

**NOTICE ON THE 2021 BATCH 1 CONVERSION/INDUCTION
TRAINING PROGRAM**

ALL PARTICIPANTS MUST COME ALONG WITH THE FOLLOWING:

1. PRINTOUT OF THE ONLINE REGISTRATION FORM
2. OFFICIAL IDENTITY CARDS
3. PHOTOCOPIES OF CREDENTIALS
4. ONE PASSPORT- SIZE PHOTOGRAPH
5. FACE MASKS
6. COPY OF COURSE TIME-TABLE (**BELOW**)
7. PERSONAL EFFECTS

PLEASE NOTE THAT **THERE IS NO NEED** FOR DOWNLOAD OF ASSIGNMENTS AND COURSE MATERIALS FROM THE PO CR PORTAL.

TIME TABLE

WEEK ONE

MONDAY 24/05/2021	TUESDAY 25/05/2021	WEDNESDAY 26/05/2021	THURSDAY 27/05/2021	FRIDAY 28/05/2021	SATURDAY 29/05/2021
09:00-12:00hrs	09.00-12.00hrs	09.00-12.00hrs	09.00-12.00hrs	09.00-12.00hrs	10.00hrs- 12.00hrs
Opening Ceremony	Introduction to Public Procurement(1) Module 1 <ul style="list-style-type: none"> • Overview of the Public Procurement Act, 2007 Module 2 <ul style="list-style-type: none"> • Understanding the Public Procurement Process 	Introduction to Public Procurement(3) Module 4 <ul style="list-style-type: none"> • Complaint Procedure/Administrative Review 	Module 6 Procurement of Goods(1)	Module 8 Procurement of Goods(3)	Continuous Assessment Test (CAT1)
12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	
14.00-17.00hrs	14.00-17.00hrs	14.00-17.00hrs	14.00-17.00hrs	14.00-17.00hrs	
Orientation <ul style="list-style-type: none"> • <i>Overview of the course</i> • <i>Code of Conduct for the Participants</i> • <i>Pre-evaluation test</i> 	Introduction to Public Procurement(2) Module 3 <ul style="list-style-type: none"> • Procurement Methods and Approval Thresholds • Basic Principles of Bid Evaluation 	Introduction to Public Procurement(4) Module 5 <ul style="list-style-type: none"> • Introduction to Use of Solicitation Documents 	Module 7 Procurement of Goods(2)	Module 9 Procurement of Goods(4)	

WEEK TWO

MONDAY 31/05/2021	TUESDAY 01/06/2021	WEDNESDAY 02/06/2021	THURSDAY 03/06/2021	FRIDAY 04/06/2021	SATURDAY 05/06/2021
09.00-12.00hrs Module 10 Principles of Advertisement(1)	09.00-12.00hrs Module 12 Procurement of Works(1)	09.00-12.00hrs Module 14 Procurement of Works(3)	09.00-12.00hrs Module 16 Procurement of Services(1)	09.00-12.00hrs Module 18 Procurement of Services(3)	10.00hrs- 12.00hrs Continuous Assessment Test (CAT2)
12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	12.00-14.00hrs Break	
14.00-17.00hrs Module 11 Principles of Advertisement(2)	14.00-17.00hrs Module 13 Procurement of Works(2)	14.00-17.00hrs Module 15 Procurement of Works(4)	14.00-17.00hrs Module 17 Procurement of Services(2)	14.00-17.00hrs Module 19 Procurement of Services(4)	

WEEK THREE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07/06/2021	08/06/2021	09/06/2021	10/06/2021	11/06/2021	12/06/2021
<p align="center">09.00-12.00hrs</p> <p align="center">Module 20</p> <p>Procurement Planning & Record Keeping(1)</p>	<p align="center">09.00-12.00hrs</p> <p align="center">Module 22</p> <p>Procurement Planning & Record Keeping</p>	<p align="center">09.00-12.00hrs</p> <p align="center">Module 24</p> <p>Contract Management/Administration</p>	<p align="center">09.00-12.00hrs</p> <p align="center">Lecture Free Day</p>	<p align="center">09.00-12.00hrs</p> <p align="center">Examination preparation</p>	<p>Departure</p>
<p>12.00-14.00hrs Break</p>	<p>12.00-14.00hrs Break</p>	<p>12.00-14.00hrs Break</p>			
<p align="center">14.00-17.00hrs</p> <p align="center">Module 21</p> <p>Procurement Planning & Record Keeping(2)</p>	<p align="center">14.00-17.00hrs</p> <p align="center">Module 23</p> <p>Procurement Planning & Record Keeping</p>	<p align="center">14.00-17.00hrs</p> <p align="center">Module 25</p> <p>Revision</p>	<p align="center">14.00-17.00hrs</p> <p align="center">Lecture Free Day</p>	<p align="center">15.00-18.00hrs</p> <p align="center">Examination</p>	<p>Departure</p>