

ACCREDITED BY:



SUPPORTED BY:



CIPS LEVEL 2 HANDBOOK

**CERTIFICATE IN PROCUREMENT AND
SUPPLY OPERATIONS**

ORGANIZED BY:



TABLE OF CONTENT

SECTION: Introduction	4
About CIPS	4
Why Choose CIPS?	4
Why ALTAWAIL?	5
CIPS Qualification Levels	6
SECTION: Overview of Level 2: Certificate in Procurement and Supply Operations	10
Purpose of the Qualification	10
Learning Approach	11
Entry Requirements and Target Group	11
In-House Training	11
CIPS Exemptions (Recognition of Prior Learning – RPL)	12
Qualification Structure	13
L2M1: Introducing Procurement and Supply	13
L2M2: Procurement and Supply Operations	17
L2M3: Stakeholder Relationships	19
L2M4: Systems Technology	21
L2M5: Inventory, Logistics and Expediting	23
Total Qualification Time	25
Guided Learning Hours (GLH)	26
Self-Study Requirement (SSR)	26
Assessment Method	26
Course calendar, Fees and Modality	27
SECTION: Teaching, Learning & Assessment	29
SECTION: Learner Support	32
SECTION: Learner Engagement	35
SECTION: Centre / Learner Contract	37
SECTION: Registration Process	40
SECTION: Training Facilities and Safety Procedures	42
SECTION: Contacts Details	44

SECTION: **INTRODUCTION**

INTRODUCTION

Welcome to the CIPS Level 2 Certificate in Procurement and Supply Operations.

This handbook provides essential information about the course structure, learning objectives, training approach, and examination requirements.

The qualification introduces the fundamental principles of procurement and supply operations and provides learners with the basic knowledge required to work effectively within purchasing and supply chain environments.

ABOUT CIPS

The Chartered Institute of Procurement & Supply (CIPS) is the global professional body for procurement and supply chain professionals.

CIPS qualifications are internationally recognized and designed to develop practical and theoretical knowledge required in procurement roles.

WHY CHOOSE CIPS?

The **Chartered Institute of Procurement & Supply (CIPS)** is widely recognized as the global professional body for procurement and supply management. CIPS qualifications provide learners with internationally recognized knowledge, practical skills, and professional credibility that support career advancement in procurement and supply chain management.

► Global Recognition

CIPS qualifications are respected by organizations worldwide and demonstrate a professional standard of competence in procurement and supply.

► Career Development

CIPS certification helps professionals enhance their career prospects by developing the knowledge and capabilities required for modern procurement and supply chain roles.

► Practical and Industry-Relevant Knowledge

The curriculum is designed based on real-world procurement practices, ensuring that learners gain applicable skills that can be immediately used in the workplace.

► Professional Pathway

CIPS qualifications form part of a structured professional pathway that allows learners to progress through multiple levels and ultimately work toward MCIPS (Member of the Chartered Institute of Procurement & Supply) status.

► Organizational Value

Professionals with CIPS qualifications contribute to improved procurement performance, better supplier management, cost efficiency, and stronger governance within organizations.

► Ethical and Responsible Procurement

CIPS promotes high professional standards and ethical procurement practices, helping organizations operate with transparency, responsibility, and sustainability.

| WHY ALTAWAIL?

ALTAWAIL Consulting & Training is a professional training and consulting organization committed to delivering high-quality learning experiences that support the development of individuals and organizations.

With extensive experience in professional training and capacity development, ALTAWAIL provides learners with practical knowledge, expert instruction, and structured learning environments that help participants succeed in their professional certifications.

► Experienced Trainers

ALTAWAIL works with qualified trainers and subject matter experts who bring practical industry experience in procurement, supply chain management, and business operations. This ensures that learners gain knowledge that is both academically sound and practically relevant.

► Practical Learning Approach

Training at ALTAWAIL focuses on real-world applications. Courses include practical examples, discussions, and case studies that help learners understand how procurement principles are applied in real organizational environments.

▶ Exam Preparation Support

Participants receive guidance and support to help them prepare for their certification exams, including explanations of key concepts, practice questions, and exam preparation strategies.

▶ Professional Training Environment

ALTAWAIL provides a structured and supportive learning environment designed to help participants stay engaged, develop their skills, and achieve their certification goals.

▶ Commitment to Quality

ALTAWAIL is committed to maintaining high standards in training delivery, ensuring that learners receive professional learning experience that supports both their individual career development and the needs of the organizations they serve.

CIPS QUALIFICATION LEVELS

The **Chartered Institute of Procurement & Supply (CIPS)** provides a structured professional qualification pathway designed to develop procurement and supply professionals at different stages of their careers. Each level builds upon the previous one, progressively strengthening knowledge, practical skills, and strategic capabilities in procurement and supply chain management.

The CIPS qualification framework allows learners to develop from foundational operational knowledge to advanced strategic procurement expertise, supporting career progression in procurement, purchasing, and supply chain management.

LEVEL 2 Certificate in Procurement and Supply Operations

The Level 2 Certificate in Procurement and Supply Operations introduces learners to the fundamental principles of procurement and supply. It is designed for individuals who are new to the profession or working in support roles within procurement and supply chain environments.

