Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification and is only available for delivery in Wales.

Unit Title: Applying Ethical, Sustainable and Socially Responsible Procurement and Supply Processes

Open Awards Unit Reference Number: CBL501

Level: Three (3)

Credit Value: Four (4)

Minimum Guided Learning Hours: 10

Learning Outcome (The Learner will):		Assessment Criterion (The Learner can):	
1.	Understand the importance of working in a sustainable way in **own organisation**	1.1	Explain what sustainability means to **own organisation**
		1.2	Identify organisational policies and procedures that comply with legislation and/or regulatory requirements regarding sustainability
		1.3	Give examples of projects undertaken by own organisation to improve and/or maintain business sustainability
		1.4	Comment on how the projects are monitored in terms of sustainability
2.	Understand the importance of an ethical code of conduct, its impact on behaviours and business relationships in **own organisation**	2.1	Provide evidence of ethical codes of conduct and practices within own organisation
		2.2	Reflect on the impact of the ethical codes/practices within the procurement
		2.3	Identify how conflicts of interest are managed within own organisation
3.	Be able to work in a way that supports Corporate Social Responsibility (CSR) within own role and organisation	3.1	Give examples of how own organisation observes the “three pillars” of Corporate Social Responsibility (CSR)
		3.2	Comment on how own organisation performs against the “three pillars” of Corporate Social Responsibility (CSR)
		3.3	Present an idea for an additional, or improved measure

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4.	Be able to apply Socially Responsible Procurement supply chain operations within own role and organisation	4.1	Give examples of how procurement and supply operation activities contribute and are influenced by CSR
		4.2	Reflect on how socially responsible procurement supply operation is monitored and reported within own organisation

Indicative Content	
LO1	1.1 The Learner **is required to** explain their own organisations understanding of sustainability both corporately and for procurement. This **could** include website references, missions and values etc. 1.2 The Learner **is required to** identify policies and procedures that comply with current legislations and/or regulation regarding sustainability. In the absence of direct sustainable policies and procedures learners may need to link or refer to a variety of policies and procedures that support sustainability. 1.3 Projects: These **can** be historic, or current, with the Learner **being required** to identify what was done and why, with any added benefits for efficiency, business profile, health and safety, wellbeing, etc. 1.4 The Learner **is required to** comment on how projects are monitored and give examples of monitoring tools that their organisation uses in this process.
LO2	2.1 The Learner **is required to** source documentary evidence and processes which support a commitment to ethical working practices, commenting on how these commitments contribute positively to the organisation. Examples may include Core Values statement, “Functional Economy” commitments, Accreditation and Memberships, Accident Records, Conflict of Interest Declarations, Confidentiality and Diversity Policies, evidence of Ethical Decision Making, Reporting Processes, etc. 2.2 The Learner **is required to** reflect on the evidence produced in 2.1. The Learner **should** be able to identify monitoring practices and draw conclusions from data generated in monitoring and/or impact activity. 2.3 The Learner **is required to** identify what might represent a Conflict of Interest in their organisation, as well as comment on the organisational processes and procedures in place to manage any Conflicts of Interest.
LO3	3.1 The Learner **is required to** signpost or refer to previously presented documents to demonstrate that they identify the “three pillars” of CSR including cultural considerations. There **may** be an organisational statement, or pledges, memberships of associations or awards/accreditations that demonstrate responsiveness of the organisation to economic, social and environmental impacts of its operations. 3.2 The Learner **is required to** include their own organisation performance measurements through performance indicators, audits, data, reports, etc. 3.3 The Learner **is required to** present their improvement idea through a variety of channels. These channels could be an official notification/presentation to line

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	manager, participation in working groups. They should include the idea and explain how it will improve CSR with their own organisation. (NB. Resulting evidence of verbal answers and professional discussion, etc. needs to be made available for IQA/EQA.)
LO4	4.1 The Learner **is required to** provide at least two examples of how procurement and supply operation activities contribute and are influenced by CSR. 4.2 The Learner **is required to** reflect on how socially responsible procurement supply operation is monitored and reported within own organisation. They are **required to** reflect on at least two examples of monitoring and two examples of reporting activities and how they are improving CSR within their own organisation.

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