

CIPS Level 2 Certificate in Procurement and Supply Operations

The Chartered Institute of Procurement and Supply (CIPS) Level 2 Certificate in procurement and supply operations is a vocationally related qualification. It is recognised by the Office of Qualifications and Examinations Regulator (Ofqual), CCEA Regulation and Qualifications Wales in the UK and appears on the Register of Regulated Qualifications. The qualification accreditation number is 603/3282/7.

Introduction

The CIPS Level 2 Certificate in Procurement and Supply Operations is an intermediate qualification for those who want to specialise in a specific occupation, occupational area or technical role. The qualification will prepare learners for work by giving them the opportunity to develop sector-specific knowledge, technical and practical skills, and to apply these skills in work-related environments. The qualification also provides progression to the CIPS Level 3 Advanced Certificate in Procurement and Supply Operations.

Developed in close collaboration with experts from professional bodies and businesses, and with the providers who will be delivering the qualifications, the CIPS Level 2 Certificate in Procurement and Supply Operations is designed to develop transferable workplace skills, such as good communication and the ability to work in a team; skills which employers have identified as essential for gaining employment in the sector and for progression once the learner is working. At the core of this qualification is the concept of preparing people for the working world.

Background and Aims

It is designed for new starters in the profession or for those who have some procurement and supply activity within their role. The CIPS approach to learning is based around that which brings together knowledge and understanding (the cognitive domain) with practical and technical skills (the psychomotor domain). Transferable skills are those such as communication, teamwork, and planning and completing tasks to high standards, all of which enable the learner to add value to the organisation. In essence, CIPS qualifications are designed to facilitate a level of learning rigour and balance that promotes the skills to contextually apply knowledge and learning to enhance organisational and personal performance.

In keeping with regulatory requirements¹ the holder of the qualification will demonstrate the following knowledge and skills within procurement and supply:

Knowledge Descriptor (the holder....)	Skills Descriptor (the holder will....)
<p>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.</p>	<p>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.</p>

The CIPS Level 2 Certificate in Procurement and Supply Operations was developed through direct collaboration and consultation with employers to ensure that the content of the qualification and associated award meet with their needs and expectations and are relevant to the procurement and supply function both now and in the future. Employers require recruits with the appropriate technical knowledge, and transferable skills essential for employment at the operational level of the procurement and supply organisation and this Certificate meets these requirements through:

- Consideration of a range of occupationally-related topics, each with a clear purpose, ensuring that the learner develops the skills required to recognise and describe the key processes in procurement and supply, building professional knowledge, competence and confidence.
- Providing up-to-date content which is closely aligned with employers’ needs and identified skill sets.
- Providing content that has as its base the CIPS Global Standard for Procurement and Supply, thereby ensuring an understanding of the intrinsic value that good practice will bring to enhance organisational and personal performance.
- Using assessments that have been developed and identified to help learners to progress to the next level of the CIPS hierarchical qualifications ladder.
- Providing an extensive range of support, both resources and people, to ensure that learners and their tutors have the best possible learning experience during their studies.
- Developing and adopting an approach that is learner focussed and that is facilitated and administered to ensure achievement of full potential.

The content of the qualification is based on the CIPS Global Standard for Procurement and Supply – a comprehensive competency framework to enhance an individual’s procurement performance leading to excellent organisational performance. Further information on the global standard can be found [here](#)

Both the global standard and qualification are kept under regular review and updated when necessary to ensure relevance is maintained.

¹ Ofqual Qualification and Component Levels: Requirements and Guidance for All Awarding Organisations and All Qualifications, 2015, available at: <https://www.gov.uk/government/publications/qualification-and-component-levels>

Entry requirements

There are no entry requirements for this qualification and therefore, the learner is not required to have any prior professional qualifications or experience. Some module exemptions may be applicable under the CIPS Exemption policy. Further information on the exemption policy and possible exemptions can be found [here](#)

Structure

In order to achieve the award of the CIPS Level 2 Certificate in Procurement and Supply Operations learners are required to successfully complete the five core modules. All modules are mandatory, which ensures an appropriate balance of breadth and depth across the final award. All modules are assessed via a CIPS externally set and marked examination which focuses on assessing the learning outcomes of each module.

Examinations are available on timetabled dates throughout the year. Information on examination dates and administrative arrangements can be found [here](#).

The qualification is structured as follows:

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Code	Module Title	Credit Value	GLH	Exam Type	Exam Duration	Questions per LO
L2M1	Introducing Procurement and Supply	6	40	72 Objective Response	2 hours	12
L2M2	Procurement and Supply Operations	3	20	36 Objective Response	1 hours	9
L2M3	Stakeholder Relationships	3	20	36 Objective Response	1 hours	9
L2M4	Systems Technology	3	20	36 Objective Response	1 hours	12
L2M5	Inventory, Logistics and Expediting	3	20	36 Objective Response	1 hours	9

Pass criteria	Examination pass mark: 70% You must achieve 70% for each section (learning outcome) within the exam in order to pass.
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Compulsory modules:

L2M1 Introducing Procurement and Supply: On completion of the module, learners will be able to identify the fundamental roles and activities, the systems, procedures, processes and contracts associated with the procurement and supply function.

L2M2 Procurement and Supply Operations: On completion of the module, learners will be able to identify types of business organisations. They will define the fundamentals and components of the contracting process, identify sources of information on suppliers and customers and define pricing methods used for the purchasing of goods or services.

L2M3 Stakeholder Relationships: On completion of this module, learners will be able to define stakeholders and explain the key market factors that impact on the procurement and supply function. They will also define the role of effective communication in the successful development and maintenance of internal and external relationships.

L2M4 Systems Technology: On completion of this module, learners will be able to define the uses of, and identify the advantages offered by systems technology in improving procurement and supply activity whilst maintaining overall quality.

L2M5 Inventory, Logistics and Expediting: On completion of this module, learners will be able to identify the key role that inventory has to play and define the principles and processes associated with effective logistics control, explaining how effective expediting can be achieved in procurement and supply.

Click here for the full [syllabus content guide](#)

All modules within the CIPS qualifications are assessed by examination. Sample examination question papers for all units can be found [here](#)

The CIPS assessments permit reasonable adjustments and special arrangements to be made while minimizing the need for them. For further information regarding the CIPS reasonable adjustment policy, click [here](#)

The number of hours assigned to the Certificate qualification for Total Qualification Time (TQT) is 180. TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to demonstrate the achievement of the level of attainment necessary for the award of the qualification. This means that an average learner would be expected to undertake 180 hours in terms of Total Qualification Time, which can consist of 120 guided learning hours (40 hours for 1 module and 20 for 4 modules each) and a recommended 54 hours of additional self-study (18 hours for 1 module and 9 hours for 4 modules each), which includes a wider reading of the subject areas and revision to give the learner the best preparation for successfully achieving the certificate, plus 6 hours of assessment time (2 or 1 hours per module).

The CIPS Level 2 Certificate in procurement and supply operations forms part of the CIPS ladder of qualifications and supports progression within employment and also to further learning including to the Level 6 Professional Diploma level. The qualification also provides an opportunity to demonstrate continuing professional development (CPD).

For further information regarding the CIPS qualifications ladder, click [here](#)