This level focuses on understanding basic procurement processes, the role of stakeholders, and the systems used in procurement operations.

This qualification provides a solid foundation for individuals beginning their careers in procurement and supply.

LEVEL 3 Advanced Certificate in Procurement and Supply Operations

The Level 3 Advanced Certificate in Procurement and Supply Operations builds upon the knowledge gained at Level 2 and provides a deeper understanding of procurement environments and operational procurement activities.

This level is suitable for individuals who have basic procurement knowledge or experience and wish to develop their operational procurement capabilities.

This qualification helps learners strengthen their operational procurement skills and prepares them for professional-level procurement qualifications.

LEVEL 4 Diploma in Procurement and Supply

The Level 4 Diploma in Procurement and Supply is the first professional-level qualification within the CIPS pathway. It is designed for procurement professionals responsible for managing procurement activities and supporting commercial decisions within organizations.

This level focuses on developing a broader understanding of procurement strategy, commercial contracting, supplier management, and negotiation.

This qualification equips professionals with the knowledge and skills required to manage procurement processes and contributes to strategic procurement decisions.

LEVEL 5 Advanced Diploma in Procurement and Supply

The Level 5 Advanced Diploma in Procurement and Supply is designed for procurement professionals who are responsible for managing teams, leading procurement activities, and contributing to organizational procurement strategies.

This level focuses on advanced procurement planning, risk management, supply chain strategy, and leadership within procurement functions.

This qualification prepares professionals for leadership roles within procurement and supply chain management.

LEVEL 6 Professional Diploma in Procurement and Supply

The Level 6 Professional Diploma in Procurement and Supply is the highest qualification within the CIPS professional pathway. It is designed for senior procurement professionals responsible for developing procurement strategies and leading procurement functions at an organizational level.

This level focuses on strategic leadership, global procurement strategy, supply chain transformation, and governance.

This qualification prepares professionals to operate at senior management and executive levels within procurement and supply chain organizations.

Professional Recognition and Career Progression

Upon successful completion of the CIPS Level 6 Professional Diploma, learners may become eligible to apply for MCIPS (Member of the Chartered Institute of Procurement & Supply) status, subject to CIPS membership requirements.

MCIPS is internationally recognized as a benchmark of professional competence and leadership in procurement and supply management. It demonstrates that an individual possesses the knowledge, experience, and professional standards required to lead procurement functions and contribute to strategic organizational success.

SECTION: **OVERVIEW OF** **LEVEL 2**

**CERTIFICATE IN PROCUREMENT
AND SUPPLY OPERATIONS**

CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

The CIPS Level 2 Certificate in Procurement and Supply Operations is a vocational qualification designed for individuals who are beginning their careers in procurement and supply or who have procurement-related responsibilities within their current roles. The qualification is regulated in the United Kingdom and recognized by Ofqual, CCEA Regulation, and Qualifications Wales, ensuring that it meets internationally recognized education and training standards.

In addition, the CIPS Level 2 Certificate in Procurement and Supply Operations is recognized within the Human Resources Development Fund (HRDF) Professional Certification Support Program in Saudi Arabia. This program supports Saudi nationals in obtaining internationally recognized professional certifications that enhance their skills and competitiveness in the labor market.

Approval of this certification within the HRDF program was granted in April 2020, allowing eligible learners to benefit from financial support for both training and examination costs.

This recognition reflects the growing importance of procurement and supply chain expertise in supporting the development of skilled professionals and strengthening workforce capabilities within Saudi Arabia's evolving economy.

PURPOSE OF THE QUALIFICATION

- ▶ The Level 2 Certificate is designed to prepare learners for operational roles in procurement and supply. It introduces the procurement function while helping learners develop essential professional skills such as communication, teamwork, planning, and problem solving.
- ▶ The qualification also prepares learners for progression to higher CIPS qualifications, including the CIPS Level 3 Advanced Certificate in Procurement and Supply Operations.

LEARNING APPROACH

CIPS qualifications combine two important elements of professional development:

1. Knowledge and understanding

Developing the theoretical understanding of procurement processes and supply chain activities.

2. Practical and technical skills

Applying procurement knowledge in real workplace situations to support procurement and supply operations.

In addition, the program emphasizes transferable workplace skills that are highly valued by employers, including:

- ▶ Effective communication
- ▶ Teamwork
- ▶ Planning and organization
- ▶ Problem solving
- ▶ Professional conduct

ENTRY REQUIREMENTS AND TARGET GROUP

There are no formal entry requirements for the Level 2 qualification.

This makes the qualification suitable for:

- ▶ Individuals new to procurement and supply
- ▶ Administrative staff supporting procurement activities
- ▶ Employees with some procurement responsibilities
- ▶ Professionals interested in starting a career in supply chain management

IN-HOUSE TRAINING

This course can also be delivered in-house for organizations. If you are interested in arranging a private delivery for your team, please contact us for further details.

