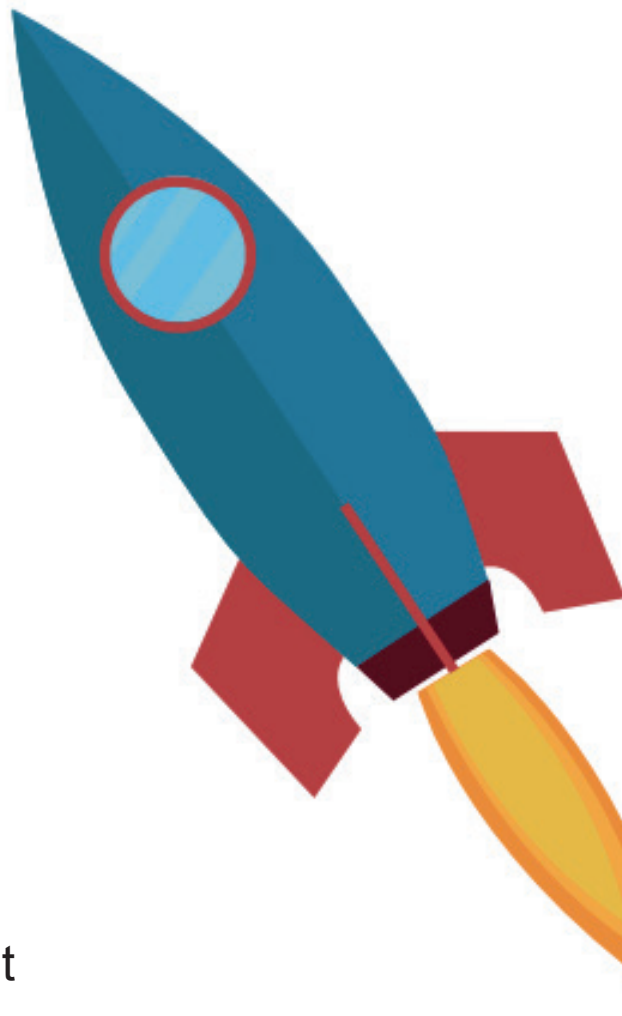


Procurement

People of Tomorrow



Procurement
Placement Pack

February 2022



Scottish Government
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Introduction

Procurement People of Tomorrow (PPoT) is a Scotland-wide partnership programme, involving both the public and private sector, that aims to create our 'future' procurement and commercial talent. Our vision is to leave a sustainable legacy for the procurement profession in Scotland by growing our own talent to address industry-wide skills shortages.



One of the key strategic objectives for the PPoT programme is to increase the opportunity and uptake of work placements for young people in their latter stages of school. This **Placement Pack** provides a consistent and valuable 5-day plan for students to follow when undertaking a one-week procurement placement. With a variety of activities and material split over five themes, one for each day.

PPoT has teamed up with partners to utilise a *challenge* themed approach to the pack, meaning that each day you'll have a challenge to complete that will develop your knowledge of the topic as well as your research, communication and problem solving skills!

The 5 days are broken up with the following themes...

Monday (Day 1)	Tuesday (Day 2)	Wednesday (Day 3)	Thursday (Day 4)	Friday (Day 5)
Introduction to Procurement	Supplier Relations	The Power of Procurement	The Procurement Challenge	Reflection and Learnings
An insight into the procurement profession and its critical role within both the public and private sector.	A one-day challenge on supplier performance management.	An overview of the wider impact procurement can have on all aspects of our society	A one-day challenge on commercial thinking	An opportunity to reflect on your placement experiences and recognise the learnings you've received

Note to the placement host

This pack is primarily for the hosting of school pupil placements in a procurement environment but is not exclusive to that. The pack can also be used as an off the shelf lesson plan in an education setting to deliver an interactive and engaging experience of procurement and supply chain management.

Acknowledgements

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A special thanks to our partners for their significant contributions to the development and publishing of this pack.



