

# Leading edge learning

Whether you're new to procurement and supply, or you're looking to develop your existing skills, we've got the qualifications to equip you for a successful career

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# Our commitment to you

CIPS, is the professional body for the procurement and supply profession, using its global standard, network, education, expertise, and public charter. It's through these resources, we ensure that procurement and supply professionals have the skills and responsibility to deliver the sustainability goals of their organisations.

As an Awarding Body, we design the curriculum and assess qualifications, ensuring they receive recognition from regulatory authorities worldwide.

Our qualifications are formally recognised and included within the regulatory frameworks of an increasing number of countries such as the UK (England, Wales and Northern Ireland), Dubai, Trinidad & Tobago, Botswana and Ghana. Further information on this recognition and the details of corresponding qualifications levels for other international qualifications frameworks are on page 15.

Our members have the confidence in our regulated qualifications, which reliably indicate the standard of knowledge, skills and understanding that you, as a learner, are required to demonstrate.

## You can expect:

- Professional learning programmes for our qualifications delivered by approved study centres worldwide. We conduct annual checks and award an approval status to each, ensuring they meet our regulatory requirements and provide high teaching standards for CIPS learners.
- A choice of flexible study options to suit all learning styles.
- A choice of topics and business disciplines to reflect the expanding nature of the profession
- Assessment opportunities throughout the year using the latest thinking and practice in terms of assessment
- Formal, recognised certification of your achievements to use as a tool for progression in your career and more broadly within the profession.

# Your pathway to success

## Why choose CIPS qualifications?

CIPS qualifications are internationally recognised across all industries, and you'll gain the skills and knowledge you need to thrive in your procurement and supply career, no matter what stage you're at. By completing our qualifications, you can advance to achieve MCIPS Chartered. It represents your knowledge and understanding of the global and professional standard within the profession and demonstrates your intent and commitment to your career, as well as giving you a huge advantage when it comes to career progression.

# More than just qualifications

We equip and support your journey, from qualifications to leadership.  
Here's what membership opens up for you:

## Expertise and intelligence

Develop your knowledge and expertise, enhance your performance and advance your career with access to our study resources, exam masterclass webinars and online content that is linked directly to the syllabus learning outcomes.

## Support and guidance

Shape your future with confidence with our innovative learning options to help you achieve career success and prepare to start your studies. To support your learning, you can also benefit from a range of discounts on products and services.

## Career progress and success

Professional development and career progression are about more than learning new things, striving to do better and plotting your path. We provide a range of opportunities to help you achieve career success, such as logging your CPD hours and taking the Ethics Test.

## Community and connection

Feeling connected and sharing common interests and challenges whilst you're studying sits at the heart of exam success. Belonging to your profession's dynamic global CIPS Connect community gives you a wealth of ways to stay in touch, informed and inspired.

## Credibility and recognition

Becoming MCIPS Chartered enables you to evidence to your peers and employers your professional relevance and your commitment to uphold the standard for excellence that CIPS sets.



# Celebrating your achievements

"It will give the people I work with the confidence in my ability to support them in good procurement. It adds weight to the organisation so it's definitely a win win all round. I would definitely recommend it "



"It's a real benefit to be a member. It's a fantastic network that gives me the opportunity to link with like-minded individuals and to learn from colleagues and competitors "



"It's really helped me to progress my career. I've had a number of promotions off the back of being MCIPS Chartered and able to use my knowledge from CIPS "



"I think MCIPS Chartered is invaluable in our working life. The experience it brings, the learning it gives you can be applied back into your working career"



"It's the best procurement and supply chain award worldwide. The skills that I learned from the modules I did have formed a launch pad for me to be able to be the recognised expert in my organisation"

# Start your learning journey today

## How to start your learning journey

As soon as you've joined to become a student member, you're ready to start your learning journey with us. Our exams are available five times a year in March, May, July, September and November.

From starter to advanced, and study plans flexible enough to fit your life, our procurement and supply qualifications will put you on the right track to become a certified professional.

