

*CIPS Level 5*

*Advanced  
Diploma in  
Procurement  
and Supply*

5

2018 Syllabus

For internal use only



# *Introducing...*

## Level 5 Advanced Diploma in Procurement and Supply

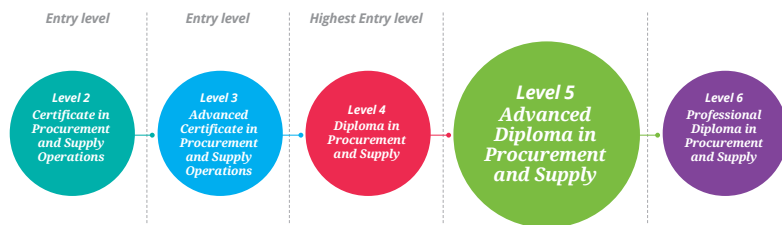
**CIPS qualifications are regulated internationally to ensure we offer a recognised, professional standard in procurement and supply. CIPS Level 5\* Advanced Diploma in Procurement and Supply is a vocationally related professional qualification. Formal recognition is included within the regulatory frameworks of an increasing number of countries such as the UK (England, Wales and Northern Ireland), UAE (including Dubai) and Africa (including Zambia). Further information on this recognition and the details of corresponding qualifications levels for other international qualifications frameworks are detailed on our website. CIPS members can have the confidence in our regulated qualifications, which reliably indicate the standard of knowledge, skills and understanding that you, as a learner, are required to demonstrate.**

---

A vocationally related qualification, the CIPS Level 5 is designed for individuals working at or aspiring to the Managerial and Professional levels of the CIPS Global Standard for Procurement and Supply. It is aimed members of the profession who have procurement and supply activity at the heart of their role. The Advanced Diploma is designed for the more experienced members of the profession who are expected to develop, improve and fulfill functional business objectives and also formulate direction. Such individuals will also manage change and lead and influence internal and external stakeholders in all matters relating to procurement and supply.

\* Refers to levels within the RQF. Other regulatory bodies may have different corresponding levels

The required knowledge and skills are developed as learners perform practical, work-related tasks that encourage the development of appropriate work-related behaviours and transferable skills. Transferable skills are those such as communication, teamwork, and planning and completing tasks to high standards, all of which enable the learner to add value to the organisation. In essence, CIPS qualifications are designed to facilitate a level of learning rigour and balance that promotes the skills to contextually apply knowledge and learning to enhance organisational and personal performance. In keeping with regulatory requirements the holder of the qualification will demonstrate the following knowledge and skills within procurement and supply.



### **Typical tasks**

- Cost reduction of purchases or supplies
- Improving aspects of quality or performance of purchases or supplies
- Achieving or improving time scales for purchases or supplies
- Achieving or improving quantities of stock or resources
- Developing innovation or change to existing purchases or supplies
- Risk management of purchases or supplies
- Developing templates for the completion of tasks relating to common processes
- Expertise in processes in supply chain management encompassing inbound logistics, procurement and outbound logistics
- Expertise in legal issues, contract law, environmental legislation, employment, health and safety standards
- Implementation of category management/strategic sourcing for areas of expenditure or products/services supplied to customers

---

### **Knowledge and skills**

Has practical, theoretical or technical knowledge and understanding of procurement and supply and develops ways to address broadly defined, complex problems. Analyses, interprets and evaluates relevant information, concepts and ideas and understands differing perspectives, approaches and ideas within the profession and the reasoning behind them. Can use relevant research or developments to inform actions.\*

#### **How credits works**

---

**1 Credit = 10 Learning hours**

---

**1**

---

**3 Credits = 30 Learning hours**

---

**3**

---

**6 Credits = 60 Learning hours**

---

**6**

---

**12 Credits = 120 Learning hours**

---

**12**

## How to create a typical programme

### EXAMPLE PATHWAY: Procurement Manager

**Five CORE MANDATORY modules make up 42 of the required credits**

CORE	Managing Teams and Individuals	12 CREDITS
CORE	Advanced Contract and Financial Management	12 CREDITS
CORE	Managing Supply Chain Risk	6 CREDITS
CORE	Managing Contractual Risk	6 CREDITS
CORE	Managing Ethical Procurement and Supply	6 CREDITS

**The following three ELECTIVE modules make up the final 18 remaining credits**

ELECTIVE	Category Management	6 CREDITS
ELECTIVE	Achieving Competitive Advantage Through the Supply Chain	6 CREDITS
ELECTIVE	Project and Change Management	6 CREDITS

**60**

Total credits required for completion

**42**

Credits made up of CORE MANDATORY modules

**18**

Credits made up of your choice of ELECTIVE modules

## The content



**Five CORE MANDATORY modules make up 42 of the required credits**

### CORE *Managing Teams and Individuals (L5M1)*

12  
CREDITS

**Module aim(s):** Management is the administration of an organisation, whether it be a business, a not-for-profit organisation, or government body. Management includes the activities of setting the strategy of an organisation and coordinating the efforts of its employees or volunteers to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources. In keeping with other organisational functions, those who are called upon to manage procurement and supply activity must possess expertise in developing and fulfilling organisational and functional objectives. It is therefore, essential that learners gain a wider appreciation of theories and techniques that relate to managing teams and individuals involved with the procurement and supply function.

### CORE *Advanced Contract and Financial Management (L5M4)*

12  
CREDITS

**Module aim(s):** In any organisation, a significant element of the procurement and supply function is based around the contracting process. Those involved in the formulation and management of contracts with external suppliers must therefore have a clear understanding of the strategic nature of contractual performance measures in procurement and supply. Financial management refers to the efficient and effective management of money (funds) to accomplish organisational objectives. This module is designed for those working in the procurement and supply field, with responsibility for contracting elements of the procurement and supply function who must also have a strategic awareness of the impact of the main financial aspects of their discipline.

