

Are you interested in a career in buying, purchasing or procurement?

## Level 4 Diploma in Procurement and Supply

A qualification from the Chartered Institute of Purchasing and Supply),  
delivered in partnership Global Horizon Skills Ltd

- ✓ Achieve the Level 4 CIPS Diploma in Procurement and Supply, equivalent to an HNC qualification.
- ✓ Delivered over a period of 18 days; 15 days of classroom-based learning followed by 3 days of examinations.
- ✓ Enhanced Learning Credits can be used.
- ✓ Registered as Affiliate Members of the Chartered Institute of Purchasing and Supply .

This course aims to provide 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 negotiation, planning, risk management and data analysis.

## Who is the course for?

- ◆ This course is for anyone interested in working as a Buyer, Purchaser, Procurement Manager, Supply Chain Consultant or in related logistics roles.
- ◆ Those applying for this course are required to be numerate and literate to at least level 2 (GCSE grade A-C) and have experience in a procurement or supply chain function at a managerial level.
- ◆ This is an intensive course and there will be a requirement to carry out extensive revision for examinations.



## Programme Structure

The course consists of five units:

Contexts

Business  
Needs

Sourcing

Negotiating &  
Contracting

Managing  
Contracts &  
Relationships

Each unit will be assessed by examination (5 in total) and a period of 3 hours per exam will be permitted. Examination dates are set by the awarding body and will follow on directly at the end of each course.

Whilst pre course work is not mandatory there is an online resource portal with pre-course reading available at [www.ghskills.com](http://www.ghskills.com)

# Employment Opportunities

There are many employment opportunities throughout the UK available for CIPS Diploma qualified personnel and roles specific to Purchasing/Procurement and Buying are advertised on numerous recruitment websites.

Other courses related to the procurement industry and delivered by CTP, which would enhance opportunities should they be coupled with this qualification are; CILT Level 5, Warehouse and Distribution Supervisor, PRINCE 2 / APMP, Leading and Managing Organisational Resilience, BIFM Level 4.



## Further Study



As part of the course, candidates will also be registered as Affiliate Members of the Chartered Institute of Purchasing and Supply.

Full membership is not available through completion of this qualification on its own, although it can be achieved through further commercial experience and/or continued Professional Development.

Those who complete the Level 4 Diploma may choose to go on and complete the Advanced Diploma or Professional Diploma.

On successful completion of the Diploma, Advanced and Professional diplomas and in conjunction with three years' experience in a role of responsibility in procurement and supply, candidates may apply for full membership of CIPS to use the designatory letters, MCIPS.

## Course Fees and How to Fund



The course is Non-Contract Funded and therefore Service leavers are required to fund the course before attendance.

15 day course:	£1,687.20
Exam fees	£564.00
CIPS registration	£158.00
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Total cost:	£2,251.20

Enhanced Learning Credits can be used as part payment for this course; for advice on funding please speak to your Service Resettlement Advisor.

The cost of the course is to be **paid direct to** the Course Booking & Information Centre in advance as soon as possible after course booking or your place maybe re-allocated. Payment is to be made by credit/debit card over the phone.

To book your place  
on this course, contact us today

02894 456200 | Mil (9491) 56200 | [CourseBookings@ctp.org.uk](mailto:CourseBookings@ctp.org.uk)

career  
transition  
partnership



The Ministry of Defence  
working with  
Right Management