## Procurement and supply qualifications we offer:

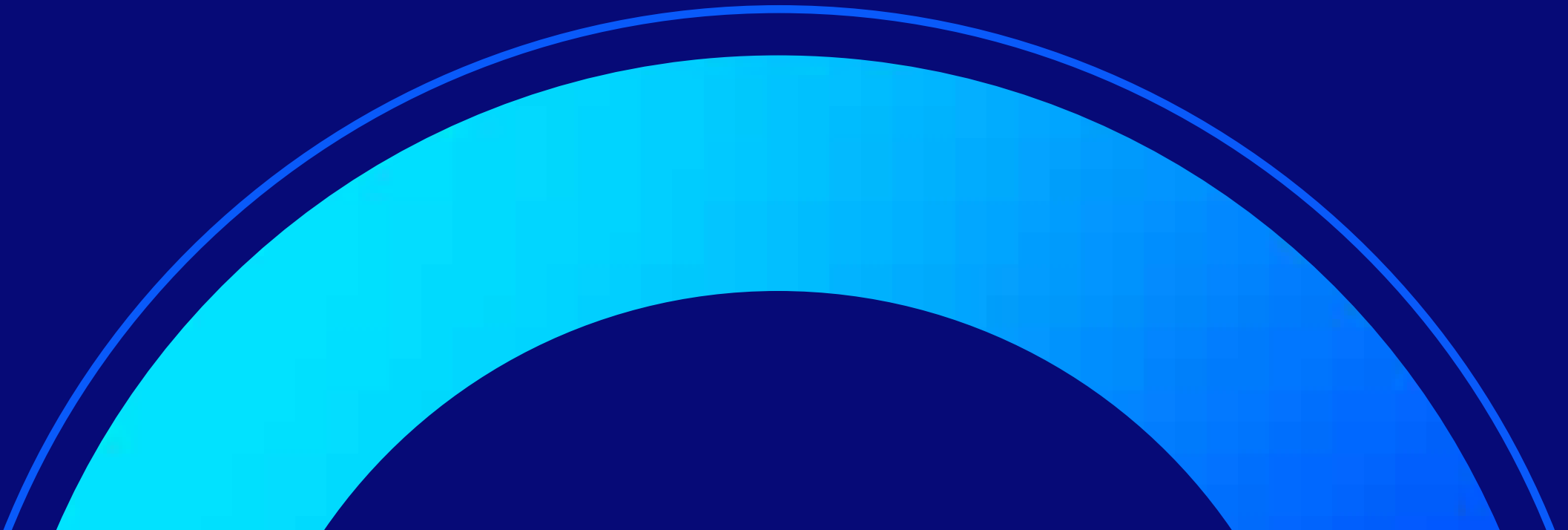
- **Level 2:** Certificate in Procurement and Supply Operations
- **Level 3:** Advanced Certificate in Procurement and Supply Operations
- **Level 4:** Diploma in Procurement and Supply

The level you start at will depend on your experience and job role. The highest entry point for our qualifications is the Level 4 Diploma in Procurement and Supply, and you'll then need to progress to Level 5 and Level 6 to be eligible to apply for MCIPS.

- **Level 5:** Advanced Diploma in Procurement and Supply
- **Level 6:** Professional Diploma in Procurement and Supply



**Flexible study options to  
suit all learning styles**







## Study on your own

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Our approach to your learning is completely flexible. We won't set a start or end date for your first exam, simply book your exam when you're ready!

Study our qualifications on your own and at your own pace. We have lots of study resources and guidance to help you achieve exam success.

Self-study may be right for you if you are:

- Self-driven and prefer to learn independently
- Grasp new ideas and concepts quickly
- Able to plan your studies successfully



## CIPS OnDemand

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Study smart with CIPS On Demand: an award-winning, flexible, online study option offering instant access to courses that blend interactive, tutor-led learning resources with expert guidance and support, helping you to achieve excellence anywhere, anytime.

