

## CIPS Level 5 Advanced Diploma in Procurement and Supply

The Chartered Institute of Procurement and Supply (CIPS) Level 5 Advanced Diploma in Procurement and Supply 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 603/3925/1

### Introduction

The CIPS Level 5 Advanced Diploma in Procurement and Supply is designed for individuals working at or aspiring to the Managerial and Professional levels of the CIPS Global Standard for Procurement and Supply. The CIPS Level 5 Advanced Diploma in Procurement and Supply is designed for the more experienced members of the profession who are expected to develop, improve and fulfil functional business objectives and also formulate direction. The qualification also provides progression to the CIPS Level 6 Professional Diploma in Procurement and Supply.

Developed in close collaboration with practitioners, employers and academics in the specialism of Procurement and Supply, and with the providers who will be delivering the qualifications, the CIPS Level 5 Advanced Diploma in Procurement and Supply 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 profession and for progression once the learner is working.

### Background and Aims

It is designed as a follow on from the CIPS Level 4 Diploma in Procurement and Supply as learners are expected to develop, use and apply the professional language and skill sets introduced at Level 4 within a practical working environment. Individuals will be working at the Managerial level, but moving towards the Professional level of the CIPS Global Standard for Procurement and Supply Competency Framework. Learners will develop skills and knowledge in key areas of procurement and supply including managing risk, advanced contract and financial management, ethical procurement and supply, and category management.

This is the second level of the Diploma CIPS qualifications structure where elective modules are introduced, giving learners the choice of a specific professional pathway. 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 requirements<sup>1</sup> 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 practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts.</p> <p>Can analyse, interpret and evaluate relevant information, concepts and ideas.</p> <p>Is aware of the nature and scope of the area of study or work.</p> <p>Understands different perspectives, approaches or schools of thought and the reasoning behind them.</p>	<p>Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems.</p> <p>Use relevant research or development to inform actions.</p> <p>Evaluate actions, methods and results.</p>

The CIPS Level 5 Advanced Diploma in Procurement and Supply 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 managerial level of the procurement and supply function and this Advanced Diploma meets these requirements through:

- Coverage of a range of 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 required 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 enable learners demonstrate their skills, knowledge and understanding at the required level.
- Providing an extensive range of support, both resources and people, to ensure that learners have the best possible and most rounded learning experience to prepare them for the workplace. Developing and adopting an approach that is learner focussed and that is facilitated and administered to ensure achievement of full potential.

<sup>1</sup> Ofqual Handbook: General Conditions of Recognition, Section E – Design and development of qualifications:  
<https://www.gov.uk/guidance/ofqual-handbook>

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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](#)

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

### **Entry requirements**

The learner is required to have achieved the CIPS Level 4 Diploma in Procurement and Supply. 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 5 Advanced Diploma in Procurement and Supply learners are required to successfully complete the five core modules and three elective modules (60 credits) as set out in the table below. The core 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 –

- Category Management (L5M6)
- Advanced negotiation (L5M15)
- Achieving Competitive Advantage through the Supply Chain (L5M7)
- Project and Change Management (L5M8)
- Operations Management (L5M9)
- Logistics Management (L5M10).

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 be able to 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 5 Advanced Diploma in Procurement and Supply

Ref	Module Title	Module type Core / Elective	Credit Value	Assessment Format	Number of Learning Outcomes	Question Format and Value	Exam Duration (Hours)	Pass Mark (%)	GLH	Additional self-study	Module Learning Time
<b>L5M1</b>	Managing Teams and Individuals	Core	12	Constructed response  Closed book under exam conditions	5	Essay Style  All questions are worth 20 marks	3:00	50%	50	37	120
<b>L5M2</b>	Managing Supply Chain Risk	Core	6	Objective Response  Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	25	33.5	60
<b>L5M3</b>	Managing Contractual Risk	Core	6	Objective Response  Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	25	33.5	60

