
ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

**CIPS Professional Courses in
Purchasing and Supply**

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Welcome to Adam Smith College

This is the Course Handbook for the CIPS Professional Courses in Purchasing and Supply. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Pamela Bennett

Curriculum Head: CIPS Professional Courses in Purchasing and Supply

Information about your course

Your course is:

CIPS Professional Courses in Purchasing and Supply

Your Curriculum Head is:

Pamela Bennett

His/Her office is:

Mezzanine, Priory Campus

His/Her telephone number is:

01592 223758

His/Her email address is:

pamelaabennett@adamsmith.ac.uk

Your Curriculum Head

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

Studying vocational courses by supported distance learning

Your success as a student depends on your commitment to maintain a regular programme of study and to manage this around your work and personal commitments.

Your tutor is available to offer advice on studying and course topics, so keep in touch and ask for help if you are struggling with aspects of the

course. Tutorials are also provided for each module and it is recommended that you attend.

You should inform your Curriculum Head as soon as possible if you feel you are falling behind with course work.

Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas.

In order to make the most of all the opportunities available, you need to organise and plan your learning and also manage your time effectively.

The course books provide guidance on how to effectively plan and manage your study programme, including advice on course preparation, note taking and revision.

Prepare for tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the tutorial and ask your tutor if there is anything you do not understand.

Note exam dates in your diary, read the CIPS guidance, allow time for revision and practise with past papers. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend any tutorials if possible
- ❖ allow time for course revision and exam practice
- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

Credit for previous learning

CIPS can advise of any exemptions for prior qualifications.

The aims of your course

The aims of your course are:

- ❖ to develop your knowledge of the facts, theories, concepts, applications, development and importance of purchasing and supply management
- ❖ to enhance your practical skills in purchasing and supply
- ❖ to provide a ladder of qualifications to reach full CIPS professional membership and enhance your career
- ❖ to encourage your development of effective learning strategies.

The structure of your course

The course consists of 3 levels, each with 5 units. Your starting point depends on your previous qualifications and experience.

Support is provided over the course of one academic year with support being provided at specific times for specified units as highlighted in the table below.

CIPS courses are provided by the college by supported distance learning. Tutorial support will be available by email or telephone, for the duration of the module(s) on which you are enrolled. Monthly tutorials are held at the College which means that students can benefit from the exchange of knowledge, experience and ideas.

Course fees are available on request from the Curriculum Head.

Course fees cover telephone and e mail support and tutorial provision for the duration of the module(s) on which you are enrolled and the opportunity to sit exams at the college.

In addition to the college fee you need to pay for CIPS student membership and CIPS exam fees. You will also need to purchase a Course Workbook, available from CIPS www.cips.org

The course programme consists of the following levels and units:

Level 3 Certificate in Purchasing and Supply

This is the ideal entry point for anyone new to the profession as no prior qualifications or experience is required.

Unit Title	Start Date	End Date
L3-01 Understanding the Purchasing Environment	06/09/11	18/11/11
L3-02 Purchasing Operations	06/09/11	18/11/11
L3-03 Client and Supplier Relationships	25/11/11	18/05/12
L3-04 Securing Supply	25/11/11	18/05/12
L3-05 Purchasing in Action <i>This is an integrative unit and recommended to be done last</i>	25/11/11	18/05/12

Level 4 Diploma in Purchasing and Supply

Those who have previous business experience or level 3 qualifications often commence their CIPS studies at Level 4.

