

# CIPS Certificate in Procurement and Supply Operations

## Course outline

### **Module 1: Introduction to Procurement and Supply Chain Management**

Module 1: Introduction to Procurement and Supply Chain Management provides an overview of the fundamentals of procurement and supply chain management. It covers topics such as the role of procurement and supply chain management in an organization, the different types of procurement and supply chain activities, and the importance of ethical and sustainable procurement. It also introduces the CIPS Certificate in Procurement and Supply Operations course and provides an overview of the topics covered in the course.

#### ***Lessons***

- Understanding the Procurement and Supply Chain Process
- The Role of the Procurement and Supply Chain Professional
- Strategic Sourcing and Supplier Relationship Management
- Contract Management and Negotiation
- Risk Management in Procurement and Supply Chain
- The Impact of Technology on Procurement and Supply Chain
- Global Sourcing and International Supply Chain Management
- Sustainable Procurement and Supply Chain Management
- Ethical and Legal Considerations in Procurement and Supply Chain
- . Quality Assurance and Performance Measurement in Procurement and Supply Chain

#### **After completing this module, students will be able to:**

- Understand the fundamentals of procurement and supply chain management, including the roles and responsibilities of the various stakeholders.
- Develop an understanding of the different types of procurement and supply chain processes and how they are used to achieve organizational objectives.
- Identify and evaluate the risks associated with procurement and supply chain activities.
- Develop the skills to effectively manage the procurement and supply chain process, including the ability to negotiate and manage contracts.

### **Module 2: Strategic Sourcing and Supplier Relationship Management**

Module 2 of the CIPS Certificate in Procurement and Supply Operations course focuses on strategic sourcing and supplier relationship management. It covers topics such as the principles of strategic sourcing, supplier selection and evaluation, supplier relationship management, and the development of a strategic sourcing plan. It also provides an overview of the legal and ethical considerations of procurement and supply operations.

## ***Lessons***

- Understanding the Strategic Sourcing Process
- Developing a Supplier Relationship Management Strategy
- Evaluating Supplier Performance
- Negotiating with Suppliers
- Managing Supplier Risk
- Implementing Supplier Relationship Management
- Measuring the Success of Supplier Relationship Management
- Leveraging Technology for Strategic Sourcing and Supplier Relationship Management
- Building and Maintaining Strategic Alliances with Suppliers
- . Managing Supplier Diversity Programs

## **After completing this module, students will be able to:**

- Understand the principles of strategic sourcing and the importance of supplier relationship management.
- Develop a strategic sourcing plan and identify the most suitable suppliers.
- Analyse the risks associated with different suppliers and develop strategies to mitigate them.
- Implement effective supplier relationship management processes to ensure successful supplier performance.

## **Module 3: Contract Management**

Module 3: Contract Management is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the principles and practices of contract management. It covers topics such as contract formation, contract negotiation, contract administration, and dispute resolution. It also provides an understanding of the legal and regulatory framework that governs contracts.

## ***Lessons***

- Understanding Contract Law
- Drafting and Negotiating Contracts
- Contract Administration and Management
- Risk Management in Contracting
- Contract Termination and Dispute Resolution
- Contract Performance Measurement
- Contract Compliance and Auditing
- Contract Pricing Strategies
- Contract Change Management
- . Contract Documentation and Records Management

## **After completing this module, students will be able to:**

- Understand the principles of contract management and the legal framework in which contracts are formed.
- Develop an effective contract management plan to ensure compliance with contractual obligations.
- Identify and manage risks associated with contracts.
- Monitor and review contracts to ensure they are meeting the needs of the organisation.

## **Module 4: Negotiation and Tendering**

Module 4: Negotiation and Tendering is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the skills and techniques needed to successfully negotiate and tender for goods and services. It covers topics such as understanding the negotiation process, preparing for negotiations, developing negotiation strategies, and understanding the tendering process. It also covers the legal and ethical considerations of negotiation and tendering.

### ***Lessons***

- Understanding the Tendering Process
- Preparing a Tender Document
- Evaluating Tenders
- Negotiating with Suppliers
- Contract Management
- Risk Management in Tendering
- Understanding the Legal Aspects of Tendering
- Developing a Negotiation Strategy
- Negotiation Techniques
- Conflict Resolution in Negotiations

## **After completing this module, students will be able to:**

- Understand the principles of negotiation and tendering in the procurement process.
- Develop effective negotiation strategies to achieve desired outcomes.
- Analyse and evaluate tenders to ensure best value for money.
- Prepare and present successful tenders to potential suppliers.