- Flexible learning to fit your lifestyle
- Expert support to drive your progress
- Exam-focused resources to secure your success



## With a study centre

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We have approved study centres and you'll follow a structured, tutor-led learning programme, covering the whole syllabus ahead of your exam. Studying with a study centre allows you to:

- Share study techniques and feedback
- Ask about complex concepts
- Learn from other students at a similar level



# Ready to start?

All you need to do is join as a student member to begin your studies with us and to get the best experience. You can then choose your preferred study option to suit your learning style. You'll also be part of the largest professional body in the world for the procurement and supply profession and be able to unlock all of the member benefits too.

## As a CIPS student member, you'll be able to access a range resources and member benefits.



### Study resources

Our study guides, eBooks and eLearning covers all of the core and elective modules for each qualification that will help you to prepare for your exams.



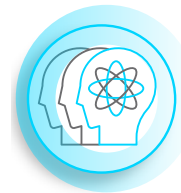
### Exam masterclasses

We run regular live and recorded webinars from the experts, with helpful tips and guidance for you to achieve exam success.



### Exam success

We have lots of valuable resources to guide you to exam success, such as sample papers and practical guidance to download.



### Intelligence Hub

We have lots of digital resources that we've mapped to the syllabus. This includes white papers, podcasts, guides and tools.



### Global events and networking

We have an active community with regular events both in-person and online where you'll meet other like-minded professionals.



### Professional Register

Show the world you're serious about your career and ethical behaviour and get yourself listed on our Professional Register.



**Start on the right  
path to achieve  
professional  
recognition**

# How you'll progress to achieve the internationally recognised MCIPS Chartered designation.

A professional designation that demonstrates that you have a high-level of competency and skills in procurement and supply management. You'll be rewarded with increased employability in terms of salary, bonus and career prospects.



# Qualifications framework

CIPS qualifications are recognised by regulatory authorities internationally to ensure we offer a recognised, professional standard in procurement and supply.

	Formally recognised by the education regulator in these countries:	At a comparable level to these qualification levels/frameworks:
<b>LEVEL 2</b> Certificate in Procurement and Supply Operations	ACTT Level 2 (Trinidad and Tobago) BQA NCQF Level 3 (Botswana) NAB NQF Level 3 (Ghana)	AQF Certificate III (Australia) GCSE (UK)
<b>LEVEL 3</b> Advanced Certificate in Procurement and Supply Operations	ACTT Level 3 (Trinidad and Tobago) BQA NCQF Level 5 (Botswana) NAB NQF Level 4 (Ghana)	A level (UK) AQF Certificate IV (Australia)
<b>LEVEL 4</b> Diploma in Procurement and Supply	ACTT Level 4 (Trinidad and Tobago) BQA NCQF Level 6 (Botswana) NAB NQF Level 5 (Ghana) SAQA*	AQF Diploma (Australia) First year degree (UK) NZQA Level 4 (New Zealand) NZQA Level 5 (New Zealand)
<b>LEVEL 5</b> Advanced Diploma in Procurement and Supply	ACTT Level 5 (Trinidad and Tobago) BQA NCQF Level 6 (Botswana) NAB NQF Level 6 (Ghana) SAQA*	AQF Advanced Diploma (Australia) HND (UK) Foundation degree (UK) Second year degree (UK) NZQA Level 6 (New Zealand)
<b>LEVEL 6</b> Professional Diploma in Procurement and Supply	ACTT Level 6 (Trinidad and Tobago) BQA NCQF Level 8 (Botswana) NAB NQF Level 7 (Ghana) SAQA*	AQF Vocational Graduate Certificate/Graduate Diploma (Australia) Bachelors (honours) degree (UK) NZQA Level 7 (New Zealand)

\*CIPS is recognised as South Africa's Professional Body by South Africa Qualifications Authority (SAQA). Our qualifications are offered as 'foreign qualifications' and require SAQA evaluation to determine their comparative level on the National Qualifications Framework (NQF). This evaluation is specific to each of our qualifications. The decision is issued by SAQA and it results in a 'Certificate of Equivalence' indicating the qualification's recognition and its level on the NQF.





# **Alternative routes to MCIPS Chartered**



## If qualifications aren't right for you, we have other ways to achieve MCIPS.

### Accredited Degree

We offer complimentary affiliate membership to all students studying one of our accredited programmes. This is issued each year for the duration of your studies. You'll be able to access a range of resources designed to support your studies, as well as career progression.



