

CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

The Chartered Institute of Procurement and Supply (CIPS) Level 3 Advanced 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 603/3283/9.

Introduction

The CIPS Level 3 Advanced Certificate in Procurement and Supply Operations is an intermediate qualification for those who wish 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 4 Diploma in Procurement and Supply.

Developed in close collaboration with experts from professional bodies and businesses, and with the providers who will be delivering the qualifications, the CIPS Level 3 Advanced 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. Through occupationally-fit-for-purpose assessments, learners will demonstrate the skills and behaviours needed for sustainable employment.

Background and Aims

It is designed as a follow on from the CIPS Level 2 Certificate in Procurement and Supply Operations as learners are expected to develop, use and apply the professional language and skill sets introduced at Level 2 within a practical working environment. Individuals will be working at the Tactical but moving towards the Operational level of the CIPS Global Standard for Procurement and Supply. This is the first level of the CIPS qualifications structure where elective modules are introduced, giving learners the choice of a specific professional path i.e. Procurement or Supply Chain. The CIPS approach to learning is based around that which bring together knowledge and understanding (the cognitive domain) with practical and technical skills (the psychomotor domain). 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 within procurement and supply:

Knowledge Descriptor (the holder....)	Skills Descriptor (the holder will....)
<p>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well- defined, may be complex and non-routine.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

The CIPS Level 3 Advanced 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 Advanced 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](#)

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>

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

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 unit 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 3 Advanced Certificate in Procurement and Supply Operations learners are required to successfully complete the four core and one elective module. The mandated modules will ensure an appropriate balance of breadth and depth across the final award, whilst the elective content will give learners the opportunity to focus their studies on a given pathway within the profession be that Procurement (Module L3M5) or Supply Chain (Module L3M6). All learners will develop the technical and practical skills required in the occupational area and will be given the opportunity to develop a range of transferable skills and attributes required by employers. It is expected that learners will apply their learning to relevant employment and sector contexts during delivery and that they will apply knowledge and learning meaningfully within the workplace.

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:

CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

Code	Module Title	Module type Core / Elective	Credit Value	Exam Type	Exam Duration	Questions per LO	GLH	Additional self study	Module learning time
L3M1	Procurement and Supply Environments	Core	6	72 Objective Response	2 hours	18	40	18	60
L3M2	Ethical Procurement and Supply	Core	6	72 Objective Response	2 hours	18	40	18	60
L3M3	Contract Administration	Core	6	72 Objective Response	2 hours	18	40	18	60
L3M4	Team Dynamics and Change	Core	6	72 Objective Response	2 hours	24	40	18	60
L3M5	Socially Responsible Procurement	Elective	6	72 Objective Response	2 hours	18	40	18	60
L3M6	Socially Responsible Warehousing and Distribution	Elective	6	72 Objective Response	2 hours	18	40	18	60

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

Compulsory modules:

L3M1 Procurement and Supply Environments: On completion of this module, learners will be able to identify the range of environments in which procurement and supply is expected to operate and the external factors that can impact on overall success.

L3M2 Ethical Procurement and Supply: On completion of this module, learners will be able to identify the significance of ethics for procurement and supply and define each stage of the sourcing process, explaining how operational performance can be measured and improved in support of added value operations.

L3M3 Contract Administration: On completion of this module, learners will be able to explain administrative processes behind contract development and how to measure contract performance. They will identify how to achieve competitive pricing and be able to describe how effective tendering is achieved

L3M4 Team Dynamics and Change: On completion of this module, learners will be able to identify the influence that people and teams can have on procurement and supply success and recognise the challenges associated with and methods to achieve, organisational change.

Elective modules:

L3M5 Socially Responsible Procurement: On completion of this module, learners will be able to explain the concepts and implications of sustainability and Corporate Social Responsibility and recognise the potential environmental impact of procurement and supply operations.

L3M6 Socially Responsible Warehousing and Distribution: On completion of this module, learners will be able to describe methods for the storage and movement of inventory and identify the environmental and social impact of warehousing and distribution operations.

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

All modules within the CIPS qualifications are assessed by examination. Sample examination question papers for all modules 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 Advanced Certificate qualification for Total Qualification Time (TQT) is 300. 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 300 hours in terms of Total Qualification Time, which can consist of 200 guided learning hours (40 hours per module) and a recommended 90 hours of additional self-study (18 hours per

module), which includes a wider reading of the subject areas and revision to give the learner the best preparation for successfully achieving the certificate, plus 10 hours of assessment time (2 hours per module).

The CIPS Level 3 Advanced 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](#)