Unit Title	Start Date	End Date
L4-01 Effective negotiation in purchasing and supply	06/09/11	18/11/11
L4-02 Developing Contracts in Purchasing and Supply	06/09/11	18/11/11
L4-03 Measuring Purchasing Performance	21/11/11	09/03/12
L4-04 Managing Purchasing and Supply Relationships	21/11/11	09/03/12
L4-05 Purchasing Contexts <i>This is an integrative unit and recommended to be done last</i>	12/03/12	21/05/12

Level 5 Advanced Diploma in Purchasing and Supply

Unit Title	Start Date	End Date
L5-01 Management in the Purchasing Function	06/09/11	21/11/11
L5-02 Risk Management and Supply Chain Vulnerability	06/09/11	21/11/11
L5-03 Improving Supply Chain Performance	21/11/11	09/03/12
L5-11 Storage and Distribution (optional)	12/03/12	18/05/12
L5-12 Operations Management in the Supply Chain (optional)	21/11/11	09/03/12
L5-14 Contracting in the Public Sector (optional)	12/03/12	18/05/12
L5-15 Sustainable procurement (optional)	12/03/12	18/05/12

2 optional units required

**Optional units may be changed at the beginning of an academic year.
Support may not be available for all options**

The content of your course

Here are brief descriptions of the units which make up your course. Full content guides are available to download from the CIPS website www.cips.org

Level 3 Certificate in Purchasing and Supply

This is the ideal entry point for anyone new to the profession as no prior qualifications or experience is required.

L3-01 Understanding the Purchasing Environment: This unit is designed to develop an understanding of the impact of the external national and international business environment upon the purchasing function in a range of different organisations and sectors. By the end of this unit students should be able to recognise the implications of the purchasing environment for a variety of organisations, in a variety of sectors, and have an awareness of business and commercial issues associated with achieving best value in the purchasing function.

L3-02 Purchasing Operations

This unit is designed to introduce students to a variety of purchasing activities. Students should be aware of the operational objectives of purchasing and the need to balance considerations of cost, lead-time and quality. By the end of this unit, students should be able to understand the key operational processes and principles involved in the specifying, sourcing and contracting of suppliers.

L3-03 Client and Supplier Relationships

This unit is designed to enable those working in purchasing to understand the nature and scope of operational supplier and stakeholder relationships in order to optimise the performance of key suppliers. Students will be able to contribute towards the improvement of purchasing efficiency and ensure that operational relationships are both maintained and improved within the supply chain.

L3-04 Securing Supply

This unit is designed to enable those who work in purchasing to gain a broad understanding of the key requirements of controlling the supply of goods. Additionally, inherent within securing supply is the importance of stores and warehouse management, along with materials handling. By the end of this unit students should be able to

understand the implications of effective scheduling of stock, and the importance of inventory control as a method of improving efficiency while, at the same time, driving down costs associated with holding stock.

L3-05 Purchasing in Action

This is an integrative unit and recommended to be done last

This unit is designed to consolidate the learning from all four modules in the Certificate in Purchasing and Supply and is an assessment vehicle. You will be assessed on the learning objectives. All of the core areas will be reviewed in the context of the end-to-end purchasing process which brings together elements from a number of different modules at each stage.

Level 4 Diploma in Purchasing and Supply

Those who have previous business experience or level 3 qualifications often commence their CIPS studies at Level 4.

L4-01 Effective negotiation in purchasing and supply

This unit is designed to provide students with the ability to apply a variety of theories relating to negotiation in respect of preparation, planning and participating in the negotiation process. By the end of this unit, students should be able to plan and prepare how to undertake negotiations, and also to understand how they would be able to assess effectiveness.

L4-02 Developing Contracts in Purchasing and Supply

This unit is designed to help students to gain an appreciation of the legal and commercial issues of contractual arrangements entered into between organisations. The unit provides an underpinning knowledge of the legalities of the formation of contracts as well as the key ingredients of any commercial arrangement – a specification, the contractual terms and relevant key performance indicators.

L4-03 Measuring Purchasing Performance

This unit is designed to help students to measure the effectiveness of the supply chain and its contribution to the competitiveness of the organisation. By the end of this unit, students will be able to apply a range of measurement techniques in order to monitor the performance of suppliers and will also understand how the performance of purchasing departments and individual buyers can be measured.

L4-04 Managing Purchasing and Supply Relationships

This unit is designed to enable students to focus on developing and managing effective relationships, old and new, within the supply chain. By the end of this unit, students will be able to apply a range of tools

and techniques to manage relationships, and explain how to exploit opportunities in order to maximise the effectiveness of the supply chain.

