

# CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

## **Guide to qualification content:**

### **Four CORE modules make up 24 of the required credits**

- CORE Procurement and Supply Environments (L3M1)
- CORE Ethical Procurement and Supply (L3M2)
- CORE Contract Administration (L3M3)
- CORE Team Dynamics and Change (L3M4)

### **Who is it for?**

This qualification will prepare intermediate level learners looking to specialise in procurement and supply and to progress onto the CIPS Level 4 Diploma in Procurement and Supply.

### **What will I learn?**

Learn how to apply factual, procedural and theoretical knowledge of procurement and supply. You will be able to complete tasks and address problems that are well-defined but may be complex and non-routine. You will understand what relevant information is required and how to interpret and review its effectiveness.

### **Entry requirements**

This is the second entry level qualification, there are no formal entry requirements.

Total credits required for completion 30

## **Procurement and Supply Environments [L3M1]**

### **Module purpose**

On completion of this module, learners will be able to identify the range of environments in which procurement and supply is expected to operate and the external factors that can impact on overall success.

### **Module aim(s)**

Procurement and supply is to operate in a varied range of environments. As well as the public and private sectors, those responsible for the procurement and supply function may find themselves working with those in not-for-profit organisations. 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 the impacts that different types of organisations can have on successfully meeting with overall organisational needs. They must know the importance of the external environment and also identify the procedures that regulate procurement and supply.

## **Ethical Procurement and Supply [L3M2]**

### **Module purpose**

On completion of this module, learners will be able to identify the significance of ethics for procurement and supply and define each stage of the sourcing process, explaining how operational performance can be measured and improved in support of added value operations.

### **Module aim(s)**

The significant impact on reputation and customer perception mean that ethics and responsible procurement should be at the heart of all organisational procurement and supply activity. A successful organisation will strive to add value at every stage of its operations and will seek ways to measure and improve performance. This module is designed for those responsible for the application of ethical codes of conduct on the procurement and supply operation and who are expected to know how to address potential conflicts of interest. They must also define tasks associated with each stage of the sourcing process and identify the techniques available to achieve added value, recognising how operational performance can be measured and improved.

## **Contract Administration [L3M3]**

### **Module purpose**

On completion of this module, learners will be able to explain administrative processes behind contract development and how to measure contract performance. They will identify how to achieve competitive pricing and be able to describe how effective tendering is achieved.

### **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 development and subsequent administration and performance monitoring of contracts. To ensure success, such individuals must demonstrate knowledge and comprehension of how to achieve competitive pricing and also how effective tendering is achieved.

## **Team Dynamics and Change [L3M4]**

### **Module purpose**

On completion of this module, learners will be able to identify the influence that people and teams can have on procurement and supply success and recognise the challenges associated with and methods to achieve, organisational change.

### **Module aim(s)**

Individuals with responsibility for procurement and supply activity are to operate in a range of environments and within a correspondingly broad variety of teams. The influence of the individual and that of the team on overall organisational success should not be underestimated. Those who work in organisations will, more often than not be expected to cope with change be it small or large, and must therefore understand the triggers that lead to change, the associated responses and methods to ensure and maintain lasting change. 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 the impacts that different types of individuals and team dynamics have to play on organisational success. They must also identify with need for and responses to change, and recognise the coping mechanisms which ensure and maintain change.

### **Socially Responsible Procurement [L3M5]**

#### **Module purpose**

On completion of this module, learners will be able to explain the concepts and implications of sustainability and Corporate Social Responsibility and recognise the potential environmental impact of procurement and supply operations.

#### **Module aim(s)**

Company reputation can be severely damaged if the organisation or one of its suppliers, is seen to be neglecting sustainability and corporate social responsibility. Similarly, against a background of increasing public and governmental concern for the environment, organisations have come under increasing pressure to reduce the environmental impact of their operations. This module is designed for those working in procurement and supply who should recognise the responsibility which they have for ensuring sustainable and socially responsible practices and the importance of the environmental impact of their decisions and approaches.

### **Socially Responsible Warehousing and Distribution [L3M6]**

#### **Module purpose**

On completion of this module, learners will be able to describe methods for the storage and movement of inventory and identify the environmental and social impact of warehousing and distribution operations.

#### **Module aim(s)**

Warehousing and distribution are key components of organisational success. The transport, storage and handling of products as they move from raw material, through production systems to the final point of sale has been fundamental to economic development for millennia. In more recent times, against a background of increasing public and governmental concern for the environment, organisations have come under increasing pressure to reduce the environmental impact of their warehousing and distribution processes. Similarly, company reputation can be severely damaged if the organisation or one of its suppliers, is seen to be neglecting sustainability and corporate social responsibility (CSR). This module is designed for those working in procurement and supply who have responsibility for product storage and distribution. It takes as its focus the storage and movement of inventory but also recognises the impact of such operations on environmental sustainability and CSR.