### Management Entry Route

The Management Entry Route (MER) is designed for professionals, operating in a senior strategic role. You'll receive a MCIPS Chartered status, without having to go down the traditional learning and exam route.



### CIPS Applied Learning

This is a work-based, modular, applied learning programme that offers your teams a route to full MCIPS Chartered. By identifying the opportunities for efficiencies and areas for improvement via assignments and projects, students will deliver proven ROI for their organisation.



LEVEL **2**

# Get started with new skills

CIPS **Level 2** Certificate in  
Procurement and Supply  
Operations

Your first step towards moving  
forward into an exciting new career

This is the ideal starting qualification for anyone new to the profession or anyone looking to aspire to move into a procurement and supply career. Based on the entry levels of our Global Standard, this qualification will help you to understand key facts, procedures and processes relevant for anyone aspiring to work in this profession.



## Who is it for?

For anyone new to the profession, also ideal for managers in other professions and business leaders or entrepreneurs who need to understand how procurement should function and its overall impact on business success.



## What will I learn?

You will come away with a clear knowledge and an understanding of facts, procedures and ideas related to procurement and supply. You'll be able to effectively interpret information and ideas, and learn how to identify, gather and use relevant information.



## Entry requirements

This is an entry level qualification and there are no formal entry requirements.



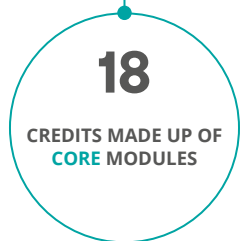
On successful completion of this qualification your membership will be upgraded to Certificate Member.

# LEVEL 2

## What will I study?

Five CORE modules make up the required 18 CREDITS to complete CIPS **Level 2**





## Level 2 Certificate in Procurement and Supply Operations

To gain this qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 3 or 6 credits.

### Five CORE modules make up 18 of the required credits

CORE	L2M1	Introducing Procurement and Supply	6 CREDITS
CORE	L2M2	Procurement and Supply Operations	3 CREDITS
CORE	L2M3	Stakeholder Relationships	3 CREDITS
CORE	L2M4	Systems Technology	3 CREDITS
CORE	L2M5	Inventory, Logistics and Expediting	3 CREDITS

### NEXT STEPS

This qualification provides progression to the **CIPS Level 3** Advanced Certificate in Procurement and Supply Operations or **CIPS Level 4** Diploma in Procurement and Supply, depending on your knowledge and experience.

**LEVEL  
3**

# **Improve your skills and capabilities**

**CIPS Level 3 Advanced Certificate in  
Procurement and Supply Operations**

**Become a more confident problem solver**

This qualification is designed for those already in an operational role and will help you to improve fundamental skills. Based on the entry levels of our Global Standard, this qualification will help you to become a more confident problem solver for new and existing tasks. You'll also gain a clear understanding about how procurement and supply fits in with the rest of your organisation.



## Who is it for?

This qualification will prepare intermediate level learners looking to specialise in procurement and supply and you can progress onto the CIPS Level 4 Diploma in Procurement and Supply.



## What will I learn?

You'll learn how to apply your understanding of factual information, procedures, and theoretical concepts in the field of procurement and supply. Additionally, In Level 3, you will improve practical skills that are useful in a work environment, such as effective communication and teamwork. These skills are highly valued by employers and are essential for securing a job and progressing in your profession.



## Entry requirements

This is an entry level qualification and there are no formal entry requirements.