## **Module 5: Risk Management**

Module 5: Risk Management is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the identification, assessment, and management of risks associated with procurement and supply operations. It covers topics such as risk analysis, risk management strategies, and risk mitigation techniques. It also provides an overview of the legal and ethical considerations related to risk management.

### ***Lessons***

- Understanding Risk Management Principles

- Identifying and Assessing Risk
- Developing Risk Management Strategies
- Implementing Risk Management Strategies
- Monitoring and Reviewing Risk Management Strategies
- Risk Management and Contract Management
- Risk Management and Supplier Relationship Management
- Risk Management and Supplier Performance Management
- Risk Management and Supply Chain Management
- Risk Management and Sustainability

**After completing this module, students will be able to:**

- Understand the principles of risk management and how to apply them to procurement and supply operations.
- Identify and assess potential risks in the procurement and supply chain.
- Develop strategies to mitigate and manage risks in the procurement and supply chain.
- Monitor and review risk management processes to ensure they are effective.

## **Module 6: Supply Chain Management**

Module 6 of the CIPS Certificate in Procurement and Supply Operations course focuses on Supply Chain Management. It covers topics such as the principles of supply chain management, the role of the supply chain manager, the importance of collaboration and communication, and the use of technology to improve supply chain performance. It also covers the development of strategies to manage the supply chain, the use of metrics to measure performance, and the implementation of best practices.

### ***Lessons***

- Understanding the Supply Chain
- Developing a Supply Chain Strategy
- Managing Supplier Relationships
- Managing Risk in the Supply Chain
- Negotiating and Contracting in the Supply Chain
- Sourcing and Procurement Strategies
- Logistics and Distribution Management
- Quality Assurance in the Supply Chain
- Measuring and Improving Supply Chain Performance
- Technology and Automation in Supply Chain Management

**After completing this module, students will be able to:**

- Understand the principles of supply chain management and the role of procurement and supply operations within it.
- Develop an understanding of the different types of supply chain networks and the associated risks and opportunities.
- Analyse the impact of globalisation on supply chain management and the implications for procurement and supply operations.

- Develop the skills to identify and manage the key elements of a successful supply chain, including supplier selection, contract management and performance measurement.

## **Module 7: Logistics and Distribution**

Module 7: Logistics and Distribution is a module in the CIPS Certificate in Procurement and Supply Operations course. It covers the principles of logistics and distribution, including the management of the supply chain, the selection of transport and storage methods, and the use of technology to improve efficiency. It also covers the legal and regulatory aspects of logistics and distribution, as well as the environmental and sustainability considerations.

### ***Lessons***

- Understanding the Logistics and Distribution Process
- Managing Logistics and Distribution Costs
- Developing Logistics and Distribution Strategies
- Evaluating Logistics and Distribution Performance
- Improving Logistics and Distribution Efficiency
- Understanding the Role of Technology in Logistics and Distribution
- Managing Logistics and Distribution Risk
- Understanding the Impact of Globalization on Logistics and Distribution
- Developing Logistics and Distribution Networks
- . Understanding the Role of Logistics and Distribution in Supply Chain Management

### **After completing this module, students will be able to:**

- Understand the principles of logistics and distribution management and the role of the supply chain in the procurement process.
- Develop an understanding of the different types of transport and the associated costs and risks.
- Analyse the different methods of storage and the associated costs and risks.
- Develop an understanding of the different methods of distribution and the associated costs and risks.

## **Module 8: Quality Assurance**

Module 8: Quality Assurance is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the importance of quality assurance in the procurement and supply chain process. It covers topics such as quality assurance systems, quality control, and quality assurance techniques. It also provides an overview of the different types of quality assurance tools and techniques available, and how to use them to ensure the quality of products and services.

### ***Lessons***

- Understanding Quality Assurance Principles
- Quality Assurance Tools and Techniques
- Quality Assurance in the Procurement Process
- Quality Assurance in Supplier Management

- Quality Assurance in Contract Management
- Quality Assurance in Logistics and Distribution
- Quality Assurance in Risk Management
- Quality Assurance in Performance Measurement
- Quality Assurance in Sustainability
- . Quality Assurance in Supply Chain Management

### **After completing this module, students will be able to:**

- Understand the principles of quality assurance and how they apply to procurement and supply operations.
- Develop and implement quality assurance processes and procedures to ensure the quality of goods and services.
- Identify and address potential quality issues in the procurement and supply chain.
- Monitor and evaluate the effectiveness of quality assurance processes and procedures.

## **Module 9: Project Management**

Module 9: Project Management is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the principles and techniques of project management. It covers topics such as project planning, budgeting, scheduling, risk management, and communication. It also provides an introduction to the tools and techniques used in project management, such as Gantt charts, PERT diagrams, and critical path analysis.

