CIPS Level 4 Diploma in Procurement and Supply

Call our expert CIPS advisors on 0800 015 4350
Build lifetime success with our flexible, accredited courses

We’re the UK leader in online learning, and our flexible courses are perfect if you’ve got a busy life. They allow you to shape your study around your schedule: learn at your own pace, in your own time, wherever suits you best on whatever device you are on, whether that be mobile, tablet or laptop. That’s why students from all over the world trust us to help them take their career to the next level.

**Fully Supported Learning**
You’ll have your own expert CIPS tutor who you can contact any time, & our friendly student support team is always on hand.

**Years of Experience**
We’ve been pioneers in flexible learning for 128 years, so you’ll benefit from more than a century of educational expertise.

**Payment Plans**
You can spread the cost of your course with an interest-free monthly payment plan.

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**CIPS: the gold standard in procurement & supply**

The Chartered Institute of Procurement and Supply is the premier membership and awarding body for logistics professionals. They have over 115,000 members worldwide, and were awarded a Royal Charter in 1992 in recognition of their industry leadership.

Their qualifications are highly sought-after and often required by employers, as they set the standard for procurement professionals. They’ll put you head and shoulders above the competition in the eyes of any business, and fully prepare you to excel in any purchasing role.

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Challenging economic times and growing corporate social responsibility are making the role of the buyer crucial in every business. The CIPS Level 4 Diploma is an advanced qualification that will put you head and shoulders above the rest in the lucrative world of purchasing.

This industry-standard qualification demonstrates to employers that you hold yourself to the highest professional standards, that you have the most up-to-date skills, and that you can apply your expertise across the private, public and not-for-profit sectors.

You’ll develop advanced negotiation skills, master whole life asset management, and deeply understand the complexities of commercial arrangements and buyer/supplier relationships, bringing internationally recognised best practice to everything you do.

You’ll learn everything you need to know to excel in a mid-level procurement position - all without sacrificing your job, family time or social commitments. Your study can be completely shaped around your life.

**Why this course is right for you**

**This course is perfect for you if:**

- You want to gain essential purchasing skills in order to begin or advance your career in procurement
- You have some experience working in purchasing and want to progress to more senior roles or have your skills formally recognised
- You want to move on to further CIPS study and take the next step with the Level 5 Advanced Diploma
- You want to become a CIPS member

**Entry Requirements**

You should be at least 18 years of age with a minimum of 2 A Levels or an equivalent, such as a relevant Level 3 Certificate.

If you don’t have any prior qualifications, you can still take the course as long as you’re 21+ with a minimum 2 years work experience in business.

You must have access to the internet, and be proficient in English.

If you have any disabilities which you believe may impact your studies or assessments, please inform your Course Advisor before enrolment so that we can advise you on whether reasonable adjustments can be made to accommodate your needs.

ICS Learn have been fantastic in every facet. The content is easy to access and follow, and as it’s online I can study at a pace that is easy to fit in with work. The modules are such that every little thing can be linked to my everyday duties, it just marries beautifully.

Terry Couzens

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What’s it like studying online?

Get expert advice, & get started
Whether you’re set on a course or are still deciding which level is right for you, the first thing to do is call our specialist course advisors. There won’t be any sales pressure - we know that taking a new qualification is a big decision. We’ll take the time to learn about your experience, education and ambitions to make sure you pick the right course.

Study when & where it suits you
You can get started on your course whenever you choose, and complete it as quickly or slowly as you like within the support period - there are no cohorts or deadlines, so we won’t chase you if you need to take some time off. Plus, all your study materials are online, so you can study from anywhere and on any device!

Easily keep track of progress & sit exams when you’re ready
You’ll complete progress checks throughout your course, so you and your tutor know exactly how you’re doing. Once you’ve completed a module, we’ll book your exam for that module. You’ll sit it at your local CIPS exam centre during one of the six CIPS exam sessions per year.

Get unlimited support from your CIPS tutor
All our tutors are carefully selected CIPS experts with years of experience in distance learning, so they’re perfectly positioned to give you all the help you need. They’ll be with you from enrolment to graduation, so there’ll always be a real person on hand by phone, email or chat if you get stuck.

Achieve your career goals with us
Your course is the perfect foundation for building lifetime career success. With the benefit of our flexible approach, cutting edge course materials, and unbeatable tutor support, you’ll be well on your way to a lucrative and rewarding Procurement & Supply career.

Looking for more information? Call our expert CIPS advisors on 0800 015 4350
You can find out the cost of the course and 0% interest payment plan details on our website. Alternatively, you can call our course advisors to find out more.

Flexible, affordable payment options

Our mission is to make learning affordable and accessible for all, no matter your circumstances. That’s why we make spreading the cost of your course as simple and manageable as possible with our flexible, interest-free payment plans.

