

Fleming.

TRAINING

COMPLIANCE

Fleming.
Is a BMTG
accredited
training
partner



IFPSM
INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY MANAGEMENT

Advanced Certificate in Procurement Compliance (ACPC™) (5 days)

26 - 30 November 2018 | Villa Rosa Kempinski - Nairobi - Kenya

Your prominent trainers:



Steve Mallaband BSc
(Hons) CEng MIET
FITOL



Ros Howard BSc
(Hons) PGCE
FITOL

Meet your training course directors:



Steve Mallaband BSc

(Hons) CEng MIET
FITOL

Steve is a highly experienced procurement professional and a Fellow of the Institute of Training and Occupational Learning (ITOL). Steve has over 20 years experience holding senior positions with several large organisations both in the UK and abroad. During his career he has bought a large variety of goods and services in an international context, and has been actively involved in both writing tenders and preparing bids. For the last 7 years he has provided training and consultancy to public and private sector clients around the globe on a wide range of topics. He is a knowledgeable, interesting and entertaining presenter who is able to draw on his wealth of practical experience to excellent effect.



Ros Howard BSc

(Hons) PGCE
FITOL

Ros is a professional business trainer and a Fellow of the Institute of Training and Occupational Learning (ITOL). Ros has a rich and varied career in industry and education. She believes that excellence in communication and other “soft skills” is vital for business success, and has a real passion for instilling learning in others. For the last 10 years she has provided training, coaching and consultancy to a variety of clients in many different countries and from many different organisations. She is a dynamic and inspiring presenter who, having taught English as a Foreign Language, is particularly sensitive to the needs of the non-native English speakers.

Steve and Ros work together to deliver the Advanced Certificate in Procurement Compliance: ACPMTM offering you the best of both worlds – a very experienced procurement practitioner backed by an expert in communication and soft skills.

Who should attend:

- ✓ Procurement compliance dept.
- ✓ Procurement Directors
- ✓ Supplier Managers
- ✓ Supply Chain Consultants
- ✓ Buyers / Senior Buyers
- ✓ Operations Directors & Managers
- ✓ Finance Managers
- ✓ Heads of Governance & Compliance
- ✓ Business Owners / Managing Directors
- ✓ General Managers
- ✓ Divisional Heads
- ✓ Project Directors
- ✓ Audit Team Leaders
- ✓ Audit Staff
- ✓ Project Leaders
- ✓ Team Leaders
- ✓ Supervisors
- ✓ VAT Compliance Officers

PLUS anyone who is responsible for / involved in procurement, supply chain management, bid management or procurement auditing/compliance.

Course objectives:

- 🔦 Understand the Role of the Procurement Function within the Organisation.
- 🔦 Understand the role of Compliance in Procurement
- 🔦 Understand and Develop Compliance Approach – Pre- Tender
- 🔦 Understand and Develop the Compliance Approach – Supplier Selection
- 🔦 Understand the psychology of audit for procurement compliance
- 🔦 Effectively engage with the Regulators/ Auditor Committees
- 🔦 Effectively Plan and Manage audit compliance.
- 🔦 Effectively manage VAT impacts & ensure compliance within the supply base.
- 🔦 Conduct objective and meaningful audits to underpin governance.
- 🔦 Demonstrate robust governance and transparency to external agencies & customers.
- 🔦 Effectively manage non compliant procurement risk & red flag scenarios
- 🔦 Support your organisation’s Corporate Governance initiatives and policy.
- 🔦 Gain an accredited Certificate approved by a UK regulated body – The Advanced Certificate in Procurement Compliance (ACPC™)
- 🔦 Use ACPC™ on your business card and on your resume
- 🔦 The ACPC™ shows that you have completed International qualifications and that you have the skills & experience to manage & audit procurement effectively
- 🔦 The ACPC™ certificate will be received approximately one month following the close of the training course and will be issued jointly by IFPSM and BMTG
- 🔦 You receive a certificate of completion and participation issued by **Fleming**.



Training Course Content

Day 1

Understand the Role of Procurement

- Key drivers of Procurement strategy
- The Strategic Procurement Roadmap
- Roles and Responsibilities of the Function
- Developing evidence based procurement
- Linking Procurement activity to support Corporate Governance.

Understand the role of Audit

- Key drivers of audit strategy
- The Strategic audit roadmap
- Conducting effective audits
- Balancing operational and compliance needs
- Triangulating Procurement, Audit & Corporate Governance.

17:00 **End of day 1**

Day 2

Understand Procurement Risk:

- The concept of risk.
- Financial risk.
- Operational risk.
- Market risk.
- Importing risk via the supply base.
- Root cause risk analysis.
- Managing & mitigating procurement risk.

17:00 **End of day 2**

Day 3

Developing the audit approach - Pre-tender:

- Examining the supplier selection process.
- Validating existing supplier listings.
- Supplier bid concentration.
- Examining tender pre-qualification focus. (PQQ)
- Examining the tender(ITT)
- Spend analysis techniques.
- Supplier capability validation systems.
- Potential red flag issues.
- Demonstrating evidence based corporate governance

17:00 **End of day 3**

Day 4

Developing the audit approach - Supplier selection:

- Validating supplier capability
- Supplier audit visit management
- Examining supplier scoring systems
- Managing conflicts of interest
- Ensuring objectivity within the tender process
- Potential red flag issues.

Developing the audit approach - post tender- contracts and supplier management:

- Key legal principles - avoiding contractual risk.
- Examining supplier performance management systems.
- Objective supplier relationship management
- Developing supplier interaction policies.
- Managing Cross cultural supplier management audit issues.
- Potential red flag issues.
- Validating & ensuring ongoing Corporate Governance compliance.

17:00 **End of day 4**

Day 5

Bringing everything together:

- The psychology of audit
- Effective audit report writing & process management.
- Effective engagement of audit committee.
- Developing continuous improvement initiatives together.

This programme will include a series of group exercises and case studies with a high level of delegate interaction.

ACPC™ Examination*

** Only those who successfully complete the examination and participate effectively in the course case studies will receive the Advanced Certificate in Procurement Compliance (ACPC™)*

Day Timing

Registration:	8:30
Morning Session:	9:00 – 12:30
Coffee Break:	10:30 – 10:45
Lunch:	12:30 – 13:30
Afternoon Session:	13:30 – 17:00
Coffee Break:	15:15 – 15:45



**REGISTER
ONLINE**

*Do you need a different topic,
venue or date?*

*Create your own
custom-made training.*

In-House Training

- ✔ Specific industries face specific problems. They require niche information and solutions. **In-House Training** is precisely tailor-made to your needs.
- ✔ Taking place in the privacy of your company, including real-life case studies and best practices, the course is led by an independent industry expert.
- ✔ We find a trainer, draft topics, and then find the premises and dates which match your needs.
- ✔ Provide your employees a unique learning experience without having to leave the office.

*"Knowledge is important,
but implementation is crucial."*



The team behind:

We are delighted to bring you the

Advanced Certificate in Procurement Compliance (ACPC™)

Click on the ticket below to sign up

Or write to

event.inquiries@fleming.events
to get in touch with a member of
our team

Jacob Gichimu

Event producer

Monica Jones

Marketing manager

Lydia Makori

Delegate sales



REGISTRATION

**Click
Here &
Register
Online**



**FROM
2700 \$**
**Join
The Event**

You will be transferred to secure payment gateway

Nairobi

The city is home to numerous local and international businesses and organizations. Nairobi bustles with activity. It's a city that never sleeps; the rhythm is fast, day and night. There's always something to do and see in Nairobi and its people are friendly and hospitable.

