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CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

21 – 25 June 2027
Kigali (Rwanda)

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CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

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Course Introduction

Procurement and supply operations play a central role in controlling expenditure, maintaining service continuity, managing suppliers, and ensuring that organizations obtain the goods and services they require at the appropriate quality, cost, place, and time. Employees working in operational procurement positions must understand not only how to process purchasing requirements, but also how commercial agreements, ethical conduct, contract administration, stakeholder relationships, sustainability, and team performance influence procurement outcomes.

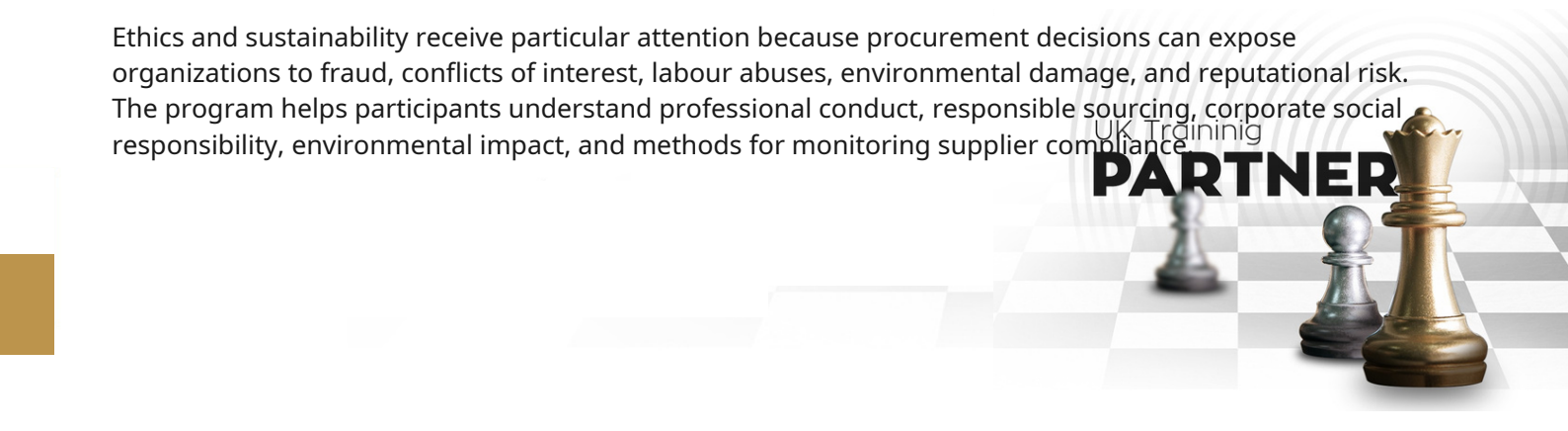
The CIPS Level 3 Advanced Certificate in Procurement and Supply Operations is designed to strengthen the capabilities of professionals who already perform procurement and supply activities and want to become more confident in handling both established and unfamiliar tasks. The qualification also develops a clearer understanding of how procurement and supply contribute to wider organizational objectives. The official CIPS structure consists of four core modules and one elective module, with each module carrying six credits and the complete qualification totaling 30 credits.

Procurement teams frequently operate in challenging environments. They must respond to changing stakeholder requirements, supplier constraints, price fluctuations, contractual obligations, ethical risks, regulatory expectations, and pressure to achieve greater value. Weak procurement procedures can result in uncontrolled spending, unclear specifications, supplier disputes, delayed deliveries, poor contract performance, and reputational damage. These challenges require practitioners who can follow structured processes, maintain accurate records, communicate effectively, and recognize when a procurement issue requires escalation or corrective action.

This course provides a practical introduction to procurement and supply environments, ethical sourcing, contract administration, team dynamics, organizational change, and socially responsible operations. It reflects the principal subject areas of the Level 3 qualification, including the four core modules: Procurement and Supply Environments, Ethical Procurement and Supply, Contract Administration, and Team Dynamics and Change. Participants also examine the elective pathways covering Socially Responsible Procurement or Socially Responsible Warehousing and Distribution.

