



# BUYING INTO YOUR FUTURE

KICKSTART YOUR CAREER WITH A ROLE IN PROCUREMENT

## What is procurement?

Sometimes known as purchasing, or buying, essentially it means buying goods or services. This can be virtually anything, from raw materials to advertising and marketing – basically, whatever a company needs to keep operating. It's an important function in every business, from small organisations to huge multinationals.

**“You have to build supplier relationships... so that in good times and bad times you have support.”**

Lord Alan Sugar



[www.beabuyer.org](http://www.beabuyer.org)

# TAKE FLIGHT...

## Begin your future as a buyer

People enter the procurement profession from all different backgrounds. Whatever you've studied before shouldn't be a barrier.

### BTECs in procurement and supply...

BTEC First Diploma  
in Business **L2**

BTEC Higher  
National Certificate  
in Business **L4**

BTEC National  
Diploma in  
Retail **L3**

BTEC Higher  
National Diploma  
in Business **L5**

You should expect to take up to one year to complete a BTEC qualification. Want to find out more? Please visit:

[www.cips.org/btec](http://www.cips.org/btec)

# Study full-time on a BTEC or earn while you learn on an apprenticeship

## An apprenticeship in procurement and supply...

- Combines on-the-job and knowledge-based training with an approved training provider
- Can take from 18 - 24 months to complete
- Is suitable for new and existing staff
- On successful completion gives you globally recognised qualifications.



A list of approved training providers currently offering an apprenticeship in procurement is available on our website:

[www.cips.org/apprenticeships](http://www.cips.org/apprenticeships)



## Government funding

Apprenticeships are open to all ages. Government funding is prioritised for certain groups with apprenticeship training funded in full for 16-18 year olds. Want to find out more? Please visit: [www.gov.uk/apprenticeships-guide](http://www.gov.uk/apprenticeships-guide)

# YOUR JOURNEY TO BECOME A BUYER

## Do you have the essential skills to be a buyer?

Are you a people person? Do you like talking, communicating, developing relationships? Then you're already on the right road to becoming a procurement professional. It's all about working with other people, building up professional relationships and, above all, learning the art of negotiation.

If you're working as a buyer or procurement officer, as it's sometimes called, then all these skills will be essential. You will be working closely with suppliers, who of course are looking to make money, and your role will be to get the best deal for their goods and services.



"As the world changes, the business has to change with it and not be afraid to do so. Be proactive, bring ideas to the table and don't just do the same mundane things every month. Think of new opportunities or places the business hasn't gone before. Be creative – that's what chairpeople and chief executives look for."

Michelle Mone, co-owner of MJM International

NEGOTIATING



CONFLICT MANAGEMENT



PROBLEM SOLVING



COMMUNICATING



INNOVATING

CREATIVE THINKING

PROJECT MANAGEMENT

RELATIONSHIP MANAGEMENT

## BUYING INTO THE BEST

One of the main roles for a buyer is to get the best value for money for every item purchased for a company. This means you're pretty indispensable. As a procurement professional, you'll be in high demand, playing such a crucial role that job security in this industry is high. You'll also be well rewarded, as salaries and benefits in the industry are extremely competitive.



Where could I go? Anywhere!

What could I achieve? The sky's the limit!

# WHERE

## COULD YOUR JOURNEY TAKE YOU?

Here are a few ideas to inspire you...

### SUSTAINABILITY MANAGER



Could you become - **THE ANGEL OF BUYING?**

As a Sustainability Manager, it's your job to make sure that your company acts responsibly and ethically when it comes to people, profit and planet. You could find yourself making sure that your company pays a fair price for goods from developing countries, working conditions in suppliers' factories are fair and safe, or that the energy your company uses isn't wasted.



### INDUSTRY

"We believe that the best approach to cocoa sustainability is to partner with our industry peers, government certification organisations and non-government organisations for the common good."

Barry Parkin, Mars Global Chocolate Procurement and Sustainability Head

### RISK MANAGER



Or could you see yourself as - **THE ANALYSER?**

As a Risk Manager, you'll work across the business and with suppliers to identify things that could go wrong, like a cyber-attack on your IT system or a tsunami wiping out a supplier factory. Then you plan to either prevent risks or deal with them effectively if the worst does happen.



### FILM INDUSTRY

When Marvel Studios decided to record The Avengers film score in Europe because it was cheaper, Hollywood film musicians took strike action in protest preventing filming.

"They took off to Europe to record the musical score, hurting Hollywood's film musicians. We don't think that's fair."

