



*Leading edge  
learning*

CIPS professional qualifications

*The smart choice for  
your professional career  
in procurement and supply*



# Your pathway to **SUCCESS**

## **Why take a CIPS qualification?**

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By studying for and achieving CIPS internationally recognised procurement and supply qualifications you can achieve MCIPS chartered professional status.



## **This will enable you to:**

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- Achieve certified essential knowledge and understanding necessary to practice strategic procurement and supply chain management.
- Become more valued by your employer, with a greater ability to manage spend and risk.
- Gain globally recognised qualifications.

**“Throughout the world CIPS qualifications are recognised as driving leading-edge thinking and professionalism in procurement. CIPS is the only independently regulated professional body with an honours degree level qualification. MCIPS chartered professional is recognised worldwide as the standard for procurement professionals.”**

**Amanda O’ Brien, FCMI, FloD, Group Professional Development Director, CIPS**

**The benefits of joining CIPS and studying:**



Members in over  
**150**  
countries worldwide

**90%**

of our students say CIPS  
qualifications have enabled  
them to progress further  
in their careers

**61%**

of employers request  
MCIPS when recruiting

Earn over

**20%**

more with MCIPS

# Getting *started*

## ***What are the entry requirements to CIPS Qualifications?***

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You can start at any one of our three entry level qualifications:



The level you start at will depend on your experience and job role.

There are no entry requirements for the **Certificate** and **Advanced Certificate** in Procurement and Supply Operations.

To enter at the **Diploma qualification** you will need to provide evidence of:

- At least two A levels or equivalent, or;
- At least two years' experience in a relevant business environment.

## ***Flexible learning journeys***

### ***Introducing flexible learning journeys through CIPS qualifications***

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A career in procurement and supply never stands still, and we are committed to supporting professionals throughout their entire career journey. With our specialist and generic elective modules at the Advanced and Professional Diploma qualifications, you can choose to specialise.



### **Where can I study?**

CIPS has a global network of over 190 approved study centres. See our page 19 for advice about selecting the right approved study centre for you.

**190 study centres around the world. Find the centre that is right for you at [www.cips.org/findastudycentre](http://www.cips.org/findastudycentre)**



### **What type of study support can I expect to receive?**

Each Study Centre will take a different approach. See our page 19 for advice about selecting the right approved study centre for you. Take a look at the list of approved centres in your area to find out more. You can also self-study, so its really important to consider how much support you need before making your decision. See page 19 for more guidance.



### **How much will a CIPS qualification cost?**

This varies depending on the level of support that your chosen programme provides. Contact your chosen CIPS Study Centre to find out the full cost of the different study programmes that are available.

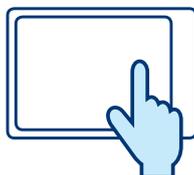
You'll find costs for CIPS exams at **[www.cips.org/assessments](http://www.cips.org/assessments)** and information about CIPS learning resources at **[www.cips.org](http://www.cips.org)**

In most cases CIPS Study Centres include the cost of exams and learning resources within their tuition fees – they will be able to confirm this for you.



### **How long will the qualification take?**

This depends on the qualification, and your availability and method of study. Speak to one of CIPS Study Centres to get advice on the type of programme that will suit you and your style of learning.



### **Joining a programme?**

Joining a CIPS qualifications programme means becoming part of the largest professional body in the world for those working in procurement and supply.

**Join as a student member. You can contact any CIPS Study Centre and talk to them about their study programmes.**

Please note, to take any CIPS examinations or assessment your membership must be current. As a studying member you will also enjoy many other benefits and resources to support your learning.



**Members enjoy access to study resources and discounts**

# Supporting you on your journey to *professional recognition*

As a CIPS Studying Member, you will be able to access free supporting resources and have full access to CIPS professional member benefits at a reduced subscription rate during the course of your study.

