

**Chartered  
Institute of  
Purchasing &  
Supply (CIPS)**



**Chartered Institute of  
Purchasing and Supply  
All Courses**

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visit [www.dlcantraining.co.uk](http://www.dlcantraining.co.uk) or call +44 (0)800 0126 770

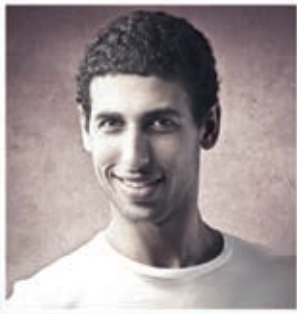


## Why study with Distance Learning College?

Distance Learning College are **award winning** distance learning **specialists**. Our unique approach to delivering the qualifications employers look for means that you receive all of the support you would expect from attending a college while having the **flexibility** to be able to complete the qualification in your **own time**, fit the course around your **individual needs** and **learn while you earn**.



Our CIPS qualifications are recognised by leading companies around the world as a statement of purchasing excellence.



Distance Learning College offers the most dynamically supported distance learning in the industry which is why we have been able to boast a 97% pass rate on all of our course for the past five years.



**Your complete personalised study package will include:**

- Your own expert purchasing and supply tutor who will maintain continuous contact with you via telephone, email, post and regular opportunities to meet face to face. Our industry expert tutors have experience of working in purchasing roles with ICI, General Motors, ASDA, Samsung and many others
- Your own Personal Mentor to help you to manage your learning around your current work and home life commitments, ensure you are getting the most out of your course and that you are receiving all of the support you need
- A student support team to take the hassle out of arranging exams, ordering materials and booking you onto student support seminars so that you can focus your time on your learning





## Course Options

CIPS Courses are available in the following levels:

### **Certificate in Procurement and Supply Operations**

This qualification is designed for those who aspire to work in or are new to purchasing and supply or those who have minimal purchasing responsibility in their current role.

### **Advanced Certificate in Procurement and Supply Operations**

This qualification is designed for those who are new to a buying or procurement role with minimal experience and no formal purchasing qualifications.

### **Diploma in Procurement and Supply**

This course is designed for those who have either:

- two years plus experience but no formal qualifications
- gained the Level 3 Certificate and are looking to progress further
- a level 3 qualification or above and wish to specialise in purchasing

### **Advanced Diploma in Procurement and Supply**

This course is designed for those who have a significant level of experience working in a purchasing and supply role, ordinarily in a supervisory position.

### **Professional Diploma in Procurement and Supply**

This course is an advanced CIPS qualification, developing the knowledge and skills to plan and implement the strategic direction of a company's supply chain, in support of wider business objectives. On completion of this qualification, students may apply for MCIPS status.

## Certificate in Procurement and Supply Operations

The course is made up of five compulsory units.

**Compulsory** - You must take all of the compulsory units listed below.

### Procurement and Supply Functions

- The Main Types of Organisations
- How Organisations Operate
- Key Operating Functions Within Organisations
- Mission Statements and Beyond
- Key Roles of Procurement and Supply
- Key Procedures in Procurement and Supply
- Key Economics Sectors
- Demand and Supply
- The impact of Market Factors

### Procurement and Supply Administration

- Effective and Efficient Administration
- Pre-Contract Administration
- Post-Award Administration
- The Need for Approvals
- Direct and Indirect Supplies
- The Cost of Holding Inventories
- Techniques for Ordering Inventories
- Expediting Supplies
- Effective Communication
- Forecasting

### Procurement and Supply Principles

- Aspects of Procurement and Supply
- The Roles of Procurement and Supply
- Benefits of Effective Procurement
- The Five Rights of Procurement
- Delivering Products to Customers
- Delivering Products by Suppliers
- The Sourcing Process
- Components of a Supply Chain

### Procurement and Supply Process

- The Main Types of Contracts
- Pricing Arrangements
- Contractual Documents
- Information from the Internet
- Financial Information on Customers and Suppliers
- Publicising Information Electronically
- Electronic Sourcing
- System Used in Procurement and Supply
- P2P Systems

### Procurement and Supply Stakeholders

- Stakeholders in Procurement and Supply
- The Internal Relationships of Procurement and Supply
- Conflict in the Work of Procurement and Supply
- Approaches to Conflict Resolution
- Effective Teamwork
- Quality Management
- The Cost of Quality
- Quality Assurance and Quality Management
- Ethical Codes in Procurement and Supply
- Corporate Governance

“

I have thoroughly enjoyed both the CIPS levels I have studied with DLC. This course has given me a greater understanding, allowing me to increase my ability in many areas within the procurement arena. CIPS is a great tool for any procurement professional looking to expand their understanding/potential and DLC are well positioned to assist with this. Their knowledgeable and friendly staff allow the course to be taught in a relaxed but organised manner. I would definitely recommend DLC to anyone looking to study their CIPS.”