Monday (Day 1)

Introduction to Procurement

Introductory Challenge

This challenge aims to demonstrate the variety of approaches and resources involved in sourcing, the overall supply chain and its potential sustainable impact; and the key role played by Procurement and Supply Chain Management (SCM) professionals.

We all buy different goods or services in our everyday lives ... food, clothing, mobile phone, movies, games, streaming services. But how much thought have you given as to how the favourite things you buy are produced or delivered?

That's where Procurement and Supply Chain professionals play a key role. They work to:



Monday (Day 1)

Introduction to Procurement

Your Brief

You are tasked with creating a Case Study on a supplier of your choice, and the products or goods they provide.

Your Case Study should address the following points:

1. What resources they use to create and deliver the goods and/or services they offer?

2. How they source the resources needed (e.g raw materials, people)?

3. What key factors they consider in selecting the resources or suppliers they use?

4. What logistics might be used in the process, from source suppliers to end customers?

5. What their supply chain consists of a high level (e.g growers, logistics, retailers)?

6. What Sustainability goals or Social Impact does the supplier commit to?

7. What are the key responsibilities that might be undertaken by Buyer, Supply Chain Planner and Contract Manager?

You will need to present your Case Study in a 5-minute presentation to your placement host, explaining how you approached the challenge and the Case Study's

key findings. Additionally, you must also submit 2 key lessons learned by completing the challenge.

Earn **bonus points** by providing a link to a Sustainability or Corporate Social Responsibility (CSR) Statement for your chosen supplier, and examples of where carbon emissions may be a risk within a supply chain.

Stage 1 – Planning

Time to brainstorm!

You will first need to explore different suppliers before deciding which one you want to use for your Case Study.

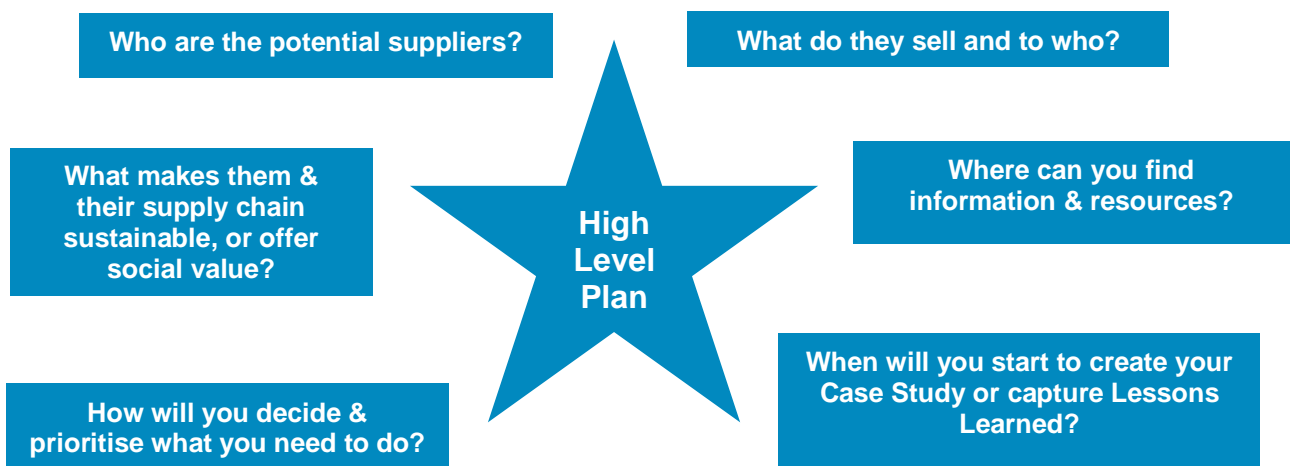
Quickly write down the big brands or local businesses, services, or products that you use most.

Which could make a good case study? Perhaps...



There is no single correct answer to this so capture whatever you think.

Consider why you think that supplier would make a good and interesting choice for the audience.