**Joining CIPS brings a host of professional benefits, including:**



MCIPS Chartered Procurement and Supply Professional status strengthens your professional credentials, highlighting your proficiency to employers, giving you a significant career advantage and boosting your earning potential.



The Student Zone offers access to assessment guidance materials, past and sample exam papers and revision tips to help you prepare for exams.



You'll feature on our online professional register, which lists all of our members' current status.



Ethical e-learning is free for members and is one of the requirements for your upgrade to MCIPS Chartered Procurement and Supply Professional.



CIPS Knowledge offers best practice insights, guidance, and tools and templates to support your programme of study.



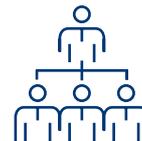
Professional journal, website and jobs board include the latest industry news, job opportunities and current developments.



Access to a global events programme featuring expert speakers on a range of subjects, as well as networking opportunities.



Our study guides, e-books and e-learning cover all of the core and elective modules for each qualification and will help you to prepare for exams.



CIPS has an active online community at a national and regional level. This gives you the opportunity to build your own contacts, ask questions, and share ideas and experience.



CPD paves the way for MCIPS chartered professionals [cips.org/chartered](https://cips.org/chartered)



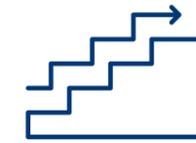
**“CIPS qualifications have given me a well-rounded view of procurement and sourcing. I knew there were a number of areas that I had limited exposure to, the qualifications have helped to fill the gaps, giving me a comprehensive view of supply chain and category management.”**

**Raymond Chan, Graduation Prize Winner 2017**



# Start on the right path to achieving *professional recognition*

From starter to Chartered there is a procurement and supply learning journey for you to help you to achieve your career ambitions. By studying for and achieving internationally recognised procurement and supply qualifications you will be:



More in demand giving you an edge in the job market and when it comes to promotion.



More valued by your employer, with a greater ability to manage spend and risk.



Ethically trained and able to demonstrate your commitment to sustainable procurement practices.

## Start as a studying member

### CIPS Professional qualifications



### Other CIPS programmes



### CIPS globally recognised programmes



### Formally recognised by the education regulator in these countries

- ACTT Level 2 (Trinidad and Tobago)  
• TEVETA TQF Level 3 (Zambia)
- ACTT Level 3 (Trinidad and Tobago)  
• TEVETA TQF Level 3 (Zambia)
- ACTT Level 4 (Trinidad and Tobago)  
• TEVETA TQF Level 4 (Zambia)
- ACTT Level 5 (Trinidad and Tobago)  
• TEVETA TQF Level 6 (Zambia)
- ACTT Level 6 (Trinidad and Tobago)  
• SAQA NQF Level 8 (South Africa) (recognised as a foreign qualification on application to SAQA)

### At a comparable level to these qualification levels/frameworks

- GCSE (UK)  
• AQF Certificate III (Australia)
- A level (UK)  
• AQF Certificate IV (Australia)  
• NZQA Level 4 (New Zealand)
- First year degree (UK)  
• AQF Diploma (Australia)  
• NZQA Level 5 (New Zealand)  
• SAQA NQF Level 6 (South Africa)
- Second year degree (UK)  
• HND (UK)  
• Foundation degree (UK)  
• AQF Advanced Diploma (Australia)  
• NZQA Level 6 (New Zealand)  
• SAQA NQF Level 7 (South Africa)
- Bachelors (honours) degree (UK)  
• AQF Vocational Graduate Certificate/Graduate Diploma (Australia)  
• NZQA level 7 (New Zealand)
- Master's degree  
• Postgraduate certificate / diploma  
• Ofqual NQF L7 (UK)

### CIPS Global Standard competency levels [cips.org/globalstandard](https://cips.org/globalstandard)



### Entry requirements for CIPS Qualifications

Start at any one of our three entry level qualifications; the level you start at will depend on your experience and job role. There are no entry requirements for the Certificate and the Advanced Certificate in Procurement and Supply Operations. To enter at the Diploma you will need to provide evidence of:

- a minimum two A levels or equivalent
- or at least two years' experience in a relevant business environment.

