

CIPS Diploma in Procurement and Supply Operations 2018 - 2019

All sessions start each Wednesday at 13.00pm, and finish at 16.00pm approx.:

<i>Closing date for exam booking: 21st September 2018</i>	
D2: Business Needs in Procurement and Supply	
Date	Overview of Unit Content
19 th Sept	How business needs influence procurement decisions: developing a business case, criteria, benchmarking, TCO
26 th Sept	Analysing costs and prices, financial budgets
3 rd Oct	Conformance and performance specifications, content of specifications, examples
10 th Oct	Developing KPIs, Service Level Agreements
17 th Oct	Contractual terms: express terms, standard terms, model form contracts
24 th Oct	Interpret main clauses included in contracts. Pricing arrangements in commercial agreements
31 st Oct	Outsourcing: plan for procuring outsourced work/services, assessing impact on procurement
7 th Nov	Revision
15 th Nov	Exam 14:00pm – 17:00pm

<i>Closing date for exam booking: 30th November 2018</i>	
D3: Sourcing in Procurement and Supply	
Date	Overview of Unit Content
21 st Nov	The sourcing process, sole, single and multiple sourcing, tendering approaches Consequences on supply chains, ethical sourcing
28 th Nov	Developing a sourcing plan, commercial and technical award criteria, choosing appropriate selection criteria
5 th Dec	Assess suppliers financial performance: financial reports, credit rating agencies, analysing financial statements
12 th Dec	Ratio analysis, Case studies
19 th Dec	Competitive tendering processes, esourcing – e-auctions, analysing market data
26 th Dec & 2 nd Jan	Break for Christmas
9 th Jan	Sourcing internationally: import documentation, incoterms, customs control, payment mechanisms,
16 th Jan	Revision
29 th Jan	Exam 09:30am – 12:30pm

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

Closing date for exam booking: 25th January, 2019

D5: Managing Contracts and Relationships in procurement and supply

Date	Overview of Unit Content
6 th Feb	Classify supply chain relationships, apply portfolio analysis to assess relationships in supply chains, develop action plans
13 th Feb	Sources of competitive advantage, Porters five forces, STEEPLE, sources of added value
20 th Feb	Elements of a legally binding agreement, implied and express terms that affect performance, approaches to conflict resolution, analysing contractual risk, contract performance data
27 th Feb	Contract management, supplier relationship management, supplier development techniques, improving relationships
6 th March	Revision
13 th March	Exam 9:30am – 12:30pm

Closing date for exam booking: 22nd March, 2019

D4: Negotiating and Contracting in Procurement and Supply

Date	Overview of Unit Content
20 th March	Creation of commercial agreements: rules relating to offer, acceptance, invitation to treat, capacity etc, battle of the forms, risks and misrepresentations pre-contract award, International law
27 th March	Main types of contractual agreements: framework agreements, contracts for hire etc, services contracts. Approaches to negotiation, setting targets and BATNA
3 rd April	Sources of conflict & power in negotiations, improving leverage with suppliers, building and repairing relationships
10 th April	Prepare for negotiations: understand costs and prices, assess the impact of economic factors, setting objectives and defining variables, positions and interests
17 th April	Define the stages of a negotiation, analyse how behaviours should change during the different stages, evaluate persuasion methods and the use of tactics.
24 th April	Break for Easter
8 th May	Evaluate communication skills: questioning, non-verbal communication, influence of culture. Reflecting on performance, how to improve and develop negotiation skills.
15 th May	Revision
w/c 20 th May	Exam tbc

Closing date for exam booking: tbc

D1: Contexts in procurement and supply

Date	Overview of Unit Content
29 th May	Half term break
5 th June	Economic and industrial classifications of sectors: public, private and not for profit, manufacturing, retail, construction, financial, agricultural and service. Similarities and differences in structure, governance, financing, procurement and supply chain
12 th June	Objectives and regulations that impact on procurement and supply in the public, private and third sectors
19 th June	Categories of spend, sources of added value: innovation, sustainability, market development, quality, total lifecycle costs, added value through the sourcing process
26 th June	Structured sourcing processes, process compliance and added value. Defining and mapping stakeholders, supply chain management,
3 rd July	Corporate governance of a procurement function, codes of ethics, conflicts of interest, improving procurement policies and procedures, responsible purchasing
10 th July	Centralised and devolved structures, common IT systems used by supply chain functions
17 th July	Revision
Date tbc	Exam tbc