



# CILT(UK) Level 4 Certificate in Purchasing and Supply Operations

## Syllabus

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# **CILT(UK) Level 4 Certificate in Purchasing and Supply Operations**

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# **Introduction**

## **Qualification Objectives**

The CILT(UK) Level 4 Certificate in Purchasing and Supply Operations qualification is designed to assist Learners to gain the necessary knowledge and skills to understand the sourcing and procurement operations along with management processes.

The Learners will gain practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined, but complex and non-routine. They will be able to analyse, interpret and evaluate relevant information and ideas, to be aware of the nature of approximate scope of the area of study or work. The qualification will equip the Learners with an informed awareness of different perspectives or approaches within the area of study or work. The Learners will be able to adapt and use appropriate cognitive and practical skills to inform actions and address various complex problems. The programme will enable Learners to review the effectiveness and appropriateness of methods, actions and results.

## **Target Audience**

The Level 4 Certificate is for front line and supervisory staff wishing to progress onto the career in sourcing and procurement.

This qualification is open access, although Learners would benefit from having some prior knowledge of the sourcing and procurement professional sector.

## **Regulation**

The CILT(UK) Awarding Organisation is regulated by The Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and CCEA Regulation. This qualification is available on the Regulated Qualifications Framework (RQF) and Qualifications in Wales (QiW) database.

# Structure and Content

To achieve this qualification Learners must complete two mandatory units as detailed below:

## Mandatory Units

- **M1-L4 Procurement Operations and Management**

This unit is designed to set out the role of Procurement within a range of organisations and the processes applied to a range of items and services to be procured needed to support the organisation. The unit asks the student to consider the aspects of surety and risk as part of the procurement process and the steps that could be considered, both in terms of service and finance to mitigate risk.

This unit also takes a detailed look at how procurement should function within a national and international market and the structural processes needed to manage overall effectiveness within operational, financial and legal frameworks. National and international trading operates within accepted frameworks and conventions to stabilise aspects when operating working agreements and give clarity as to responsibility and liability. Procurement processes need to incorporate these aspects into commercial agreements.

This unit sets out a framework of procurement stages linked to the principle of Best Practice within commercial and non-commercial sectors. This will include the procurement of a range of services and items such as consumables, labour and capital within short term and long-term timeframes. There are descriptions of specifications, contracts and management controls with researched Case Studies to support the principles being discussed. There is reference to the Logistics sector through this unit.

The unit summarises the role of Procurement within an organisation as critical to ensure that partner activities in production, finance and supply to sales can function correctly.

- **M2-L4 Sourcing and Procurement**

This unit is designed to enable the external influences of Governmental Legislation in Law of Contract be integrated into a procurement process giving both the procuring organisation and the supplier opportunities to clarify their arrangement within agreed legal trading frameworks. These legal frameworks are designed to support both National and international business using accepted terminology for ownership of goods in transit, insurance protection, payment for goods and any consequent liabilities should something go wrong.

The arrangement between a procurer and a supplier is set out in the form of contract and this unit considers how the contract is used as part of normal daily trading operations. This has a focus on the formal and informal relationship building that underpins the procurement process to ensure sustainability. The unit explains the constituent parts with trading Terms & Conditions of Sale and how these need to be related to ownership within an organisation.

The process starts with an Invitation to Tender and progresses through stages until an agreement is reached between the relevant parties forming a legal contract. The unit considers the process of pricing in procurement with the external factors that can influence a pricing decision, potential changes in currency exchange rates, payment terms and the risks involved. Unfortunately, not everything goes as well as planned, so there needs to be a supporting process in place that enables stakeholders to manage any procurement failures and be clear as to the options available.

The unit demonstrates many aspects of Best Practice with Case Studies drawn from a range of organisations. These Case Studies illustrate the considerations of stakeholder input, external risk analysis and options available to the procurement decision makers. There is reference to the Logistics sector for all aspects of this unit.

The unit finishes by summarising the importance of compliance with appropriate Legislation in place for national and international trade. Procurement relationships rely on clear understanding of the arrangement, what is expected from a supplier and how progress is measured to ensure fairness in the whole process.

## **Unit Standards**

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for each unit of this qualification are available on request from the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

## **Total Qualification Time (TQT)**

**Total Qualification Time (TQT)** is defined as 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 achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an Awarding Organisation has assigned to a qualification for Guided Learning; and

- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but not under the Immediate Guidance or Supervision of - a Lecturer, Supervisor, Tutor or other appropriate provider of education or training.

**Total Unit Time (TUT)** is defined as 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 achieve and demonstrate the achievement of the level of attainment necessary for the award of a unit.

