

# CIPS Level 4

Diploma in Procurement &  
Supply

ORGANIZED BY:



ACCREDITED BY:



# Executive Summary

## *Greetings from Ajyal HR,*

The Chartered Institute of Procurement and Supply is the dynamic champion driving the global procurement and supply management profession.

CIPS is the world's largest organization dedicated to the profession, with a global community of over 200,000 and is the largest provider in specialist courses across all aspects and levels of the supply chain from the start of a career to senior management level.

**Ajyal HR** is an CIPS Approved Study Centre and Exam Centre for delivering below CIPS Qualifications:

- Certificate in Procurement & Supply Operations (Level 2).
- Diploma in Procurement & Supply (Level 4).

The CIPS Level 4 Diploma in Procurement and Supply is a valuable management tool for those moving into junior and middle management procurement roles or those supervising the procurement function.

You will find all the details related to CIPS level 4 Diploma in this brochure.

# Course Approach & Overview

The CIPS Diploma in Procurement and Supply Virtual Program duration will be 8 modules which are mandatory to be completed. All modules will be assessed via a CIPS externally set and marked examination which focuses on assessing the learning outcomes of each module.

There will be online sessions, lectures, tutorials, and practices that focus on organizational procedures and processes including negotiation, planning, risk management, and data analysis.



1

## Module 1 (L4M1) - Scope & Influence of Procurement & Supply

12 credits - On completion of this module, learners will be able to identify the key stakeholders in the application of the sourcing process and analyze the procurement cycle, evaluating the influence that procurement and supply has as a source of added value for the organization.

2

## Module 2 (L4M2) - Defining Business Needs

6 credits - On completion of this module, learners will be able to devise a business case for requirements to be externally sourced and will understand the role of market management and competitive forces as they specify goods and services in procurement and supply.

3

## Module 3 (L4M3) - Commercial Contracting

6 credits - On completion of this module, learners will be able to describe the key elements and legal aspects of formal commercial contracts, and analyze and interpret the fundamentals of specifications and key performance indicators that are included in contractual arrangements made with suppliers.

4

## Module 4 (L4M4) - Ethical & Responsible sourcing

6 credits - On completion of this module, learners will be able to explain the options and associated processes available for sourcing with external suppliers. They will also examine the legal and ethical impact and the implications of corporate social responsibility, on the final sourcing decision.

5

## Module 5 (L4M5) - Commercial Negotiation

6 credits - On completion of this module learners will be able to identify approaches to successfully achieving negotiated commercial agreements with external organizations.

**\*Module code is abbreviated as (L4M#)**

## 6

### Module 6 (L4M6) - Supplier Relationships

6 credits - On completion of this module, learners will be able to analyze the dynamics of supplier relationships, examine the processes and procedures for working with stakeholders and appreciate the concept of partnering.

## 7

### Module 7 (L4M7) - Whole life Asset Management

6 credits - On completion of this module, learners will be able to explain methods of inventory storage and control and analyze the concept of whole life cost from concept through to disposal.

## 8

### Module 8 (L4M8) - Procurement & Supply in Practice

12 credits - On completion of this module, learners will be able to demonstrate the practical application of the key elements of the procurement cycle in an integrated manner, within a workplace context.

For CIPS Level 4 modules details please click this link:

[L4 Diploma Modules](#)

# Entry Requirements

Candidates should have at least 2 years' business experience, preferably in a purchasing or supply chain environment, although this is not essential. Alternatively, candidates have successfully completed the Level 2 Certificate & Level 3 Advanced Certificate in Procurement & Supply

# Who should attend?

1

Independent consultants where people management represents a significant area of focus.

2

Suitable for those who are in operational roles, supervising and managerial roles in procurement and supply chain function who are thriving to develop their career.



# Qualification Hours & Examinations

All the modules in CIPS qualifications are assessed by an examination. The type of assessments are as follow:

## Objective Response exam format (OR)

These questions allow the candidate to select a response from a list of possible answers. Candidate will find these types of exams across all the qualifications levels, and they are marked by computer and then moderated by CIPS examiners

## Constructed Response exam format (CR)

These questions require the candidate to create or 'construct' a response to the question such as an essay or case study. Candidate will find this type of exam in our diploma level qualifications, and they will be marked by subject expert examiners. The number of learning hours assigned to the CIPS Level 2 Certificate in Procurement and Supply qualification are 100 hours and above. This includes lectures, tutorials and practicals, as well as supervised study in, for example, learning centres and workshops and a recommended hours of additional self-study which includes a wider reading of the subject areas and revision to give the learner the best preparation for successfully achieving the qualification.



# Qualification Hours & Examinations

NB. ALL STUDENT MUST JOIN CIPS AS A STUDENT MEMBER TO APPLY FOR THEIR EXAMS AND BOOK THEIR EXAMS SEPARATELY AT AJYAL EXAM CENTRE.

| Unit Code | Assessment Format | Question Format & Value   | Duration  |
|-----------|-------------------|---|-----------|
| L4M1      | CR                | Essay Style<br>All questions are worth 25 marks                         | 3 hours   |
| L4M2      | OR                | Multiple Choice Multiple Response<br><br>All questions are worth 1 mark | 1hr 30min |
| L4M3      | OR                |   |           |
| L4M4      | OR                |   |           |
| L4M5      | OR                |   |           |
| L4M6      | OR                |   |           |
| L4M7      | OR                |   |           |
| L4M8      | CR                | Essay Style<br>All questions are worth 25 marks                         | 3 hours   |

The number of learning hours assigned to the CIPS Level 4 Diploma in Procurement and Supply qualification are 200 hours and above.

