PROFESSIONAL CERTIFICATE IN PROCUREMENT COMPLIANCE



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Introduction

Professional Certificate in Procurement Compliance examines the rules, controls, and ethical standards that keep buying activity lawful and defensible. This Training Course covers procurement policy, integrity frameworks, anti-bribery rules, sanctions screening, and control design. Participants study conflicts of interest, supplier due diligence, segregation of duties, and audit evidence standards. Furthermore, the programme connects regulatory requirements to daily procurement decisions through case review and control testing labs. As a result, delegates leave able to run compliant procurement and demonstrate that compliance to auditors and regulators.

Professional Certificate in Procurement Compliance Course Objectives

- Define procurement compliance and its regulatory sources.
- Apply procurement policy, delegation, and approval thresholds.
- Implement anti-bribery standards including FCPA and UK Bribery Act 2010.
- Manage conflict of interest, gifts, and hospitality declarations.
- Conduct supplier integrity and sanctions due diligence.
- Design segregation of duties and fraud prevention controls.
- Apply competition and fair-tendering principles properly.
- Manage records, audit trails, and evidence retention.
- Handle compliance breaches, investigations, and remediation.
- Prepare for internal audit, external audit, and regulatory review.

Course Methodology

- Interactive workshops using real compliance breaches and enforcement cases.

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- Structured control design and compliance mapping exercises.
- Due diligence and sanctions screening practice labs.
- Guided review of audit findings and remediation plans.
- Case analysis of bribery, collusion, and conflict scenarios.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement managers, buyers, and contract officers.
- Compliance officers and integrity advisors.
- Internal audit and assurance professionals.
- Legal counsel supporting procurement.
- Risk and control specialists.
- Government procurement oversight staff.
- Suppliers' compliance and bid teams.

Professional Certificate in Procurement Compliance Course Outlines

Day 1: Procurement Compliance Framework

- Defining procurement compliance and its scope.
- Regulatory sources: law, regulation, policy, and standards.
- Compliance risk taxonomy in the buying cycle.
- Procurement policy and delegation of authority.
- Compliance registers and obligation tracking.
- Compliance culture and tone from the top.

- Roles, responsibilities, and reporting lines.

Day 2: Integrity, Anti-Bribery, and Conflicts

- Anti-bribery standards: FCPA and UK Bribery Act 2010.
- Bribery, kickbacks, and facilitation payments.
- Gifts, hospitality, and travel controls.
- Conflict of interest: disclosure registers and management.
- Declarations of interest and recusal procedures.
- Third-party and intermediary risk management.
- Whistleblowing channels and non-retaliation.

Day 3: Due Diligence, Sanctions, and Fair Competition

- Supplier integrity due diligence and screening.
- Beneficial ownership and adverse media checks.
- Sanctions, denied party, and export control screening.
- Debarment and exclusion list monitoring.
- Competition law principles in tendering.
- Bid rigging, cover pricing, and collusion red flags.
- Fair evaluation and equal treatment obligations.

Day 4: Controls, Segregation of Duties, and Evidence

- Segregation of duties matrices for procurement.
- Approval thresholds and dual authorisation controls.
- Three-way matching and payment controls.
- Vendor master data and bank detail verification.

- Records management, retention, and audit trails.
- Evidence standards and documentation requirements.
- Control testing, monitoring, and self-assessment.

Day 5: Investigations, Remediation, and Audit Readiness

- Breach identification and escalation procedures.
- Internal investigation steps and evidence handling.
- Disciplinary, contractual, and criminal referral options.
- Remediation planning and corrective action.
- Reporting compliance performance to management and boards.
- Preparing for internal and external audit.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Professional Certificate in Procurement Compliance, participants will have acquired a practical command of procurement policy, integrity frameworks, sanctions due diligence, control design, and audit readiness. They will know how to manage conflicts of interest, screen suppliers properly, and build controls that prevent bribery and fraud. In addition, the course prepares delegates to investigate breaches and report compliance performance credibly. As a result, they return to work ready to run procurement that meets legal and ethical standards. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Professional Certificate in Procurement Compliance course

Q1 What is the "Professional Certificate in Procurement Compliance" course about?

It is a five-day programme that explains the rules and controls that keep procurement lawful and defensible. It covers compliance frameworks, anti-bribery standards, conflict-of-interest management, supplier due diligence, sanctions screening, control design, evidence standards, investigations, and audit readiness.

Q2 What are the key benefits of the "Professional Certificate in Procurement Compliance" course?

Participants gain the ability to run compliant procurement processes, screen suppliers and intermediaries properly, and design controls that prevent bribery, collusion, and leakage. They also learn to manage investigations and to demonstrate compliance to auditors and regulators with proper evidence.

Q3 What skills will I gain from the "Professional Certificate in Procurement Compliance" course?

Procurement compliance framework application with policy and threshold control, anti-bribery and conflict-of-interest management, supplier due diligence with sanctions and debarment screening, and control design with investigation handling and audit readiness.

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Q4 What tools, methods, or standards are covered in the "Professional Certificate in Procurement Compliance" course?

The course covers procurement policy and delegation frameworks, compliance risk taxonomies, the FCPA and UK Bribery Act 2010, gifts and hospitality registers, conflict-of-interest disclosure and recusal procedures, beneficial ownership and adverse media screening, sanctions and denied party lists, debarment and exclusion registers, competition law principles including bid rigging red flags, segregation-of-duties matrices, approval threshold and dual authorisation controls, three-way matching and payment controls, vendor master data verification, records retention and audit trail standards, control testing and self-assessment methods, and investigation and remediation procedures.

Q5 How is the "Professional Certificate in Procurement Compliance" course applied in real-world practice?

Delegates apply it through procurement policies, compliance registers, conflict and gift declarations, due diligence reports, sanctions screening records, control matrices, self-assessment reports, investigation files, remediation plans, and compliance reports to management. They also use it to prepare procurement files for internal audit and regulatory inspection.