**6**

CREDITS

### *CORE Managing Supply Chain Risk (L5M2)*

**Module aim(s):** Risk management is a central part of an organisation's strategy. It is a process whereby the organisation will identify, record and then address the risks associated with their activities with the aim of driving out or controlling those risks to the overall benefit of organisational efficiency and effectiveness. The supply chain is by its very nature a complex activity therefore, susceptible to risk and its associated impacts. This module enables learners to examine the nature of supply chain risk and to evaluate available mitigation techniques as they deal with the associated challenges. They will undertake risk analysis and consider the advantages of a risk register as they apply a range of appropriate risk management tools and techniques to the supply chain.

**6**

CREDITS

### *CORE Managing Contractual Risk (L5M3)*

**Module aim(s):** As organisations outsource more and more activity it is vital that they ensure that the associated contracts deliver expected services and/or products. Hence, a fundamental area that those who are tasked with managing the procurement and supply function are faced with is the identification, monitoring and management of contractual risk. This module is designed to enable learners to examine the nature of contract risk and the associated legal implications that relate to contract formation and non-conformance. They will also consider the impact of breach of contract and the main coping strategies to address such breaches.

**6**

CREDITS

### *CORE Managing Ethical Procurement and Supply (L5M5)*

**Module aim(s):** The global economy and the associated advantages of sourcing from a global base of suppliers requires organisations to be prepared to address the ethical challenges that such approaches may present for procurement and supply activity. Similarly, the concept of sustainability and its impact on the supply chain should not be underestimated as organisations strive to be seen to play their part in the global agenda. This module gives those with managerial responsibility for the procurement and supply function an understanding of ethical and sustainability impacts on the supply chain, and the opportunity to analyse initiatives to improve practice and ensure organisational compliance with international standards in respect of ethical and sustainable procurement and supply chain management.

CIPS Level 5

## Advanced Diploma in Procurement and Supply

Choose your **ELECTIVE** modules make up **18 credits**

### **ELECTIVE** Category Management (L5M6)

6

CREDITS

**Module aim(s):** Category Management involves applying the end-to-end procurement process to a specific range of goods or services. This involves pre-award processes such as category analysis and demand management, sourcing and contract negotiation, and the post-award processes such as performance management. It is essential that those involved in managing procurement and supply activity can evaluate approaches to develop category management to create process plans ensuring category management success. This module is for those with responsibility for category management as it focuses on the differing approaches using available tools and techniques to assist with creating the associated processes for direct or indirect expenditure.

### **ELECTIVE** Advanced Negotiation (L5M15)

6

CREDITS

**Module aim(s):** Those involved in procurement and supply activity will be called upon to create and manage formal agreements which will be critical to organisational success. Part of the developmental process for such agreements will rely upon effective negotiations with stakeholders and/or suppliers and also the ability to influence the individuals and groups involved. This module is designed for those managers who may be faced with preparing for and completing negotiations.



**6**

CREDITS

**ELECTIVE** *Achieving Competitive Advantage Through the Supply Chain (L5M7)*

**Module aim(s):** Competitive advantage is associated with the processes and procedures that an organisation has at its disposal to outperform its competitors. Many organisations see their supply chains as a significant source of achieving competitive advantage. It is therefore important that those with responsibility for managing the supply chain have a clear understanding of the approaches and techniques that are available to leverage the supply chain to achieve competitive advantage. This module is designed for such managers responsible for formulating plans and approaches to achieve competitive advantage for their organisations through the supply chain.

**6**

CREDITS

**ELECTIVE** *Project and Change Management (L5M8)*

**Module aim(s):** The speed of development and the drive for maintaining organisational competitiveness mean that change is inevitable in the modern workplace. Consequently, those who work and manage in organisations will be expected to deal with change initiatives and to manage those projects which are generated as a direct consequence. This module is designed for those who are involved in the procurement and supply function, who must recognise the wider environment in which they work and be prepared to apply the tools and techniques that will ultimately lead to the successful management of projects and change initiatives.

**CIPS Level 5**

## **Advanced Diploma in Procurement and Supply**

**Choose your *ELECTIVE* modules make up 18 credits**

### **ELECTIVE** *Operations Management (L5M9)*

**6**

CREDITS

**Module aim(s):** In order to ensure success an organisation must create and adopt processes that ensure the consistent production of products and/or services that meet customer demand, both in terms of quantity and quality. This is the responsibility of those who are called upon to manage the supply chain operations function. This module is designed to enable those involved in procurement and supply to assess the main techniques that are aimed at improving supply chain operations to the overall benefit of the organisation.

### **ELECTIVE** *Logistics Management (L5M10)*

**6**

CREDITS

**Module aim(s):** In order to ensure success an organisation must create and adopt processes that ensure the consistent delivery of products and/or services that meet customer demand, both in terms of quantity and quality. This is the responsibility of those who are called upon to manage the supply chain logistics function. This module is designed to enable those involved in procurement and supply to assess the main techniques that are aimed at improving supply chain logistics to the overall benefit of the organisation.



# About CIPS, the Chartered Institute of Procurement & Supply

## **The professional body**

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

## **Quality guaranteed**

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

## **The Global Standard**

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

## **A commercial organisation**

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.

## **A global community**

We are the world's largest professional body dedicated to procurement and supply with a global community of over 200,000 professionals in over 150 countries, and offices in Africa, Asia, Australia, the Middle East, Europe and USA.



Global Standard  
freely available



Global network  
of over 200,000



...in over 150  
countries