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CIPS Level 4

Diploma in Procurement and Supply

Accredited by:



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Overview of CIPS Level 4: Diploma in Procurement and Supply

01 SECTION

Purpose of the Qualification

- ▷ The CIPS Level 4 Diploma in Procurement and Supply is designed to develop the professional knowledge and practical capabilities required for individuals responsible for managing procurement and supply activities within organizations.
- ▷ This qualification builds on the operational concepts of procurement and supply and introduces learners to professional procurement practices, including:



It prepares learners to contribute effectively to procurement planning, commercial decision-making, and supplier management within their organizations.

- ▷ The program also serves as a progression pathway toward higher-level CIPS qualifications and supports professional development for individuals seeking to advance their careers in procurement and supply chain management.

Learning Approach

CIPS qualifications combine two important elements of professional development:

- 01 Knowledge and understanding:**
 Developing the theoretical understanding of procurement processes and supply chain activities.
- 02 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:





This balanced learning approach helps learners understand both the conceptual principles and the practical application of procurement and supply management.

| Entry Requirements and Target Group

This qualification is the entry point to the CIPS Diploma level. Learners can begin the Level 4 Diploma if they meet one of the following criteria:

- ▷ A minimum of two A-levels (or international equivalent qualifications)
- ▷ A CIPS Level 3 Advanced Certificate in Procurement and Supply Operations
- ▷ A minimum of two years Relevant work experience in a business environment

This qualification is particularly relevant for professionals in operational roles who are:

-  **01** Responsible for managing or supervising procurement and supply activities.
-  **02** Seek to advance their careers by developing their professional capabilities.

progressing toward recognized procurement qualifications, including MCIPS status.

| 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.

In-house delivery allows organizations to tailor the training to their operational needs and ensures that procurement concepts are applied directly to the organization's procurement environment.

Qualification Structure CIPS Level 4

Scope and Influence of Procurement and Supply

| Module Purpose

On completion of this module, learners will be able to identify key stakeholders, analyze the procurement cycle, and evaluate how procurement and supply contribute to organizational value and performance.

| Module Outline

1.0 Understand and analyze the added value that can be achieved through procurement and supply chain management

- 1.1 Compare the concepts of procurement and supply chain management
- 1.2 Analyze the different sources of added value in procurement and supply
- 1.3 Describe the categories of spend that an organization may purchase
- 1.4 Differentiate the stakeholders of procurement or supply chain functions

2.0 Understand and analyze the key steps when procuring goods or services

- 2.1 Explain each stage of the CIPS Procurement Cycle
- 2.2 Analyze each stage of the CIPS Procurement Cycle in relation to adding value
- 2.3 Explain how electronic systems can be used at different stages of the CIPS Procurement Cycle
- 2.4 Analyze the relationship between policy and process compliance and required outcomes

3.0 Understand and analyze aspects of organizational infrastructure that shape the scope of procurement and supply chain functions

- 3.1 Explain aspects of corporate governance impacting the procurement or supply chain function
- 3.2 Analyze the impact of organizational policies and procedures on procurement and supply
- 3.3 Examine the different structures of a procurement or supply chain function
- 3.4 Explain the common IT systems used in procurement and supply

4.0 Understand and analyze the need for compliance with requirements when undertaking procurement activities in different sectors

- 4.1 Classify different economic and industrial sectors
- 4.2 Analyze the impact of the public sector on procurement and supply activities
- 4.3 Examine the impact of the private sector on procurement and supply activities
- 4.4 Examine the impact of the not-for-profit or third sector on procurement and supply activities

02 MODULE

Qualification Structure CIPS Level 4

Defining Business Need

| Module Purpose

On completion of this module, learners will be able to develop business cases for sourcing requirements externally and understand market management and specifications in procurement and supply.

| Module Outline

1.0 Understand how to develop a business case for requirements to be sourced from external suppliers

- 1.1 Analyze how business needs influence procurement and supply decisions
- 1.2 Identify how costs and prices can be estimated for procurement activities
- 1.3 Analyze the criteria used in the development of a business case
- 1.4 Interpret financial budgets and cost models for the control of purchases

2.0 Understand market management in procurement and supply

- 2.1 Analyze considerations for procurement and supply when working with different markets
- 2.2 Compare the competitive forces that influence markets
- 2.3 Contrast direct costs and indirect costs and the data used to estimate them

3.0 Understand the use of specifications in procurement and supply

- 3.1 Analyze the types of specifications used in procurement and supply
- 3.2 Identify sections used in developing specifications
- 3.3 Identify risks resulting from inadequate specifications
- 3.4 Identify opportunities to review and enhance specifications

Qualification Structure CIPS Level 4

Commercial Contracting

| Module Purpose

On completion of this module, learners will be able to explain the legal aspects of commercial contracts and analyze specifications and key performance indicators used in contractual arrangements.