CIPS EXEMPTIONS

RECOGNITION OF PRIOR LEARNING (RPL)

CIPS recognizes that many learners may have previously completed academic or professional qualifications that cover similar topics to those included in CIPS programs. Through its Recognition of Prior Learning (RPL) policy, CIPS allows eligible learners to apply for exemptions from certain modules, meaning they may not need to repeat learning they have already successfully completed.

The exemption process ensures that prior learning meets the same academic standards, learning outcomes, and credit requirements as the corresponding CIPS modules.

Eligibility

To apply for exemptions, learners must:

- ▶ Hold an active CIPS student membership
- ▶ Have completed recognized prior certified learning
- ▶ Provide evidence that their previous qualification is equivalent in level and learning hours to the relevant CIPS module

Qualifications awarded by UK universities, Higher Education Institutions, or regulated awarding bodies are typically accepted. Qualifications from institutions outside the UK may also be considered if they are recognized as equivalent to UK higher education standards.

Maximum Exemptions

CIPS allows a limited number of exemptions within each qualification level:

CIPS Level	Maximum Credits
Level 2	Up to 9 credits
Level 3	Up to 18 credits
Level 4	Up to 36 credits
Level 5	Up to 36 credits
Level 6	Up to 36 credits

Important Notes

- ▶ Qualifications used for exemptions must normally be no more than five years old.
- ▶ Exemptions are assessed per module, and a separate non-refundable fee applies for each application.
- ▶ Applicants must provide supporting documents such as qualification certificates, academic transcripts, and module descriptions to demonstrate equivalence with CIPS modules.

Application Process

Exemption requests are submitted through the MyCIPS portal, where learners can access the required application forms and supporting templates.

More information about the exemption process can be found on the CIPS website.

QUALIFICATION STRUCTURE

To achieve the CIPS Level 2 Certificate in Procurement and Supply Operations, learners must successfully complete five mandatory modules.

L2M1: Introducing Procurement and Supply

Module purpose

On completion of the module, learners will be able to identify the fundamental roles and activities, the systems, procedures, processes and contracts associated with the procurement and supply function.

Module outline

1.0 Understand the role of procurement and supply within organizations

1.1 Identify the common terms that describe aspects of procurement and supply

- Definitions of common terms such as procurement, purchasing, buying, supply chain, materials management, distribution, logistics and contract management
- Definitions of different types of procurements such as capital and revenue purchases, products, services, direct and indirect, outsourcing and insourcing
- Three sectors of activity: extraction of raw materials (primary), manufacturing (secondary), and services (tertiary)

1.2 Explain the roles and benefits of procurement and supply in organisations

- The typical proportion of costs accounted for by procurement of goods and services
- The roles of procurement and supply and procurement professionals
- Achieving value for money
- Sustainability in procurement and supply
- The roles of staff with devolved responsibilities for procurement of goods and services
- The roles of procurement and supply staff in making expenditures with suppliers
- The tiers of a supply chain

1.3 Define components of a supply chain

- Customers and their customers
- Customers and consumers
- Suppliers and their use of suppliers
- Tiers of a supply chain
- The global aspects of supply chains
- Examples of supply chains in action

2.0 Understand the organizational impact of procurement and supply

2.1 Identify how effective procurement impacts on organizational efficiency

- How effective procurement impacts on profitability
- Creating savings and improving efficiency
- Budgets and budget monitoring
- How effective procurement helps achieve targets
- Total costs of ownership criteria or whole life costs
- The different objectives of a procurement and supply function
- The creation of centralized, devolved and lead buying structures of procurement and supply functions.

2.2 Define the five rights of procurement and supply

- The five rights of procurement and supply
- Price, total cost, quality, timing, quantity and place
- Defining value for money

3.0 Know how products and services are received from suppliers and delivered to customers

3.1 Identify the delivery of products and services made by external suppliers

- The need for supplies of products and services from external suppliers
- Outsourced services
- Seeing suppliers as a part of a supply chain

3.2 Identify the delivery of products and services that organizations make to customers

- Defining products and services
- The customer role
- Seeing customers as a part of a supply chain

4.0 Know the stages of the sourcing process

4.1 Indicate stages of a sourcing process

- Identification of needs
- Producing specifications
- Requesting quotations
- Receiving quotations
- Assessing supplier quotations
- Making contract award recommendations
- Contract authorization
- Order placement, blanket orders/frameworks and call off orders
- Performance and delivery
- Payment of suppliers
- Expediting deliveries
- Reviewing outcomes and processes
- Pre and post award stages of a sourcing process

5.0 Understand the need for the effective and efficient administration of purchases made with external suppliers

5.1 Describe and explain effective and efficient administration

- Defining administration
- Reviewing the steps taken to forming agreements made with suppliers
- Defining effectiveness and efficiency

5.2 Describe the administration of the pre contract stages of a sourcing process

- The creation of requisitions and requirements
- The use of specifications, key performance indicators (KPIs) and contract terms
- The creation of requests for quotations or invitations to tender
- The use of prequalification questionnaires
- The submission of quotations or tenders for requirements
- The assessment of quotations and tenders