Taking your notes, use them to sketch out a rough outline plan of activities, their likely order & possible owners. Don't forget to note any dependencies you may have on each other.

Stage 2 – Plan in Action

You're now ready to start the challenge. Use your plan to manage activities.

Research the supplier, gather information on their products &/or services, and supply chain. Remember to ensure you address the points listed in the brief.

What supplier, products or services will you write about?
What sustainability or social value do they commit to?
When were the products or services first launched?
How and where do they make or provide their products or services?
Where can you find their Sustainability or CSR Statement?
How can you find out about the job roles identified?
What examples can you find of carbon emissions risks within supply chains?

Plan your approach to gather your Case Study findings and lessons learned for your presentation.

What points will you need to cover?
Do you know how to use any software needed?
What supporting info, graphics or props might you use?

Learn how to use any tools you need and design the layout 'look and feel' of your finished output.

Gather & collate information on your selected supplier, products or services.

Step 3 – Reach Your Case Study Findings

Review the information gathered to determine what messages and content you want to include in the Case Study, including any graphics.

What makes them interesting, as well as sustainable?
What are the responsibilities for the job roles identified?
How do they address the challenge criteria?
What conclusions did you reach?
What makes your case study findings compelling?

Give evidence why they best meet the criteria & explain your key findings, including the sustainability and social impact they provide.

“Social Impact can be difficult to define. It is often understood as the effects on people and communities that happen as a result of an action, activity, project, programme or policy.” - Communities Channel Scotland

Explain why the products & supply chain are sustainable or offer social impact, using any images or props which make your findings easier to understand.

Create your Case Study presentation – Remember to include your approach to the challenge as well as your Case Study key findings.

Test your presentation with an audience - Is your recommendation concise & easy to understand? Was it impactful?

Stage 4

Capture 2 key learnings to share with your placement host. What went well? What would you do differently? What was the most important thing you learned?

Stage 5

Submit or present your Case Study to your placement host making sure to include your 2 key lessons learned.



Tuesday (Day 2)

Supplier Relations

Supplier Relations Challenge

This challenge aims to demonstrate supplier management best practices, and the use of corrective action plans to resolve issues and reach target outcomes.

Most organisations use supplier partners to help them succeed. It's essential that suppliers are managed to ensure they work collaboratively to deliver value for money and maximise performance, as agreed in their contract. In this way, we can avoid or mitigate issues which could lead to target outcomes not being met.

Your Brief

You work for a growing IT company with green credentials providing computer hardware to customers across Scotland. They have recently acquired additional space to support their office expansion and want to revamp the office to support their staff health and wellbeing and encourage innovation.

Rosie Wellbeing, a workplace wellbeing design company, has been engaged to source furnishings which are environmentally friendly and value for money, for three main areas:

A recreation room for employees to relax or re-energise to improve their wellbeing

Employee workspaces which support collaborative and healthy working

Collaboration spaces which energise, inspire and encourage innovation

Unfortunately, there have been some issues recently as a few deliveries have been late and progress has been slower than expected. The account manager for Rosie Wellbeing is apologetic and says that their resources have been a little stretched, as there has been some supply chain and logistics issues due to unprecedented demand.

You have been asked to recommend a corrective action plan to better manage your supplier (Rosie Wellbeing) and resolve the situation. It's important that you demonstrate the basis for your recommendations, evidence can include extracts from supplier management best practice or case studies.

You will need to present your Corrective Action Plan in a 5-minute presentation to your placement host, explaining how you approached the challenge and your recommendations. Additionally, you must also submit 2 key lessons learned by completing the challenge.