**Before getting started, join our global community as a Student member.**

\* Module exemptions may be granted depending on your certified prior learning

**CIPS Level 2\***

# ***Certificate in Procurement and Supply Operations***

## ***Who is it for?***

For anyone new to the profession, with little or no business experience and those aspiring to move in to a career in procurement and supply.

It is 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.

***Total credits required for completion***

**18**

\* Refers to levels within the UK RQF. Other regulatory bodies may have different corresponding levels see pages 08-09.



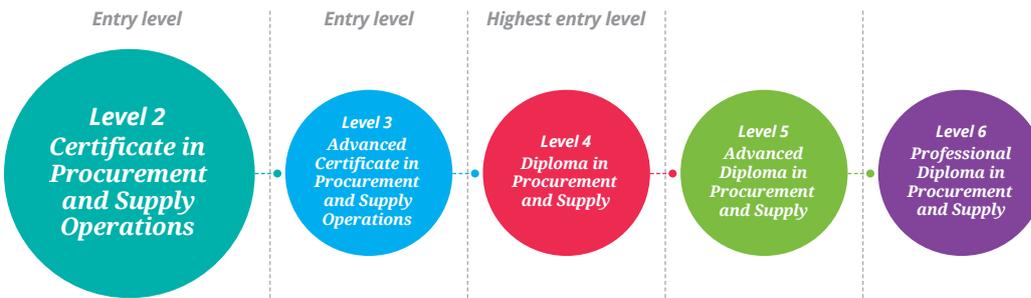
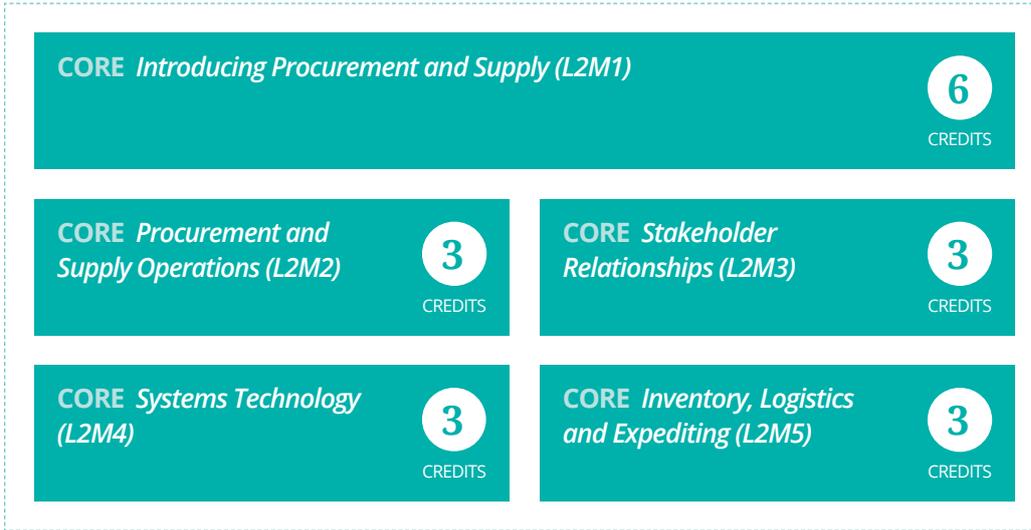
***Based on  
the Tactical  
competency  
level of  
CIPS Global  
Standard***



# What will I study?

Five **CORE** modules make up the required **18 credits**

**18**  
Credits  
required for  
completion



**Next steps**

This qualification also 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** or **Level 4**

**“We have created a suite of regulated, flexible and agile professional qualifications that pave the way for a whole new generation of global procurement and supply learners and professionals.”**

Kevin Hickman, FCIPS Chartered Procurement and Supply Professional, Head of Education and Standards, CIPS

# *CIPS Level 3\**

# *Advanced Certificate in Procurement and Supply Operations*

## **Who is it for?**

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

## **What will I learn?**

Learn how to apply factual, procedural and theoretical knowledge of procurement and supply. You will be able to complete tasks and address problems that are well-defined but may be complex and non-routine. You will understand what relevant information is required and how to interpret and review its effectiveness.

