

CIPS Level 2 Certificate in Procurement and Supply Operations

Introducing Procurement and Supply [L2M1]

Module purpose

On completion of the module, learners will be able to identify the fundamental roles and activities, the systems, procedures, processes and contracts associated with the procurement and supply function.

Module aim(s)

In any organisation, many of the costs are related to the purchases of products and/ or services. Any organisation will also be supplying products and/or services to their customers. This module is designed to provide an overview of the tasks associated with the procurement and supply chain function. It is designed for those who are interested in developing their knowledge of procurement and supply and for those who are new to this field of work. The module serves as the initial study for learners who are embarking on the CIPS Level 2 Certificate in Procurement and Supply Operations. Coverage is focused on introductions to concepts and ideas as well as to the terminology used in procurement and supply.

Procurement and Supply Operations [L2M2]

Module purpose

On completion of the module, learners will be able to identify types of business organisations. They will define the fundamentals and components of the contracting process, identify sources of information on suppliers and customers and define pricing methods used for the purchasing of goods or services.

Module aim(s)

In any organisation, a significant element of the procurement and supply function is based around the contracting process. This module is designed for those involved in the procurement and supply operation who, to ensure success must demonstrate knowledge and comprehension of the associated components and systems that are at their disposal to support the contracting process. They must also know where sources of information on suppliers and customers are and recognise the advantages and disadvantages of pricing methods used for the purchasing of goods or services.

Stakeholder Relationships [L2M3]

Module purpose

On completion of this module, learners will be able to define stakeholders and explain the key market factors that impact on the procurement and supply function. They will also define the role of effective communication in the successful development and maintenance of internal and external relationships.

Module aim(s)

In any organisation, much of the procurement and supply function is based around the development and maintenance of relationships with internal or external stakeholders. This module is designed for those involved in the procurement and supply operation who must identify stakeholders and key market factors which affect procurement and supply success.

They must also know the communication tools and techniques that will ensure successful working relationships.

Systems Technology [L2M4]

Module purpose

On completion of this module, learners will be able to define the uses of, and identify the advantages offered by systems technology in improving procurement and supply activity whilst maintaining overall quality.

Module aim(s)

The impact of Internet based technologies and the use of data base information systems is key to the ability of the organisation to manage its expenditures on goods and services. This module is designed for those involved in the procurement and supply operation who, to ensure success must identify advantages of current technology but must also know the importance of quality management as efficiencies are sought through continuous improvement to organisational performance

Inventory, Logistics and Expediting [L2M5]

Module purpose

On completion of this module, learners will be able to identify the key role that inventory has to play and define the principles and processes associated with effective logistics control, explaining how effective expediting can be achieved in procurement and supply.

Module aim(s)

Inventories can account for a significant cost for many organisations. This module has been designed to enable learners to appreciate the concept of inventory and to explain contemporary methods for reviewing and planning effective inventory control. The module also focuses on the logistics challenge and on effective logistics control measures. Finally, learners will be able to explain how effective expediting can be achieved in procurement and supply through effective planning and processing.