**Chris Leech,**

Purchasing Co-ordinator - Intersnack

## Advanced Certificate in Procurement and Supply Operations

This CIPS Advanced Certificate in Procurement and Supply is made up of five compulsory units.

**Compulsory** - You must take all of the compulsory units listed below.

### Procurement and Supply Environments

- Procurement in Private and Third Sectors
- Procurement in the Public Sector
- Types of competitive Markets
- Demand and Supply
- The External Environment of Procurement
- Economic Factors
- Political Factors
- Legal Factors
- Environment Factors
- Social and Ethical Factors
- Technological Factors

### Procurement and Supply Operations

- Obtaining Supplies
- The Right Place
- Achieving Quality Supplies
- The Right Quantity at the Right Price
- Identifying Procurement Needs
- Creating Specifications
- Sourcing and Selecting Suppliers
- Formation Agreements
- Electronic P2P Systems
- Internet Technologies in Procurement

### Procurement and Supply Workflow

- Documentation in Procurement and Supply
- Receiving Quotations
- Contractual Provisions
- Purchase Orders
- Calculating Future Demand
- Pricing of Goods and Services
- Analysing Financial Data
- Financial Budgets
- Customer Service
- Communicating with Stakeholders
- Communications Technology

### Inventory and Logistics Operations

- Classifying Inventory
- The Cost of Inventory
- Monitoring and Control of Inventory
- Calculating Demand for Inventory
- Warehouse Location
- Stores and Warehouse Design
- Product Coding
- Warehousing and Equipment
- Transportation in Logistics
- Transport Documentation
- Incoterms
- The Transport of Freight

### Procurement and Supply Relationships

- Procurement and Other Functions
- Stakeholders
- Cross-Functional Working
- Supply Chain Relationships
- An Introduction to Marketing
- The Marketing Mix
- Competitive Advantage
- The Relevance of Marketing to Purchasers
- Profiling Purchasers and Suppliers
- Information Exchange in the Supply Chain
- The Impact of Technology

“

This was a very helpful course for me. I have gained some very useful knowledge from both level 3 and 4 CIPS of which have both been studied through DLC training. I can also apply my learning to my workplace. I'm eager to take more courses via DLC to expand on what I have learned thus far. This was an absolutely excellent experience for me. I thoroughly enjoyed it from start to finish. ”

**Mark Westerhof,**  
Supply Chain Manager - Crabtree  
Engineering

## Diploma in Procurement and Supply

This CIPS Diploma in Procurement and Supply is made up of five compulsory units.

**Compulsory** - You must take all of the units listed below.

### Contexts of Procurement and Supply

- Categories of Procurement
- Adding Value in Procurement and Supply
- Procurement and Supply Chain Management
- Stakeholders of a Procurement or Supply Chain Function
- The Procurement Process
- E-procurement
- The Organisational Context
- The Procurement Function in the Organisation
- ICT Systems
- The Sector and Industry Context
- Procurement in the Public Sector
- Procurement in the Private and Third Sectors

### Business Needs in Procurement and Supply

- Business Needs in Procurement Decisions
- Estimating Cost and Price
- Operating Financial Budgets
- Specifying Requirements
- Developing Effective Specifications
- Defining Key Performance Indicators
- Understanding Contract Terms
- Assessing Pricing Arrangements
- Outsourcing
- Planning Outsourced Procurements

### Sourcing in Procurement and Supply

- The Sourcing Process
- Sourcing Strategy
- Selection and Award Criteria
- Supply Chain Perspective
- Financial Appraisal of Suppliers
- Ratio Analysis
- Surveying the Supply Market
- Quotations and Tenders
- E-sourcing Tools
- Sourcing in the Third and Private Sectors
- Public Sector Sourcing
- International Sourcing
- Risk and Opportunities in International Sourcing

### Managing Contracts and Relationships in Procurement and Supply

- Commercial Relationships
- Planning the Relationships Portfolio
- The Competitive Environment
- Value-Adding Supply Chain Relationships
- Foundations of Contract Performance
- Managing Non-Performance
- Dispute Resolution
- Assessing Contractual Risks
- Contract Management
- Supplier Relationship Management
- Supplier Performance Management

### Negotiating and Contracting in Procurement and Supply

- Developing Commercial Agreements
- Legal Issues in Creating Commercial Agreements
- Contractual Agreements for Supply
- The Role of Negotiation in Procurement and Supply
- Negotiation Outcomes and Approaches
- Power and Relationships
- Cost and Price Analysis
- Economic Factors
- Objectives and Variables
- Resourcing the Process
- Stages of Negotiation
- Influencing and Persuasion
- Communication Skills for Negotiation
- Developing Negotiation Performance

“The Diploma has given me the formal qualification I needed to run alongside the 10 years management experience I have gained. The support from my tutor was of great value and the project I completed was of massive benefit to both myself and my company.”