## **Entry requirements**

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

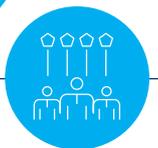
**Total credits required for completion**

**30**

\* Refers to levels within the UK RQF. Other regulatory bodies may have different corresponding levels see pages 08-09.



*This is the first of CIPS qualifications where elective modules are introduced, giving learners the choice of a specialist professional pathway such as Procurement or Supply Chain.*



**Based on the Tactical and Operational competency levels of CIPS Global Standard**



# What will I study?

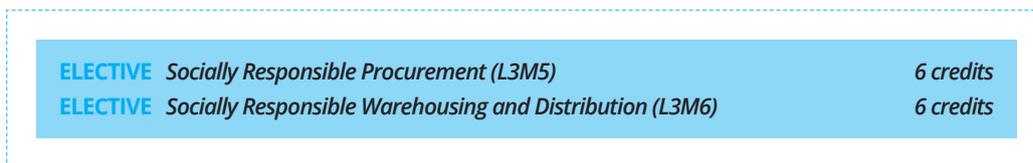
Four **CORE** modules make up **24** of the required **credits**



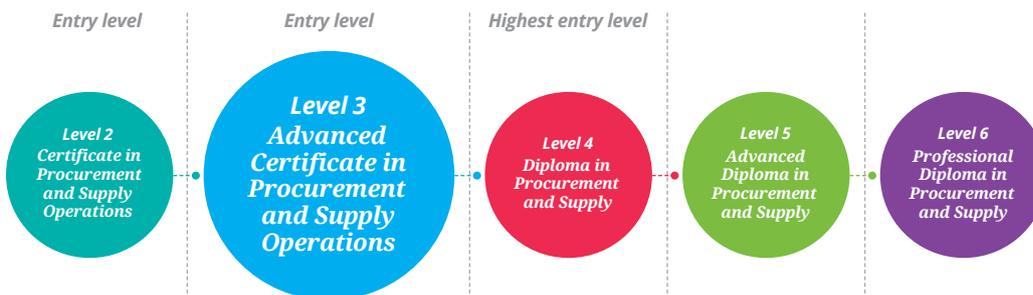
**30**  
Credits required for completion

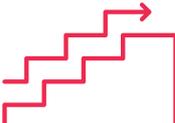
**24**  
Credits made up of **CORE** modules

Choose one **ELECTIVE** module to make up the final **six** remaining **credits**



**6**  
Credits made up of your choice of **ELECTIVE** module





**Next steps**

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

Level 4

# CIPS Level 4\*

# Diploma in Procurement and Supply

## Who is it for?

This qualification is the essential toolkit for anyone planning a career in procurement and supply. Developed and written using the Procurement and Supply cycle\*\* as its focus, it is at the same level as the first year of an undergraduate degree course. 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. Learn how to apply a practical, theoretical and technical knowledge, gain a clear understanding of procurement and supply and develop the ability to address complex, non-routine problems. 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 qualification is required. Alternatively, you will need a minimum of two years' relevant experience in a business environment.

## Total credits required for completion

60

\* Refers to levels within the UK RQF. Other regulatory bodies may have different corresponding levels see pages 08-09.



