

CIPS Advanced Certificate in procurement and supply – Level 3

The CIPS Level 3 Advanced Certificate in Procurement and Supply is designed for those in an operational role who need the capability to carry out all tasks associated with procurement and supply operations efficiently and effectively.

The Advanced Certificate course will provide you with the tools to make a valuable contribution to the business and to develop your role within your team and the procurement function. Key areas of development include arranging supply logistics, sourcing new products and services, understanding suppliers' costs and pricing, administering new contracts and developing effective relationships with key internal and external stakeholders. It also provides you with an understanding of the wider business environment in which you are operating so that you can better focus your efforts to make a difference for your organisation.

This course consists of the four core modules:

- **CIPS L3M1** - Procurement and Supply Environments (previously AC1 Procurement and Supply Environments)
- **CIPS L3M3** - Contract Administration (previously AC2 Procurement and Supply Operations)
- **CIPS L3M2** - Ethical Procurement and Supply (previously AC3 Procurement and Supply Workflow)
- **CIPS L3M4** - Team Dynamics and Change (previously AC5 Procurement and Supply Relationships)

And one elective module from a choice of:

- **CIPS L3M6** - Socially Responsible Warehousing and Distribution (previously AC4 Inventory and Logistics Operations)
- **CIPS L3M5** - Socially Responsible Procurement

Assessment Format

The assessment format are Objective response (OR) exams which require the candidate to choose or type a response to the question where the correct answer(s) are predetermined. The questions are designed to simulate tasks which might be undertaken in the work environment.

Delivered as computer based examinations (CBE) and automarked. Answers will be Multiple choice/Drop down list or Drag and drop.

The exams are flexi-scheduled with three sittings per day over Monday to Friday in Week 1 of each series.

Classroom based study helps students build confidence and maintain motivation by discussing concepts and work practices with other procurement and supply chain professionals from a wide range of organisations and industries, with the benefits of gaining insights into best practice processes tried and tested by other organisations.

Entry Requirements

No former qualifications or professional experience is necessary to enrol on this programme. It is ideal for junior buyers and people with under 2 years' experience in a procurement/ supply chain related role.