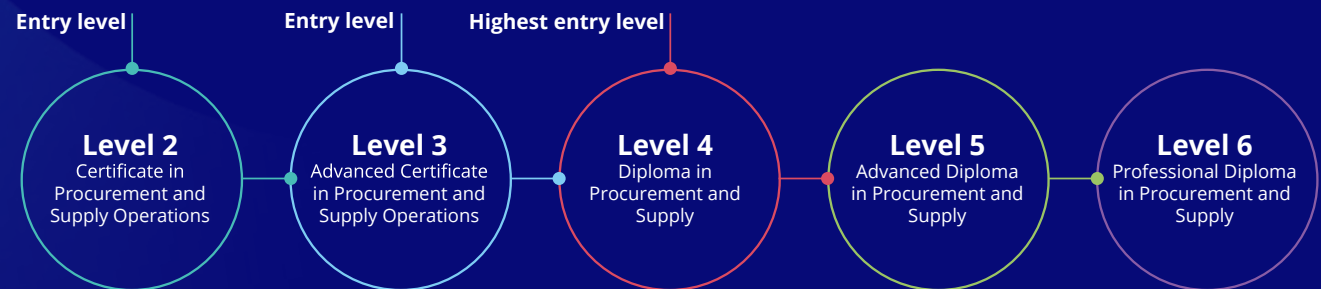


On successful completion of this qualification your membership will remain Certificate Member grade.

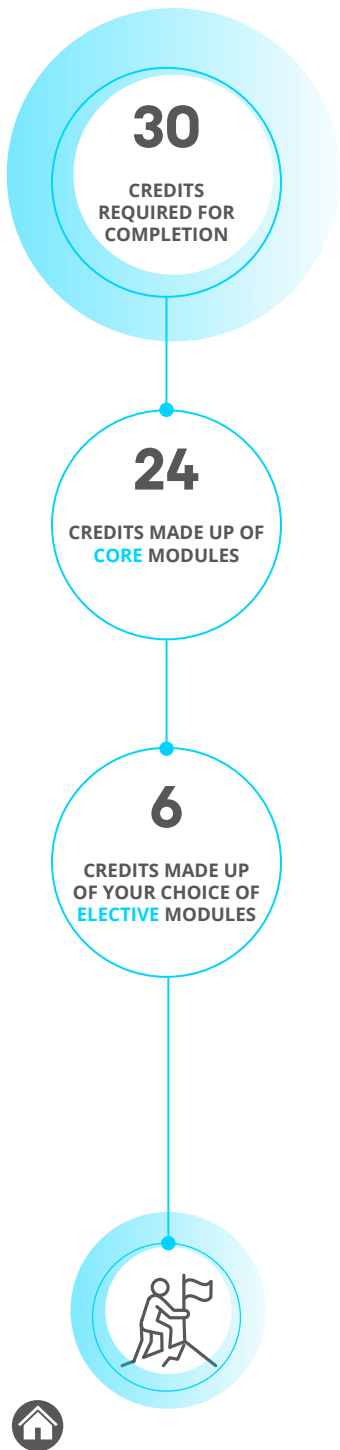
**LEVEL 3**

# What will I study?

**Four CORE modules and one ELECTIVE module are required to complete CIPS Level 3**







## LEVEL 3 Advanced Certificate in Procurement and Supply Operations

To gain this qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 6 credits.

### Four CORE modules make up 24 of the require credits

CORE	L3M1	Procurement and Supply Environments	6 CREDITS
CORE	L3M2	Ethical Procurement and Supply	6 CREDITS
CORE	L3M3	Contract Administration	6 CREDITS
CORE	L3M4	Team Dynamics and Change	6 CREDITS

### Choose one ELECTIVE module to make up the final 6 credits

ELECTIVE	L3M5	Socially Responsible Procurement	6 CREDITS
ELECTIVE	L3M6	Socially Responsible Warehousing and Distribution	6 CREDITS

### NEXT STEPS

This qualification provides progression to **CIPS Level 4** Diploma in Procurement and Supply.

LEVEL **4**

# Power up your career

**CIPS Level 4 Diploma in Procurement and Supply** (updated 2023)

The essential tool kit for anyone planning a professional career in procurement and supply

If you're a more experienced person, with over two years of relevant experience in a business environment, our Level 4 Diploma will be for you. Based on the managerial levels of our Global Standard, you'll develop the technical skills, knowledge and competencies employers are looking for. Based at the same level as a first year of an undergraduate degree course, you will be equipped with essential knowledge and tools that you can apply immediately in your workplace



## Who is it for?

This qualification is the essential tool kit for anyone planning a career in procurement and supply.