5.3 Describe the administration of the award and post award stages of a sourcing process

- The creation of orders or tender award documentation
- Delivery notes and order acknowledgements
- Receiving invoices
- Invoice matching and dealing with non-compliances

5.4 Explain the need for approvals in the administration of procurement and supply

- Typical procedures for authorizing budgets, requisitions, orders and tenders
- The separation of duties
- Contract recommendation and authorization
- Levels of delegated authority for contracts
- Ensuring an efficient approval process

6.0 Know the importance of ethics and responsible procurement in organizations and supply chains

6.1 Identify good ethical practices and procedures within the context of the procurement and supply function

- Application of the CIPS Code of Conduct
- Details included in ethical codes affecting procurement and supply
- The use of ethical codes of practice
- The use of documented policies and procedures for the work of procurement and supply
- The principles of corporate governance
- Forms of bonded and exploitative labor that can exist in supply chains

L2M2: Procurement and Supply Operations

Module purpose

On completion of the module, learners will be able to identify types of business organizations. They will define the fundamentals and components of the contracting process, identify sources of information on suppliers and customers and define pricing methods used for the purchasing of goods or services.

Module outline

1.0 Know the types of organizations and how they operate

1.1 Identify the types of business organizations

- Private public and third sector organizations
- Production and service organizations

1.2 Describe how organizations operate

- People, objectives and structure in organizations
- The formal and informal organization

1.3 Identify the key operating functions within organizations

- Differentiation and integration in organizations
- Typical functions in organizations such as production, operations, marketing and sales, customer support, human resources, personnel, finance, IT, and technical functions
- Differentiating procurement and supply

2.0 Know the components of contractual agreements

2.1 Identify types of contracts

- Spot purchases
- Term contracts
- Framework arrangements/blanket orders/panel contracts and call offs

2.2 Identify the kind of pricing arrangements applied in commercial contracts

- Fixed pricing, lump sum pricing and schedule of rates
- Cost reimbursable and cost plus arrangements
- Variable pricing arrangements
- Target pricing arrangements
- Risk and reward pricing arrangements

2.3 Define the different documents that compose a contract for the purchase or supply of goods or services

- Defining contracts and agreements
- The use of tendering and quotations
- The documents that comprise a contract - the specification, key performance indicators (KPIs), contract terms, pricing and use of other schedules
- Contracts for the supply of goods or services

3.0 Understand sources of information on suppliers and customers

3.1 Explain the use of the Internet to locate details about suppliers and customers

- The use of Internet search engines to locate details about suppliers and customers
- The types of information presented by suppliers and customers on their websites
- B2B and B2C E-Commerce

3.2 Explain the use of credit rating agencies

- The role of credit rating agencies and credit rating scores
- Publications on individual organizations and markets
- The use of credit rating scores

3.3 Describe systems used in procurement and supply

- Systems for purchase ordering
- Capturing data on expenditures
- The use of portal sites to locate suppliers or customers
- Examples of supplier database systems

4.0 Understand pricing methods used for the purchasing of goods or services

4.1 Explain the advantages and disadvantages of a range of pricing methods

- Fixed pricing, lump sum pricing and schedule of rates
- Cost reimbursable and cost-plus arrangements
- Variable pricing
- Target pricing
- Risk and rewards pricing

L2M3: Stakeholder Relationships

Module purpose

On completion of this module, learners will be able to define stakeholders and explain the key market factors that impact on the procurement and supply function. They will also define the role of effective communication in the successful development and maintenance of internal and external relationships.

Module outline

1.0 Know the stakeholders in procurement and supply

1.1 Define external stakeholders in procurement and supply

- Defining and profiling stakeholders
- Typical stakeholders such as suppliers, customers, consumers, communities, government and other groups
- The distinction between customers and consumers

1.2 Identify internal stakeholders that can be involved in purchases from suppliers and supplies delivered to customers

- The role of procurement and supply in dealing with other business functions such as marketing, sales, production, operations, human resources, finance, design and development, distribution, facilities, senior management and the board of management

1.3 Describe how internal and external stakeholders influence procurement and supply activity

- The internal and external stakeholders that can influence the work and success of procurement and supply.

2.0 Know the key market factors that impact on a procurement and supply function

2.1 Identify the key economic sectors that impact on a procurement and supply function

- Public, private and not-for-profit or third sector
- Primary, secondary and tertiary sectors

2.2 Indicate the impact of demand and supply on markets

- Demand and supply curves
- How demand and supply factors can change
- How demand and supply factors can impact on pricing and availability

2.3 Describe how market factors impact on the procurement and supply activities of an organization

- The level of competition: perfect competition, imperfect competition, oligopoly, duopoly and monopolies
- The impact of demand on sales
- Market growth and decline
- Competitive forces on organizations

2.4 Identify the contribution that marketing makes to develop customer and supplier relationships

- Define the principles and definitions of marketing
- Techniques associated with marketing
- Sources of competitive advantage sought through marketing
- Relevance of marketing principles to purchasers

3.0 Understand the techniques associated with successful and effective communication in procurement and supply

3.1 Describe and explain approaches to build rapport with internal and external stakeholders

- Techniques to develop, maintain and improve relationships with internal stakeholders to promote effective procurement and supply

