



CIPS Dipolma in Procurement & Supply

Overview

The CIPS Diploma programme provides a holistic understanding of the organisation and the added value that can be achieved through effective procurement. It focuses on organisational processes and procedures including planning, sourcing, negotiating, contracting, risk management, data analysis and relationship management.

The CIPS Diploma has 8 modules. An exam is written at the end of each module.

Target Audience

Procurement and supply specialists who want to:

- Deepen their understanding of the principles
- Master the essential tools and skills
- Achieve professional recognition

MODULE CONTENT

Module 1: Scope & Influence of Procurement and Supply

(12 CIPS UK Credits)

The added value that can be achieved through procurement and supply management

- Categories of spend that an organisation may purchase
- The different sources of added value in procurement and supply
- The concepts of procurement and supply chain management
- Stakeholders in the procurement function

The sourcing process

- The main aspects of the sourcing process
- The main stages of the sourcing process
- How electronic systems can be used at the various stages of the sourcing process
- Achieving compliance

The need for compliance when undertaking procurement activities in different sectors

- Different economic and industrial sectors
- The impact of public sector on procurement roles
- The impact of private sector on procurement roles
- The impact of not-for-profit or 3rd party sector on procurement roles

The need for compliance when undertaking procurement activities

- The different economic and industrial sectors
- The impact of the public sector on procurement roles
- Need for competition, public accountability and value for money
- The impact of the private sector on procurement roles

Module 2: Defining Business Need

(6 CIPS UK Credits)

How to devise a business case for requirement to be sourced from external suppliers

- How business needs influence procurement decisions
- How costs and prices can be estimated for procurement activities
- The criteria that can be applied in the creation of a business case
- The operation of financial budgets for the control of procurements

Market management

- Markets used by procurement and supply
- What competitive forces influence markets
- Direct and indirect costs

Use of specifications in procurement and supply

- Different specifications used in procurement and supply and sources of information used to create specifications
- Specifications for through life contracts
- The risks that result from inadequate specifications
- How to regulate shorter and longer term specifications

Module 3: Commercial Contracting

(6 CIPS UK Credits)

Legal issues that relate to the formation of contracts

- Documentation comprising commercial agreements
- The legal issues relating to commercial agreements with customers or suppliers
- The main types of contractual agreements

Specifications and Key Performance Indicators included in contractual arrangements

- The content of specifications
- Examples of KPIs in contractual agreements

The main clauses included in formal contracts

- Sources of contractual terms
- Examples of contractual terms
- The main types of pricing arrangement in commercial agreements
- Conflict resolution in commercial contracts

Module 4: Ethical & Responsible Sourcing

(6 CIPS UK Credits)

The main options for sourcing of requirement from suppliers

- The sourcing process in relation to procurement
- The main approaches to the sourcing of requirements from suppliers
- Selection and award criteria that can be applied
- The award criteria applied when sourcing from suppliers

The process applied to the sourcing of requirements from external suppliers

- Commonly used sources of information on market data
- The main processes used for obtaining quotations and tenders
- Criteria that can be commonly applied to the assessment of quotations or tenders
- How electronic systems can be used to help the sourcing of requirements

Module 5: Commercial Negotiation

(6 CIPS UK Credits)

The main approaches in the negotiation of commercial agreements

- The application of commercial negotiations in the work of procurement and supply
- The types of approaches that be pursued in commercial negotiations
- How the balance of power can affect negotiations and outcomes
- The different types of relationships that impact on negotiations

How to prepare for negotiations

- Evaluating costs and prices
- The economic factors that impact on negotiations
- The variables that can be used in a commercial negotiation
- The resources required for a negotiation

How commercial negotiations should be undertaken

- The stages of a commercial negotiation
- The main methods that can influence the achievement of desired outcomes
- Communication skills that help achieve desired outcomes
- How to assess process and outcomes of negotiations

Module 6: Supplier Relationships

(6 CIPS UK Credits)

The dynamics of relationships in supply chains

- Types of commercial relationships
- Applying the portfolio analysis technique to assess relationships
- The competitive forces that impact on relationships
- The sources of added value that can be achieved through supply chain relationships

Processes and procedures for successful working with stakeholders

- Purpose of organisational procedures and processes in sourcing goods and services.
- Comparing team management techniques for positive stakeholder relationships.
- Practical considerations of stakeholder management
- Processes for terminating stakeholder relationships.

Concepts of partnering

- Concepts of partnering and where it is a suitable approach
- Partnership implementation process
- Reasons why partnerships fail

Module 7: Whole Life Asset Management

(6 CIPS UK Credits)

Methods for the storage and movement of inventory

- Principles, purpose and impact of stores and warehouse design
- Use of product coding in inventory operations
- Use of different warehouse equipment

Key elements of effective inventory control

- Different classifications of inventory
- Direct and Indirect costs of holding inventory
- Techniques associated with inventory control

Concept of through life cost

- Contributing factors when establishing total cost of ownership
- Comparing factors when building a total cost of ownership model
- Contributing elements to end-of-life costs

Module 8: Procurement & Supply in Practice

(12 CIPS UK Credits)

Application of the procurement cycle

- Key stages of the procurement cycle to the practical procurement supply environment

Key stages of the sourcing process

- Application of key stages of the sourcing process

Whole life asset management

- How life asset management in procurement and supply

Ethical and responsible sourcing

- Application of ethical and responsible sourcing within an organisation.

DELIVERY METHODOLOGY & DURATION

Live On-Line Classes

60 x 2-hour Tuesday and Thursday evening online sessions.

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 Diploma takes 1 year to complete from launch to the last unit exam.

Contacts

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

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