Developed and written using the **Procurement and Supply cycle** as it's focus. It's suitable for those in operational roles or those managing or supervising the procurement and supply function who want to develop their career and work towards MCIPS Chartered Procurement and Supply Professional.



## What will I learn?

You will learn about making procurement and supply happen within an organisation, and you will be equipped with an essential range of knowledge and tools that you can apply immediately in your workplace.

On completion, you will be able to analyse, interpret and evaluate relevant information and ideas and have an informed awareness of differing perspectives and approaches within the profession. You will also be able to review the effectiveness and appropriateness of methods, actions and results.



## Entry requirements

This is the only entry point onto our Diploma qualifications. A minimum of at least two A-levels (or international equivalent) or a CIPS Level 3 Advanced Certificate in Procurement and Supply Operations qualification is required. Alternatively, you will need a minimum of two years' relevant experience in a business environment.



On successful completion of this qualification you will be upgraded to Diploma Member.

LEVEL 4

# What will I study?

Eight CORE modules make up the required 60 CREDITS to complete CIPS **Level 4**



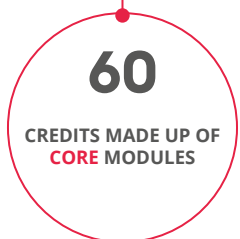


## LEVEL 4 Diploma in Procurement and Supply

To gain this qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 6 or 12 credits.

### Eight CORE modules make up the 60 required credits

CORE	L4M1	Scope and Influence of Procurement and Supply	12 CREDITS
CORE	L4M2	Defining Business Need	6 CREDITS
CORE	L4M3	Commercial Contracting	6 CREDITS
CORE	L4M4	Ethical and Responsible Sourcing	6 CREDITS
CORE	L4M5	Commercial Negotiation	6 CREDITS
CORE	L4M6	Supplier Relationships	6 CREDITS
CORE	L4M7	Whole Life Asset Management	6 CREDITS
CORE	L4M8	Procurement and Supply in Practice	12 CREDITS



### NEXT STEPS

This qualification provides progression to **CIPS Level 5** Advanced Diploma in Procurement and Supply.



LEVEL **5**

# Grow in confidence

CIPS **Level 5** Advanced Diploma  
in Procurement and Supply

Get to grips with key aspects of risks  
in supply chain

This qualification will help you to grow in confidence, improve organisational procurement and fulfil objectives. Based on the managerial and professional levels of our Global Standard, you'll get to grips with key aspects of risks in supply chains, approaches to managing teams and processing and evaluating contracts.



## Who is it for?

Provides senior buyers, contract and supply chain managers with the expertise to improve organisational procurement and to fulfil organisational objectives. It gives you the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues.



## What will I learn?

Building on the practical knowledge and understanding gained at CIPS Level 4 Diploma in Procurement and Supply you will develop a higher level of practical, theoretical and technical knowledge and understanding of procurement and supply. Your learning will focus on how to deal with key aspects of risk in supply chains and mitigation of those risks; processing and evaluating contracts and the impact of legal implications when contracts are breached. On completion of this qualification you can expect to improve your overall organisational procurement and supply performance to fulfil your organisational objectives.



## Entry requirements

You will need to have achieved the CIPS Level 4 Diploma in Procurement and Supply.

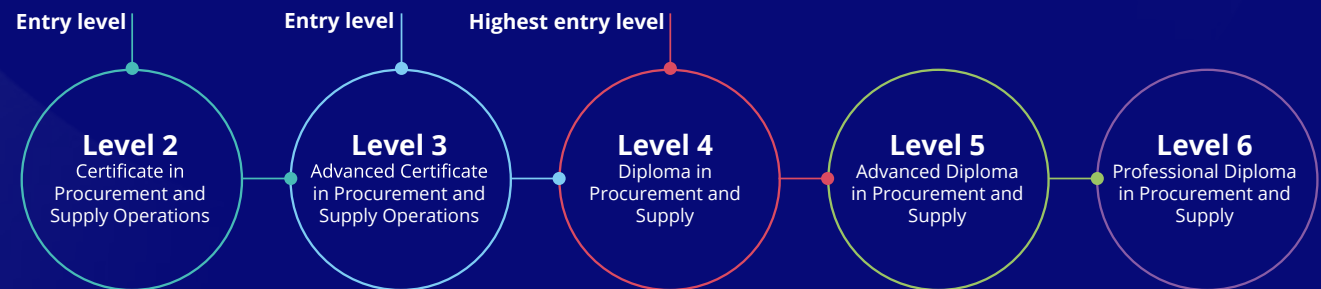


On successful completion of this qualification you will be upgraded to Associate Member.

