

PROCUREMENT LEVEL 4 NVQ

DURATION

Dependant on output from Initial Competence Assessment & Individual Assessment Plan, but indicatively 9 to 12 months.

KEY PURPOSE

The purpose of this Programme is to enable staff with extensive contracts and procurement experience to gain a Level 4 vocational qualification which is recognised by CIPS for full membership status: MCIPS.

PROGRAMME CONTENT

*Candidates must complete **10 Units for a Level 4 NVQ** comprising:
**4 Core Units (Section 1) + 3 Specific Optional Units (Section 2A or 2B)
+3 further Options (selected from Section 3 Non Specific Options and/or remaining units from Section 2)***

Section 1 - Core units

- 017 Provide commercial input to decision making
- 048 Exchange information to solve problems and make decisions*
- 018 Develop the effectiveness of procurement operations
- 049 Initiate & implement change & improvement in services, products & systems*

Section 2A - Specific Optional units

Supply and Contract Management

- 019 Determine conditions in the market for supplies
- 020 Establish and maintain strategic sourcing arrangements
- 021 Establish and evaluate current and future requirements for supply
- 022 Establish supplier status & secure improvements in supplier performance
- 024 Let contracts for the supply of goods and services
- 026 Establish contract strategy and plan
- 027 Administer the contract
- 028 Improve contract performance

Section 2B - Specific Optional units

Materials Management

- 037 Plan & reconcile inventory and materials requirements & capacity
- 038 Define and establish production schedules
- 039 Capture and forecast demand
- 040 Manage materials requirements
- 041 Optimise inventory levels
- 042 Determine inventory service levels

Section 3 - Non specific Optional units

- 013 Establish and improve procurement systems
- 050 Secure effective resource allocation for activities and projects*
- 051 Develop teams, individuals and self to enhance performance*
- 052 Plan, allocate & evaluate work carried out by teams, individuals & self*
- 053 Recommend, monitor and control the use of resources*
- 054 Contribute to the recruitment and selection of personnel*

* = Management Units

CERTIFICATION

The Level 4 certificate is awarded by EDEXCEL. Successful candidates can then submit their L4 certificate to CIPS to obtain MCIPS status.