| Module Outline

1.0 Understand the legal issues that relate to the formation of contracts

- 1.1 Analyze the documentation that forms commercial agreements
- 1.2 Analyze legal issues relating to the creation of commercial agreements
- 1.3 Compare types of contractual agreements between customers and suppliers

2.0 Understand the fundamentals of specifications and key performance indicators in contracts

- 2.1 Analyze the content of specifications for procurement activities
- 2.2 Appraise examples of key performance indicators in contracts

3.0 Understand the key clauses included in formal contracts

- 3.1 Analyze the sources and purposes of contractual terms
- 3.2 Recognize examples of contractual terms commonly used in contracts
- 3.3 Recognize types of pricing arrangements used in commercial agreements

Qualification Structure CIPS Level 4

Ethical and Responsible Sourcing

| Module Purpose

On completion of this module, learners will be able to analyze sourcing options, evaluate suppliers, and understand ethical, legal, and sustainability considerations in sourcing decisions.

| Module Outline

1.0 Understand options for sourcing requirements from suppliers

- 1.1 Identify the sourcing process in procurement
- 1.2 Differentiate between approaches to sourcing requirements
- 1.3 Define options and trade-offs when sourcing from suppliers
- 1.4 Define common award criteria for supplier selection

2.0 Understand the key processes used to analyze potential external suppliers

- 2.1 Analyze sources of market information used in sourcing decisions
- 2.2 Identify processes for obtaining quotations and tenders
- 2.3 Identify processes used to assess quotations or tenders

3.0 Understand compliance issues when sourcing from suppliers

- 3.1 Compare legislative and regulatory requirements when sourcing in different sectors
- 3.2 Compare legislative requirements in international sourcing
- 3.3 Identify environmental, social, and governance practices that support responsible sourcing
- 3.4 Compare the use of audits and feedback mechanisms to evaluate ESG standards
- 3.5 Contrast practices organizations adopt to meet ESG goals

05 MODULE

Qualification Structure CIPS Level 4

Commercial Negotiation

| Module Purpose

On completion of this module, learners will be able to apply negotiation techniques and strategies to achieve successful commercial agreements with external organizations.

| Module Outline

1.0 Understand key approaches in the negotiation of commercial agreements with external organizations

- 1.1 Analyze the application of commercial negotiation in the work of procurement and supply
- 1.2 Differentiate between the types of approaches that can be pursued in commercial negotiations
- 1.3 Explain how the balance of power in commercial negotiations can affect outcomes
- 1.4 Identify the different types of relationships that impact on commercial negotiations

2.0 Know how to prepare for negotiations with external organizations

- 2.1 Describe the types of costs and prices in commercial negotiations
- 2.2 Contrast the economic factors that impact on commercial negotiations
- 2.3 Analyze criteria that can be used in a commercial negotiation
- 2.4 Identify the resources required for a negotiation

3.0 Understand how commercial negotiations should be undertaken

- 3.1 Identify the stages of a commercial negotiation
- 3.2 Assess negotiation approaches that can influence the achievement of desired outcomes
- 3.3 Compare the key communication skills that help achieve desired outcomes
- 3.4 Analyze methods and assess outcomes of negotiations to improve future practice

Qualification Structure

CIPS Level 4

Supplier Relationships

| Module Purpose

On completion of this module, learners will be able to analyze supplier relationship dynamics, manage stakeholders, and understand partnership arrangements in supply chains.

| Module Outline

1.0 Understand the dynamics of relationships in supply chains

- 1.1 Differentiate between different types of commercial relationships in supply chains
- 1.2 Portfolio analysis techniques to assess relationships in supply chains
- 1.3 Identify the competitive forces that impact on relationships in supply chains
- 1.4 Compare the sources of added value that can be achieved through supply chain relationships

2.0 Understand processes and procedures for working successfully with stakeholders

- 2.1 Analyze the purpose of organizational procedures and processes in sourcing goods and/or services
- 2.2 Compare team management techniques to ensure positive stakeholder relationships
- 2.3 Compare the practical considerations of stakeholder management
- 2.4 Identify the processes for terminating stakeholder relationships

3.0 Understand the concept of partnering

- 3.1 Analyze the concept of partnering and when to use it
- 3.2 Appraise the process of partnership implementation
- 3.3 Identify the reasons for partnership failure

Qualification Structure

CIPS Level 4

Whole-Life Asset Management

| Module Purpose

On completion of this module, learners will be able to analyze inventory management methods and understand the concept of whole-life costing for assets.

| Module Outline

1.0 Understand methods for the storage and movement of inventory

- 1.1 Identify principles of warehouse and storage design
- 1.2 Explain product coding systems used in inventory operations
- 1.3 Contrast the use of different warehousing equipment approaches