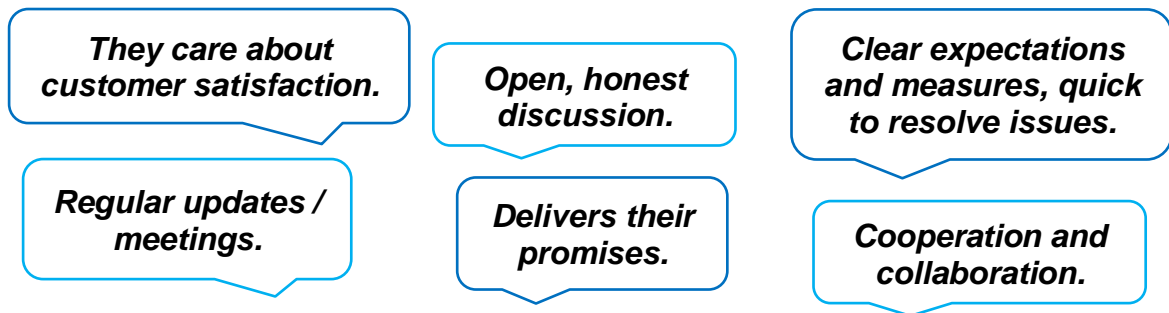
Earn **bonus points** by providing information on the key responsibilities of a Supplier Relationship Manager role within client organisations.

Stage 1 – Planning

Time to brainstorm!

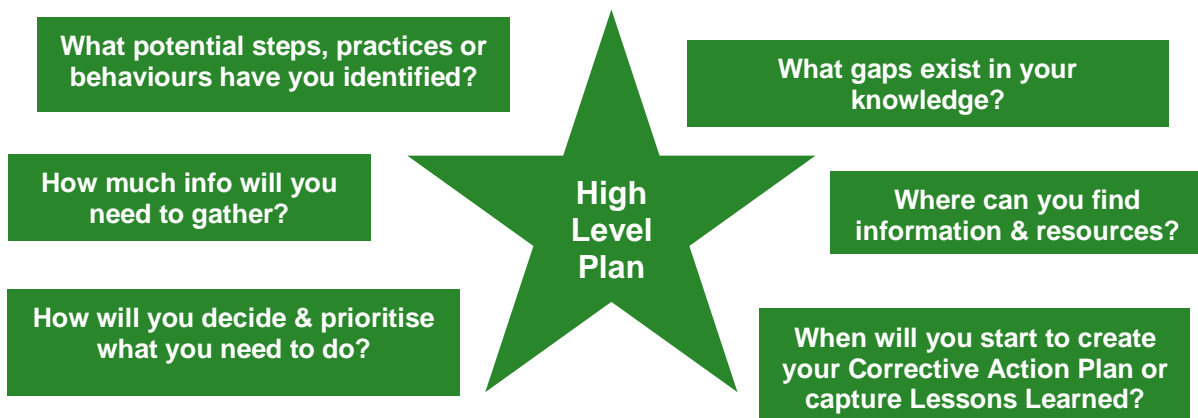
Write down whatever comes to mind when you think of ‘**good supplier management**’.

Perhaps...



There is no single correct answer to this so capture whatever you think.

Consider what steps you would want to take, and any measures needed to resolve the issues and better manage the supplier going forward.



Taking your notes, use them to sketch out a rough outline plan of activities, their likely order & possible owners. Don't forget to note any dependencies you may have on each other.

Stage 2 – Plan in Action

You're now ready to start the challenge. Use your plan to manage activities.

Research supplier management best practices, gather information on how organisations use them. Remember to ensure you address the points identified in the brief.

What options are available?
When are they used?
How difficult or easy are they to introduce?
Why is it important that the steps and measures you propose are used?
When are they most effective?
Who has exemplified these best practices and what did it achieve?
How could a Supplier Relationship Manager assist?

Plan your approach to gather your ideas and recommendations for your Corrective Action Plan and lessons learned for your presentation.

What points will you need to cover?
Do you know how to use any software needed?
What supporting info, graphics or props might you use?

Learn how to use any tools you need and design the layout 'look and feel' of your finished output.

Gather & collate information on your proposed corrective action plan and recommendations.