Participants will learn how procurement differs across public, private, and third-sector organizations, and how external economic, political, legal, technological, environmental, and social factors affect purchasing decisions. They will examine pricing arrangements, procurement procedures, sourcing stages, tendering practices, negotiation, contract records, supplier performance, and operational measurement.

Ethics and sustainability receive particular attention because procurement decisions can expose organizations to fraud, conflicts of interest, labour abuses, environmental damage, and reputational risk. The program helps participants understand professional conduct, responsible sourcing, corporate social responsibility, environmental impact, and methods for monitoring supplier compliance.



The course also recognizes that procurement results depend on people. Participants explore stakeholder management, communication, team roles, workplace relationships, change, and the contribution of individuals to organizational success. These capabilities are relevant to procurement assistants, buyers, contract support staff, supply chain coordinators, inventory personnel, administrative employees, supervisors, and professionals in government and private-sector organizations who contribute to procurement and supply activities.

Course Objectives

By the end of this course, participants will be able to:

- Explain the role of procurement and supply within different organizations.
- Distinguish between public, private, and third-sector procurement environments.
- Identify external factors that influence procurement and supply operations.
- Understand common pricing arrangements used in commercial agreements.
- Apply the main stages of the procurement and sourcing cycle.
- Recognize opportunities to achieve value through procurement activities.
- Apply ethical principles to purchasing and supplier-related decisions.
- Identify conflicts of interest, fraud risks, and unethical practices.
- Support tendering, quotation, and supplier selection processes.
- Understand the main administrative requirements of commercial contracts.
- Contribute to negotiation preparation and competitive pricing activities.
- Monitor supplier and contract performance using appropriate measures.
- Improve communication and cooperation within procurement teams.
- Manage stakeholder expectations during operational procurement activities.
- Explain the impact of sustainability and social responsibility on procurement.
- Develop practical actions for improving procurement and supply performance.

Course Modules

Day 1: Procurement and Supply Environments

- Role of procurement and supply operations.
- Public, private, and third-sector organizations.
- Objectives of commercial and noncommercial procurement.
- Procurement structures and reporting relationships.
- Internal and external customers.
- Stages of the procurement cycle.
- Fixed, variable, and cost-based pricing arrangements.
- Market conditions and supplier availability.
- Political, economic, social, and technological influences.
- Legal and regulatory considerations.
- Procurement policies and procedures.
- Operational procurement risk awareness.



Day 2: Ethical Procurement and the Sourcing Process

- Value creation through procurement.
- Price, quality, time, place, and quantity considerations.
- Lean and agile supply principles.
- Demand identification and specification development.
- Market research and supplier identification.
- Requests for information, quotations, and proposals.
- Supplier evaluation and selection.
- Purchase orders and contract award.
- Professional ethics in procurement.
- Conflicts of interest and confidentiality.
- Fraud, bribery, and corruption risks.
- Ethical supplier relationship management.

Day 3: Contract Administration and Performance

- Purpose and content of commercial contracts.
- Contract terms, conditions, and obligations.
- Roles of buyers, suppliers, and contract users.
- Contract documentation and record control.
- Purchase order administration.
- Competitive pricing techniques.
- Cost, price, and value considerations.
- Fundamentals of procurement negotiation.
- Tendering and bid administration.
- Contract variation and change control.
- Supplier performance indicators.
- Contract review, reporting, and corrective action.

Day 4: Team Dynamics, Stakeholders, and Change

- Individual contributions to organizational success.
- Procurement roles and team responsibilities.
- Formal and informal team structures.
- Characteristics of effective teams.
- Communication within procurement operations.
- Stakeholder identification and analysis.
- Managing internal customer expectations.
- Cooperation with finance, operations, and legal teams.
- Sources of workplace conflict.
- Problem-solving and conflict resolution.
- Drivers of organizational change.
- Supporting process and behavioural change.



Day 5: Social Responsibility and Practical Application

- Sustainability and corporate social responsibility.
- Environmental impact of procurement decisions.
- Responsible and ethical sourcing.
- Supplier labour and social standards.
- Waste reduction and resource efficiency.
- Sustainable specifications and evaluation criteria.
- Monitoring supplier responsibility.
- Inventory storage and movement principles.
- Environmental impact of warehousing and distribution.
- Practical procurement case analysis.
- Procurement performance improvement plan.
- Personal preparation and development roadmap.

