood of continued bulk-buying. Such changing attitudes illustrate the need for procurement professionals to be forecasting for consumer needs and considering how this may affect the business's ability to supply.

AUTOMATION

Robotics automation is now widely used in the supply chain management industry. As a result of improvements in technology, the use of automation has only increased in recent years.

However, rather than taking away jobs from the supply chain as once feared, automation is increasing the demand for skilled professionals to implement the required changes.

Skills domination is high on the recruitment agenda. While automation can take care of manual or repetitive tasks, the skills of qualified procurement professionals are still in demand. Automation makes their roles easier by allowing them to focus on the long-term areas of their jobs, such as managing supplier relationships or complex problem-solving.

GENERATIONAL CHANGE

Retirement forecasts show that an estimated 25%-33% of those working in procurement will retire in the coming years. As many procurement professionals are nearing retirement age, the industry will soon need skilled professionals to fill these roles. Those looking for career growth and leadership opportunities will be well set up for a rewarding career in the decade to come.

Mentoring opportunities exist for eager procurement employees looking for career advancement. Younger generations are required for their technology savvy and innovative thinking, while senior professionals are valued for their knowledge and relationships. There is much to be gained from all generations working cooperatively towards a common goal. An astute procurement manager will benefit from facilitating this opportunity.

Diploma of Business (Procurement)

BSB50120

CAL's Diploma of Business (Procurement) (BSB50120) will give you the essential skills you need to move into more specialised managerial roles within the procurement field. You will learn the skills the industry needs, from essential management and negotiation skills to developing contracts and policies with suppliers, along with the ability to successfully manage employees, inventory, goods and services and transport business plans.

DESIGNED FOR

This qualification is for professionals working in procurement, business, purchasing and/or any area of supply chain management looking to take the next step in their procurement career.

The Diploma of Business (Procurement) (BSB50120) teaches management skills and knowledge for procurement professionals.

LEARNING OUTCOMES

- Learn how to manage supplier relationships and develop critical thinking
- Learn to manage a supply chain, ethical procurement strategies and projects in procurement
- Understand how to manage risk and drive continuous improvement in supply chain processes
- Manage WHS risk and issues, develop safe workplace plans
- Manage contracts and contract performance

MID-LEVEL QUALIFICATION

UNITS



A total of 12 units to achieve your qualification

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14-16 months

Full-time: approx 12 months

CAREER OPPORTUNITIES



- Procurement Manager
- Category Manager
- Supply Chain Manager

FAQs

RECOGNITION

Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

REQUIREMENTS

Are there any prerequisites for this course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

What IT requirements do I need to complete this course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

SUPPORT

What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

COURSE STRUCTURE

How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

Why CAL?

UNIQUE AND FLEXIBLE LEARNING

“ We’re committed to **igniting real change** by inspiring one student at a time and giving them the power to shape their world. ”

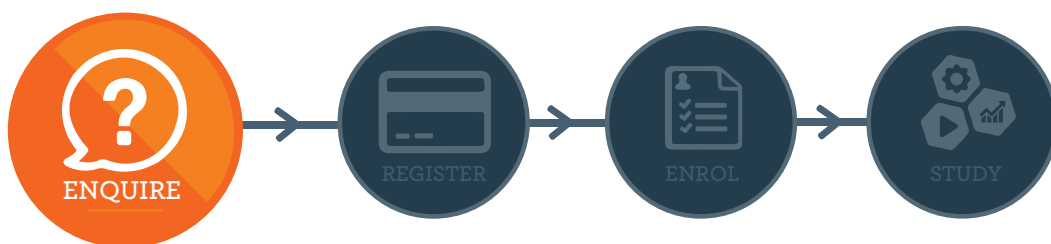
CAL was formed as a Registered Training Organisation (RTO) in 2009 by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



In just four easy steps you'll be on your way to taking your career to new heights.



Now that you've enquired, the next step is to apply to enrol. You'll be put in contact with your own Professional Learning Consultant who will guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

Take the first step in advancing your career and apply to enrol today.

Apply now, start tomorrow