



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 modules. An exam is written at the end of each module.

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

- Aspects of organisational behaviour
- The traditional approaches of management and organisational behaviour
- Contemporary approaches to management and organisational behaviour
- Influences that shape organisational behaviour

Managing individuals involved in the procurement and supply function

- How the different behavioural characteristics of individuals can impact their management style and approach
- The importance of knowledge and learning in management
- Motivation theories and approaches
- Major dimensions that influence job satisfaction

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

- The impact of work groups or teams on effective efficient performance
- Developing effective work groups
- The importance of team development and change

Management concepts and principles in a procurement and supply function

- The alignment of procurement and supply knowledge, skills, and behaviours to the organisational strategy
- The role of the procurement and supply team and how it builds trust with stakeholders
- The importance of learning within effective procurement and supply functions
- The development of personal behaviours to support effective procurement and supply activities

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

Understand the nature of risks affecting supply chains

- The different types of risks that can impact on supply chains
- Operational risks in supply chains
- Methods for eliminating fraud and corruption in supply chains
- The risks in supply chains that can impact on organisational ESG considerations

Understand processes in managing risk in supply chains

- The use of contractual terms to help manage risk in supply chains
- The use of third parties in risk management in supply chain
- The use of insurances for supply chain risks
- The use of contingency plans in response to risks in supply chains

Understand risk mitigation strategies in supply chains

- The use of probability and impact assessments to manage risks in supply chains
- How risk assessments and risk registers can mitigate risk in a supply chain
- The development of a risk management culture and strategy to improve supply chains

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

Legal process relating the formation of contracts

- Issues relating to the formation of contracts and the associated risks
- Various elements of contractual process on overall risk

Impacts of breach of contract, coping strategies and provisions.

- Types and impact of breach
- The methods to manage breach of contract
- Options to mitigate the consequences of a breach of contract

Legal implications of contractual non-conformance in procurement and supply

- Remedies that apply to the non-performance of contracts in procurement and supply
- The legal consequences of terminating a supplier relationship for non-performance

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

Tools and techniques to measure and develop contract performance in procurement and supply

- The application of key performance indicators (KPI's) in delivering contract performance
- Methods of measuring and improving contract performance
- Approaches available for supplier contract performance
- Scope and developments to improve ESG considerations in supply chains

Understanding Strategic sourcing

- Market factors that influence strategic sourcing
- Sourcing options and trade-offs for strategic supply of products and/or services
- Analyse a strategic assessment plan for a key supplier using modelling and analytical techniques

Financial techniques that affect supply chains

- How finance can impact on supply chains
- Appraise methods for managing the volatility of currencies
- Methods for managing the volatility of commodities

Apply financial and performance measures that can affect the supply chain

- Financial measures that be applied to the performance of the supply chain
- Impact of stakeholder feedback on the supply chain performance
- Approaches to benchmarking that can be applied to measuring performance

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

Impact of ESG (Environmental, Social and Governance) considerations on ethical and sustainable supply chains

- The application of ethical and ESG factors in supply chains
- The factors influencing globalisation in supply chains
- The cultural and social factors in securing ethical and sustainable procurement and supply
- Potential conflicts between stakeholders that may arise from using ESG considerations in developing ethical and sustainable procurement and supply arrangements

The importance of compliance with ESG factors to achieve ethical and sustainable procurement and supply arrangements

- Methods to achieve ESG standards to secure ethical and sustainable supply chains
- How contractual terms can support the achievement of ESG objectives for ethical and sustainable procurement and supply
- Use of third parties to promote compliance with ESG considerations
- How supplier relationships should be managed in the event of failures in ESG considerations in ethical and sustainable procurement and supply arrangements

Understand initiatives and standards related to ESG that support ethical and sustainable procurement and supply

- The role of international labour standards and independent external accreditations in achieving ESG considerations
- How external environmental standards frameworks and external accreditations can help achieve ESG objectives in ethical and sustainable procurement and supply arrangements
- How standards can help to achieve fair trade in ethical and sustainable procurement and supply arrangements

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

Approaches used to develop category management strategies

- Compare strategic and conventional sourcing processes and their role in category management
- Compare models for the adoption of category management
- Identify 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
- Compare the tools and techniques that can be applied to map categories of direct and indirect expenditure

Understand the strategic impact of a category management process

- Analyse the data required for the development of a category management process
- The requirements for initiating and preparing the introduction of a category management process
- Analyse supply market factors that impact on the development of a category management process

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 effective supply chain management can deliver for the organisation
- The relationship between organisational infrastructure and process management
- Compare approaches to improving supply chains

Improvement methodologies that can be used in supply chains

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

Measures required to achieve a competitive advantage in supply chains

- Evaluate sources of competitive advantage
- Analyse pricing arrangements that can be used to achieve competitive advantage in the supply chain
- 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

Live On-Line Classes

30 x 2-hour Thursday 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 exam module.

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