<b>L5M4</b>	Advanced Contract and Financial Management	Core	12	Constructed Response Closed book under exam conditions	4	Essay Style All questions are worth 25 marks	3:00	50%	<b>50</b>	<b>67</b>	<b>120</b>
<b>L5M5</b>	Managing Ethical Procurement and Supply	Core	6	Objective Response Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	<b>25</b>	<b>33.5</b>	<b>60</b>
<b>L5M6</b>	Category Management	Elective	6	Objective Response Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	<b>25</b>	<b>33.5</b>	<b>60</b>
<b>L5M7</b>	Achieving Competitive Advantage Through the Supply Chain	Elective	6	Objective Response Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	<b>25</b>	<b>33.5</b>	<b>60</b>
<b>L5M8</b>	Project and Change Management	Elective	6	Objective Response Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	<b>25</b>	<b>33.5</b>	<b>60</b>

<b>L5M9</b>	Operations Management	Elective	6	Objective Response Closed-book under exam conditions.	2	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	25	33.5	60
<b>L5M10</b>	Logistics Management	Elective	6	Objective Response Closed-book under exam conditions.	2	Multiple Choice Multiple Response All questions are worth 1 mark  Short Scenario (2 x 8 marks)	1:30	70%	25	33.5	60
<b>L5M15</b>	Advanced Negotiation	Elective	6	Objective response.  Closed-book under exam conditions.	3	Multiple Choice Multiple Response All questions are worth 1 mark Short Scenario (2 x 8 marks)	1:30	70%	25	33.5	60

<b>Pass criteria</b>	<p><b>Examination pass mark:</b> For modules, L5M1 and L5M4 (Constructive Response), you must achieve 50%. The examination pass marks are:</p> <ul style="list-style-type: none"> <li>• Distinction 75 - 100%</li> <li>• Merit 60 - 74%</li> <li>• Pass 50 - 59%</li> <li>• Fail 0 - 49%</li> </ul> <p>And 70% for the remaining 6 modules (Objective Response) in order to achieve the qualification.</p>
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**Core modules:**

**L5M1**

On completion of this module, learners will be able to evaluate the different schools of thought and the reasoning behind the variety of approaches to the management of themselves, individuals and groups or teams within organisations.

**L5M2**

On completion of this module, learners will be able to appraise a variety of tools and techniques to establish the level of risk in supply chains and to recommend and apply ways of avoiding, mitigating or managing risk.

**L5M3**

On completion of this module, learners will be able to evaluate the legal and process issues relating to the formation of contracts and the legal implications of contractual non-conformance. They will also assess the impacts of breach of contract and examine coping remedies and provisions that are available under such circumstances.

**L5M4**

On completion of this module, learners will be able to develop measures to ensure and improve contract performance as they assess the concept and use of strategic sourcing and also consider financial aspects that may impact procurement and supply activity.

**L5M5**

On completion of this module, learners will be able to explain the impact of and initiatives to improve, sustainability and the managerial approaches to promote ethical practices in procurement and supply.

**Elective modules:**

**L5M6**

On completion of this module, learners will be able to evaluate approaches that can be adopted to develop category management of both direct and indirect organisational expenditure and plan for the associated strategic processes.

**L5M7**

On completion of this module, learners will be able to assess a range of processes that support the achievement of competitive advantage and improvements in organisational performance through its supply chain.

**L5M8**

On completion of this module, learners will be able to assess the impact and implications of projects, examine approaches applied to the planning and management of projects and recognise the challenges associated with and the methods to manage, achieve and maintain organisational change.

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**L5M9**

On completion of this module, learners will be able to understand the concepts of operations management that link to the efficiency and effectiveness of the supply chain and explain plans, designs, processes and systems for the improved control or improvement of supply chain operations.

**L5M10**

On completion of this module, learners will be able to understand the concepts of logistics management that link to the efficiency and effectiveness of the supply chain and explain plans, designs, processes and systems for the improved control or improvement of supply chain logistics.

**L5M15**

On completion of this module learners will be able to examine the key stages of the negotiation process and the influence of relationships and ethics on the process. They will also assess the methods and behavioural factors which can influence others.

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 CIPS Level 5 Advanced Diploma in Procurement and Supply qualification for Total Qualification Time (TQT) is 600. 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 600 hours in terms of Total Qualification Time, which can consist of 250 guided learning hours and a recommended 335 hours of additional self-study which includes a wider reading of the subject areas and revision to give the learner the best preparation for successfully achieving the qualification, plus 15 hours of assessment time.

The CIPS Level 5 Advanced Diploma in Procurement and Supply forms part of the CIPS ladder of qualifications and supports progression within employment and also to further learning including to the CIPS 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](#)