

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 eight core modules:

- Scope & influence of procurement and supply (**L4M1**)
- Defining business need (**L4M2**)
- Whole life asset management (**L4M7**)
- Ethical & responsible sourcing (**L4M4**)
- Supplier relationships (**L4M6**)
- Commercial contracting (**L4M3**)
- Commercial negotiation (**L4M5**)
- Procurement & supply in practice (**L4M8**)

Assessment Format

Assessment is via an exam at the end of each module. There are two types of exam formats which are both delivered as computer based examinations (CBE). **Objective response (OR)** exams which are single, short questions that require the candidate to choose or type a response to the question where the correct answer(s) are predetermined and exams are automarked. These can be either multiple choice, drop-down list or drag and drop. **OR** exams are flexi-scheduled with three sittings per day over Monday to Friday in Week 1 of each series.

Also **Constructed response** (CR) exams (L4M1 and L4M8) which are timetabled over Monday to Wednesday in Week 2 of each exam series. These require the student to create 'construct' a response to the question, such as an essay either by typing their response.

All CIPS Level 4 exams are scheduled in January, March, May, July and November every year.
Possible September exam series for resits.

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.