*The Diploma is the essential toolkit for anyone planning a professional career in procurement and supply.*



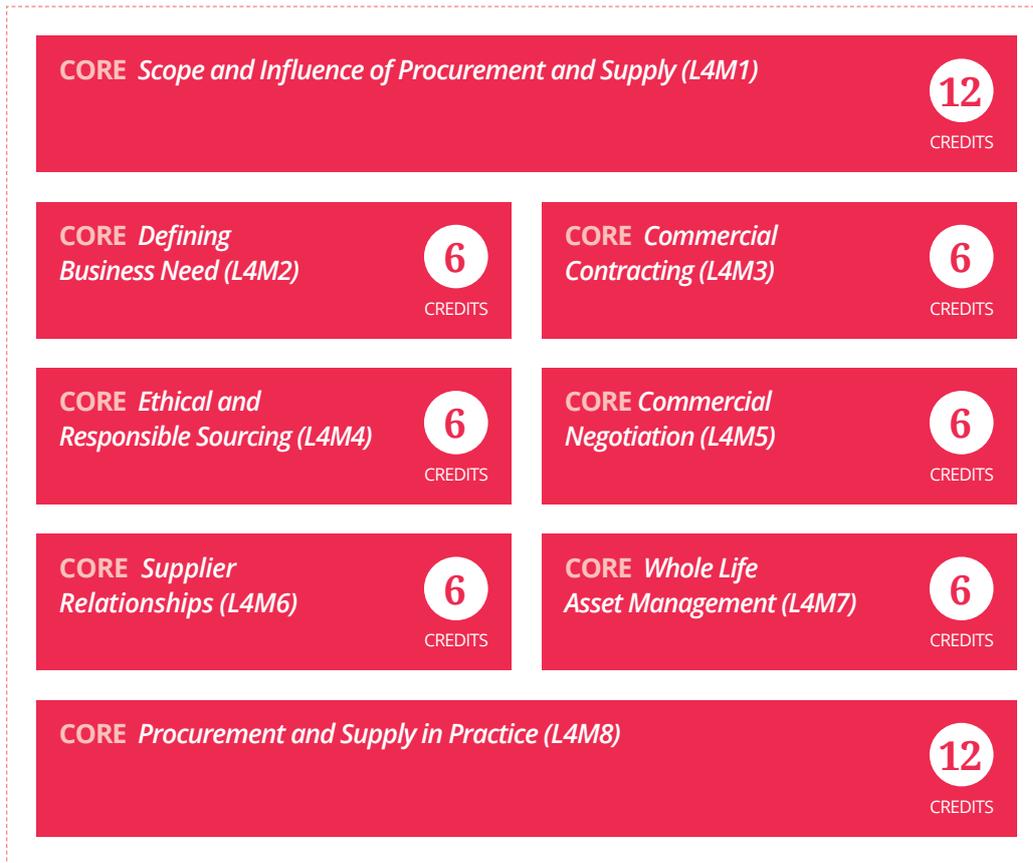
*Based on the  
Operational  
and Managerial  
competency levels  
of CIPS Global  
Standard*



# What will I study?

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

**60**  
Credits  
required for  
completion



**Next steps**

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

**Level 5**



\*\* CIPS Procurement Cycle is the cyclical process of key steps when procuring goods or services. [www.cips.org/en-gb/knowledge/procurement-cycle/](http://www.cips.org/en-gb/knowledge/procurement-cycle/)

# *CIPS Level 5\**

# *Advanced Diploma in Procurement and Supply*

## ***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.

## ***Total credits required for completion***

60

\* Refers to levels within the UK RQF. Other regulatory bodies may have different corresponding levels see pages 08-09.