3.2 Explain methods of negotiating with suppliers and customers

- Negotiation techniques for use with suppliers and customers to agree contract terms and relationships that will achieve the interests of the overall organization

3.3 Recognize all elements of the communication cycle

- The importance of appropriate, prompt and timely communications with stakeholders and suppliers
- How to create appropriate written correspondence
- How to complete electronic files and documents used in support of the procurement and supply process

3.4 Describe the key characteristics of successful and effective team working

- Group cohesiveness and performance
- The characteristics of an effective work group
- The stages of team development

4.0 Know approaches for conflict resolution with stakeholders in procurement and supply

4.1 Identify the types of information that can be exchanged between purchasers and suppliers

- Types of information exchange such as scheduling difficulties, demand forecasts, trends in costs and availability, designs and innovations and new product development

4.2 Indicate how conflict can arise in the work of procurement and supply

- Defining workplace conflict
- The sources of conflict in organizations and between personnel
- The sources of conflict between organizations and their personnel

4.3 Identify approaches to conflict resolution with stakeholders in procurement and supply

- Approaches to conflict resolution
- Clarifying roles and responsibilities
- Group cohesion
- Achieving buy-in from stakeholders

L2M4: Systems Technology

Module purpose

On completion of this module, learners will be able to define the uses of, and identify the advantages offered by systems technology in improving procurement and supply activity whilst maintaining overall quality.

Module outline

1.0 Understand the use of systems technology and databases and how they contribute to procurement and supply

1.1 Explain how to use systems technology and databases to contribute to effective procurement and supply

- Inputting of data to systems to perform key tasks for purchase ordering and other transactions
- Capturing data on expenditures and updating systems
- How to provide data to smooth demand and why demand management is important in procurement and supply
- Data use in the forecasting process
- Achieving functional targets

- How to compare forecasts with actual outcomes to control expenditures
- How to measure achieved savings of goods and services to recognise efficiencies
- How to measure internal and external lead times of supplies of goods and services

1.2 Recognize how the use of the Internet, intranets and extranets leads to effective procurement and supply

- The use of Internet search engines to locate details about suppliers and customers
- The types of information presented by suppliers and customers on their websites
- The e-market place
- The use of social media to obtain feedback on supplier performance

1.3 Explain the role of e-sourcing and e-tendering systems in procurement and supply

- E- invoicing e-requisitioning, e-catalogues and e-ordering
- Pre-qualify suppliers
- Receive and evaluate quotations and tenders
- Defining e-sourcing

2.0 Know types of systems for supplier selection, ordering and payment

2.1 Describe the use of electronic sourcing systems for supplier selection and profiling

- Attracting quotations or tenders through an e-tendering or e-sourcing system
- The publication of e-notices
- The use of e-auctions

2.2 Identify systems used in procurement and supply

- Systems for purchase ordering
- Capturing data on expenditures
- The use of portal sites to locate suppliers or customers
- Examples of supplier database systems

2.3 Identify the use of P2P (purchase to pay) systems for ordering from suppliers and payment to suppliers

- The P2P process from the creation of requisitions, to raising requests for quotations or tenders, receipt of quotations or tenders, delivery documentation, invoicing and payment
- Examples of P2P systems

3.0 Know why quality management is important in procurement and supply

3.1 Identify components of quality management in procurement and supply

- Definitions of quality, quality control, quality assurance and total quality management
- Quality as a philosophy
- Getting things right first time

3.2 Identify the costs of quality

- Prevention and appraisal costs
- The internal and external costs of quality
- Organizational reputation

3.3 Identify techniques associated with quality assurance and quality management

- How to assess the quality of supplies of goods and services to ensure that quality standards are achieved and maintained
- From quality inspection to quality assurance
- Quality circles
- The use of control charts
- Kaizen, continuous improvement, lean philosophy and associated techniques

L2M5: Inventory, Logistics and Expediting

Module purpose

On completion of this module, learners will be able to identify the key role that inventory has to play and define the principles and processes associated with effective logistics control, explaining how effective expediting can be achieved in procurement and supply.

Module outline

1.0 Know the key elements of effective inventory control

1.1 Identify the classifications of different types of inventory

- Opening stock, work in progress, safety stock and finished goods
- Obsolescent and redundant stock
- Direct and indirect supplies
- ABC classifications of stock that may apply
- Dependent demand and independent demand items of stock

1.2 Identify the direct and indirect costs of holding inventory

- Direct and indirect costs that are associated with holding inventories
- Options to reduce costs whilst mitigating any negative impact on service levels

1.3 Identify techniques associated with inventory control

- Re-order quantities
- Re-order levels
- MRP and MRPII
- ERP
- Just in Time
- Bar coding
- Subjective and objective forecasting

1.4 Identify the key aspects associated with the handling, packaging and storage of supplies

- The use of materials handling equipment and palletization and unit loads, packing and packaging and the use of automation in warehousing

2.0 Understand the principles and processes associated with effective logistics control

2.1 Identify the key principles of stores and warehousing facilities

- The effective and efficient flows of inventory
- Reduction of life-cycle costs
- Space optimization