**Gary Jones**, Explorer Group

## Advanced Diploma in Procurement and Supply

This CIPS Level 5 Advanced Diploma in Procurement and Supply is made up of five units, 3 of which are compulsory with a further two optional allowing students to select the optional units most relevant to their job role.

**Compulsory** - You must take all of the units listed below.

### Management in Procurement and Supply

- Introduction to Organisational Behaviour
- Theories of Organisation and Management
- Individual Difference and Diversity
- Learning
- Motivation and Job Satisfaction
- Work Groups and Teams
- Co-operation and Conflict
- Human Resource Management (HRM)
- Recruitment and Selection
- Training and Development
- The Regulatory Framework
- Procurement in the Private and Third Sectors

### Managing Risks in Supply Chains

- Risk Identification
- Risk Assessment
- Risk Management Strategies
- Fraud and Corruption Risks
- Operational Risks
- CSP and Sustainability

- Project Risks
- The Project Lifecycle
- Project Planning
- Project Implementation and Control
- Contractual Remedies for Managing Risks
- Third Parties in Risk Management
- Contingency Planning

### Improving the Competitiveness of Supply Chains

- Supply Chains and Supply Chain Management
- Infrastructure and Process
- Approaches to Supply Chain Improvement
- Total Quality Management
- Using Performance Data
- Developing Supply Chain Improvement
- Pursuing Competitive Advantage
- Pursuing Cost Advantage
- Collaborative Improvement and Innovation
- Technology Tools
- Relationship Assessment for Supplier Development



## Professional Diploma in Procurement and Supply

This CIPS Professional Diploma in Procurement and Supply is made up of five units, 3 of which are compulsory with a further two optional allowing students to select the optional units most relevant to their job role.

**Compulsory** - You must take all of the compulsory units listed below.

### Leadership in Procurement and Supply

- Leadership and Management
- Leadership Theories and Models
- Power and Influence
- Leadership Contexts
- Stakeholder Communication and Engagement
- Developing Leadership Effectiveness
- Equality, Inclusion and Diversity
- Managing Change
- Managing Conflict
- Delegation and Empowerment

### Corporate and Business Strategy

- Strategy and Strategic Decisions
- Levels of Strategy
- Developing Strategy
- Strategic Position
- Competitive Strategy
- Directional and International Strategy
- Strategy Methods and Evaluation
- Strategy and Structure
- Managing Strategic Resources
- Managing Strategic Change
- Developing a Strategic Plan for the Supply Chain Function