2.0 Understand the key elements of effective inventory control

- 2.1 Differentiate classifications of inventory
- 2.2 Identify direct and indirect costs of holding inventory
- 2.3 Identify techniques used for inventory control

3.0 Understand the concept of whole-life costing

- 3.1 Analyze factors contributing to whole-life costs
- 3.2 Compare factors used in developing whole-life cost models
- 3.3 Identify factors supporting whole-life asset management

Qualification Structure

CIPS Level 4

Procurement and Supply in Practice

| Module Purpose

On completion of this module, learners will be able to apply procurement and supply knowledge in practical workplace contexts.

| Module Outline

1.0 Demonstrate the application of the procurement cycle

1.1 Apply the stages of the procurement cycle to the practical procurement and supply contexts

2.0 Demonstrate the application of the stages of the procurement process

2.1 Apply the pre-contract stages (stages 1-8) of the CIPS Procurement Cycle to the practical procurement and supply environment

2.2 Apply the post-contract stages (stages 9-13) of the CIPS Procurement Cycle to the practical procurement and supply environment

2.3 Calculation and assessment of performance indicators

3.0 Demonstrate the application of whole life-asset management

3.1 Apply whole-life asset management principles in a range of sectors and industries

4.0 Demonstrate the application of environmental, social and governance principles in a range of sectors and industries

4.1 Apply environmental, social and governance principles

| Total Qualification Time

The Total Qualification Time (TQT) represents the overall time required to achieve the qualification. This includes guided learning hours, additional self-study, and assessment preparation.



| Guided Learning Hours

Guided Learning Hours represent the structured learning time provided by the training provider. This may include:

- Classroom training
- Instructor-led sessions
- Tutorials and workshops
- Supervised learning activities

Guided learning hours measure the amount of input time required to achieve the qualification.

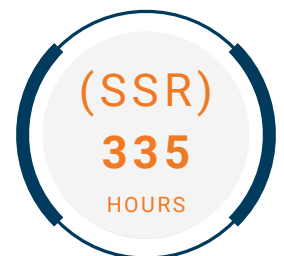


| Self-Study Requirement

Learners are expected to complete additional self-study to support their learning and prepare for examinations. This may include:

- Reading course materials
- Reviewing subject content
- Practicing exam questions
- Revision and exam preparation

Self-study helps reinforce knowledge and ensures learners are fully prepared to successfully complete the qualification.



| Assessment Method

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

Assessment of characteristics:

Computer-based examinations (CBE)

- ▷ Objective Response (OR) exam format: Candidates select a response from a list of possible answers
- ▷ Constructed Response (CR) exam format: Candidates provide written responses such as essays or case studies
- ▷ Examinations scheduled throughout the year
- ▷ Pass mark: 70%

Each module is assessed independently. Learners must successfully pass all required modules to achieve the CIPS Level 4 Diploma in Procurement and Supply.

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

Ref	Module Title	Credit 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 (Hours)	Module Learning Time (Hours)
L4M1	Scope and Influence of Procurement and Supply	Core	12	Constructed response. Closed book under exam conditions	4	Essay style All questions are worth 25 marks	3:00	50%	50	67	120
L4M2	Defining Business Need	Core	6	Objective response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M3	Commercial Contracting	Core	6	Objective response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M4	Ethical and Responsible Sourcing	Core	6	Objective response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M5	Commercial Negotiation	Core	6	Constructed response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M6	Supplier Relationships	Core	6	Constructed response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M7	Whole Life Asset Management	Core	6	Constructed response. Closed book under exam conditions	3	Multiple Choice Multiple Response All questions are worth 1 mark	1:30	70%	25	33.5	60
L4M8	Procurement and Supply in Practice	Core	12	Constructed response. Closed book under exam conditions	4	Essay style All questions are worth 25 marks	3:00	50%	50	67	120

Pass Criteria:

Examination pass mark:

For modules, L4M1 and L4M8 (Constructive Response), you must achieve 50%. The examination pass marks are:

● Distinction: 75 - 100%



● Merit: 60 - 74%



● Pass: 50 - 59%



● Fail: 0 - 49%



And 70% for the remaining 6 modules (Objective Response) in order to achieve the qualification.

| Course Schedule, Fees and Delivery Mode



Date: 4 October – 26 November



Price: SAR 26,900 (excluding VAT)



Delivery Mode: Online instructor-led training



Language: English

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

Registration Process

02 SECTION

| Registration Process

Learners who wish to enroll in a CIPS qualification program offered by 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 available 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 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 may access course materials, recorded training sessions, practice quizzes, and other learning resources that support their preparation for CIPS examinations.

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 in order 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.

Contacts Details

03 SECTION

| Contacts Details

For any inquiries related to CIPS qualifications, 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 LMS, or any academic or administrative support during the program.

ALTAWAIL staff will make every effort to respond to learner inquiries in a timely and supportive manner.