2.2 Identify the strengths and weaknesses associated with modes of freight transportation

- Road
- Rail
- Air
- Sea
- Pipeline

2.3 Identify types of Incoterms in international logistics

- E, F, C and D terms
- Incoterms rules and incorporation into the sales contract

2.4 Identify legislative regulations that affect international sourcing

- How to ensure compliance with legislation and regulations for supplies from international sources

2.5 Describe the documentation that is used in transportation of supplies

- The single administrative document
- Packing list, waybill, consignment notes, bill of lading
- Certificate of origin
- Letters of credit or other financial documentation

3.0 Know how effective expediting can be achieved in procurement and supply

3.1 Explain the assessment of costs of inventory and the cost of stockouts

- Monitor levels of inventories and take actions to mitigate over supply and minimize the risk of stock outs
- The use of forecasting to achieve timely delivery of supplies
- Track deliveries and documentation
- The use of forecasting, difficulties and techniques

3.2 Explain the planning process associated with expediting delivery

- Use of problem-solving techniques
- Planning milestones and activities

3.3 Explain the significance of payment to suppliers and cash flow

- Track any deviations from planned payments and take remedial actions to mitigate disruptions that may be created through difficulties with cash flow

These modules provide a balanced understanding of procurement operations, supplier relationships, logistics, and the systems used in modern procurement activities.

| TOTAL QUALIFICATION TIME

The Total Qualification Time (TQT) represents the estimated total number of hours a learner is expected to dedicate to completing the qualification. This includes time spent in instructor-led training, independent study, revision, and examinations.

For the CIPS Level 2 Certificate in Procurement and Supply Operations, the estimated total qualification time is **180 hours**.

GUIDED LEARNING HOURS (GLH)

Guided Learning Hours (GLH) refer to the time spent in structured learning activities led by a trainer or instructor. These activities may include lectures, training sessions, tutorials, workshops, and other supervised learning environments.

For this qualification, learners are expected to complete approximately **120 Guided Learning Hours**.

SELF-STUDY REQUIREMENT (SSR)

In addition to guided learning, learners are expected to dedicate time to independent study and revision. This self-study supports deeper understanding of the subject areas and helps learners prepare effectively for the examinations.

The recommended **Self-Study Requirement (SSR) for this qualification is 54 hours**.

ASSESSMENT METHOD

All modules are assessed through CIPS externally set and marked examinations.

Assessment of characteristics

- ▶ Computer-based examinations
- ▶ Objective response questions: In OR exams questions you will select a response from a list of possible answers. You will find these types of exams across all our qualifications.
- ▶ Exams scheduled throughout the year
- ▶ Pass mark: **70%**

Table 2: CIPS Level 2 Module Structure and Assessment Details

CODE	Module Title	Credit Value	Exam Type	Exam Duration	Questions per LO	GLH	Additional self-study	Module learning time
L2M1	Introducing Procurement and Supply	6	72 Objective Response	2 hours	12	40	18	60
L2M2	Procurement and Supply Operations	3	36 Objective Response	1 hour	9	20	9	30
L2M3	Stakeholder Relationships	3	36 Objective Response	1 hour	9	20	9	30
L2M4	Systems Technology	3	36 Objective Response	1 hour	12	20	9	30
L2M5	Inventory, Logistics and Expediting	3	36 Objective Response	1 hour	9	20	9	30

Pass criteria	Examination pass mark: 70% You must achieve 70% for each section (learning outcome) within the exam in order to pass.
----------------------	---

Additional information is available at: <https://www.cips.org/qualifications/procurement-certificate>

COURSE CALENDAR, FEES AND MODALITY

-  **Date:** 14 June – 9 July 2026
-  **Price:** SAR 17,600 (excluding VAT)
-  **Delivery Mode:** Online instructor-led training
-  **Language:** English

The course fee includes all essential learning materials and examination costs.

SECTION: **TEACHING LEARNING AND ASSESSMENT**

TEACHING, LEARNING & ASSESSMENT

The CIPS Level 2 Certificate in Procurement and Supply Operations at ALTAWAIL is delivered through structured training sessions designed to provide learners with a practical introduction to procurement and supply concepts. The training focuses on building foundational knowledge and understanding of procurement processes and terminology.

Training delivery methods may include:

- Trainer-led classroom sessions (face-to-face or virtual).
- Interactive presentations explaining key procurement concepts.
- Practical examples and real-world procurement scenarios.
- Group discussions and guided learning activities.
- Practice questions and short quizzes to reinforce understanding.

Learning Activities and LMS Access

Learners enrolled in the program will receive access to ALTAWAIL's Learning Management System (LMS) <https://elearning.altawail.com/>. The LMS is used to support learning and provide additional resources throughout the program.

Through the LMS, learners may access:

- Training materials and trainer presentations.
- Recorded training sessions for review and revision.
- Practice quizzes and self-assessment activities.
- Additional learning resources and course announcements.
- Communication channels to ask questions and receive academic support from the trainer.

The availability of recorded sessions allows learners to revisit the training content at their own pace and reinforce their understanding of key topics.