This includes lectures, tutorials and practicals, as well as supervised study in, for example, learning centres and workshops and a recommended hours of additional self-study which includes a wider reading of the subject areas and revision to give the learner the best preparation for successfully achieving the qualification.

# Course Fee

The course fee for CIPS Level 4 Certificate is shown below:

## CIPS Level 4 Payment Plan:

- **Course Fee - OMR 2,200 (Virtual)**
- **Course Fee - OMR 3,200 (Face-to-Face)**
- **Exam Paper Fee - OMR 375**
  - Includes all 8 papers.
- **5% VAT will be added to the above Fees.**



# CIPS Membership & Examination

In order for the candidate to take any CIPS examination or assessment, it is mandatory to enrol for CIPS student Membership which will be handled by **Ajyal HR**.

- All the units in CIPS Qualifications are assessed by an examination which will be computer- based and exam will be Objective Response format (OR) and Constructed Response exam format (CR).

## In-house Training

- In-House CIPS Training, Delivered on Demand to all our clients for a minimum of 8 participants.

## Registration Process

Below steps to be followed for the completion of the CIPS course registration:

- Send candidate's updated CV.
- Send copy of latest Academic Degree.
- Send copy of the civil ID card (both sides).
- Completion of an English Assessment Document.
- Completion of the Course Registration Form.

For more details contact us at [info@Ajyal-hr.com](mailto:info@Ajyal-hr.com) or call us on +968 2448 5925.





# Meet The Trainer (Andrew Neilson)

FCIPS, FCILT, FSCM, FIOL, FITOL

## Synopsis

A Fellow of the Chartered Institute of Procurement and Supply, the Chartered Institute of Logistics and Transport, the Institute of Supply Chain Management, the Institute of Leadership, and the Institute of Training and Occupational Learning, he is recognized for both his achievements and his industry-leading knowledge within procurement, supply chain, training, and leadership.

Having taken his corporate experience, he now provides expertise to clients/businesses of any size, offering end-to-end commercial, sourcing, procurement, supply chain, and logistics solutions on a global basis.

In addition, he offers training in procurement, sales, and commercial relationship management, all designed to deliver high-impact learnings specific to relationship management, innovation, value release, and project delivery, as well as functional and individual coaching and mentoring.

He is a senior faculty member of a number of both CIPS and other accredited professional procurement and supply chain training programs/centers in the UK and across the Middle East region. He has also been a mentor with the business schools of Cardiff and Brunel Universities in the UK, supporting ambitious entrepreneurs and SMEs as part of the UK Government's "Help to Grow" program.

Recently, he has formed a strategic alliance with DeepStream, a leading cloud-based procurement software provider. The solution empowers any business to save time, reduce spending, and transact with confidence by bringing RFx processes into a single cloud-based platform—an ideal solution for SMEs and blue-chip clients alike.



**Andrew Neilson is a professionally qualified and award-winning procurement and supply chain executive who has delivered business transformational change programmes for globally reaching organisations for over 25 years.**

# Meet The Trainer (Andrew Neilson)

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## Professional experience

Originally from an engineering background, his career and client base has developed across Manufacturing, Retail, FMCG, Food (Frozen, chilled, and ambient), Professional Services, Travel, Leisure & Fitness, Financial Services, Logistics & Transportation and Oil & Gas.

He has been working for and / or supporting some leading global organisations such as:- Roche, Dnata, Wayfairer Travel, Welsh Government, UK Government O.N.S., KPMG, Efficio, Halfords, C&J Clark, Kindred Group, A.D.I.A., Mubadala, Hastings Direct, Wedgwood / Royal Doulton, Fitness First, UPS, Bathroom Brands, R&M Resources, Nationwide Building Society, Santander, Oman Airport Management Company & Electrolux.

Delivering solutions at various levels of complexity, business transformation and geographical challenges specific to commercial benefits, strategic sourcing, supplier customer engagement / management, high performing team development and knowledge transference.

## Qualifications & Awards:

- Fellow - Chartered Institute of Procurement & Supply
- Fellow - Chartered Institute of Logistics & Transport
- Fellow - Institute of Supply Chain Management
- Fellow – Institute of Leadership
- Fellow – Institute of Training and Occupational Learning
- CIPS Award Winner 2008

## Training:

- S.R.M
- Category management
- Negotiation
- C.R.M.
- High performing teams
- Sales
- Coaching & Mentoring
- Personal Development

## Key Skills:

- Business / Functional transformation
- Strategic global & ethical sourcing / tendering
- Procurement & supply chain analytics & innovation
- Supplier performance management
- Supplier relationship management
- Value realisation
- Operations / Warehouse management
- Demand planning
- Stock / Inventory management
- Logistics / Transportation
- Cost / waste reduction
- Training- engagement / management, high performing team development and knowledge transference.

**For inquiries,  
contact us.**



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