

## **CIPS Diploma in procurement and supply – Level 4**

The CIPS Level 4 Diploma in Procurement and Supply is aimed at developing the skills and knowledge required for operational best practice in procurement and supply management. The course provides comprehensive coverage of all of competences required for excellence in the profession, including understanding the business environment, data analysis, planning, sourcing, negotiation, contracting and supplier management. It enables professionals to gain the tools to maximise the efficiency and effectiveness of procurement and supply management activity.

The focus in the Diploma is on improving the bottom line of the organisation by both achieving substantial cost savings and enabling improved revenue generation. Key areas of concern are effective sourcing practices, optimising relationships with suppliers and other stakeholders, and managing supplier performance to ensure that the inputs to the organisation add the best possible value.

The CIPS Level 4 Diploma in Procurement and Supply is ideal for those who have previous business experience or qualifications in procurement, purchasing or supply chain operations.

This course consists of the following five units:

- **CIPS Unit D1** - Contexts of Procurement and Supply
- **CIPS Unit D2** - Business Needs in Procurement and Supply
- **CIPS Unit D3** - Sourcing in Procurement and Supply
- **CIPS Unit D4** - Negotiating and Contracting in Procurement and Supply
- **CIPS Unit D5** - Managing Contracts and Relationships in Procurement and Supply

### **Assessment Format**

Assessment is via an exam at the end of each unit. All CIPS Level 4 exams are scheduled in January, March, May, July and November every year.

### **Entry Requirements**

This is the entry point to the 3 levels of Diploma qualifications, completion of which enables the award of MCIPS. It requires a minimum of two A Levels (or international equivalent), or completion of the CIPS Level 3 Advanced Certificate qualification. Alternatively you need a minimum of two years' professional experience in a purchasing, procurement or supply chain role.