**Guided Learning Hours (GLH)** is defined as the activity of a Learner in being taught or instructed by - or otherwise participating in education or training under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

**Immediate Guidance or Supervision** is defined as the guidance or supervision provided to a Learner by a lecturer, supervisor, tutor or other appropriate provider of education or training with the simultaneous physical presence of the Learner and that person, or remotely by means of simultaneous electronic communication.

The Total Unit Time is 100 hours, including 53 Guided Learning Hours.

The Total Qualification Time for this qualification is 200 hours, including 105 Guided Learning Hours.

## Study Options

This qualification is delivered by a network of Centres, and is available to study by a variety of routes, including: distance learning, classroom taught courses and blended learning.

For more information on the study options available please contact the Awarding Organisation on [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk) or alternatively, visit the CILT(UK) web site at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) for a list of Centres.



# Assessment

This qualification is available on the Regulated Qualification Framework (RQF) and can be assessed via the Institute Assessment Route (IAR) and the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

## Institute Assessment Route

The Institute Assessment Route (Knowledge Route) requires Learners to pass examinations and/or assignments that are set, marked and moderated by the Awarding Organisation. Full details on the IAR for this qualification are detailed below:

For the unit M1-L4 Procurement Operations and Management Learners must sit a 3 hours long examination which requires them to answer 3 out of 4 questions, each requiring a longer answer in the form of an essay or a lengthier calculation.

The overall pass mark for the examination is 50%.

For the unit M2-L4 Sourcing and Procurement Learners must complete and submit three assignments, 1,500 to 2,000 words each.

The overall pass mark for each assignment is 50%.

## Centre Assessment Route

The Centre Assessment Route requires Learners to complete assessment that is designed, assessed and internally verified by the Centre; which is approved by the Awarding Organisation. As such, assessment methods will vary from Centre to Centre; however, to achieve this qualification Learners must provide evidence that successfully demonstrates achievement of all of the learning outcomes and associated assessment criteria for the mandatory unit. For further details on the CAR, Learners should contact their chosen Centre.

## **Grading Type**

This qualification is not graded. All examinations are pass/fail and assignments are also pass/fail, but may be referred as previously stated in the Institute Assessment Route section.

## **Learner Enrolment**

### **Enrolment Period**

The enrolment period for this qualification is two years, which is the period in which a Learner is expected to complete the qualification.

### **Enrolment Extensions**

At the end of the enrolment period all Learners will be withdrawn from the relevant qualification. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a three-month basis and will be granted up to a maximum of eighteen months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to enrol the Learner again as detailed above.

# Membership

## Student Membership

Upon enrolment, all CILT(UK) Learners will be eligible to apply for Student Membership at a reduced rate.

Learners can apply for Membership by either visiting [ciltuk.org.uk/join](http://ciltuk.org.uk/join) or calling Membership Services on 01536 740104 quoting their Centre Name and Promotional Code 'CILTAO'

Joining CILT(UK) offers Learners an unrivalled opportunity to advance their career.

Our exclusive range of Member benefits include:

- professional recognition through achievement of our assessed membership grades including Chartered Member (CMILT) status
- improved career prospects via our career development platform (CILTSuccess!), Jobs Board and Mentoring Service
- improved career opportunities via our tailored professional development training courses and globally-recognised qualifications
- access to a powerful network of contacts via our national conferences, specialist Forums and National/Regional events
- the latest news and insights from industry experts via monthly *Logistics & Transport Focus* magazine and access to our highly-regarded Knowledge Centre
- access to an exclusive range of health, well-being, lifestyle benefits and the reassurance of free legal advice
- discounts on CILT(UK) conferences, events, courses, monthly publications and specialist books.

By engaging with us, Learners will benefit from:

**Connection** – we help you to build powerful communities of like-minded professionals

**Professional voice** – we help you get your messages heard by key influencers

**Professional recognition** – we promote your commitment and achievements to employers

**Personal development** – we support you to achieve your career goals.

## Membership Eligibility

Membership of CILT(UK) gives access to a unique range of benefits and unbeatable services designed to support individuals, personally and professionally, throughout their career.

Successful completion of the Level 4 Certificate in Purchasing and Supply Operations qualification Learners meets the educational requirement for Member grade of the Institute; however, in order to attain this grade Learners must also have 2 years' experience in the Logistics and Transport industry. Member grade allows Learners to use the designatory letters MILT after their name.

For further details on applying for membership please refer to the membership section of the website at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) or alternatively contact the Membership Services Department on 01536 740104 or by emailing [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk).

## Progression

Learners can progress from the CILT(UK) Level 4 Certificate in Purchasing and Supply Operations qualification onto the CILT(UK) Level 5 Professional Diploma in Logistics and Transport.

For further information, please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

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