

CIPS Advanced Certificate in Procurement and Supply Operations 2020 - 2021

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

L3M1 Procurement and Supply Environments	
Date	Overview of Unit Content
22 nd Sept	Functions of private sector organisations, financial measures, CSR, SMEs, multinational organisations, role and scope of procurement in the public sector. Role and scope of procurement in the not for profit sector, different types of competitive markets, the impact of market competition on supply
29 th Sept	Defining micro economics, elasticity of supply and demand, pricing
6 th Oct	Analytical tools to explain the impact of the external environment on p & s: PEST, Porters five forces
13 th Oct	Implications of economic criteria: interest rates, inflation, exchange rates, GDP
20 th Oct	Political and legislative criteria that impacts on organisations: employment law, H & S, social and environmental impacts. How policies and procedures are used in procurement and supply
27 th Oct	Break
3 rd Nov	Revision
Exam 9am	10 th November 2020
Results	11 th December 2020

L3M2 Ethical Procurement and Supply	
Date	Overview of Unit Content
24 th 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
1 st Dec	Value for money criteria, pricing and costs, timescales, measuring and improving supplier performance
8 th Dec	Identifying procurement needs: make or buy decision, understanding commercial requirements from customers, developing specifications
15 th Dec	Approaches to the sourcing of supplies, surveying the market, supplier appraisal, inviting quotations and tenders and assessing them.
22 nd & 29 th Dec	Break for Christmas
5 th Jan	The role of codes of ethics, dealing with potential conflicts of interests, improving customer service.
12 th Jan	Revision
Exam 9am	19 th January 2021
Results	19 th February 2021

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

L3M3 Contract Administration

Date	Overview of Unit Content
2 nd Feb	Types of contracts and agreements, contract documents: specifications, KPIs, SLAs, NDAs RFQs, business case development.
9 th Feb	Competitive and historical pricing, negotiating competitive prices, link between costs and price
16 th Feb	The tendering process, regulations that can impact on the process.
23 rd Feb	Measuring contract performance, revision
2 nd March	The use of data as a contract performance measurement, the use of KPIs, types of contractual risk and how to manage them
9 th March	Revision
Exam 9am	16 th March 2021
Results	16 th April 2021

L3M6 Socially responsible warehousing and distribution

Date	Overview of Unit Content
23 rd March	The practical implications for sustainability and CSR
30 th March	The impact of environmental sustainability: green logistics, international legislation.
6 th April	Break for Easter
13 th April	Carbon footprint, noise and air pollution, reducing emissions energy efficiency. Unnecessary packaging.
20 th April	Methods for the storage and movement of inventory. The principles of store and warehouse design, warehouse equipment.
27 th April	The environmental cost of warehousing and logistics, the role of government.
4 th May	Revision
Exam 9am	11 th May 2021
Results	11 th June 2021

L3M4 Team dynamics and change

Date	Overview of Unit Content
1 st June	Classify supply chain relationships, devolved purchasing, decision making unit, account managers, apply portfolio analysis to assess relationships in supply chains, develop action plans
8 th June	Classifying stakeholders, RACI model, communicating with stakeholders, cross functional working, improving team working
15 th June	Types of information exchanged between buyers and suppliers, supplier relationship management, supplier development techniques, improving relationships
22 nd June	The concept of supply chain networks, stakeholder involvement, examples, the marketing concept, organisational buying behaviour
29 th June	Techniques associated with marketing, sources of competitive advantage, competitor profiling and analysis
6 th July	Impact of technologies on purchasers and suppliers

Exam	Tbc – not published by CIPS yet
Results	Tbc – not published by CIPS yet