You can get started right away with a deposit, then pay the rest through monthly direct debit. Our plans are flexible, so you can pay your balance off sooner if you’d like.

If you think your company will fully or partly fund your learning, we can help you put together a case, and invoice them for the cost of your course. Simply discuss this with your advisor when you enrol and they’ll give you all the information you need.

You also have the option of paying the full amount up-front if you’d prefer.

CIPS Fees

In order to sit your exams and receive your qualification, you’ll need to pay a few external fees:

✓ CIPS student membership fee
✓ UK exam fees (eight in total)

Our CIPS course advisors can give you the most up-to-date membership and exam fee information.

For me it was all about getting that work life balance right, so I decided to look into distance learning. When I called ICS Learn, the gentleman explained to me in great detail all about the company, the course and the payment options. I had so many questions, but he was so patient. I concluded that yes, this was the right course and company for me. I couldn't recommend ICS Learn enough. They gave me the opportunity and confidence to still live my life, work and learn as well.

Charlotte Livermore

You can find out the cost of the course and 0% interest payment plan details on our website. Alternatively, you can call our course advisors to find out more.

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ICS Learn
Once you've finished your course:

With a Level 4 qualification from the leading professional body in the field, you'll be able to bring specialist knowledge to any mid-level procurement role.

Jobs you'll be qualified for include:

✓ Buyer
✓ Procurement/purchasing executive
✓ Procurement specialist
✓ Contract officer
✓ Supply chain/inventory/logistics analyst
✓ Supply chain/inventory/logistics planner

If you continue studying with CIPS:

The next step is the CIPS Level 5 Advanced Diploma, which will allow you to hold senior roles such as:

✓ Buyer/senior buyer
✓ Purchasing or procurement manager
✓ Head of commercial
✓ Supply chain manager
✓ Operations manager

Average Salaries

| Role                          | Average Salary
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Buyer / Contacts Administrator</td>
<td>£22,000 - £30,000</td>
</tr>
<tr>
<td>Buyer / Senior Buyer</td>
<td>£30,000 - £38,000</td>
</tr>
<tr>
<td>Supply Chain Manager</td>
<td>£57,000</td>
</tr>
<tr>
<td>Procurement Director</td>
<td>£95,000</td>
</tr>
</tbody>
</table>

Salary information taken from the HAYS Procurement Salary Guide and Insights 2016

Looking for more information?
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How we support you

When you enrol, you’ll be able to join a live induction webinar so that we can welcome you to ICS Learn and show you how to navigate the Student Community. That’s our easy-to-use online learning platform - it’s a one-stop-shop that allows you to:

- Access your course materials
- Contact your tutor and Student Support
- Submit your assignments
- Connect with your fellow students

You’ll also benefit from a huge range of resources, including:

- CIPS e-books
- Online Activities
- Interactive Quizzes
- Progress Checks
- Lively Group Forums
- Personal Journal
- CIPS Resources

Learning online doesn’t mean learning alone. You’ll have your assigned CIPS tutor, who’ll answer all your questions about coursework and exams. You can get in touch with them via phone or through the Student Community.

You’ll also have our Student Support team waiting in the wings to help you with administrative tasks, using the Student Community, and any other non-academic queries you might have.

That means that no matter what you need, there will always be someone here to help. We’re with you every step of the way.

Studying online isn’t a solitary experience; you interact with other students via the online forum and mainstream social media. The tutors provide insightful feedback on assignments; you can develop a good rapport quite quickly. You feel their passion, enthusiasm and knowledge come through in your interactions. It’s not just a case of passing the assignments to receive a Certificate, it’s about really developing your skills and equipping you to put them into practice. It’s the best of both worlds: online learning in your own time combined with tutors who take a real interest in your progress.

Will Russell
The course consists of 8 modules. It sits on the Qualifications and Credit Framework (QCF) at Level 4, or Level 8 in the Scottish system.

Typically, students complete this course in around 12 months or less, but some do it more quickly depending on their circumstances. We give you a support period of 24 months so that you have the flexibility to go at your own pace - you won’t be held back by inconvenient deadlines or the pace of other students, and you can always take time off if life gets hectic.

You’ll complete a number of test papers throughout your course and submit them through the Student Community. Then, when you’re ready, you’ll sit 8 external CIPS exams, one per unit.

You can enter for as many exams as you wish in one sitting; however, exam timetables vary so check that your chosen exams don’t clash. Ideally you should try to make the most of the 6 exam sessions and spread out your workload.