### SUPPLIER RELATIONSHIP MANAGER



Or are you - **THE PROBLEM SOLVER?**

Some suppliers are really just an extended part of an organisation and managing relationships is a really important role to make sure everyone is working together to achieve the best results.

A Supplier Relationship Manager might be working with a supplier to come up with an innovative solution to a product, look at ways of working together to cut costs and be more efficient, be a whistle blower for suppliers to report unethical behaviour, get small companies together to join forces and win contracts and generally make sure both parties are delivering what they say they would.



# GOING PLACES

There are a whole range of roles you can choose from in procurement, and you'll be able to work in every sector, from charity to retail, construction to the public sector. Every business, everywhere, needs effective procurement professionals. From jet engines to touch screen technology, from hospital beds to film sets. Choose a career in buying and you could end up working anywhere in the world and buying anything.

## I buy...

Venues for iTunes festivals for Apple

Weighing scales for lions at London Zoo

Fake blood for forensic science students at Nottingham Trent University

Mosquito nets for developing countries at DIFID

Cardiac devices to save lives at University College London



Professional diploma in procurement and supply

L6

Advanced diploma in procurement and supply

L5

Diploma in procurement and supply

L4

Advanced certificate in procurement and supply operations

L3

Certificate in procurement and supply operations

L2

Throughout the world CIPS qualifications are recognised as driving leading edge thinking and professionalism



Chartered Institute of Procurement & Supply

in procurement. MCIPS is recognised as the global standard for top quality procurement professionals.

We offer five qualifications; that take up to one year to complete, to support your professional development in procurement and supply. On successful completion of the Diploma, Advanced and Professional diplomas in conjunction with three years experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIPS. **Find out more: [www.cips.org](http://www.cips.org)**

# Your journey – can take you all the way to MCIPS and Chartered

## CIPS membership grade

Studying member grade

## CIPS professional and vocational programmes

Highest entry level

Certificate in Procurement and Supply Operations

Advanced Certificate in Procurement and Supply Operations

Diploma and Supply

Experie

Corpor Practiti

## CIPS globally recognised programmes

CIPS Ac

## CIPS England recognised programmes

BTEC First\*

BTEC ND\*

BTEC H

Intermediate Apprenticeships\*

Advanced Apprenticeships\*

Higher Le

## Level of competency achieved\*\*

Have the ability to recognise and describe key transactional processes for procurement and supply. Typical job roles: Administrative/purchasing assistant, Contracts administrator, Stock controller.

Have the capabilities to deliver key tasks associated with procurement and supply operations. Typical job roles: Assistant buyer, Assistant contract officer, Contract analyst.

Can provi key stake procurement and proce Buyer, Pro Contract o analyst, S

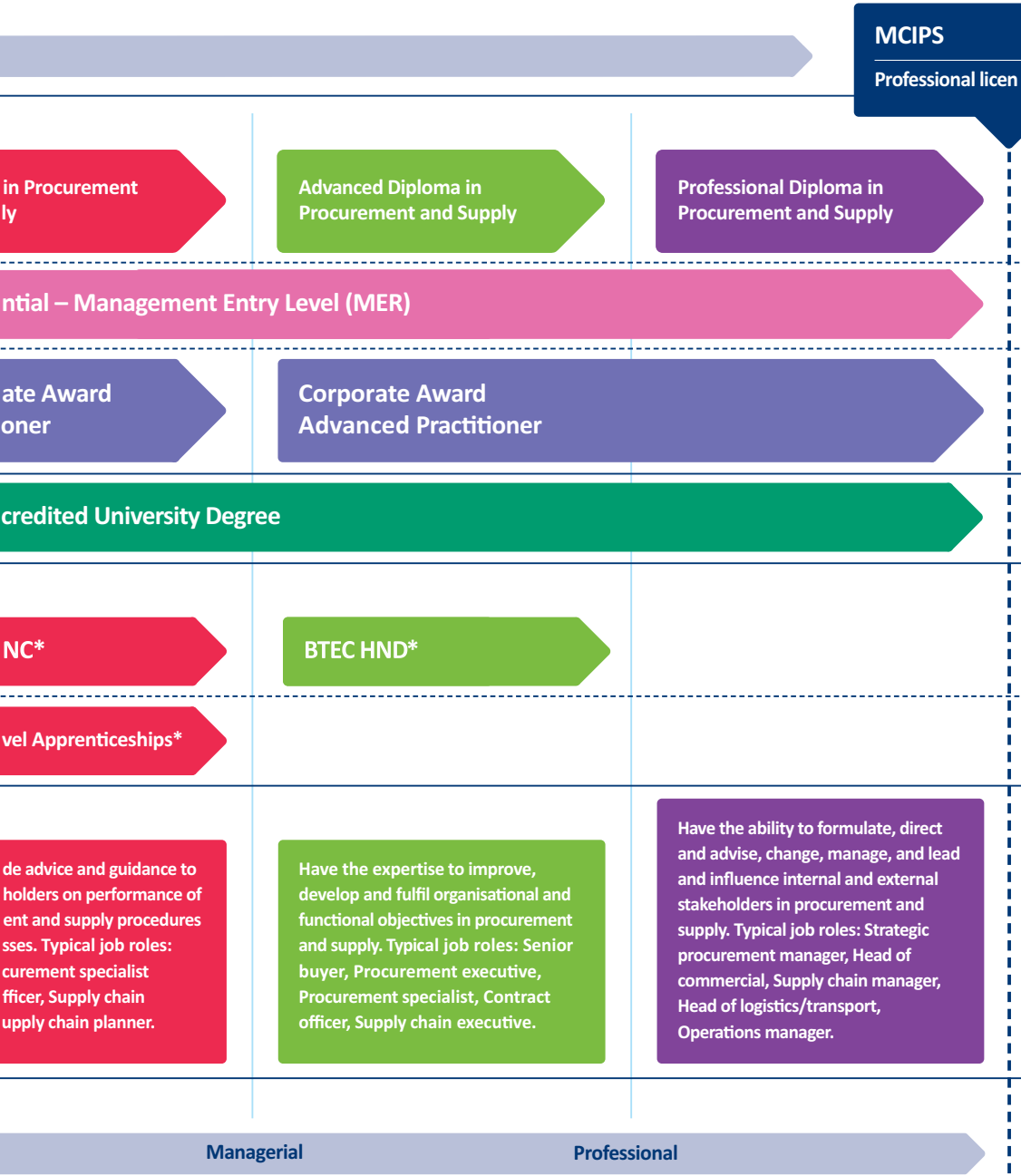
## CIPS Global Standard competency level

