

## CIPS Advanced Certificate in Procurement and Supply Operations 2018-2019

All sessions start each Tuesday at 9.30am, and finish at 12.00 approx.

<i>Closing date for exam: 21<sup>st</sup> September 2018</i>	
<b>L3M1 Procurement and Supply Environments</b>	
<b>Date</b>	<b>Overview of Unit Content</b>
18 <sup>th</sup> Sept	Functions of private sector organisations, financial measures, CSR, SMEs, multinational organisations, role and scope of procurement in the public sector
25 <sup>th</sup> Sept	Role and scope of procurement in the not for profit sector, different types of competitive markets, the impact of market competition on supply
2 <sup>nd</sup> Oct	Defining micro economics, elasticity of supply and demand
9 <sup>th</sup> Oct	Analytical tools to explain the impact of the external environment on p & s: PEST, Porters five forces
16 <sup>th</sup> Oct	Implications of economic criteria: interest rates, inflation, exchange rates, GDP
23 <sup>rd</sup> Oct	Political and legislative criteria that impacts on organisations: employment law, H & S, environmental criteria
30 <sup>th</sup> Oct	Ethical and social criteria that impact on procurement and supply demographics, labour and fair trade standards, trends
6 <sup>th</sup> Nov	Revision
16 <sup>th</sup> Nov	Exam 09:30am – 12:30pm

<b>L3M3 Contract Administration</b>	
<b>Date</b>	<b>Overview of Unit Content</b>
20 <sup>th</sup> Nov	Techniques to achieve added value: sources of added value, applying the five rights to products and services, value for money, achieving quality supplies, securing required quantities at required timescales
27 <sup>th</sup> Nov	Price: techniques to ensure competitive pricing: obtaining quotes, historical data on price, suppliers approaches to pricing, the link between costs and prices, negotiating improved prices, collaborating with suppliers, measuring savings
4 <sup>th</sup> Dec	Identifying procurement needs: make or buy decision, understanding commercial requirements from customers, developing specifications
11 <sup>th</sup> Dec	Approaches to the sourcing of supplies, surveying the market, supplier appraisal, inviting quotations and tenders and assessing them.
18 <sup>th</sup> Dec	e-auctions, reverse auctions. Tenders: dealing with queries, mistakes, forming agreements, transition arrangements, measuring supplier performance
25 <sup>th</sup> Dec & 1 <sup>st</sup> Jan	Break for Christmas
8 <sup>th</sup> Jan	Impact of technology on procurement operations: P2P, automating POs, e-sourcing, e-requisitioning, data to smooth demand and supply
15 <sup>th</sup> Jan	Revision
22 <sup>nd</sup> Jan	Reading week

**\*\* Dates may be subject to change, please always check with your tutor in advance of each unit \*\***

### L3M2 Ethical Procurement and Supply

Date	Overview of Unit Content
5 <sup>th</sup> Feb	Procurement documentation: requisitions, quotations, proposals, interpreting terms used by purchasers and suppliers, dealing with variations to terms
12 <sup>th</sup> Feb	Developing and completing a standard PO for goods and services, analysis of details in a PO, forecasting demand, direct and indirect costs, break even analysis, analysing mark up and margin, estimating whole life costs
19 <sup>th</sup> Feb	Cost centres and budgets, the use of budgets, variance analysis
26 <sup>th</sup> Feb	Improving workflow in procurement and supply by delivering effective customer service, communicating with stakeholders, impact of technology on the communication process
5 <sup>th</sup> March	Revision
12 <sup>th</sup> March	Reading week

*Closing date for exam: 22<sup>nd</sup> March 2019*

### L3M6 Socially responsible warehousing and distribution

Date	Overview of Unit Content
19 <sup>th</sup> March	Classify the main types of inventory, assess the costs of holding inventory, explain the main techniques for the monitoring and control of inventory
26 <sup>th</sup> March	Analyse the main techniques for calculating the future demand of inventory: EOQ, reorder point and periodic review systems, MRP and MRPII, JIT, Kanban systems, consignment stock, VMI
2 <sup>nd</sup> April	Methods for storage and movement of inventory: stores and warehouse design and location, flow, space utilisation and flexibility, systems for product coding, order tracking technologies: RFID
9 <sup>th</sup> April	Logistics documentation: common transit procedure, TIR carnet, letters of credit, bill of lading, SAD, freight forwarders and customs agents,
16 <sup>th</sup> April	Warehousing equipment, logistics and transportation, reverse logistics
23 <sup>rd</sup> April	Break for Easter
7 <sup>th</sup> May	INCOTERMS
14 <sup>th</sup> May	Revision
tbc	Exam w/c 20 <sup>th</sup> May 2019

*Closing date for exam: tbc*

### L3M4 Team dynamics and change

Date	Overview of Unit Content
28 <sup>th</sup> May	Half term break
4 <sup>th</sup> June	Classify supply chain relationships, devolved purchasing, decision making unit, account managers, apply portfolio analysis to assess relationships in supply chains, develop action plans
11 <sup>th</sup> June	Classifying stakeholders, RACI model, communicating with stakeholders, cross functional working, improving team working
18 <sup>th</sup> June	Types of information exchanged between buyers and suppliers, supplier relationship management, supplier development techniques, improving relationships
25 <sup>th</sup> June	The concept of supply chain networks, stakeholder involvement, examples, the marketing concept, organisational buying behaviour
2 <sup>nd</sup> July	Techniques associated with marketing, sources of competitive advantage, competitor profiling and analysis
9 <sup>th</sup> July	Impact of technologies on purchasers and suppliers
16 <sup>th</sup> July	Revision
tbc	Exam tbc