

Assessment 2: Individual Assignment, 40% of Module Weighting
1.0) INSTRUCTIONS:

i) **Assignment Submission:** All assignment copies are to be submitted online (LMS) on the specific due date agreed upon.

ii) **Assignment Brief:** Select an organization that you are familiar with and assume that you are the purchasing manager of this organization. Analyse the effectiveness of these three aspects of the purchasing management, namely supplier selection criteria and related issues (eg. single or multiples sources, local or overseas etc.), purchasing costs, and the use of information & communication technologies (ICT) for purchasing operations and management. You are required to consult and fully reference a MINIMUM of 10 references (e.g., book; www; journal article from the full-text databases; current affairs magazine; newspaper etc.). The use of WIKIPEDIA online encyclopedia is NOT allowed. The word range of this essay is about 2,000 words.

The report must fulfill the following requirements:

- More marks will be awarded for reports which provide **more detailed discussion and in-depth analysis** with **adequate referencing to the purchasing concepts and models**.

iii) **Assignment Format:**

The report should be presented as follows:

- **Introduction** - Outline the purpose of this essay (about 100 words) and provide the key information about the selected local retailer (about 200 words), information includes products, supplier markets, competitors, organizational goals and strategies etc.
- chap 2
- **Supplier Selection Criteria and Issues** - Analyze the purchasing goals and needs of the selected organization and the relevant information. Recommend the appropriate criteria to be considered when selecting supplier(s) and the decisions required to be made for issues relating to supplier selection (about 500 words).
- Chap 4
- **ICT For Purchasing Operations** - Analyze the purchasing goals and needs of the selected organization and the relevant information. Recommend the ICT to be applied for improving purchasing operations (about 500 words).
- Chap 3
- **Purchasing Cost Analysis** - Analyze the purchasing goals and needs of the selected organization and the relevant information. Recommend the appropriate tools to be considered for analysing the purchasing costs (about 500 words).
- **Conclusion** - Reinstates all of the significant parts of this report and refers the reader back to the focus that have outlined in the introduction and to the central topic. This gives the report a sense of unity (about 200 words)

- **Referencing** - All sources referred to in your essay, including any diagrams, must be referenced to in-text and be included in a full reference list at the end of the assignment, according to the APA system of referencing. Use the following Kaplan resource to assist you to do this accurately and consistently:

All KAPLAN Higher Education Diploma and Diploma Bridging modules use the APA referencing and citation format. Please make yourself familiar with this style at the beginning of your studies so you are able to use it to keep track of source material during research.

COMPULSORY GUIDE TO READ AND APPLY IN ALL ACADEMIC WRITING:

KAPLAN Academic Works and APA Guide: Follow this link to download and save-
http://kaplan-diploma.s3.amazonaws.com/Kaplan_Singapore_Academic_Works_and_APA_Guide_2013_v2.pdf

iv) Assignment Style

The reference above will also supply you with the Assignment Style rules followed in Kaplan. In short, the main things to apply are as follows:

1. Write your name clearly on the cover page using the Lecturer's Comment Form
2. Your assignment should be type-written.
3. Spacing 1.5 with font size 12 using Arial font style.
4. Include page no.
5. Include a Reference Page at the end of your assignment.

v) Policies

(For detailed policy information, please consult your Study Guide)

- The penalties for plagiarism and collusion per Kaplan Singapore Academic Policy (found in your Student Handbook) will apply for any breaches.
- Late submission of assignment copies handed in will have marks deducted in accordance to the Kaplan Singapore late submission policy.

Purchasing Management					
Criteria	Performance descriptors			Total Marks	Marks awarded
	Developing	Proficient	Excellent		
Introduction	0-1	2-3	4-5	5	
	<ul style="list-style-type: none"> ▪ No introduction of topics ▪ Company description is missing, lacks summarisation or paraphrasing, is not clear, does not provide information on key attributes of the company or is not succinct 	<ul style="list-style-type: none"> ▪ Introduction that states the background or topics ▪ Company description is reasonable, uses summarisation or paraphrasing, is somewhat clear, includes key attributes of the company and is succinct 	<ul style="list-style-type: none"> ▪ Introduction that grabs the interest of readers and states background and topics ▪ Company description is succinct, well written and clear, uses summarisation or paraphrasing, includes key attributes of the company 		
Supplier Selection Criteria & Issues	0-5	6-10	11-15	15	
	<ul style="list-style-type: none"> • No relevant or poor recommendations on supplier selection criteria and discussion of related issues • No or poor justification given 	<ul style="list-style-type: none"> • Recommendations on supplier selection criteria are correct and relevant • Justifications are supported by some theories • Discussion is NOT in the context of the selected organization 	<ul style="list-style-type: none"> • Recommendations on supplier selection criteria are correct, relevant and thorough • Justifications are supported by sufficient theories • Discussion is in the context of the selected organization 		
ICT Application Analysis	0-5	6-10	11-15	15	
	<ul style="list-style-type: none"> • Recommendations of purchasing cost analysis tools are correct and relevant • Justifications are supported by some theories • Discussion is NOT in the context of the selected organization 	<ul style="list-style-type: none"> • Recommendations of ICT are correct and relevant • Justifications are supported by some theories • Discussion is NOT in the context of the selected organization 	<ul style="list-style-type: none"> • Recommendations of ICT are correct, relevant and thorough • Justifications are supported by sufficient theories • Discussion is in the context of the selected organization 		

PURCHASING MANAGEMENT

Purchasing Management					
Criteria	Performance descriptors			Total Marks	Marks awarded
	Developing 0-1	Proficient 2-3	Excellent 4-5		
Visual Aid	Little or no visuals, too much text on slides. Presentation has many misspellings, poor alignment.	Visual aids supported the presentation sufficiently. They clarified and reinforced the spoken message. Presentation has a few misspellings, wrong alignment, quite wordy.	Visual aids were carefully prepared and supported the presentation effectively. They are very well clarified and reinforced the spoken message. The aids added impact and interest to the presentation. Presentation has no misspellings, good alignment.	5	
	0-1	2-3	4-5		
	Too long or too short; ten or more minutes above or below allotted time.	Within five minutes above or below allotted time +/-.	Within two minutes above or below allotted time +/-.		
Presentation Length				5	
formative comments on submission				40	0