



## **CIPS Advanced Diploma in Procurement & Supply**

### **Overview**

The CIPS Advanced Diploma programme provides managers with the capability to align the procurement function with organisational strategy and objectives. It provides the knowledge base to reduce cost, improve quality and timescales, manage the procurement and supply function and deal with legal issues.

The CIPS Advanced Diploma has 8 units. An exam is written at the end of each unit.

# Target Audience

Managers who:

- Operate at a strategic level
- Have functional responsibility for procurement and supply
- Have completed the CIPS diploma

## MODULE CONTENT

### Module 1: Managing Teams and Individuals - (12 CIPS UK Credits)

#### Management and organisational approaches

- Analysing the aspects of organisational behaviour
- Approaches to management and organisational behaviour
- Origins of management and organisational behaviour
- Influences that shape organisational behaviour

#### Managing individuals involved in the procurement and supply function

- Behavioural characteristics of individuals
- Different learning styles
- Evaluate the main approaches to motivation
- Analyse the major factors that can influence job satisfaction

#### Managing work groups or teams involved in the procurement and supply chain

- The importance of work groups or teams for effective performance
- Explain the stages of development of work groups or teams
- Analyse the nature of role relationships in work groups or teams

#### A plan for human resource management for the procurement and supply function

- Human resource management in the procurement and supply function
- Develop a recruitment and selection plan to meet the skills and knowledge needs
- Prepare a plan for training and development of personnel in procurement and supply

#### Capabilities required to manage the procurement and supply function

- Self-development techniques that improves individual performance
- Organisational change and approaches to successful change in management
- Diversity in the workplace
- Equity in the workplace

### Module 2: Managing Supply Chain Risk - (6 CIPS UK Credits)

#### Understand the nature of risks affecting supply chains

- Analyse the main risks that can impact on supply chains.
- Analyse the main methods for eliminating corruption and fraud in supply chains.
- Analyse the main operational risks in supply chains

#### Managing risk in supply chains

- The use of contractual remedies for managing risks in supply chains
- Use of outsourced third parties with risk management in the supply chain
- Insurances for protection against risks in the supply chain
- Develop a strategy to mitigate risks in supply chain

### Module 3: Managing Contractual Risk - (6 CIPS UK Credits)

#### Legal process relating the formation of contracts

- Issues relating to the formation of contracts and risks
- Implications of various elements of contractual documentation and risks

#### Impacts of breach of contract, coping strategies and provisions.

- Levels of breach of contract and their impact
- Techniques available to resolve breach of contract
- Different responses to breach of contract

#### Legal implications of contractual non-conformance in procurement and supply

- Remedies that apply to the non-performance of contracts
- Legal consequences of terminating a relationship
- Mechanisms for dispute resolution for resolving conflicts

### Module 4: Advanced Contract & Financial Management - (12 CIPS UK Credits)

#### Tools and techniques that can be used to measure and develop contract performance in procurement and supply

- Assess Key Performance Indicators
- Methods of measuring & improving supply chain performance
- Supplier Development approaches
- Measures to improve supply chain

#### Understanding Strategic sources

- Influences of Market factors
- Sourcing options for strategic supplies of products/services
- Strategic assessment plan for a key supplier using modelling and analytical techniques

#### Financial techniques that affect supply chains

- How cost and finances impact on supply chain
- Methods for managing the volatility of currencies

#### Apply financial and performance measures that can affect the supply chain

- Assessing financial measures that is used to measure the performance in the supply chain
- Impact of stakeholder feedback
- Benchmarking approaches that can be applied to measuring performance.

### Module 5: Managing Ethical Procurement and Supply - (6 CIPS UK Credits)

#### Impact of ethnics and sustainability in supply chains

- Implications of ethnics and sustainability
- Drivers of globalisation
- Cultural a social issue
- Conflicts that may arise between stakeholders and supply chains

#### The importance of compliance to achieve ethical and sustainable supply chains

- Levels of complexity in supply chains and the impact on compliance
- The support of contractual terms and compliance standards
- The use of third party organizations to promote compliance
- Relationships with suppliers and infringement standards.

#### Understanding initiatives and standards to improve ethical and sustainable practices

- The use of labour codes and achieving ethical and sustainable supply chains
- Analyse how environmental purchasing to achieve ethical and sustainable supply chains
- Standards and improved fair trade
- Approaches to achieve responsible procurement and promote ethical management

## Module 6: Category Management - (6 CIPS UK Credits)

### Approaches used to develop strategies for category management.

- Comparing strategic and conventional sourcing processes and their roles in category management
- Comparing models for the adoption of category management
- Identifying technical and behavioural skills required to implement category management

### Various concepts, tools and techniques associated with managing expenditure.

- The different types of expenditure that can be analysed for category management processes
- Interpret the requirements for initiating and preparing the introduction of a strategic sourcing or category management process
- Assess supply market factors in the development of a strategic sourcing or category management process

### An implementation plan for strategic sourcing or category management

- Analysing the data required for the development of a category management process.
- Critically compare routes to
- Develop decision criteria that can be applied for the implementation of a strategic sourcing or category management process
- Develop an implementation plan for a strategic sourcing or category management process that could be presented to stakeholders

### Performance improvement for strategic sourcing and category management processes

- Explain arrangements for the mobilisation, start up and transition to achieve performance improvement through the execution of strategic sourcing or category management processes
- Propose arrangements for the mobilisation of contract management and supplier relationship management
- Develop performance measures that can be applied to achieve performance improvement
- Identify exit arrangements that can be applied in the execution of strategic sourcing or category management processes

## Module 7: Competitive Advantage through the Supply Chain - (6 CIPS UK Credits)

### Understand dynamics of supply chains

- Compare supply chains, supply network and supply chain management
- The added value that can be achieved through effective supply chain management
- The relationship between organisational infrastructure and process management
- Compare the main approaches to improving supply chains

### Main methodologies to improve supply chains

- Compare the main approaches to total quality management for supply chain improvement
- Analyse the use of the main statistical methods to achieve supply chain improvement
- Critically appraise the main processes that can be used for supply chain improvement
- Explain how business process re-engineering (BPR) and benchmarking can be used for supply chain development

### Measures required to achieve a competitive advantage in the supply chain

- Evaluate the main sources of competitive advantage
- Formulate pricing arrangements
- Cost reduction activities
- Develop a plan to promote greater collaboration in supply chains

## Module 15: Advanced Negotiation - (6 CIPS UK Credits)

### Key Stages which impact the negotiation process and outcomes

- Analyse pre-negotiation and associated preparations
- Negotiation and associated strategies, tools and techniques
- Post-negotiation actions

### Negotiation relationships and ethics

- Changing relationships with the negotiation process
- Ethics and its influence on the negotiation process

### Methods and behavioural factors which can influence others

- Methods to influence groups and individuals
- Behavioural factors that might influence individuals

# DELIVERY METHODOLOGY & DURATION

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## Live On-Line Classes

30 x 2-hour Wednesday evening online sessions.

## On-Line Tutorials

On-line tutorials are 2 hours in duration. Candidates from all centres log on for these tutorials.

## Portal Activity

Our Online learning portal is active with suggested reading, class slides, quizzes, application of theory, flash cards and key concepts.

## Exams

6 x 1.5-hour exams are written for the 6-credit modules at the end of each module.

2 x 3-hour exams are written for the 12-credit modules at the end of each module.

**The CIPS Advanced Diploma takes 1 year to complete, from induction to the last unit exam.**

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# Contacts

For course dates, official quotations and enrolment forms please contact any of our three training centres:

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