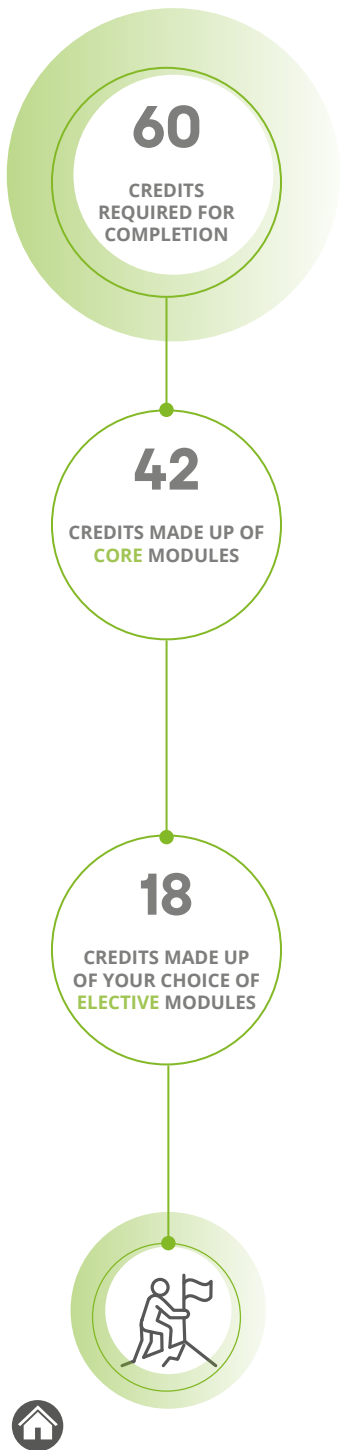
**LEVEL 5**

# What will I study?

Five CORE modules and three ELECTIVE modules are required to complete CIPS **Level 5**







## LEVEL 5 Advanced Diploma in Procurement and Supply

To gain this qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 6 or 12 credits.

### Five CORE modules make up 42 of the required credits

<b>CORE</b>	L5M1	Managing Teams and Individuals	<b>12 CREDITS</b>
<b>CORE</b>	L5M2	Managing Supply Chain Risk	<b>6 CREDITS</b>
<b>CORE</b>	L5M3	Managing Contractual Risk	<b>6 CREDITS</b>
<b>CORE</b>	L5M4	Advanced Contract and Financial Management	<b>12 CREDITS</b>
<b>CORE</b>	L5M5	Managing Ethical Procurement and Supply	<b>6 CREDITS</b>

### Choose three ELECTIVE modules to make up the final 18 credits

<b>ELECTIVE</b>	L5M6	Category Management	<b>6 CREDITS</b>
<b>ELECTIVE</b>	L5M7	Achieving Competitive Advantage Through the Supply Chain	<b>6 CREDITS</b>
<b>ELECTIVE</b>	L5M8	Project and Change Management	<b>6 CREDITS</b>
<b>ELECTIVE</b>	L5M9	Operations Management	<b>6 CREDITS</b>
<b>ELECTIVE</b>	L5M10	Logistics Management	<b>6 CREDITS</b>
<b>ELECTIVE</b>	L5M15	Advanced Negotiation	<b>6 CREDITS</b>

### NEXT STEPS

This qualification provides progression to **CIPS Level 6** Professional Diploma in Procurement and Supply.