Step 3 – Reach Your Case Study Findings

Review the information gathered to determine what messages and content you want to include in the Corrective Action Plan, including any graphics.

What makes supplier management best practice?
How could the actions and practices address the challenge?
What pros and cons did you discover about them?
How could a Supplier Relationship Manager make a difference?
What conclusions did you reach about their use in organisations?
What makes your Corrective Action Plan recommendations compelling?

Give evidence why they best meet the criteria & explain your key findings, including the role and responsibilities of a Supplier Relationship Manager.

Use any images or props which make your findings easier to understand.

Create your Corrective Action Plan presentation – Remember to include your approach to the challenge as well as your Corrective Action Plan recommendations.

Test your presentation with an audience - Is your proposal for resolution and supplier management concise and easy to understand? Was it impactful?

Stage 4

Capture 2 key learnings to share with your placement host. What went well? What would you do differently? What was the most important thing you learned?

Stage 5

Submit or present your Corrective Action Plan to your placement host making sure to include your 2 key lessons learned.



Wednesday (Day 3)

The Power of Procurement

Power of Procurement Challenge

Being a conscious consumer is at the heart of good procurement, whether we are buying for ourselves or sourcing goods/services for an organisation.

We each assess whether we believe an organisation shares our values and goals. Are they sustainable and ethical? Do they share accountability for our climate obligations and fair and inclusive work practices, for example, ensuring fair pay and conditions, the health and wellbeing, equality, diversity and inclusion of employees?

Procurement policies incorporate core requirements for best practice or industry standards, which would demonstrate that suppliers share and work to common goals. They enable us to identify and work with suppliers who deliver UN SDGs and Social Impact. Policies can also prohibit suppliers who do not have a good track record or operate in regions where Human Rights, Modern Slavery, Bribery & Corruption, or Injustice are known to be issues.

This challenge aims to demonstrate the core policies and practices used to ensure supplier operations and behaviours are ethical and sustainable.

Your Brief

You work for a procurement consultancy who has been engaged by a new technology start-up. Their business aims to offer affordable, sustainable, and ethical devices to consumers. They have drafted sustainability targets for their organisation and supply chain, based on the UN SDGs and Social Impact themes including:

- Achieve carbon negative and water positive by 2030
- Manufacture and refurb 100% recyclable devices
- Health and wellbeing
- Equality, Diversity & Inclusion.

You must identify and write a Recommendation Report on policies and standards which can ensure the suppliers they use, support their sustainable and ethical objectives. It is important that you demonstrate the basis for your recommendations in your report. Evidence can include extracts from case examples, industry standards e.g., Circular Economy and Zero Waste, Health & Safety, Equal Pay.

You will need to present your Recommendation Report in a 5-minute presentation to your placement host, explaining your recommendations and how you approached the challenge. Additionally, you must also submit 2 key lessons learned by completing the challenge.

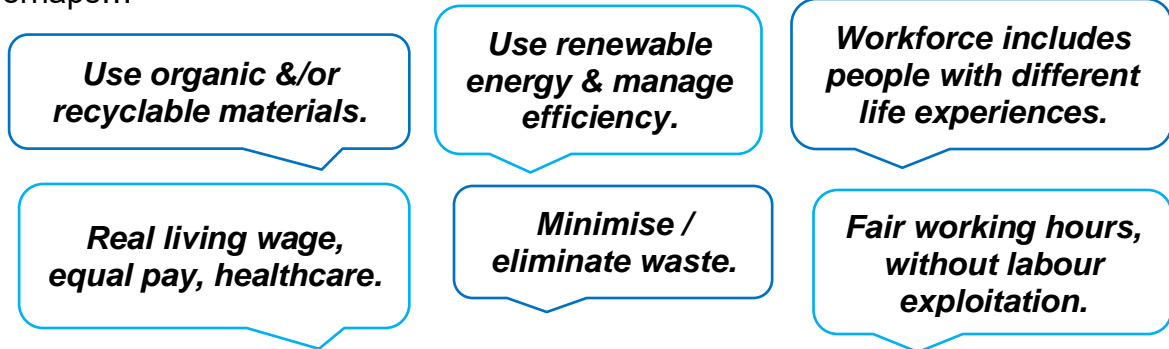
Earn **bonus points** by providing a brief explanation of how Circular Economy and Zero Waste might be incorporated within a supply chain.

