

The Chartered Institute of Procurement & Supply (CIPS) is the largest procurement professional body in the world and an internationally recognized qualification. Established in 1932, CIPS has grown to become the central reference for industry best practice and their code of conduct is the standard around the world. In 1992 they were awarded a Royal Charter in recognition of their status as a center of excellence and support for the profession.

CIPS promote procurement best practice and the interests of all purchasing professionals to the wider business community. CIPS exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management.

CIPS offers a range of academic qualifications with a route to becoming MCIPS. The CIPS ladder of qualifications ranges from Certificate through to the Professional Diploma (equivalent to the final year of a degree). If you wish to start on a Diploma level qualification, you should have at least two A-levels (or international equivalent) or a CIPS Certificate level qualification. Students without any prior qualifications must have at least two years' experience in a business environment.

Professional diploma in Procurement and supply

Advanced diploma in Procurement and supply

Diploma in Procurement and supply

Advanced certificate in Procurement and supply Operations

Certificate in procurement and supply Operations



CIPS Qualifications are equivalent to:

Professional Diploma in Procurement & Supply	Bachelors (honours) Degree. NVQ Level 6 (UK) SAQA NQF Level 7 (SA), NZQA Level 7 (NZ) AQF Vocational Graduate Certificate/Graduate Diploma (VET/AUS) TQF Level 6 (TEVETA)
Advanced Diploma in Procurement & Supply	Second Year Honours Degree. NVQ Level 5, HND UK SAQA NQF Level 7 (SA), NZQA Level 6 (NZ) AQF Advanced Diploma (VET/AUS) TQF Level 5 (TEVETA)
Diploma in Procurement & Supply	First Year Degree or HNC. NVQ Level 4 (UK) SAQA NQF Level 6 (SA), NZQA Level 5 (NZ) AQF Diploma (VET/AUS) TQF Level 4 (TEVETA)
Advanced Certificate in Procurement & Supply Operations	A Level, NVQ 3, Foundation Studies (UK) SAQA NQF Level 5 (SA), NZQA Level 4 (NZ) AQF Certificate IV (VET/AUS) TQF Level 3 (TEVETA)
Certificate in Procurement & Supply Operations	GCSE or NVQ 2 (UK) AQF Certificate III (AUS)

CIPS qualifications are designed to meet the highest standards to ensure the profession can claim consistently high levels of work force competence. The CIPS Awarding Body is regulated by Ofqual in England and Northern Ireland; CIPS qualifications are recognized either on the Qualifications and Credit Framework (QCF) or the National Qualifications Framework (NQF).

All units in CIPS qualifications are assessed by an examination and all students who study CIPS qualifications need to become a CIPS member. Through this membership you'll benefit from professional development resources to support your studies and your career.

Level 2

Certificate in Procurement & Supply Operations

The ideal qualification if you're just starting your career in procurement or if purchasing and supply are part of your role. It will enable you to recognize and describe the key processes in procurement and build your professional knowledge and competence. It is aimed at Apprentice level people who are new to the workplace and who need to develop their workplace skills and achieve a recognized qualification.



Who is it aimed at?

This CIPS training course is aimed at anyone who buys on behalf of an organization, and has little, or no experience in procurement. Also suitable for anyone who has no formal purchasing and supply qualifications. A great taster of what can be achieved by applying best practice.

Typical job titles of those at this level are:

- Administrative Assistant
- Procurement Assistant/Apprentices
- Contracts Administrator
- Stock Controller
- Merchandiser
- Staff involved in the Procurement/Ordering of any goods or services

Course Contents & Units

The Level 2 Certificate course comprises of 5 Units, which are delivered using a blend of group interaction, case studies and role plays to support the CIPS course work. We have a clear objective which is to ensure students are able to relate the learning to practical experience in the workplace.

The five units at this level are:

Unit L2M1. Procurement & Supply Principles – describes the fundamental principles of procurement, supply and supply chains

Unit L2M2. Procurement & Supply Functions – identifies the main types of Organisation, the main elements of Procurement and Supply function and the market factors with their impact on procurement

Unit L2M3. Procurement & Supply Processes – identifies the fundamentals of the contract formation process, use of systems in procurement and sources of information about potential suppliers.

Unit L2M4. Procurement & Supply Administration – explains how effective admin can ensure timely supplier deliveries. Also explains the necessary documentation and administrative processes involved in forming agreements.

Unit L2M5. Procurement & Supply Stakeholders – explains how effective relationships can be formed with suppliers, customers and other stakeholders and identifies the main principles of quality management.

Entry Requirements

There are no entry requirements. You don't need any prior professional qualification or experience.

Unit Examinations

All assessments are designed to test the learning outcomes set out in each CIPS unit. Candidates are assessed by an exam for each unit which consists of a 2 hours' multiple-choice exam with Candidates required to answer 60 multiple choice questions.

NB: Joining a CIPS qualification programme means you will join the largest Institute in the world for those working in procurement and supply. You can join as a member online or by downloading a membership form.

All student has to join CIPS as a Student Member and also book their exams direct with CIPS or Local Exam Center (British Council).

CIPS

Certificate in Procurement & Supply Operations

Ajyal HR Solutions & Services LLC

PO Box 287, PC 116 Mina Al-Fahal, Sultanate of Oman

Contact : Amani Al-Zeidi

Tel: +968 24485925 Mob: +968-99460301

Email: amani.zeidi@ajyal-hr.com

www.ajyal-hr.com

www.cips.org