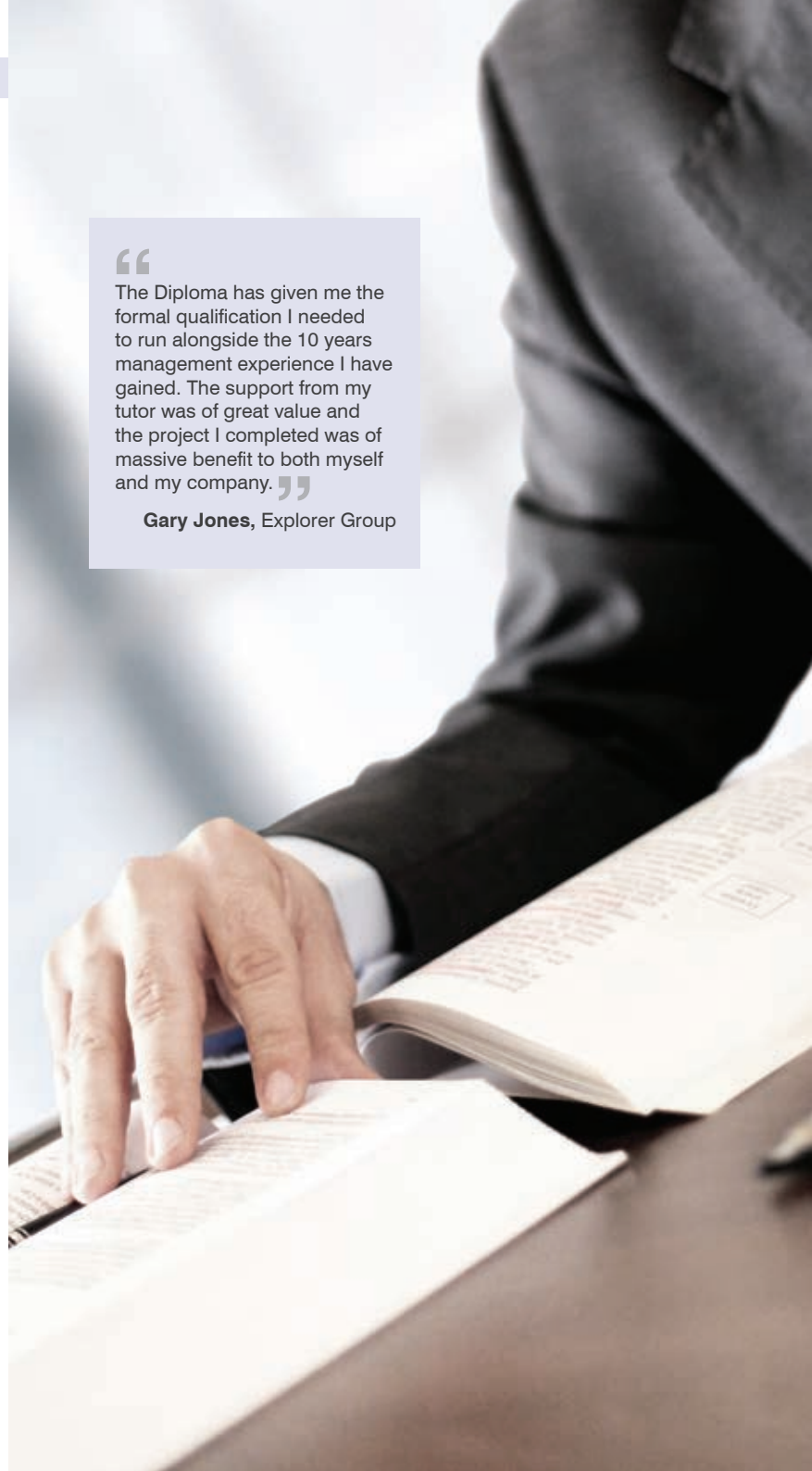
### Strategic Supply Chain Management

- Corporate, Business and Supply Chain Strategy
- Competitive Advantage Through the Supply Chain
- The Impact of Market Change
- Strategic Relationship Management
- Supply Chain Segmentation
- Networked and Value-Adding Supply Chains
- Distribution Systems
- Lead and Agile Supply Chains
- Collaborative Supply Chain Management
- Stakeholder Change Management
- Measuring Supply Chain Performance
- Developing Supply Chain Capability
- Integrative and Applied Learning

“

The Diploma has given me the formal qualification I needed to run alongside the 10 years management experience I have gained. The support from my tutor was of great value and the project I completed was of massive benefit to both myself and my company.”

**Gary Jones**, Explorer Group



**Optional** - You must take two of the units listed below.

**Supply Chain Diligence**

- Managing Supply Chain Vulnerability
- Corporate Governance Responsibilities
- Ethical Practice
- Globalisation
- Integrated Information and Control Systems
- Regulations and Standards Governing Organisations
- Regulations Governing Workplaces
- Employment Contracts
- International Trade
- Financial Drivers Operating on the Organisation
- Company Valuation and Ownership
- Mergers and Acquisitions
- Funding and Finance
- Working with Foreign Currencies
- Dealing with Commodities
- Performance Measurement
- Stakeholder Measures of Performance
- Financial Measures of Performance
- Other Measures of Performance
- Benchmarking

**Programme and Project Management**

- Key Aspects of Programmes and Projects
- Relationships in the Supply Chain
- Key Resources for Programmes and Projects
- The Project Lifecycle
- Contract Forms
- Pricing Mechanisms
- Contracting Options
- Investment Appraisals
- Structures for Corporate Governance
- Objectives of Programmes and Projects
- Managing Risk
- Methodologies for Planning
- Strategic Cost Management
- Financial and Management Information
- Implications of Performance Issues
- The Closure of Major Programmes and Projects

**Legal Aspects in Procurement and Supply (UK)**

- Overview of English Law
- Contracts and Contract Terms
- Offer and Acceptance
- Consideration
- Intention, Capacity and Form
- Void and Unenforceable Contracts
- Discharge of Contract
- Remedies for Non - Performance
- The Settlement of Commercial Disputes
- Express Terms of Contract
- Implied Terms: Sales of Goods
- Transfer of Property, Risk and Title
- Remedies for Breach in Sale of Goods Contracts
- Implied Terms: Supply of Goods and Services
- Agency and Bailment
- Assignment and Subcontracting
- Negligence
- The EU Procurement Directives
- Intellectual Property Law
- Employment Law
- The Law on Competition, Bribery and Corruptions





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 CIPS  
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