Stage 1 – Planning

Time to brainstorm!

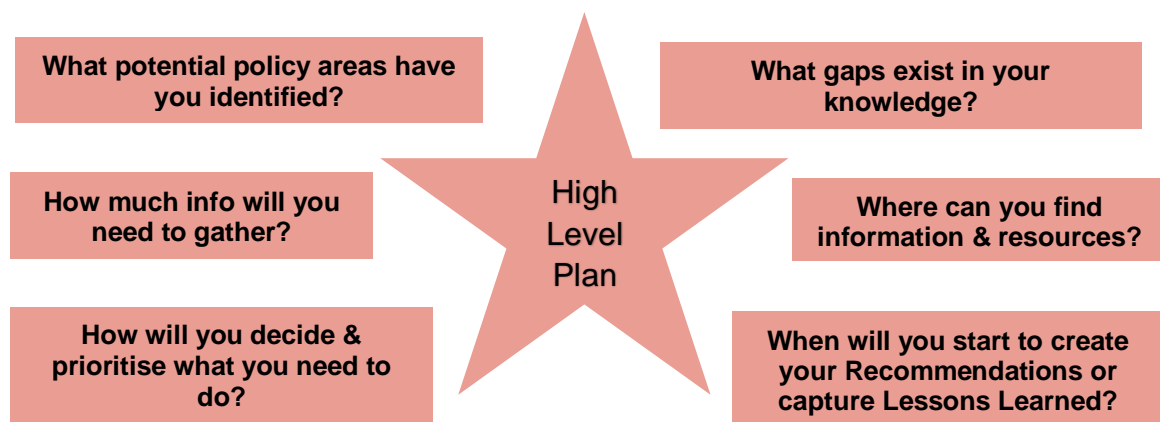
Write down whatever comes to mind when you think of ‘**sustainable, ethical, health and wellbeing, equality, diversity and inclusion**’.

Perhaps...



There is no single correct answer to this so capture whatever you think.

Consider what steps you would want to take, and any measures needed to resolve the issues and better manage the supplier going forward.



Taking your notes, use them to sketch out a rough outline plan of activities, their likely order & possible owners. Don't forget to note any dependencies you may have on each other.

Stage 2 – Plan in Action

You're now ready to start the challenge. Use your plan to manage activities. Research the best practice policies and practices, gather information on how organisations use them within their supply chain.

Choices available?
When were they first introduced?
Where are they used?
How difficult or easy are they to introduce?
Why is it important they are used, either individually or in combination?
When are they most effective?
Who has exemplified these best practices and what did it achieve?

Plan your approach for your presentation & how to use any tools you will need.

What points will you need to cover in your presentation?
Do you know how to use any software needed?
What supporting info, graphics or props might you use?

Gather & collate information on possible solutions & select your recommended choice of policies and practices.

Step 3 – Reach Your Recommendations

Review the information gathered to determine what messages and content you want to include in your Recommendations, including any graphics.

What makes them best practice?
How could the policies and practices address the challenge?
What pros and cons did you discover about them?
What conclusions did you reach about their use in organisations?
How could Circular Economy Zero Waste make a difference?
What makes your recommendations compelling?

Give evidence why they best meet the criteria & explain your key findings, including the use of Circular Economy and Zero Waste within supply chains.

Use any images or props which make your findings easier to understand.

Create your Recommendations presentation – Remember to include your approach to the challenge as well as your recommendations.

Test your presentation with an audience - Are your recommendations and Circular Economy Zero Waste insight concise and easy to understand? Was it impactful?

