

CIPS Level 4 Diploma Masterclass: Procurement & Supply Excellence

Duration: 5 Days

Language: en

Course Code: PO1-146

Objective

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

- Understand and apply the core concepts of procurement and supply management.
- Analyse key stages of the procurement lifecycle, from sourcing to contract close-out.
- Evaluate supplier performance and manage strategic relationships effectively.
- Integrate procurement with business strategy and sustainable practices.
- Prepare confidently for the CIPS Level 4 examinations through targeted revision and

assessment techniques.

Audience

This course is ideal for:

- Procurement and Supply Chain Professionals seeking CIPS certification.
- Category Managers, Buyers, and Contract Specialists.
- Business and Operations Managers involved in sourcing and supplier management.
- Professionals transitioning into procurement or expanding their global qualifications.

Training Methodology

The course integrates instructor-led sessions, exam-focused workshops, case-based discussions, and practice tests aligned with the CIPS syllabus. Participants will engage in structured reviews, group activities, and mock exams to strengthen conceptual mastery and time management skills.

Summary

This comprehensive preparation programme is designed to equip professionals with the knowledge, tools, and exam strategies required to successfully achieve the CIPS Level 4 Diploma in Procurement & Supply.

The course provides an in-depth understanding of core procurement and supply principles, including sourcing, contracting, negotiation, supplier management, and organisational strategy. Participants will explore both theoretical and applied aspects of procurement to strengthen their professional competence and confidence before the CIPS examination.

Through structured learning modules, real-world case studies, and mock exam sessions, this programme bridges academic content with practical business relevance — empowering participants to deliver measurable value in their organisations and excel in their certification journey.

Course Content & Outline

Section 1: Understanding the Procurement and Supply Environment

- The role of procurement in organisational performance.
- Internal and external business environments.
- Market dynamics and supply chain interdependencies.
- The influence of legislation, sustainability, and ethics in procurement.

Section 2: Procurement and Supply Operations

- The end-to-end procurement process.
- Requisitioning, sourcing, tendering, and supplier evaluation.
- Managing contracts and purchase orders.
- Cost analysis and value creation techniques.
- Key operational KPIs in procurement and supply.

Section 3: Negotiation and Contracting in Procurement

- Principles and stages of commercial negotiation.
- Structuring effective procurement contracts.
- Risk management and performance clauses.
- Dispute resolution and contract termination procedures.
- Practical exercises on negotiation and supplier communication.

Section 4: Managing Relationships and Performance

- Building strategic supplier partnerships.
- Monitoring supplier performance and quality standards.
- Collaborative innovation and continuous improvement.
- Stakeholder engagement and cross-functional teamwork.
- Case studies of successful supplier relationship management (SRM).

Section 5: Exam Strategy and Certification Preparation

- Understanding the CIPS Level 4 exam structure and assessment format.
- Effective study planning and revision techniques.
- Interpreting exam questions and applying analytical reasoning.
- Practising scenario-based and objective-response questions.

- Mock exams with individual feedback and performance tracking.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

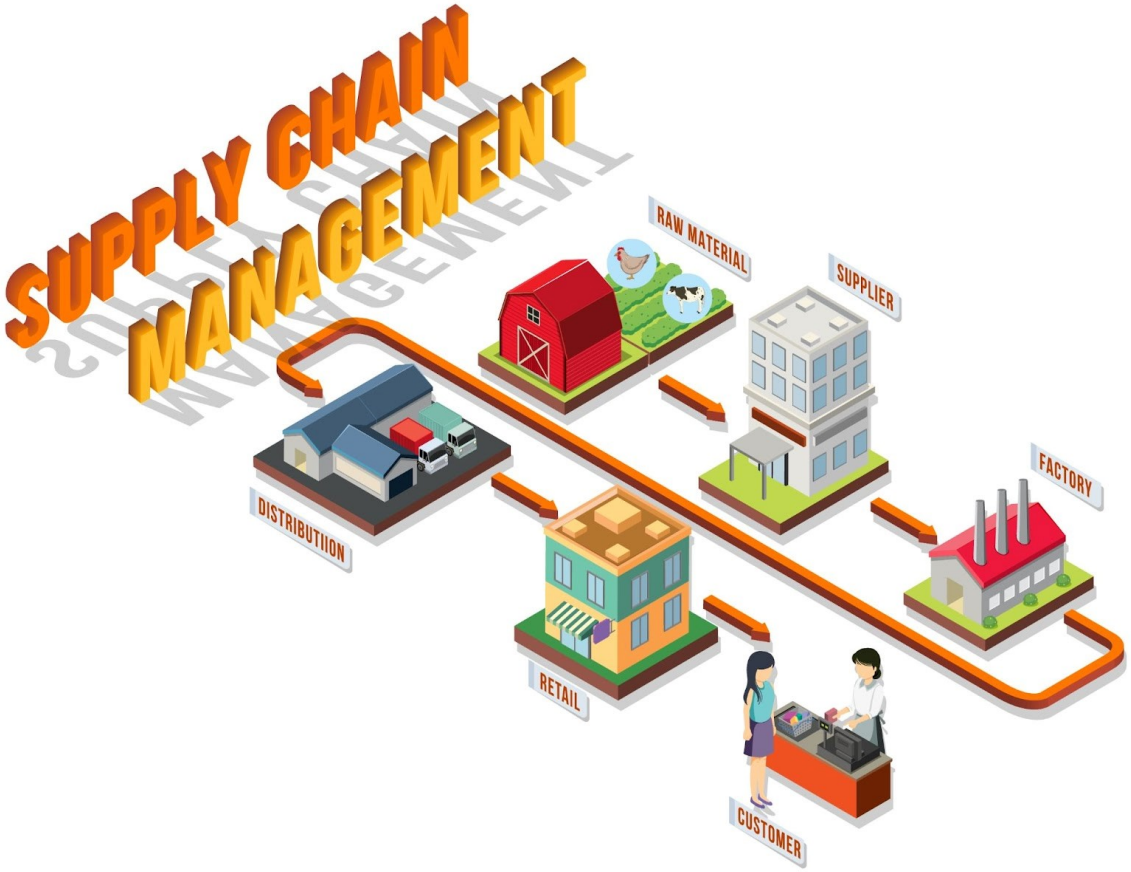
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Law, Contracts and Legalities, Procurement, Warehouse, Logistics & Supply Chain

Tags

Procurement, Supply Chain Management, CIPS Level 4

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