



**UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING**



**PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS
BOARD**

The Board has developed Professional Curriculum and reviewed its professional syllabi to guide professional training and examinations for the enhancement of professionalism and professional practices. The syllabi are categorized into three learning Blocs namely; Professional Diploma, Graduate Professional and the Certified Procurement and Supply Professional (CPSP) Bloc. The minimum entry qualifications and related learning areas or subjects for each Bloc are highlighted here under;

Table 1.1 Minimum Entry Qualifications for Professional Diploma I and II

STAGE	QUALIFICATIONS
Professional Diploma I	(a) Basic certificate issued by the Board or National Business Education level III (NABE III) issued by VETA with at least four bearing three principal pass in a single sitting. (b) Certificate (NTA 4) in either procurement and supply programs, procurement and logistics programs, procurement and supply management, or transport and logistic programs. (c) Ordinary Diploma (NTA6) other than procurement and supply programs or transport and logistic programs. (d) Certificate of competence for the basic certificate in procurement and supply programs issued by the Board. (e) Any other professional qualifications recognized by the Board as equivalent to certificate in procurement and supply programs.
Professional Diploma II	Professional Diploma I, or Foundation stage I issued by the Board.

Table 1. 2. Subjects for Professional Diploma I and II

STAGE	CODE	CORE SUBJECTS	CODE	SUPPORTING SUBJECTS
Professional Diploma I	D01	Warehouse Operations	D02	Business Communication and Report writing
	D05	Procurement Principles	D03	Business Mathematics and Statistics
			D04	Information and Communication Technology
Professional Diploma II	D06	Inventory Control	D11	Entrepreneurship and Commercial Knowledge
	D07	Fundamentals of Procurement Contract Management	D08	Principles of Office and Records Management
	D09	Principles of Assets Management		
	D10	Tendering Process and Techniques		

Table 1.3: Conversion Scheme from Foundation to Professional Diploma Syllabus

Code	SUBJECTS IN OLD FOUNDATION SYLLABUS	Code	SUBJECTS IN PROFESSIONAL DIPLOMA SYLLABUS	ALTERNATIVE SUBJECTS TO BE REFERRED IN THE PROFESSIONAL DIPLOMA SYLLABUS		REMARKS
				Code	REFERRED SUBJECT	
F1	Procurement Principles	D01	Warehouse Operations	D05	Procurement Principles	(i) A candidate who has successfully completed Foundation Stage I in the old syllabus will be eligible to sit for Professional Diploma II examination scheme.
F2	Business Communication Skills	D02	Business Communication and Report writing	D02	Business Communication and Report writing	
F3	Business Mathematics and Statistics	D03	Business Mathematics and Statistics	D03	Business Mathematics and Statistics	
F4	Information and Communications Technology	D04	Information and Communication Technology	D04	Information and Communication Technology	(ii) Referred candidate in the old syllabus will be required to attempt Warehouse Operations (D01) together with referred subjects.
		D05	Procurement Principles			
F5	Principles of Stores House Administration	D06	Inventory Control	D06	Inventory Control	(i) A candidate who has successfully completed Foundation Stage II in the old syllabus shall be eligible to sit for the Graduate Professional I examination scheme.
F6	Financial and Cost Accounting	D07	Fundamentals of Procurement Contract Management	D09	Principles of Assets Management	
F7	Introduction to Entrepreneurship	D08	Principles of Office and Records Management	D11	Entrepreneurship and Commercial Knowledge	(ii) Referred candidate in the old syllabus will be required to attempt Fundamentals of Procurement Contract Management (D07) and Tendering Process and Techniques (D10) together with referred subjects
F8	Principles of Freight Forwarding	D09	Principles of Assets Management	D08	Principles of Office and Records Management	
		D10	Tendering Process and Techniques			
		D11	Entrepreneurship and Commercial Knowledge			

2.1 Minimum Entry Qualifications for Graduate professional I, II and III

STAGE	QUALIFICATIONS
Graduate Professional I	<p>(a) Professional Diploma in Procurement and Supply programs or Procurement and Supplies Management Foundation Certificate issued by the Board.</p> <p>(b) Ordinary Diploma/ (NTA 6) in Procurement and Supply programs or Procurement and Logistics programs.</p> <p>(c) Bachelor Degree other than procurement and supply programs.</p> <p>(d) Certificate of Professional Competence for professional Diploma issued by the Board.</p> <p>(e) Any other professional qualifications recognized by the Board as equivalent to a Professional Diploma in Procurement and Supply programs.</p>
Graduate Professional II	Graduate Professional I
Graduate Professional III	Graduate Professional II

2.2 Subjects for Graduate Professional I, II and III

STAGE	CODE	CORE SUBJECTS	CODE	SUPPORTING SUBJECTS
Graduate Professional I	G01	Procurement Management	G02	Principles of Economics
	G04	Legal Aspects of Procurement	G03	Principles and Practices of Management
	G05	Warehouse Management		
Graduate Professional II	G06	Public Procurement Management	G07	Decision Making Techniques
	G08	Procurement Ethics and Professionalism	G09	Business Consulting Skills
	G10	Asset Management		
Graduate Professional III	G12	Business Research Methods	G11	Financial Management
	G13	Inventory Management		
	G14	Supply Chain Planning		
	G15	Essentials of Procurement and Supply Chain Audit		

