

Taking you a step **further.**

Advanced Certificate in Procurement and Supply Operations
Course Factsheet



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CIPS (Chartered Institute of Procurement & Supply) was founded in the United Kingdom and is a globally-recognized professional body for supply chain and purchasing professionals.

CIPS dedicates to promote good practices in the procurement and supply chain industries through their qualifications helping professionals deliver sustainability goals for their organizations.



Established in 1992, Al Moalem Institute has been providing comprehensive training in the Kingdom of Bahrain.

With over 100+ internationally recognized certifications and qualifications, Al Moalem Institute has been human resource potential and continually shaping careers of today's workforce and the future generation.

Advanced Certificate in Procurement and Supply Operations (Level 3)

This qualification will prepare you for work by giving you the opportunity to develop sector-specific knowledge, technical and practical skills, and to apply these skills in work-related environments.

How long does it take to complete the course?

The duration of this course is 200 guided learning hours to complete.

Who is this course for?

This course is ideal for:

- Learners who are preparing for the CIPS Level 3 Advanced Certificate in Procurement and Supply Operations modular examinations.
- Young professionals who wish to gain fundamental understanding of procurement and supply operations concepts and principles.
- Anyone who wishes to start a profession in procurement and supply chain.

What topics does the course cover?

This course will cover the following topics:

- **L3M1 – Procurement and Supply Environments**
 - This module will introduce you to the wider business environment in which you work at and the impacts that different types of organizations' can have on successfully meeting with an organization's overall needs.
- **L3M2 – Ethical Procurement and Supply**
 - This module will help you identify the responsibilities for the application of ethical codes of conduct on the procurement and supply operation and learn how to address potential conflicts of interest.
- **L3M3 – Contract Administration**
 - This module is designed to take you step-by-step into the development and subsequent administration and performance monitoring of contracts.
- **L3M4 – Team Dynamics and Change**
 - This module will allow you to recognize the wider environment in which they work and the impacts that different types of individuals and team dynamics have to play on organizational success.
- **L3M5 – Socially Responsible Procurement *elective module ***
 - In this module, you will understand the responsibility of ensuring sustainable and socially responsible practices and the importance of the environmental impact of decisions and approaches in the procurement function.

What will I gain after completing this certification?

At the end of the course, you will be able to perform the following:

- Identify the range of environments in which procurement and supply is expected to operate and the external factors that can impact to overall success.
- 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.
- Explain administrative processes behind contract development and how to measure contract performance.
- Identify the influence that people and teams can have on procurement and supply success and recognize the challenges associated with and methods to achieve, organizational change.
- Explain the concepts and implications of sustainability and Corporate Social Responsibility and recognize the potential environmental impact of procurement and supply operations.

How is it assessed?

The course is assessed by externally marked CIPS Objective Response Exam as follows:

Module	Exam Type	Exam Duration
L3M1- Procurement and Supply Environments	72 Objective Type/ Multiple Choice Questions	2 Hours
L3M1 – Ethical Procurement and Supply	72 Objective Type/ Multiple Choice Questions	2 Hours
L3M3 – Contract Administration	72 Objective Type/ Multiple Choice Questions	2 Hours
L3M4 – Team Dynamics and Change	72 Objective Type/ Multiple Choice Questions	2 Hours
L3M5 – Socially Responsible Procurement	72 Objective Type/ Multiple Choice Questions	2 Hours

Do I need any prior qualifications to start this course?

This is the second entry level qualification, there are no formal entry requirements. However, completion of CIPS Level 2 qualification is beneficial.

I completed and received my certification, what happens next?

Learners who successfully completed this program and awarded this credential may choose to progress to the CIPS Level 4 Diploma in Procurement and Supply.

What employment opportunities can I apply for after gaining this qualification?

This CIPS in Procurement and Supply Operations (Level 3) course is perfect for entry-level career in the field. The usual career positions for learners obtaining this certification includes:

- Contract buyer
- Warehouse administrator
- Inventory controller
- Stock planner
- Administrative and support roles in procurement and supply departments

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