Tactical

Operational

\*Only if specially selected units chosen. \*\*Each level can take up to 1 year to achieve.

# Chartered Procurement and Supply Professional, the most senior I





# Levels of achievement

ce

**Chartered Status**  
Advanced professional licence

Executive Diploma in Strategic Procurement and Supply Management

Experiential – Chartered

Corporate Award Master Practitioner

CIPS Accredited MBA

Leads procurement teams within an organisation and influences the board to adopt leading-edge procurement strategies and establish best practice. Influences supply markets with innovative sourcing solutions. Typical job roles: Procurement/Supply chain director, Chief procurement officer.

Advanced Professional

## Start your own career journey

This diagram shows the CIPS qualifications pathway, along with equivalent alternative pathways, such as BTECs, Apprenticeships and Accredited Degrees.

You don't have to follow one pathway, as long as you complete a qualification or its equivalent you can change your progression pathway that right for you.



# WHAT SALARY CAN YOU EXPECT TO EARN?

As in most professions the level of qualifications you've achieved along with experience you've gained will affect what you can expect to earn as a buyer.

Here are some UK average salaries by job title:

**PURCHASING ASSISTANT.....** £21k

**SUPPLY CHAIN MANAGER.....** £48k

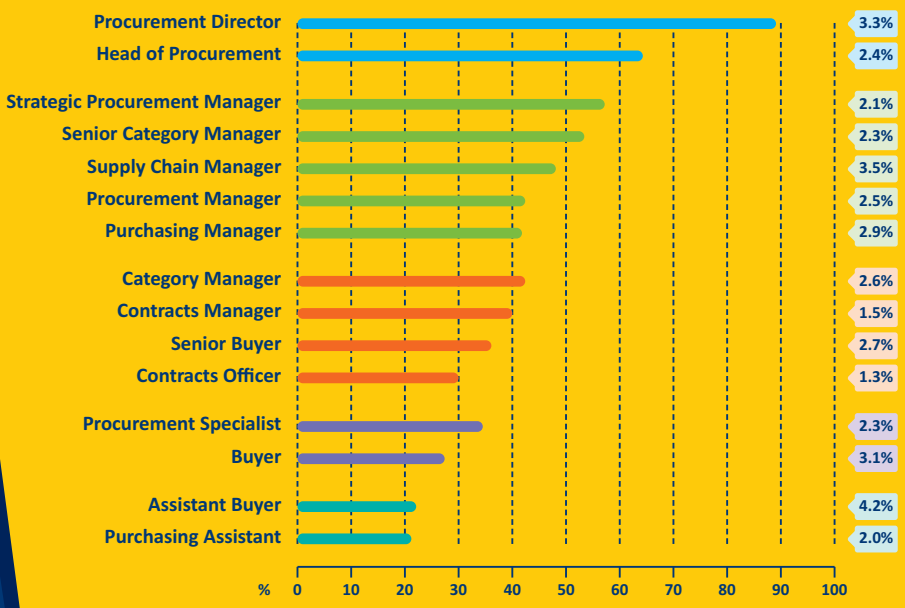
**BUYER.....** £27k

**PROCUREMENT DIRECTOR.....** £89k

**CATEGORY MANAGER.....** £42k

UK average salary by job title\*

UK average pay increases as % of salary by job title\*



\*CIPS Salary Guide and Procurement Insights Report 2015

# ROUTES TO ENTRY

Having an idea of what you want to do is great but how do you make it happen? Whether you want to continue with your studies at university or would prefer on-the-job training, there's a pathway to purchasing for you.

## A QUESTION OF QUALIFICATIONS

Many people looking to enter the field of procurement want to know if they need specific qualifications. The short answer is no. But the reality is that, increasingly, employers are looking for candidates with CIPS qualifications.

## HOW TO ENTER THE PROFESSION A quick guide

### University degree

You can specialise in procurement in a number of degrees, many of which are accredited by CIPS. This gives you the benefit of graduating with both a degree and a professional qualification. [www.cips.org/degrees](http://www.cips.org/degrees)

### College

If you are staying on at college then you could consider a general business studies course. In the UK the BTEC Business Studies has procurement and supply modules. This might be a way for you to keep your options open and still explore what procurement is all about.

If you go straight into a junior buying role your company may expect you to study for CIPS qualifications. These are recognised globally as driving leading edge thinking and professionalism in procurement. MCIPS is recognised worldwide as the standard for top quality procurement professionals and will give you a head start over your colleagues. You can choose to study by either attending a local college or study centre or through distance and e-learning. [www.cips.org/quals](http://www.cips.org/quals)