***Based on the  
Managerial and  
Professional  
competency levels  
of CIPS Global  
Standard***



# What will I study?

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

CORE <i>Managing Teams and Individuals (L5M1)</i>	12 CREDITS
CORE <i>Advanced Contract &amp; Financial Management (L5M4)</i>	12 CREDITS
CORE <i>Managing Supply Chain Risk (L5M2)</i>	6 CREDITS
CORE <i>Managing Contractual Risk (L5M3)</i>	6 CREDITS
CORE <i>Managing Ethical Procurement and Supply (L5M5)</i>	6 CREDITS

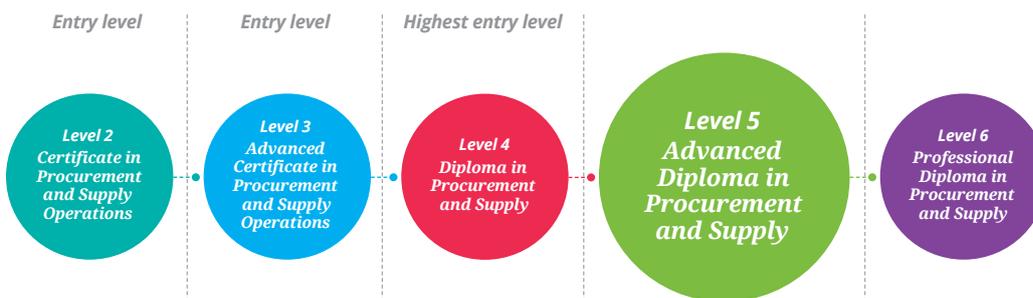
**60**  
Credits required for completion

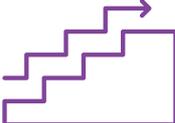
**42**  
Credits made up of **CORE** modules

Choose three **ELECTIVE** modules to make up the final **18** remaining **credits**

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

**18**  
Credits made up of your choice of **ELECTIVE** modules





**Next steps**

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

**Level 6**

# *CIPS Level 6\**

# *Professional Diploma in Procurement and Supply*

## **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

**Total credits required for completion**

**60**

\* Refers to levels within the UK RQF. Other regulatory bodies may have different corresponding levels see pages 08-09.



**Based on the  
Professional  
competency  
level of  
CIPS Global  
Standard**



# What will I study?

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

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

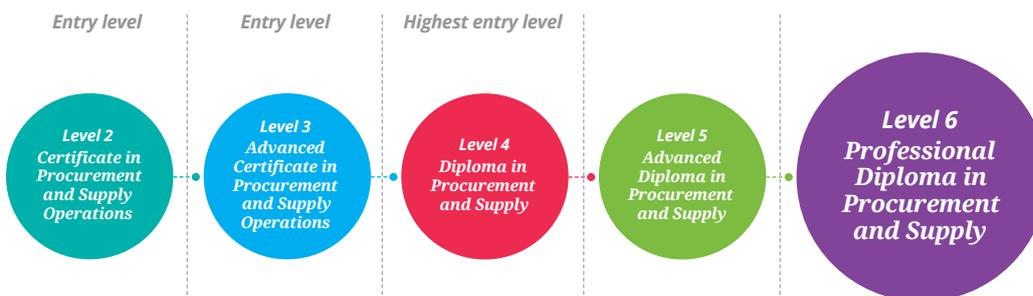
**60**  
Credits required for completion

**42**  
Credits made up of **CORE** modules

Choose three **ELECTIVE** modules to make up the final **18** remaining credits

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

**18**  
Credits made up of your choice of **ELECTIVE** modules





**Next steps**

On successful completion you will need to formally apply to be upgraded to MCIPS, or with an up to date CIPS Ethical Procurement and Supply certificate you will be eligible to upgrade to **MCIPS Chartered Procurement and Supply Professional**. In order to apply you must be a current member.



# Upgrade to *chartered professional*

## **Upgrade to MCIPS Chartered Procurement and Supply Professional**

On successful completion of the CIPS Level 6 Professional Diploma in Procurement and Supply and three years' relevant experience and an up-to-date CIPS Ethics certificate, students can apply to upgrade to MCIPS chartered professional. Gain recognition for your commitment to your career by signifying your professionalism and proficiency in procurement and supply.



### **How to upgrade**

You will need to apply for your upgrade. This recognises your formal qualification, together with your work experience. Please make sure your CIPS Ethics Certificate is up to date.