LEVEL 6

# Demonstrate professionalism

CIPS **Level 6** Professional Diploma  
in Procurement and Supply

Recognised by employers worldwide,  
leading you all the way to MCIPS Chartered

This qualification will help you to make a real impact in your career. It will take you all the way on your professional journey to becoming MCIPS Chartered. Based on the professional level of our Global Standard, it's recognised by employers worldwide for producing competent and confident procurement and supply professionals.



## Who is it for?

For those who are successful in completing the CIPS Level 5 Advanced Diploma in Procurement and Supply; this represents the final level of CIPS qualifications for those working towards MCIPS Chartered Procurement and Supply Professional.



## What will I learn?

Building on the knowledge and skills learned at the CIPS Level 5 Advanced Diploma in Procurement and Supply, you will be able to demonstrate strategic knowledge and leadership skills and find solutions to complex problems. It is designed to develop transferable workplace skills such as excellent communication and the ability to work in and lead a team. Employers have identified that the ability to think strategically and lead and influence policy and thinking are essential for progression. You will gain an understanding of different perspectives and theories and will be able to critically analyse, interpret and evaluate complex information, concepts and ideas.



## Entry requirements

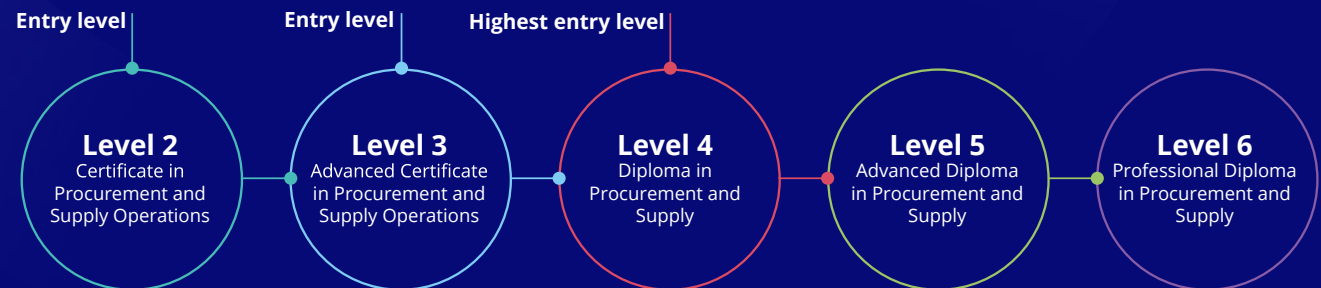
You will need to have achieved the CIPS Level 5 Advanced Diploma in Procurement and Supply.



LEVEL 6

# What will I study?

Four CORE modules and three ELECTIVE modules are required to complete CIPS Level 6





## LEVEL 6 Professional Diploma in Procurement and Supply

To gain this qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 6 or 12 credits.

### Four CORE modules make up 42 of the required credits

CORE	L6M1	Strategic Ethical Leadership	12 CREDITS
CORE	L6M2	Global Commercial Strategy	12 CREDITS
CORE	L6M3	Global Strategic Supply Chain Management	12 CREDITS
CORE	L6M4	Future Strategic Challenges for the Profession	6 CREDITS

### Choose three ELECTIVE modules to make up the final 18 credits

ELECTIVE	L6M5	Strategic Programme Leadership	6 CREDITS
ELECTIVE	L6M7	Commercial Data Management	6 CREDITS
ELECTIVE	L6M8	Innovation in Procurement and Supply	6 CREDITS
ELECTIVE	L6M9	Supply Network Design	6 CREDITS
ELECTIVE	L6M10	Global Logistics Strategy	6 CREDITS

### NEXT STEPS

On successful completion you will need to formally apply to be **upgraded to MCIPS Chartered**.



# Upgrade to MCIPS Chartered Status

Evidence your commitment  
to ethics, the profession and  
life-long learning



**Once you have completed your qualifications journey, you can apply for a membership upgrade to MCIPS Chartered. Provide evidence of 3+ years relevant experience, self declare 30 hrs CPD and Ethics test completion**

- Evidence your commitment to your professional career
- Demonstrate your relevance and knowledge
- Gives you the confidence to know you're at the top of your game







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