

## Qualification Unit

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

**Unit Title:** Applying Professional Behaviours and Development in Procurement and Supply

**Open Awards Unit Reference Number:** CBL504

**Level:** Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 15

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Demonstrate workplace expectations	1.1 Apply all workplace procedures/systems and act where procedures have not been correctly followed
	1.2 Demonstrate professional communication with colleagues, stakeholders, suppliers and customers in own workplace
	1.3 Identify individuals, departments and/or other teams that they work closely with, stating each team's different purposes
2. Contribute to team working across procurement and supply processes	2.1 Explain ways to build and maintain effective interpersonal relationships with others in and out of own organisation
	2.2 Deal with disagreement and challenges within a team
	2.3 Give examples of own behaviours which portrayed a positive impression of the organisation
3. Create a positive impression of self and <b>own organisation</b>	3.1 Give examples of own behaviour which created a positive impression of yourself among peers and colleagues
	3.2 Explain the benefits of Continuous Professional Development (CPD) for themselves and <b>own organisation</b>

4. Take an active role in own professional and personal development	4.1 Reflect on most recent CPD/Appraisal activity, updating on workplace development activities taken and those that are ongoing
	4.2 Take part in activities outside own role to maintain personal growth and development

Indicative Content	
LO1	<p>1.1 The Learner <b>must</b> be able to show how they comply with workplace legislation, organisational policies, best practice and reporting processes. These <b>can</b> be evidenced through a Learner statement and reference to the appropriate workplace procedure, annual or periodic appraisals. The Learner <b>is also required</b> to clearly state any reporting or action they would take if the correct procedures were not being, or have not been followed (which, if available, they <b>can</b> also evidence through internal correspondence which supports them doing this).</p> <p>1.2 The Learner's evidence <b>requires them to</b> demonstrate use of appropriate language, clarity, professional forms of address, whether this is observed in person, or through written records.</p> <p>1.3 The Learner <b>is required to</b> identify other teams in their organisation and understanding the purposes these teams serve and how the various teams work and fit together. They <b>may</b> do this by reference to organisational charts or written/personal statement.</p>
LO2	<p>2.1 The Learner <b>is required to</b> identify behaviours that improve and maintain good team dynamics. These <b>should</b> be referenced in a Personal Statement or Reflective Log and endorsed by a line manager, team leader or team member. Witness Statements from other team members are also acceptable.</p> <p>2.2 The Learner <b>is required to</b> either provide a workplace example of where they were able to help resolve disagreement, or deal with problems or challenges resulting from differences in the opinions, behaviours or experience of others. (NB. Resulting evidence of verbal answers and professional discussion, etc. needs to be made available for IQA/EQA.)</p> <p>2.3 The Learner <b>is required to</b> evidence this through records of correspondence with external stakeholders and customers, or the Witness Testimony of the Line Manager.</p>
LO3	<p>3.1 The Learner <b>is required to</b> provide <b>at least two</b> examples, such as displays of empathy, compassion, support, assistance or solidarity. These examples must be confirmed by a line manager, supervisor, team leader or colleague, through a Witness Statement, or through endorsement of Learner's own statement.</p> <p>3.2 The Learner <b>is required to</b> state <b>at least three</b> benefits of CPD for both themselves and the wider organisation, they <b>should</b> also be able to explain how this can have positive outcomes for customers, suppliers and other external parties.</p>
LO4	<p>4.1 The Learner <b>is required to</b> refer to their own CPD records, provide a short, written/verbal update, referring to their most recent appraisal or review, stating clearly activities undertaken or planned, the reason for those activities, progress</p>

made accordingly and its benefit to themselves and the organisation. (NB. Resulting evidence of verbal answers and professional discussion, etc. needs to be made available for IQA/EQA.)

4.2 The Learner **is required to** provide examples of at **least two** activities that they undertake outside of normal work role to promote other personal goals. This **may** include (but is not restricted to) examples such as physical activities, for physical and mental health and well-being, other learning (languages, technical skills, academic and vocational courses), membership of other teams or groups, hobbies, etc. In each case the Learner **must** be able to explain how these activities support their personal growth and development.