

Qualification factsheet

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.

Your total qualification time (TQT)

The TQT indicates the overall number of guided learning hours, additional self-study and assessment time that is required.

600
TQT HRS

Guided learning hours (GLH)

It is expected that you will undertake 250 GLH. The definition of guided learning hours is: 'A measure of the amount of input time required to achieve the qualification. This includes lectures, tutorials and practicals, as well as supervised study in, for example, learning centres and workshops'.

250
GLH HRS

Self-study requirement (SSR)

Additionally, we recommend that you also commit to at least 335 SSR hours. This includes wider reading of the subject areas and revision to give yourself the best preparation for successfully achieving the qualification.

335
SSR HRS

Total exam time

All the modules in CIPS qualifications are assessed by an examination.

15
HRS

Objective Response exam format (OR) and Constructed Response exam format (CR)

All of our exams are computer based and are made up of either objective or constructive response questions. Visit our exams webpage in the Student Zone for more guidance about exam formats. cips.org/studentzone

OR

CR

Total credits required for completion

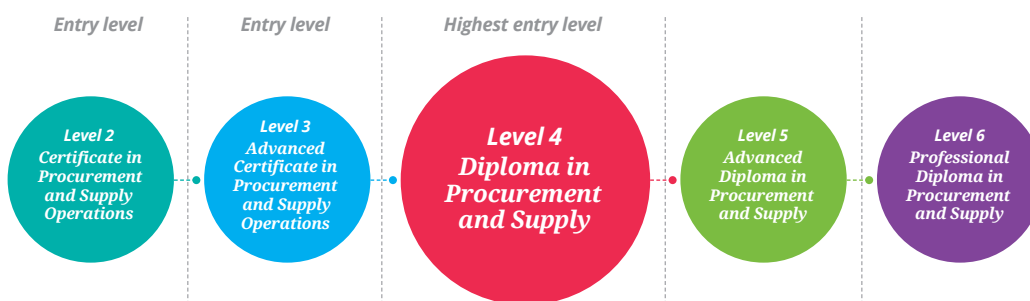
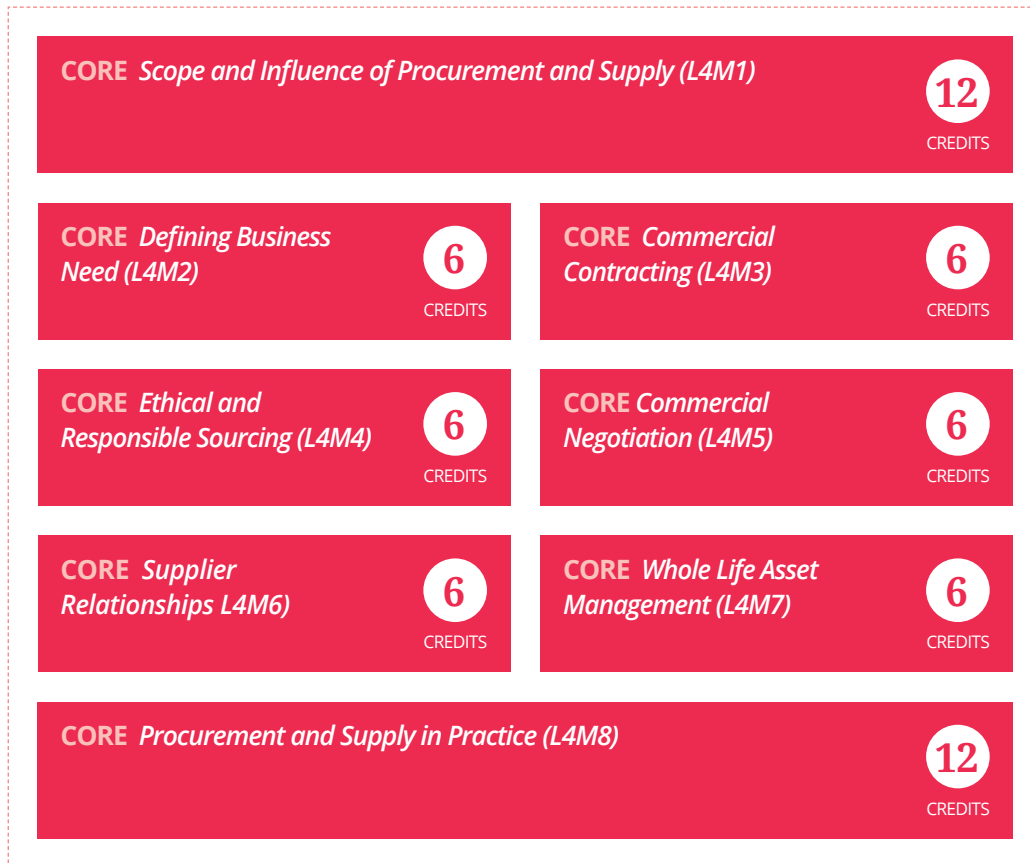
60
CREDITS

* Refers to levels within the RQF. Other regulatory bodies may have different corresponding levels.

What will I study?

Eight CORE modules make up 60 of the required credits

60
Credits
required for
completion



Next steps

This qualification also 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/