

# LEARNING AND DEVELOPMENT PROGRAMME DETAILS

## Diploma Programmes

<b>Course No.</b>	D 100	
<b>Course Title:</b>	HIGHER NATIONAL DIPLOMA IN PUBLIC PROCUREMENT AND CONTRACT ADMINISTRATION (HN-DIPPCA)	
<b>Target Group:</b> Staff Grade Officers / Procurement Officers ( Graduates from recognized universities or persons with equivalent qualifications), Staff Grade Officers engaged in bid evaluations	<b>Duration:</b> 14 months (Full Day -only on Tuesdays)	
<b>Main Subject Areas:</b>		
<ul style="list-style-type: none"> <li>* Procurement Management</li> <li>* Pre- qualification</li> <li>* Selection of Consultants and Proposals Evaluation</li> <li>* Stores Management</li> <li>* Supply Chain Management</li> <li>* Contract Administration</li> <li>* Procurement Performance Management</li> <li>* Procurement Risk Management</li> <li>* Sustainable Procurement Policies and Best Practices</li> <li>* IT Applications for Procurement Management</li> <li>* Advanced Project Management</li> </ul>		
<b>Learning Outcomes:</b> On successful completion of the course, the participants will have the ability to:		
<ul style="list-style-type: none"> <li>• Understand the role of public procurement in the development process of the country</li> <li>• Apply procurement procedures in government and foreign funding projects</li> <li>• Prepare strategic procurement plans</li> <li>• Draft and scrutinize bidding documents</li> <li>• Evaluate bids pertaining to public procurement</li> <li>• Apply pre-qualification and post-qualification techniques</li> <li>• Apply pre-qualification and post-qualification techniques</li> <li>• Manage stores efficiently and effectively</li> <li>• Understand the role of contract administration &amp; apply contract administration techniques</li> <li>• Implement monitoring and performance evaluation systems.</li> <li>• Apply the required procedures in selection of consultants and draft and scrutinize requests for proposals</li> <li>• Understand and apply techniques relating to supply chain management, risk management and value for money in public procurement in the public procurement process.</li> <li>• Understand and implement public assets disposal procedures and contract close out activities</li> <li>• Improve skills on project management and application of MS project in project management</li> <li>• Improve skills on research paper writing</li> </ul>		
<b>Course Fee :</b> Rs.120,000.00 *	<b>Medium</b>	English
<b>Assessment Method</b>	Participants are required to obtain minimum 50% of marks at the examinations, presentations and assignments. and submit the research report on or before the deadline.	
<b>Course Coordinator</b>	Dr. M. Senaka Anuruddha	

*\*This programme is a paid programme for all participants including those from Government, Provincial Councils and Local Government*