Stage 4

Capture 2 key learnings to share with your placement host. What went well? What would you do differently? What was the most important thing you learned?

Stage 5

Submit or present your Recommendations to your placement host making sure to include your 2 key lessons learned.



Thursday (Day 4)

Procurement Challenge



This challenge aims to test and teach you on the value of effective commercial thinking and procurement.

Perhaps now more than ever, the world needs considerate minds at the hearts of communities.

Health & wellbeing has been a key focus, as we find different ways to exercise & eat better, whilst managing our money effectively. **Sustainability** remains an important factor in our efforts to combat climate change. Social businesses have played a key role in supporting communities, providing ethical & sustainable goods & services.

Your Brief

Imagine that you work for a Social Enterprise which supports local families in getting value for money for their household spend.

However, value for money doesn't necessarily mean finding the cheapest products.

People in our communities want to have good health & wellbeing, to spend wisely & use suppliers who are truly committed to being ethical & sustainable.

They want their spend to make a difference!

Using the **shopping list provided**, you must identify & recommend the best provider(s) & products, which offer the most ethical, sustainable, healthy & affordable solution.



It is important that you demonstrate the basis for your recommendations. Evidence can include price comparisons, product nutritional value, or supplier commitment to the community, living wage or modern slavery statement.

Earn **bonus points** by providing a link to the Modern Slavery Statement for your chosen store(s) & an explanation of where modern slavery might be found in a supply chain.

You will need to present your recommendation in a 5-minute presentation to your placement host, explaining how you approached the challenge and why you think your solution is the best. In addition to your presentation, you must also submit 2 key lessons learned by completing the challenge.

Shopping List

Players must find the most environmentally friendly, healthy and affordable shopping for a family consisting of 1 adult and 2 children.

Your shopping **must exclude** ready meals.

Try to find household and school supplies which are environmentally friendly where possible (e.g organic or renewably sourced raw materials.)

You can use resources such as Eatwell Guide and Scotland's Food Standards to learn about which foods, products and materials are most environmentally friendly and ethical.

Your recommended shopping should include the following food, household items and school supplies:

Food and drinks for breakfast, lunch, dinner and any snacks for one week.

Toiletries:

- ✓ Shower gel
- ✓ Shampoo
- ✓ Conditioner
- ✓ Toothpaste
- ✓ Mouthwash



Household Products:

- ✓ Washing up liquid
- ✓ Pack of 2 kitchen towels
- ✓ Washing machine powder/liquid/tablets
- ✓ Fabric softener
- ✓ Pack of 4 toilet paper rolls
- ✓ Bathroom cleaner
- ✓ Multipurpose cleaner
- ✓ Floor cleaner
- ✓ Cleaning scourers

School Supplies – For each child (1 girl aged 8 and 1 boy aged 10):

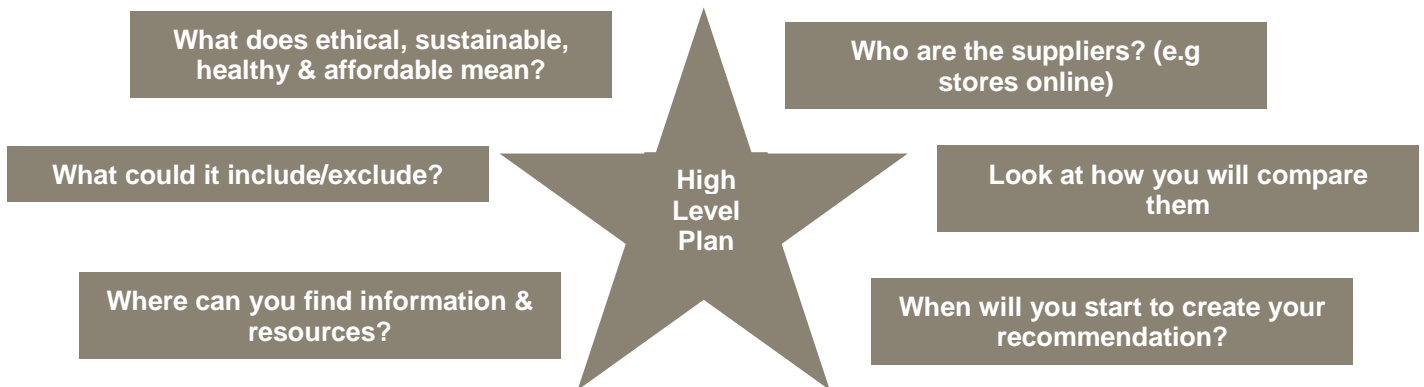
- ✓ School uniform
- ✓ Notebook
- ✓ Pack of pencils
- ✓ Water bottle
- ✓ School bag