Feedback and Learning Support

Learners receive continuous guidance and support from the trainer during the program. This support may include:

- Feedback on practice questions and exercises.
- Clarification of procurement and supply concepts.
- Guidance on examination preparation.
- Revision sessions before the exam where required.

CIPS External Assessment

All CIPS Level 2 modules are assessed through computer-based examinations provided by CIPS. Assessment format typically includes:

- Objective Response (OR) examinations.
- Multiple-choice style questions.
- Computer-based testing.

Examinations are conducted through authorized CIPS examination platforms. Each module is assessed separately.

Exam Preparation

To support learners in preparing for the CIPS examinations, ALTAWAIL may provide:

- Practice questions and mock assessments.
- Revision sessions covering key topics.
- Guidance on exam techniques and time management.
- Additional revision activities are available through the LMS.

SECTION: **LEARNING SUPPORT**

LEARNER SUPPORT

Learning Support

ALTAWAIL is committed to supporting learners throughout their studies to help them successfully complete the CIPS Level 2 program. Support available to learners may include:

- ▶ Guidance and clarification of course topics during training sessions.
- ▶ Additional explanations or revision support for complex procurement concepts.
- ▶ Assistance with accessing course materials and learning resources through the Learning Management System (LMS).
- ▶ Access to recorded training sessions for review and revision.
- ▶ Practice quizzes and learning activities are available through the LMS.
- ▶ Learners are encouraged to discuss any learning difficulties with the trainer or program coordinator at an early stage so that appropriate support can be provided.
- ▶ Where applicable, learners may also refer to the CIPS Reasonable Adjustments and Special Consideration Policy, which provides guidance for learners who may require additional support due to specific circumstances. The policy document and relevant guidance are provided to learners through their LMS account as part of the course resources.

Personal and Professional Support

In addition to academic support, ALTAWAIL aims to provide a supportive learning environment that encourages professional development and learner well-being.

Learners may receive support through:

- ▶ Access to trainers for academic guidance and clarification of course topics.
- ▶ Scheduled training sessions where learners can ask questions and discuss learning challenges.
- ▶ Communication with trainers or program coordinators through email or LMS.
- ▶ Guidance on examination preparation and exam techniques to support success in the CIPS examinations.

- ▶ Where necessary, learners may contact the center to discuss any personal circumstances that may affect their studies so that appropriate guidance or support can be considered.
- ▶ Learners are encouraged to actively engage with trainers, participate in training sessions, and make full use of the available learning resources to support their progress throughout the program.

SECTION:

LEARNER ENGAGEMENT

LEARNER ENGAGEMENT

Learner Feedback and Learner Representation

ALTAWAIL values learner feedback as an important part of maintaining and improving the quality of the training programs. Learners are encouraged to share their opinions and suggestions regarding the training experience.

To support continuous improvement, learner feedback will be collected after the completion of each module. Feedback may be gathered through learner satisfaction surveys or evaluation forms. These surveys allow learners to provide feedback on areas such as:

- ▶ Quality of the training delivery
- ▶ Course content and learning materials
- ▶ Trainer effectiveness
- ▶ Training environment and learning resources

The feedback collected is reviewed by the center to identify opportunities for improvement and to ensure that the training programs continue to meet learner needs and expectations.

Learners may also provide feedback at any time during the program by contacting the trainer or program coordinator.

Where applicable, feedback surveys may be distributed or completed through the Learning Management System (LMS).

SECTION:

CENTRE LEARNER

CONTRACT

CENTRE / LEARNER CONTRACT

Attendance and Participation

Learners enrolled in the CIPS program at ALTAWAIL are expected to attend all scheduled training sessions and actively participate in the learning activities. Regular attendance is important to ensure that learners fully understand the course content and are well prepared for the CIPS examinations.

For face-to-face or live online training, learners are expected to attend the scheduled sessions and participate in discussions, exercises, and learning activities.

If a learner is unable to attend a session due to unavoidable circumstances, they should inform the training coordinator or trainer as soon as possible. Where available, learners may review the recorded training sessions through the Learning Management System (LMS) to catch up on missed content.

Learners are responsible for reviewing the training materials, completing any learning activities provided through the LMS, and preparing for the CIPS examinations.

Consistent participation in both training sessions and LMS activities will support learner success in the program.

Conduct and Behavior

ALTAWAIL expects all learners to maintain a professional and respectful learning environment throughout the program. Learners should demonstrate appropriate behavior during training sessions, whether delivered face-to-face or online. Learners are expected to:

- Treat trainers, staff, and fellow learners with respect and professionalism.
- Participate constructively in discussions and learning activities.
- Follow the guidelines provided by the trainer during training sessions.
- Avoid any form of disruptive, inappropriate, or disrespectful behavior.

Any conduct that negatively affects the learning environment may be addressed in accordance with ALTAWAIL's internal policies and procedures, which are accessible to learners through their Learning Management System (LMS) account.

Equal Opportunities and Health & Safety

ALTAWAIL is committed to providing a positive, safe, and inclusive learning environment for all learners. The center promotes equality, fairness, and respect for all individuals regardless of gender, nationality, race, religion, age, disability, or background.

