

## FITTskills Edition 7.2 — Workshop Syllabus

### Workshop: International Procurement: Purchasing and Outsourcing in the Global Marketplace

#### Workshop Description:

Procurement is the means by which organizations move into international trade by creating or entering into global value chains as buyers or suppliers. As part of global value chain and global supply chain management, procurement is an essential supporting activity for all aspects of organizations. This workshop explores the role of procurement in the following areas:

- Leveraging global market conditions to maximize cost savings
- Creating a competitive advantage
- Identifying potential risks

This workshop also details the issues and risks to consider when entering into negotiations and contracts as buyers.

This is the first of four workshops for the course *Global Value Chain*. Each workshop explores a global value chain activity in relation to international trade.

#### FITTskills Program:

The *International Procurement* workshop is a key workshop in Edition 7.2 of the FITTskills Program, which has been designed for the independent self-directed learner who is an international trade practitioner with a minimum of two to five years of experience. The FITTskills Program has been developed so that you as a practitioner can ensure you have all the competencies required to take advantage of international trade opportunities.

#### Pre-Requisites:

- It is recommended that you have the required learning from the *Feasibility of International Trade* course prior to beginning the *International Procurement* workshop. You can complete the course *Feasibility of International Trade* or self-assess your knowledge of its content by reviewing the learning outcomes for the course.
- The *International Procurement* workshop assumes you have the necessary basic business and trade knowledge and skills needed for domestic trade, as these fundamentals are not covered in the FITTskills Program.

### Workshop Learning Outcomes:

Upon successful completion of this workshop, you will be able to:

1. Follow a strategic global sourcing process, using effective international business practices, to source raw materials and/or product components or to outsource manufacturing or services offshore.
2. Develop and maintain positive supplier relationships.

### Schedule:

You can begin any time. Learners must complete the workshop within one month of registration.

### Workshop Format:

You have one month to work through the self-led workshop and complete the final assessment at your own pace. You'll receive your topic-specific textbook in eBook format. At the end of your learning, you can write the summative exam for the workshop.

Registration in this workshop provides you with access to additional learning resources, such as guiding notes, case studies, sample exam questions and the answers to the exercises in the textbook. These additional resources provide you with an opportunity to apply your learning and verify your progress. Although access to these resources are provided, the only requirement to complete the workshop is successfully passing the exam.

### Learning resources:

The workshop includes extensive content about the global value chain as an integral part of international trade. It also offers:

- An initial checklist for you to 'Reflect on Your Experience' to help you decide which sections you need to spend most time on, and where you may have previous learning
- Case examples that demonstrate innovative and good business practices, global examples and lessons from the field
- Many sample documents to illustrate requirements and good practice within the global value chain
- Sections that help you to consolidate and apply your learning at the end of each unit
- Opportunities for extended learning at the end of each unit to broaden the scope of your application, and to help you relate the learning to specific situations
- A list of 'Recommended Resources' for additional reading and learning on the topics

### Assignments & Formative Assessments:

In addition to the sections in each unit to help you apply your learning and to extend your learning to various situations, there is a Final Check at the end of the module. This multiple-choice quiz for the workshop provides sample questions and answers for you to prepare for the summative exam. These questions have also been provided as an interactive quiz on the learning platform.

### Summative/Final Assessment:

Once you are ready, you can write the workshop evaluation. This is a standardized open-book exam consisting of 15 multiple choice questions. Learners must complete this exam online within two hours. You can write your exam at any time as long as it is done before the deadline.

To access the examination:

1. Go to [www.FITTforTrade.com](http://www.FITTforTrade.com)
2. Under SIGN IN, enter your FITT ID and password
3. Click the **FITT Students** menu (left-vertical menu), then **Online Exam Centre** and then **Login now to begin your exam**—this will redirect you to the online exam center

A credit is awarded when learners achieve a ‘pass’ or ‘pass with distinction’ grade on the exam. These credits count towards obtaining FITT business credentials.

