



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE**



**PROCUREMENT AND SUPPLIES PROFESSIONALS  
AND TECHNICIANS BOARD**

**Training Program for Procurement and Supply Auditors:  
Auditing Skills and Methodology**

**Part Time (Evening) and Full Time (Executive) Delivery Training Mode**

**Executive Director,  
P.O. Box 2663,  
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## **1.0 THE PSPTB AND PROGRAM OVERVIEW**

### **1.1 PSPTB's Mandate**

The Procurement and Supplies Professionals and Technicians Board (PSPTB) is a regulatory professional Board established by the Act of Parliament, CAP 179 of the laws of Tanzania to oversee and regulate the practice and conduct of Procurement and Supply Professionals and Technicians in Tanzania. The law under Section 7 of the PSPTB Act mandates the Board to train or provide training opportunities and conduct professional examinations leading to the grant of professional certificates and other awards in Procurement and Supply Chain Management.

In that regard, PSPTB has developed a short course professional training program for Procurement and supply Auditors in Auditing Skills and Methodology.

### **1.2 Vision, Mission, and Core Values**

#### **1.2.1 Vision**

Excellence in Procurement and Supply Chain Practices

#### **1.2.2 Mission**

To oversee the development of Procurement and supply practices by regulating the profession and conduct of professionals to achieve the best value for money in procurement and supply chain management.

#### **1.2.3 Core Values (IPIAI)**

**(a) Integrity**

We are honest, ethical and transparent in serving our customers.

**(b) Professionalism**

We competently provide quality and reliable services to develop greater efficiencies in our work to the public.

**(c) Impartiality**

We behave in the best interests of the public by making fair and objective decisions.

**(d) Accountability**

We are answerable and liable for our conduct.

**(e) Innovation**

We embrace ideas that drive learning and positive changes that add value and improve our service delivery.

## 2.0 Purpose and rationale of the training program

- (a) Enable trainees to curb professional knowledge and skills gaps in auditing and methodology for professional practitioners.
- (b) Provide bases for auditing firms in the country to engage registered procurement and supply auditors when auditing Procurement and Supply processes.
- (c) Link procurement and supply chain practices with auditing chain professional practices.
- (d) Inculcate learners with a professional code of ethics and standards
- (e) Certify and register Procurement and Supply Auditors in approved and authorized categories in line with professional membership registration criteria.
- (f) Enhance professionalism and professional practices in auditing procurement and supply chain processes.
- (g) Create opportunities for graduates in this program to audit procurement and supply chain activities in the public and private sectors.
- (h) Develop leadership skills and a culture of self-reliance.

## 3.0 Training Program Structure and Duration

### 3.1 Training Program Structure

The general program structure is built to equip procurement and supply professionals with the auditing skills and methodology necessary for the execution of procurement and supply auditing activities. The program covers the learning areas for auditing and investigation skills, Procurement and Supply Chain processes with modules structured based on predetermined learning outcomes and competencies. These learning areas are well detailed in the training program syllabus that will guide the trainers during the entire time of training. The contents of each learning module area are broken down into sub-topics and related tasks. The general learning areas are highlighted here under:

**TABLE 1: Learning module for Approved and Authorized Categories**

Categories	Module Name
Approved and Authorized Category Program	Procurement and Supply chain management for Auditing Perspective
	Risk-based Procurement and Supply Chain Auditing and Investigation
	Legal Framework & standards for Professional Practice in auditing and Methodology
	Leadership and governance
	Report writing and Documentation in auditing and investigation.

### **3.2 Training Program Duration**

The training is designed to be covered in one month involving teaching and learning in the physical and online environment. The duration covers the period of training, preparations and attempt of qualifying examinations for certifications.

### **4.0 Modes of Training and Delivery**

This professional training program is clustered into two modes of training and delivery namely Part Time (Evening) and Full Time (Executive) training modes. The typical training methodology in both modes of training will be andragogy based on self-directed learning, transforming learning and discussing the implications in professional practices in each training module. Different forms of training delivery including but not limited to brainstorming, focus group discussion, modified lecturing and case-based scenario training will be employed in the actual training environment.

#### **4.1 Part-Time (Evening) modes of training and Delivery**

Part-time (evening) training mode will be trained for a maximum of six (6) days per module depending on the nature of the learners and trainers in the actual learning environment. The training will be delivered on the face-to-face (offline) and online training modes in the respective trainees' cohorts.

#### **4.2 Full-Time (Executive) Modes of Training and Delivery**

Full-time (Executive) training modes will be trained for a maximum of three (3) days per module depending on the nature of the learners and trainers in the classroom. The training will be delivered in face-to-face training modes in the respective trainees' cohorts. The training methodology will be an interactive approach aimed at sharing experiences with both the trainer and learners.

### **5.0 Intended participants and their Qualifications**

The professional training program for Procurement and Supply Auditor's; in Auditing Skills and Methodology is open to registered Procurement and Supply Professionals in the categories of Approved and Authorized as per the Membership Registration Policy (Revised 2022).

### **6.0 Trainers Qualifications and competences**

The training will engage experienced trainers who are Certified Public Accountants in Public Practice (CPA - PP) registered by NBAA or by other recognized professional authorities and also who are recognized and registered

by PSPTB in Authorized Procurement and Supply Auditors. Equally, trainers possess relevant Master's Degree Program to the training program.

## **7.0 Assessment and Qualifying Examinations**

The training program will be assessed based on formative assessment to monitor the progress of the training program in the respective training cohort for each module, recording attendance and learning participation in the classroom session, report writing, in which the minimum participation in the training program will be 80% to qualify for summative assessment.

The summative assessment shall be conducted based on qualifying examinations that will be tested for each module. The grading system will be based on a pass or fail basis in each module. The minimum pass will be a 40% score and a maximum pass mark of 100% score for each module. The passed modules will be graded as A, B, and C scores while the failed modules will be graded as F scores. The failed trainees below the mark standard will not be qualified for a certificate of competence unless the respective candidate repeats the whole training modules and passes the required minimum standards.

## **8.0 Participation Fees**

The program has been designed in five modules which are intended to be conducted either full-time or part-time as indicated below.

### **(a) Full-time executive training program**

The proposed fee for a full-time executive programme is **TZS 520,000** per module equivalent to **TZS 2,600,000** for the entire program from training to qualifying examinations and certification.

### **(b) Part-time (evening) training program.**

The proposed fee for a part-time evening training program is **TZS 400,000** per module equivalent to **TZS 2,000,000.00** for the entire program from training to qualifying examinations and certification.