2.3 Conversion Scheme from OLD Professional Syllabus to Graduate Professional Syllabus.

Code	Subjects in Old Professional Syllabus	Code	Subjects in Professional Graduate Syllabus	Alternative subjects to be referred in the graduate professional syllabus		REMARKS
				Code	REFERRED SUBJECT	
P1	Procurement Management	G01	Procurement Management	G01	Procurement Management	(iii) A candidate who has successfully completed Professional Stage I in the old syllabus shall be eligible to sit for Graduate Professional II examination scheme. (iv) Referred candidate in the old syllabus will be required to attempt Warehouse Management (G05) together with referred subjects
P2	Managerial Economics	G02	Principles of Economics	G02	Principles of Economics	
P3	Management Principles and Practice	G03	Management Principles and practice	G03	Management Principles and practice	
P4	Legal Aspects of Procurement	G04	Legal Aspects of Procurement	G04	Legal Aspects of Procurement	
		G05	Warehouse Management			
P5	Warehouse Management	G06	Public Procurement Management	G05	Warehouse Management	(iii) A candidate who has successfully completed Professional Stage II in the old syllabus shall be eligible to sit for the Graduate Professional III examination scheme. (iv) Referred candidate in the old syllabus will be required to
P6	Quantitative Methods	G07	Decision making Techniques	G07	Decision making Techniques	
P7	Freight Forwarding Management	G08	Procurement Ethics and Professionalism	G14	Assets management	
P8	Business Ethics and Corporate Governance	G09	Business Consulting Skills	G08	Procurement Ethics and Professionalism	

		G10	Asset Management			attempt Public Procurement Management (G06) together with referred subjects.
P9	Marketing Management	G11	Financial Management	G09	Business Consulting Skills	<p>(i) A candidate who has successfully completed Professional Stage III in the old syllabus shall be eligible to sit for the CPSP I examination scheme.</p> <p>(ii) Referred candidate in the old syllabus will be required to attempt Business Research Methods (G12) together with referred subjects</p>
P10	Financial Management	G12	Business Research Methods	G11	Financial Management	
P11	Production and Operations Management	G13	Inventory Management	G15	Essentials of Procurement and Supply Audit.	
P12	Inventory Management	G14	Assets management	G13	Inventory Management	
		G15	Essentials of Procurement and Supply Audit.			

Table 3.1 Minimum Entry Qualifications for CPSP I and II

STAGE	QUALIFICATIONS
Certified Procurement and Supply Professional One (CPSP I)	(a) Graduate Professional Certificate in Procurement and Supply management or Professional III issued by the Board. (b) Bachelor Degree or (NTA 8) in Procurement and Supply programs, Procurement and Logistics Management, and Procurement and Supply Management. (c) Certificate of competence for Graduate Professional in Procurement and Supply Management programs issued by the Board. (d) Any other professional qualifications recognized by the Board as equivalent to Graduate Professional Certificate in procurement and Supply programs.
Certified Procurement and Supply Professional Two (CPSP II)	Certified Procurement and Supply Professional One (CPSP I)

Table 3.2 Subjects for CPSP I and II

STAGE	SUBJECT CODE	SUBJECT NAME	REMARKS
CPSP LEVEL I	C01	Fleet and Logistics Management	All subjects at CPSP I and II are compulsory.
	C02	Consultancy and Entrepreneurship	
	C03	Strategic Supply Chain Management	
	C04	Project Management	
	C05	Business Negotiation	
	C06	Procurement Contract Management	
CPSP LEVEL II	C07	Managing Supply Chain Risks	
	C08	Global Strategic Procurement	
	C09	Leadership and Governance	
	C10	Strategic Asset Management	
	C11	Procurement and Supply Chain Audit	
	C12	Research Paper	

3.3 Conversion Scheme from OLD Professional Syllabus to new CPSP Syllabus

CODE	Subjects in Old professional Syllabus	CODE	Subjects in new CPSP Syllabus	Alternative subjects to be referred in CPSP Syllabus		
				CODE	REFERRED SUBJECT	REMARKS
P13	Public Procurement Management	C01	Fleet and Logistics Management	G06	Public Procurement Management	(v) A candidate who has successfully completed Professional Stage III in the old syllabus shall be eligible to sit for CPSP I examination scheme. (vi) Referred candidate in the old syllabus will be required to attempt Strategic Supply Chain Management (C03) and Project Management (C04) together with referred subject(s).
P14	Procurement Contracts Management	C02	Consultancy and Entrepreneurship	C06	Procurement Contract Management	
P15	International Logistics and Transport	C03	Strategic Supply Chain Management	C01	Fleet and Logistics Management	
P16	Entrepreneurship	C04	Project Management	C02	Consultancy and Entrepreneurship	
		C05	Business Negotiation			
		C06	Procurement Contract Management			
P17	Procurement and Supply Audit	C07	Managing Supply Chain Risks	C11	Procurement and Supply Chain Audit	(v) A candidate who has successfully completed Professional Stage IV in the old syllabus will be eligible to sit for CPSP II examination scheme.
P18	Strategic Procurement and Supply Chain Management	C08	Global Strategic Procurement	C08	Global Strategic Procurement	
P19	Research Methodology and Consultancy	C09	Leadership and Governance	C09	Leadership and Governance	

CODE	Subjects in Old professional Syllabus	CODE	Subjects in new CPSP Syllabus	Alternative subjects to be referred in CPSP Syllabus		
				CODE	REFERRED SUBJECT	REMARKS
P20	Procurement and Supply Chain Risks Management	C10	Strategic Asset Management	C07	Managing Supply Chain Risks	(vi) Referred candidate in the old syllabus will be required to attempt Strategic Asset Management (C10) together with referred subject(s).
P21	Research Paper	C11	Procurement and Supply Chain Audit	C12	Research Paper	
		C12	Research Paper			