### **How to maintain chartered Status throughout your career**

At each membership renewal year you will be asked to certify that you have completed 30 hours Continuing Professional Development (CPD) and have a current CIPS Ethics Certificate.

## *CIPS Awarding Body*

### **Our commitment to you**

CIPS awarding body and our qualifications are regulated internationally to ensure we offer a recognised, professional standard in procurement and supply. Formal recognition is included within the regulatory frameworks of an increasing number of countries such as the UK (England, Wales and Northern Ireland), UAE (including Dubai) and Africa (including Zambia). Further information on this recognition and the details of corresponding qualifications levels for other international qualifications frameworks are detailed on our website. CIPS members can 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.

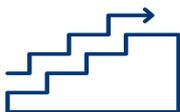
#### **You can expect:**

- Professionally delivered training by 190 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 learning methods such as face to face, distance learning, e-learning or a blend of all these
- 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 professional journey in procurement and supply



## Your next step



Your journey through CIPS qualifications can take you to **MCIPS Chartered Procurement and Supply Professional**. Your next step is the **CIPS Level 7 Executive Diploma in Procurement and Supply**. A chartered professional with the Executive Diploma (ExDip) is likely to be in a procurement leadership role. They will have board level influence and deliver innovative sourcing solutions across a diverse range of markets. ExDip offers a higher professional standard than MCIPS Chartered Professional, this is defined by the competencies of the Advanced Professional level of the Global Standard. Those with ExDip will have demonstrated excellence through a programme of learning or through experience to postgraduate degree level.

# How to get the right learning support for you

## ***Before starting or continuing you should consider the different study options on offer***

### **Our commitment to you**

With a CIPS approved study centre you will approach each topic in a timely structured way and you can be sure that you will cover the whole syllabus. Being in a classroom, you can ask about complex concepts or models and share the feedback with peers, whilst distance learners can usually check in with a tutor or networking group to gain the additional support.

As a self-study student you have the option to study when you want to and choose your own learning resources. The downside could be not completing the whole syllabus, not having the opportunity to test your learning and not having the knowledge of a tutor or a networking group to check your understanding.

How ever you choose to learn there is additional learning support and knowledge guidance available for all CIPS members.

Don't delay starting your journey to MCIPS chartered professional; find a study centre that can help you to achieve your career goals.

### ***Study Centre options***

Look for the following logos which help you to identify the CIPS approval status. These will tell you that the centre has reached our high standards for delivering our qualifications.



### ***Questions to consider when choosing a Study Centre***

- What is the exam pass success rate?
- What are the study format options?
- How long is the course?
- What are the tuition fees and what learning support materials are included?
- Will there be exam revision support?
- How accessible are the tutors?
- When can you enrol?
- Do they hold any open days where you can talk to the tutor or current students?
- What level of CIPS approval status do they hold?
- Do they provide an exam centre too which may be more convenient than a CIPS regional exam centre?

### ***For more information about CIPS, visit our website or social media pages***



[cips.org/qualification](https://cips.org/qualification)



[@cipsnews](https://twitter.com/cipsnews)



[@CIPSOOfficial](https://www.facebook.com/CIPSOOfficial)



[linkedin.com/company/CIPS](https://www.linkedin.com/company/CIPS)



# About CIPS, the Chartered Institute of Procurement & Supply

## **The professional body**

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

## **Quality guaranteed**

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

## **The Global Standard**

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

## **A commercial organisation**

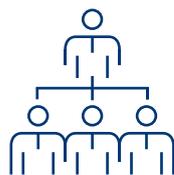
CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.

## **A global community**

We are the world's largest professional body dedicated to procurement and supply with a global community of over 200,000 professionals in over 150 countries, and offices in Africa, Asia, Australia, the Middle East, Europe and USA.



Global Standard  
freely available



Global network  
of over 200,000



...in over 150  
countries