### ***Lessons***

- Understanding the Project Management Process
- Developing a Project Plan
- Managing Project Resources
- Risk Management in Project Management
- Project Scheduling and Monitoring
- Project Quality Management
- Project Cost Management
- Project Communication Management
- Project Stakeholder Management
- . Project Closure and Evaluation

### **After completing this module, students will be able to:**

- Understand the principles of project management and how they apply to procurement and supply operations.
- Develop a project plan and timeline for a procurement and supply project.
- Identify and manage risks associated with a procurement and supply project.
- Monitor and evaluate the progress of a procurement and supply project.

## **Module 10: Financial Management**

Module 10: Financial Management is a module in the CIPS Certificate in Procurement and Supply Operations course that focuses on the financial aspects of procurement and supply operations. It covers topics such as budgeting, financial analysis, cost control, and financial reporting. It also provides an overview of the legal and ethical considerations related to financial management.

## ***Lessons***

- Understanding Financial Statements
- Budgeting and Forecasting
- Cash Flow Management
- Working Capital Management
- Risk Management
- Investment Appraisal
- Cost-Benefit Analysis
- Financial Planning
- Financial Analysis
- . Financial Reporting
- . Financial Ratios
- . Financial Risk Management
- . Financial Decision Making
- . Financial Performance Measurement
- . Financial Control and Governance
- . Financial Regulations and Compliance
- . Financial Systems and Processes
- . Financial Auditing
- . Financial Modelling
- . Financial Derivatives

## **After completing this module, students will be able to:**

- Understand the principles of financial management and the role of financial management in the procurement and supply chain.
- Analyse financial statements and interpret financial information to inform decision making.
- Develop strategies to manage financial risks and identify opportunities for cost savings.
- Utilise financial tools and techniques to evaluate and monitor the performance of procurement and supply operations.

## **Module 11: Legal and Regulatory Compliance**

Module 11 of the CIPS Certificate in Procurement and Supply Operations course covers the legal and regulatory compliance requirements for procurement and supply operations. It provides an overview of the legal and regulatory framework, including the principles of contract law, the law of tort, and the law of agency. It also covers the regulations and codes of practice that apply to procurement and supply operations, such as the Competition and Consumer Act, the Trade Practices Act, and the Health and Safety at Work Act.

## ***Lessons***

- Understanding the Regulatory Environment
- Understanding the Legal Framework
- Contract Law and Contract Management
- Risk Management and Compliance
- Anti-Bribery and Corruption
- Data Protection and Privacy
- Health and Safety Regulations
- Environmental Regulations
- Intellectual Property Rights
- International Trade Regulations
- Export Controls and Sanctions
- Competition Law and Anti-Trust Regulations
- Taxation and Customs Regulations
- Employment Law and Employment Rights
- Corporate Governance and Ethics

### **After completing this module, students will be able to:**

- Understand the legal and regulatory framework of procurement and supply operations.
- Identify the key legal and regulatory requirements that apply to procurement and supply operations.
- Develop strategies to ensure compliance with legal and regulatory requirements.
- Implement processes and procedures to ensure compliance with legal and regulatory requirements.

## **Module 12: Information Technology in Procurement and Supply Chain Management**

Module 12 of the CIPS Certificate in Procurement and Supply Operations course focuses on the use of information technology in procurement and supply chain management. It covers topics such as the use of e-procurement systems, the use of enterprise resource planning (ERP) systems, and the use of analytics to improve decision-making. It also covers the use of technology to improve the efficiency and effectiveness of the supply chain.

### ***Lessons***

- Introduction to Information Technology in Procurement and Supply Chain Management
- Automation of Procurement and Supply Chain Processes
- Benefits of Information Technology in Procurement and Supply Chain Management
- Challenges of Implementing Information Technology in Procurement and Supply Chain Management
- Best Practices for Utilizing Information Technology in Procurement and Supply Chain Management
- Leveraging Information Technology to Improve Supply Chain Performance
- Risk Management and Information Technology in Procurement and Supply Chain Management
- Data Analysis and Reporting in Procurement and Supply Chain Management
- Artificial Intelligence and Machine Learning in Procurement and Supply Chain Management
- Blockchain Technology and its Impact on Procurement and Supply Chain Management

### **After completing this module, students will be able to:**

- Understand the role of information technology in procurement and supply chain management.
- Develop the skills to use IT systems to manage the procurement process.
- Analyze the impact of IT on the supply chain and identify areas for improvement.
- Utilize IT tools to optimize the procurement and supply chain processes.