Stage 1 – Planning

Time to brainstorm!

Write down whatever comes to mind when you think of ‘**healthy food, value for money or sustainability**’.

Remember there is no single correct answer, so capture what you think.



Taking your notes, use them to sketch out a rough outline plan of activities, their likely order & possible owners. Don't forget to note any dependencies you may have on each other.

Stage 2 – Plan in Action

You're now ready to start the challenge. Use your plan to manage activities. Research the products, pricing or information you want to gather.

What foods will you recommend for the week?
Which suppliers will you compare?
How sustainable/environmentally friendly are the products?

Plan your approach for your presentation & how to use any tools you will need.

What points will you need to cover in your presentation?
Do you know how to use any software needed?
What supporting info, graphics or props might you use?

Gather & collate information on possible solutions & select your recommended choice of healthy food, supermarkets & products.

Step 3 – Reach Your Recommendation

Review options to determine your recommended solution.

What are the pros and cons of each?
How do they address the challenge criteria?
What makes your recommendation compelling?

Give evidence why they best meet the criteria compared to other options & explain what makes them the right balance of affordability & quality.

Outline why the products & supply chain are sustainable & use any images or props which make your findings easier to understand.

Explain modern slavery & what steps suppliers take to prevent it in their supply chain.

Create & test your presentation – Remember to include your recommendations, approach to the challenge & lessons learned.

Test your presentation with an audience - Is your recommendation concise & easy to understand? Was it impactful?

Stage 4

Capture 2 key learnings to share with your placement host. What went well? What would you do differently? What was the most important thing you learned?

Stage 5


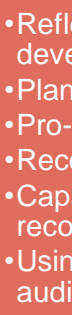

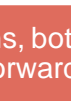
Submit or present your recommendation to your placement host making sure to include your 2 key lessons learned.



Friday (Day 5)

Reflection and learnings

It's time to reflect on your experience and key learnings (information, skills and experiences) from the week.

1. 
 - Open discussion and/or mind map on the lessons' key topics, what you have learned and how you feel you worked to create and present solutions
2. 
 - Reflect on how challenges provided opportunities for you to develop Core Skills (see our Core Skills table):
 - Planning, working and learning independently or as a team
 - Pro-actively solving scenarios and real life problems
 - Recognising different ideas, approaches and skills
 - Capability to gather and analyse information to reach recommendations
 - Using communication and presentation skills to engage an audience
3. 
 - Reflect on the Curriculum for Excellence Four Competencies, to identify specific competencies you feel you have strengthened
4. 
 - Share your observations, both positive and thoughts for consideration looking forward

Core Skills

• Adaptability	• Analytical Thinking	• Attitude: Positive & Can Do	• Communication & Influencing
• Conflict Management	• Creativity	• Commercial Awareness	• Decision Making
• Diversity Recognition	• Engagement	• External Awareness	• Flexibility
• Leadership	• Learning	• Planning & Organisation	• Problem Solving
• Results Orientated	• Responsibility	• Resilience	• Risk Management
• Sensitivity to Others	• Teamwork	• Values & Ethics	

Acknowledgements

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