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CIPS
Approved Centre

# DIPLOMA IN PROCUREMENT & SUPPLY

## CIPS LEVEL 4

The CIPS Level 4 Diploma in Procurement and Supply provides a strong foundation for professionals looking to develop their knowledge and skills in procurement and supply. The programme supports learners in developing their understanding of key procurement processes and preparing for operational, supervisory and managerial roles within the procurement and supply chain function.

**AVAILABLE DELIVERY METHOD:**
Virtual - Evening Classes
Face to Face - Evening Classes



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# CIPS LEVEL 4 CERTIFICATE IN PROCUREMENT & SUPPLY OPERATIONS

## PROGRAMME 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.

## WHY CHOOSE CIPS LEVEL 4

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. Ajyal HR is an CIPS Approved Study Centre and Exam Centre for delivering 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.

## LEARNING OUTCOMES

- Understand key procurement and supply processes.
- Identify key stakeholders and business needs.
- Develop knowledge of commercial contracts and negotiation.
- Understand ethical and responsible sourcing.
- Develop effective supplier relationship skills.
- Understand inventory and whole life asset management.
- Apply procurement and supply knowledge in the workplace.

## WHO SHOULD ATTEND?

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

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

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.

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## PROGRAMME STRUCTURE & UNITS

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.

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.

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.

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.

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.

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## PROGRAMME STRUCTURE & UNITS

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.

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.

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.

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## 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.

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## QUALIFICATION HOURS & EXAMINATIONS

| UNIT CODE | ASSESSMENT FORMAT | QUALIFICATION FORMAT & VALUE | DURATION |
|---|---|---|---|
| L4M1 | CR | Essay Style<br>All questions are worth 25 marks | 3 hours |
| L4M2 | OR | Multiple Choice Multiple Response All questions are worth 1 mark | 1hr 30min |
| L4M3 | | | |
| L4M4 | | | |
| L4M5 | | | |
| L4M6 | | | |
| L4M7 | | | |
| L4M8 | CR | Essay Style<br>All questions are worth 25 marks | 3 hours |

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

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## 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.