The units are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Exam Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>L4M1</td>
<td>Scope and Influence of Procurement &amp; Supply</td>
<td>12</td>
<td>3 hrs</td>
</tr>
<tr>
<td>L4M2</td>
<td>Defining Business Needs</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M3</td>
<td>Commercial Contracting</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M4</td>
<td>Ethical and Responsible Sourcing</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M5</td>
<td>Commercial Negotiation</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M6</td>
<td>Supplier Relationships</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M7</td>
<td>Whole Life Asset Management</td>
<td>6</td>
<td>1 ½ hrs</td>
</tr>
<tr>
<td>L4M8</td>
<td>Procurement and Supply in Practice</td>
<td>12</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

There are 6 CIPS exam sessions each year:
- January
- March
- May
- July
- September
- November

Each session might not have all the exams available; check the CIPS exam timetable to confirm.
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What you’ll learn

With our flexible CIPS courses, you’ll get the same exceptional learning experience as you’d expect in a traditional classroom, but with no restrictions on when, where, and at what pace you learn. Our courses cover everything you need to know to achieve your purchasing career goals and build lifetime success.

Here’s a breakdown of the key topics covered in each module.

**Unit 1 Scope and Influence of Procurement & Supply**

In any organisation, a significant proportion of costs are accounted for by the purchases of products and/or services, hence organisations see procurement and supply as a key contributor to their value-added strategies.

Equally, any organisation will also be managing the supply of products and/or services to their customers, be they internal or those from other external organisations, consumers or the general public.

This module is designed using the CIPS Procurement Cycle as its basis. It will provide those who are interested in developing an informed awareness of different perspectives or approaches within the discipline, an overview of the key stages associated with procurement and supply, and will serve as an introduction for those who are expected to address complex well-defined procurement and supply problems that are non-routine in nature.

**Unit 2 Defining Business Need**

The development of a business case and the ability to analyse markets are key if an organisation is to successfully source activity from external suppliers. Similarly, the clear definition of specifications for through life contracts is crucial to overall business achievement.

This module is designed for those who are expected to analyse, interpret and evaluate information on the different types of markets utilised by procurement and supply. It explores a variety of elements that underpin the development of business cases and specifications and considers the options that should be explored when procurement and supply personnel are involved in defining requirements.

**Unit 3 Commercial Contracting**

In any organisation, a significant element of the procurement and supply function is based around the contracting process. If they are to be successful, contracts must be clearly defined, be cognisant of legal requirements and contain key clauses and terms.

This module is designed for those working in the procurement and supply field, or those who have responsibility for the development of legally binding contracts with suppliers.
Unit 4 Ethical and Responsible Sourcing
In any organisation, a significant element of procurement and supply activity is based around decisions to internally conduct activity or to source from an external supplier. Hence, the selection of the correct external suppliers is a vital contributor to overall organisational success.

This module enables personnel with roles in procurement and supply to formulate selection criteria and sourcing strategies to ensure that the organisation will make the correct choice of external suppliers. It explains the main options for sourcing, and examines the key processes that can be applied to the analysis of potential external suppliers and to ensure the development of ethically and socially responsible sourcing agreements.

Unit 5 Commercial Negotiation
The creation of formalised agreements is a critical part of the success of any organisation. Those involved in procurement and supply activity will therefore be called upon to effectively negotiate with stakeholders and/or suppliers and to understand the methods associated with preparing for and carrying out commercial negotiations.

This module is designed for those who are faced with negotiations. It enables the learner to analyse approaches to the negotiation of agreements made with external parties, how to prepare for them and what techniques are available to ensure successful outcomes.

Unit 6 Supplier Relationships
In any organisation, a significant element of the procurement and supply function is based around decisions to source activity from external suppliers. Once agreements have been established the relationship established with the supplier is paramount to overall success. At its highest level, outsourcing can take the form of a partnership or joint venture.

This module is designed for those who have responsibility for maintaining and managing relationships with stakeholders and suppliers and for those who may be faced with establishing and developing formal partnerships.

Unit 7 Whole Life Asset Management
Whole life costing takes into account the cost of a product or service over its lifetime, from concept through to disposal including purchase, hire or lease, maintenance, operation, utilities, training and disposal. It is important for those involved in procurement and supply to consider all elements when making decisions and comparing the costs of buying, renting or leasing equipment. In most cases the purchase costs are a small proportion of operating costs, although there are numerous reasons why organisations elect to hold inventory.

This module is designed for those who will have responsibility for the whole life management of assets and enables learners to analyse the main methods for inventory movement and control and to analyse the concept of whole life cost.

Unit 8 Procurement & Supply in Practice
Procurement is the business function that ensures identification, sourcing, access and management of external resources that an organisation needs or may need to successfully fulfil its strategic objectives. It exists to explore supply market opportunities and to implement resourcing strategies that deliver the best possible supply outcomes to the organisation, its stakeholders and customers.

In today’s volatile global trading environments, it is not enough for procurement and supply professionals to simply know the theory behind their profession; they must also be in a position to confidently and effectively apply that knowledge to the benefit of the whole organisation, its stakeholders and customers.

This module is designed to test the practical application of procurement and supply concepts and ideas within the practical environments in which professionals are expected to perform.