Why Should You Attend This Course?

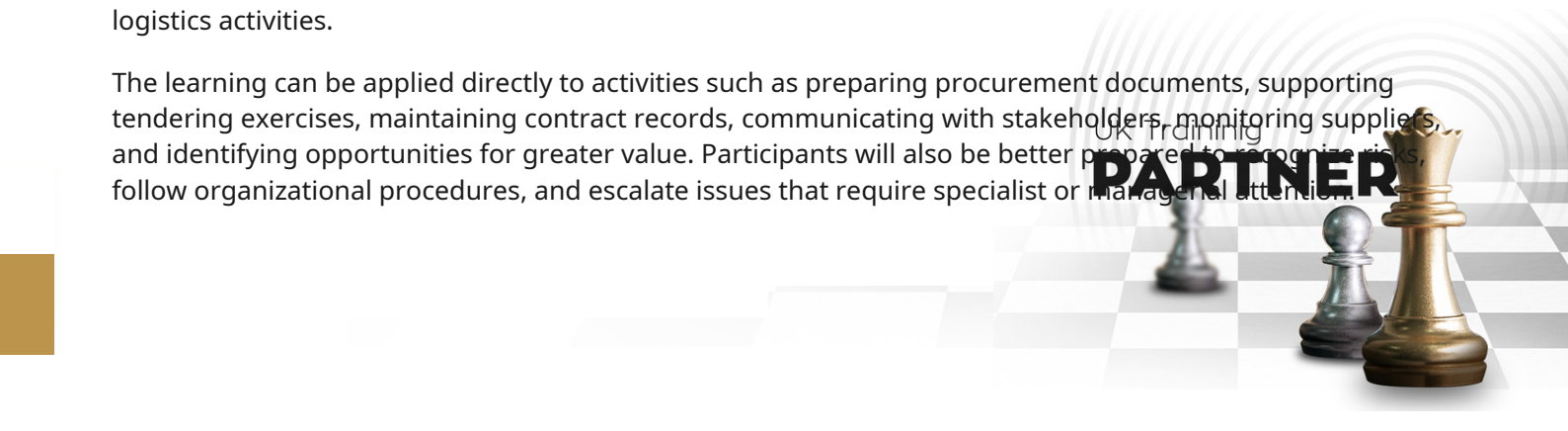
- Build a structured understanding of procurement and supply operations.
- Improve confidence when performing daily procurement activities.
- Understand how procurement contributes to organizational performance.
- Apply sourcing and tendering procedures more consistently.
- Strengthen contract administration and record-management practices.
- Recognize ethical, legal, and reputational procurement risks.
- Improve communication with suppliers and internal stakeholders.
- Support negotiations and competitive pricing decisions.
- Monitor contracts and suppliers using meaningful indicators.
- Understand sustainability in procurement and distribution.
- Contribute more effectively to procurement teams and change initiatives.
- Establish a strong foundation for further professional development in procurement.

Course Conclusion

Effective procurement and supply operations require more than processing requests and issuing purchase orders. They depend on an understanding of the commercial environment, ethical responsibilities, sourcing procedures, contract administration, supplier performance, teamwork, and the broader objectives of the organization.

This course develops the knowledge and operational capabilities associated with the CIPS Level 3 Advanced Certificate syllabus. Participants gain practical insight into procurement environments, ethical supply, contract administration, team dynamics, organizational change, and socially responsible procurement or logistics activities.

The learning can be applied directly to activities such as preparing procurement documents, supporting tendering exercises, maintaining contract records, communicating with stakeholders, monitoring suppliers, and identifying opportunities for greater value. Participants will also be better prepared to recognize risks, follow organizational procedures, and escalate issues that require specialist or managerial attention.



Over the long term, these capabilities help organizations improve procurement discipline, supplier accountability, contract performance, sustainability, and service continuity. For participants, the course provides a practical platform for increased responsibility and continued progression within procurement and supply management.