Pass with Distinction	PWD	85% or higher
Pass	P	65%-84%
Fail	F	64% or less

### FITT Educational and Professional Credentials:

FITT offers three international business credentials based on the global trade competencies acquired through the FITTskills Program. The credentials are proof of an individual’s level of knowledge and expertise in global trade. Each is achieved based on the following criteria:

#### FITT Certificate in International Trade

Presented to individuals who have successfully completed any three FITTskills courses, or equivalency thereof (3 credits). *Note: Successful completion of a workshop will earn learners a partial credit towards the course the workshop derives from.*

### FITT Diploma in International Trade

Presented to individuals who have successfully completed all six FITTskills courses, or equivalency thereof (6 credits). *Note: Successful completion of a workshop will earn learners a partial credit towards the course the workshop derives from.*

**Certified International Trade Professional (CITP®|FIBP®) designation** can be applied for by individuals who have:

- Earned their FITT Diploma
- Achieved FITT's practical work experience requirement of at least one full year
- Endorsed the CITP®|FIBP® Standards of Ethical Conduct
- Committed to ongoing professional development in the discipline of international business

### Policies:

1. **Deferral Policy:** A request for an assessment deferral must be submitted to FITT in advance of the assessment deadline. Students may request a deferral for up to 30 days at one given time. A maximum of three (3) deferrals per assessment is permitted. This deferral policy applies to all FITT assessments and rewrite assessments. You can request a deferral by completing an **Assessment Deferral Form**.
2. **Rewrite Policy:** You are eligible to re-write a failed FITTskills assessment within 90 days of the original deadline. There is no limit to the number of times an assessment can be re-written. However, each re-write must take place within 90 days of the previous rewrite deadline, and there is a fee of \$100 plus applicable taxes per re-write. You can request to re-take an assessment by completing an **Assessment Registration Form**.
3. **Non-Disclosure Agreement:** The answers to the exercises, case studies and final check questions are confidential and proprietary. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting the content, or substantially similar content, of this document, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. By registering in this workshop, you agree not to disclose, publish, reproduce, or transmit the content, or substantially similar content, of this document, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. Violators will be prosecuted.
4. **Printing of Material:** Printing is for personal, private use only. No part of the material on this platform may be reproduced or transmitted without FITT's prior permission. Violators will be prosecuted.

## Table of Contents

### FITTskills International Procurement: Purchasing and Outsourcing in the Global Marketplace

Getting Started

Forward

Features

Course/Module Learning Outcomes

The Modular Approach

Reflect on Your Experience

Cross-Modular References

Apply Your Learning

Extended Learning

Recommended Resources

Background: Global Value Chain

Organization of Text

Course Learning Outcomes

### **Module—International Procurement: Purchasing and Outsourcing in the Global Marketplace**

Introduction

Module Learning Outcomes

Reflect on Your Experience

#### **Unit 1: The Strategic Procurement Process**

Why Is This Important?

Following the Strategic Procurement Process

STEP 1: Conduct an Internal Needs Analysis

STEP 2: Conduct an Assessment of the Suppliers' Market

STEP 3: Collect Supplier Information

STEP 4: Develop a Sourcing/Outsourcing Strategy

STEP 5: Implement the Sourcing Strategy

STEP 6: Negotiate with Suppliers and Select the Winning Bid

STEP 7: Implement a Transition Plan or Contractual Supply Chain Improvements

Government Procurement

Apply Your Learning

Extended Learning

#### **Unit 2: Global Sourcing of Goods**

Why Is This Important?

Global Sourcing Motivators  
Global Sourcing: Considerations and Risks  
The Decision Making Process  
Apply Your Learning  
Extended Learning

### **Unit 3: Global Outsourcing of Manufacturing**

Why Is This Important?  
Motivators for Global Outsourcing of Manufacturing  
Global Outsourcing of Manufacturing: Considerations and Risks  
The Decision for Globally Outsourcing Manufacturing  
Apply Your Learning  
Extended Learning

### **Unit 4: Global Outsourcing of Services**

Why Is This Important?  
Types of Outsourcing Services  
Motivators for Global Outsourcing of Services  
Service Delivery Models  
Global Outsourcing of Services: Considerations and Risks  
The Decision for Globally Outsourcing Services  
Apply Your Learning  
Extended Learning

### **Unit 5: Developing the Supplier Relationship**

Why Is This Important?  
Supplier Relationship Management  
Forming Partnerships and Alliances  
Apply Your Learning  
Extended Learning

### **Module Summary**

Final Check  
Recommended Resources  
Glossary

Notes