

Getting **started**

What are the entry requirements to CIPS professional qualifications?

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

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.

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.

Start as a studying member

CIPS professional qualifications

Entry point

Level 2
Certificate in
Procurement
and Supply
Operations

The ideal qualification if you're just starting your career in procurement or if purchasing and supply are part of your role. It will enable you to recognise and describe the key processes in procurement and build your professional knowledge and competence.

Entry requirements: You don't need any prior experience or qualifications to start your studies at this stage.

Entry point

Level 3
Advanced
Certificate in
Procurement
and Supply
Operations

Designed for those in an operational role who need the capability to carry out procurement and supply tasks. You will develop the knowledge to understand demand management, arrange supply logistics and implement new contracts.

Entry requirements: No qualifications or experience are necessary. If you have a CIPS Certificate this qualification will build on current knowledge and understanding.

Highest entry point

Level 4
Diploma in
Procurement
and
Supply

A valuable management tool for those moving into junior and middle management procurement roles or those supervising the procurement function. It focuses on organisational procedures and processes including negotiating, planning, risk management and data analysis.

Entry requirements: You will need to have completed a CIPS Certificate or Advanced Certificate in Procurement and Supply. Alternatively you need two years' experience in a business environment or two A level qualifications or international equivalent.

Level 5
Advanced
Diploma in
Procurement

and Supply

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.

Entry requirements: You will need to have achieved the CIPS Diploma in Procurement and Supply.

Level 6
Professional
Diploma in
Procurement
and Supply

Aimed at senior procurement professionals and heads of department. It is targeted at building strategic procurement competence, giving managers the ability to formulate strategic direction and advice, in areas such as change management, stakeholder management and team leadership.

Entry requirements: You will need to have achieved the CIPS Advanced Diploma in Procurement and Supply. + 30 hours CPD and a current CIPS Ethics Certificate



MCIPS is recognised worldwide as the global standard for top quality procurement professionals. It is a professional accreditation for those working in procurement and supply. Successful candidates may use the designatory letters MCIPS after their name.

To be eligible to upgrade to MCIPS
Chartered Procurement and Supply
Professional status; 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.

CIPS Global Standard competency levels cips.org/globalstandard