L4-05 Purchasing Contexts

This is an integrative unit and recommended to be done last

This unit is designed to consolidate the learning from all four units in the CIPS Foundation diploma in purchasing and supply. Successful students will be able to apply sound principles of purchasing and supply management to a diverse range of sectors and organisations utilising knowledge from across all of level 4, and will be able to employ and develop transferable best practice where appropriate.

Level 5 Advanced Diploma in Purchasing and Supply

L5-01 Management in the Purchasing Function

This unit is designed to enable students to manage their own area of responsibility within an organisation's internal supply chain, in line with the overall strategic business plan and the operational plan for the purchasing function.

L5-02 Risk Management and Supply Chain Vulnerability

This unit is designed to enable students to undertake risk analysis and a variety of risk assessments relating to different aspects of purchasing and supply and to implement a range of appropriate risk management tools and techniques.

L5-03 Improving Supply Chain Performance

This unit is designed to enable students to use a range of techniques and strategies to develop and improve supplier performance in order to achieve competitiveness, efficiency and profitability within the supply chain.

L5-10 Marketing for Purchasers (optional)

This unit is designed to provide students with an appreciation of the basic principles of marketing so they can interact more effectively with marketing colleagues within their organisation. It provides an insight into the role of marketing within an organisation and sets out marketing's relationship with purchasing and other business functions.

L5-11 Storage and Distribution (optional)

This unit aims to identify the major areas of concern in effectively managing storage and distribution throughout the supply chain.

L5-12 Operations Management in the Supply Chain (optional)

This unit is designed to enable those who work in purchasing to assess the efficiency and effectiveness of an organisation's operations. This is the process of converting input resources into output products and

services that occurs in all types of organisation, whether in manufacturing or services, public sector or private.

L5-13 The Machinery of Government (optional)

This unit seeks to explore the drivers and decision makers of central and local government and the National Health Service (NHS), and the impact these have upon the public sector procurement function. This unit will also include consideration of the background to current public procurement policy and procedures, the regulatory frameworks and rules relating to procurement practice and the role of elected representatives and officials in making significant procurement decisions.

L5-14 Contracting in the Public Sector (optional)

This unit recognises the differences in contracting and regulatory requirements within the public sector environment. It is intended to go beyond the Level 4 Developing contracts in purchasing and supply, in order to take on the challenges of managing a contract from inception through to conclusion.

L5-15 Sustainable procurement (optional)

This unit is designed to provide students with a working knowledge of sustainable procurement: what it is, how it aligns with overall organisational strategies, policies and operations and how to recognise, apply and successfully manage sustainable procurement activities to achieve future improvements and benefits and mitigate risk.

Assessment of your work

CIPS courses are assessed by means of an externally-set and externally-assessed examination.

You have to submit a registration form directly to CIPS for exams, which are held at the college (or elsewhere by arrangement).

Exam results and certificates will be sent to you directly by CIPS.

Re-assessment of your work

Should you fail an exam, you can re-sit at the next exam sitting. You will need to pay CIPS directly for the exam and pay an additional small administration fee for an exam place at the college.

If you require additional tutorial support beyond the specified study period (e.g. for resits), then you will need to re-enrol for the unit and pay the fee for that module.

Submission of your coursework

No course work is required to be submitted for CIPS courses

Cheating and plagiarism

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.¹

¹ For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

Support for your learning

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

Your feedback

The College requires all courses to have a formal system through which students are invited to comment routinely, in confidence, upon the teaching they have received. This helps us to check that students have a clear idea of our aims in teaching particular units, and of what we expect them to do; that our classroom teaching is effective and stimulating; that our advice and feedback to students on individual work is helpful; and that our resources are adequate.

Your representation

Each course in the College is required to have a Course Committee. This meets at least twice a year and consists of the Curriculum Head and all member of staff who teach units on the course.

Prior to each meeting, you will be given a copy of the agenda and will be asked to provide feedback about the items listed.

Following the meeting, a copy of the Course Committee report is available on request.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

Your comments, complaints or compliments

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.