1. **Title of the module**

PSRU404 - Negotiating and Contracting in Procurement and Supply

1. **School or partner institution which will be responsible for management of the module**

Centre for Higher and Degree Apprenticeship

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 4

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTs)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Flexible delivery model

10 weeks study

Autumn, Spring and Summer

1. **Prerequisite and co-requisite modules**

N/A

1. **The programmes of study to which the module contributes**

Certificate in Procurement and Supply

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**
2. Understand the legal issues that relate to the formation of contracts
3. Understand how to prepare for negotiations with external organisations
4. Understand how commercial negotiations should be undertaken
5. Understand the main approaches in the negotiation of commercial agreements with external
6. Employ the skills and techniques required for good negotiations

organisations

**9. The intended generic learning outcomes.  
On successfully completing the module students will be able to:**

1. Use a range of communication skills to influence and persuade

2. Accurately precis and present information

3. Engage in research and use findings to inform negotiation

4. Apply theoretical ideas and concepts

1. **A synopsis of the curriculum**

The module explores the legal issues that inform contracts, including offer and acceptance, the risks associated with different forms of contract and the processes by which they are negotiated**.** It also considers framework arrangements and agreements andthe causes of conflict when negotiating and exercising contractual arrangements. The position of negotiators is also considered from a range of perspectives, including the political context, economic situation, and social conditions and relationships. The module also supports the planning of negotiations and explores the techniques employed to persuade and influence. Reflective practices are also supported to analyse performance and enhance negotiation skills.

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

# Sammons P (2017) *Contract Management: Core Business Competence.* Kogan Page

# Anderson M and Warner V. (2016) *Drafting and Negotiating Commercial Contracts.* Bloomsbury Professional

# Griffiths M. and Williams S. (2013) *Commercial Contracts: A Practical Guide to Negotiating and Drafting.* ICSA Publishing Ltd

# Wollen D. (2016) *The Tech Contracts Handbook: Cloud Computing Agreements, Software Licenses, and Other It Contracts for Lawyers and Businesspeople.* AmericanBar Association, 2nd edition

1. **Learning and teaching methods**

Distance learning:

Total Learning Time: 100 hours

Private Study Time: 50 hours

Total Hours: 150 hours

1. **Assessment methods**
   1. Main assessment methods

Examination (20% of CIPS 3 hour examination)

Role Play Assignment (10 Minutes)

Weighting:

Examination 80%

Role play 20%

13.2 Reassessment methods

Like for like

1. ***Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 8.4 | 8.5 | 9.1 | 9.2 | 9.3 | 9.4 |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |
| Private Study | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| Teaching | **x** | **x** | **x** | **x** | **x** |  | **x** |  | **x** |
| Work based experience | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **Assessment method** |  |  |  |  |  |  |  |  |  |
| Examination | **x** |  | **x** | **x** | **x** |  | **x** |  | **x** |
| Role Play (10 minutes) |  | **x** |  |  |  | **x** | **x** | **x** | **x** |

1. **Inclusive module design**

The School/Collaborative Partner recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Medway, distance learning

1. **Internationalisation**

The module considers the legal issues associated with contracts and the framework arrangements that govern the development of tenders and contractual arrangements. These often have international contexts which are explored in the module.

**FACULTIES SUPPORT OFFICE USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
| FSO JAN19 |  |  |  |  |
|  |  |  |  |  |