All learners should feel comfortable participating in training activities and expressing their ideas in a respectful environment. Any form of discrimination, harassment, or inappropriate behavior is not tolerated.

For face-to-face training, ALTAWAIL ensures that training facilities follow appropriate health and safety standards to provide a safe learning environment. For online training, learners are expected to participate in sessions in a professional manner and ensure that their learning environment supports effective participation.

Further information about equality, diversity, and health and safety practices is provided in ALTAWAIL's internal policies and procedures, which are accessible to learners through their LMS account as part of the course resources.

Learner Complaints

ALTAWAIL is committed to maintaining a high standard of training delivery and learner support. If a learner has a concern or complaint related to the training program, services, or learning environment, the center encourages the issue to be raised so that it can be addressed in a fair and timely manner.

Where possible, complaints should first be discussed informally with the trainer or the program coordinator. Many concerns can be resolved quickly through open communication and clarification.

If the issue cannot be resolved informally, learners may submit a formal complaint to the center. The complaint should clearly describe the issue, provide any relevant details, and be submitted through the appropriate communication channel, such as email or written notification to the center administration.

Upon receiving a formal complaint, ALTAWAIL will review the matter and respond within a reasonable timeframe. The center will investigate the issue and take appropriate action where necessary. Learners will be informed of the outcome of the review.

Further details about the complaints procedure can be obtained from ALTAWAIL administration or by referring to the center's internal policies and procedures, which are available to learners through their LMS account.

SECTION:

REGISTRATION PROCESS

REGISTRATION PROCESS

Learners who wish to enroll in the CIPS Level 2 Certificate in Procurement and Supply Operations at ALTAWAIL must complete the registration process before the start of the training program. The registration process ensures that learners are properly enrolled in the course and receive access to training sessions, learning materials, and the Learning Management System (LMS).

The registration process generally includes the following steps:

- 

Course Inquiry and Information

Prospective learners may contact ALTAWAIL or review the course information provided on the ALTAWAIL website or course brochure to understand the program structure, training schedule, and requirements.
- 

Completion of the Registration Form

Learners must complete the official registration form and provide the required personal and contact information. This information is used for course enrollment and communication purposes.
- 

Confirmation of Enrollment

Once the registration form is submitted and any required course fees are processed, ALTAWAIL will confirm the learner's enrollment in the program and provide the necessary course details.
- 

Access to the Learning Management System (LMS)

After enrollment is confirmed, learners will receive access to ALTAWAIL's Learning Management System (LMS). Through the LMS, learners can access course materials, recorded training sessions, practice quizzes, and other learning resources that support their preparation for the CIPS examination.
- 

CIPS Student Membership Registration

All learners studying a CIPS qualification must hold an active CIPS Student Membership. Learners are responsible for registering with CIPS through the official CIPS website and maintaining their membership during the duration of their studies. This membership is required to register for and sit CIPS examinations.

ALTAWAIL may provide guidance to learners on how to complete the CIPS membership registration process and how to book examinations through the official CIPS examination system.

SECTION:

TRAINING FACILITIES

AND SAFETY PROCEDURES

TRAINING FACILITIES AND SAFETY PROCEDURES

Social Facilities

ALTAWAIL aims to provide a comfortable and professional environment for learners attending training programs. Depending on the training location, learners may have access to several facilities designed to support their learning experience.

Available facilities may include:

- ▶ Refreshments and catering services during training sessions where applicable.
- ▶ Car parking facilities are available near the training venue.
- ▶ Break areas or social spaces where learners may relax or network during breaks.
- ▶ Training rooms equipped with presentation equipment and learning tools required for the delivery of the program.

For learners attending online training, all training materials, recorded sessions, and course resources will be accessible through ALTAWAIL's Learning Management System (LMS).

Health and Safety and Emergency Procedures

ALTAWAIL is committed to providing a safe environment for learners, trainers, and visitors.

For face-to-face training sessions, learners will be informed of the health and safety guidelines applicable at the training venue, including emergency procedures such as evacuation routes and assembly points.

In case of an emergency, learners should follow the instructions provided by the trainer or center staff and proceed calmly to the designated safe area if evacuation is required. Emergency contact information will be available at the training venue. Learners are encouraged to follow all safety instructions and immediately report any safety concerns to the trainer or center administration.

SECTION: **CONTACTS DETAILS**

CONTACTS DETAILS

For any inquiries related to the CIPS program, registration, examinations, or learner support, learners may contact ALTAWAIL using the following details:

 **Address:**

2581 Abi Al-Dardaa Street
Al-Rawdah District, Unit No. 206
Riyadh 6478 – 13213
Kingdom of Saudi Arabia

 **Phone:** +966 (11) 208-6895

 **Email:** info@altawail.com

 **Website:** <https://altawail.com/>

 **LMS:** <https://elearning.altawail.com/>

 **Social Media Platforms:**



Learners are encouraged to contact the center for assistance regarding program information, registration procedures, access to the Learning Management System (LMS), or any academic or administrative support during the program.