### Apprenticeships

If you prefer to go straight into work rather than studying, then you can still enjoy a career in purchasing. Apprenticeships and on-the-job training are a great way to balance your career with your studies, and many employers look out for candidates who are keen to progress.





## DOMINIC'S JOURNEY

Dominic always had a strong interest in business and decided to study for a BA (Hons) in Business Studies at Liverpool John Moores University (LJMU).

“The LJMU course stood out by some distance as it focused on employability and practical skills rather than purely business theory. The placement year and CIPS accreditation offered in the placement routes are great incentives and will hopefully increase my chances of getting a job once I graduate.”

“The course is a good mix of theory and real world examples and research. For example, in my procurement module we have covered the fundamentals of buying, but also researching the history and evolution of the profession. I think it's giving me a better all-round understanding of the topic”, says Dominic, who is keen to take up a role in procurement when he graduates.



## DIONNE'S JOURNEY

Dionne has worked in procurement for nearly eight years, after deciding her job as personal assistant wasn't for her. She started as a procurement administrator, and soon afterwards started the CIPS Graduate Diploma to become a professionally qualified buyer – supported by her employer.

“Thinking back, most people at school were talking about roles in law, risk or customer-facing roles”, says Dionne. “What's interesting is that is exactly what my procurement role is, and more. No two days are the same – it's not a normal office job where you sit at your desk all day. I have the opportunity to work with teams across the whole business and test my knowledge and awareness of the financial, legal and the business environment every time I'm putting a new supplier contract together. I enjoy the face-to-face contact and customer interactions I get from working in procurement – it's great.

“I still get a buzz from face-to-face negotiations with suppliers – that's one of the exciting parts for me.”



## ROSIE'S JOURNEY

Rosie applied for university courses after her A levels, but wasn't really convinced it was the right path for her.

“I wanted to keep my options open so I starting to apply for jobs and apprenticeships too. I saw the Business and Administration Apprenticeship advertised on the EDF website and it looked really interesting so I decided to go for it!” she says.

Rosie was successful and turned down her University places to take on the two-year scheme with the supply chain team at EDF. When the apprenticeship came to an end Rosie was offered a job working on supplier development and EDF are sponsoring her to complete an HND in

Business Management with a view to completing the CIPS qualifications afterwards.

“I would definitely recommend a job in procurement to anyone. You get to work on projects and see all the materials you were responsible for buying all come together, it's a real sense of achievement. My rotations on the apprenticeship scheme have really helped me understand the different perspectives on projects and realise how working collaboratively with suppliers can help to get great results.”

## WANT TO FIND OUT MORE?

If all this appeals to you and you'd like to know more about a career in buying, please visit:

[www.beabuyer.org](http://www.beabuyer.org)