

## Course Programme for CIPS Diploma in Procurement and Supply 2026 – 2027

Structured study sessions are approximately 3 hours in total and these run on your allocated class day.

This will be either Wednesday afternoon, Thursday am or pm or Friday morning (class day to be allocated).

L4M1: Scope & Influence of Procurement and Supply	
Date	Overview of Unit Content
w/c 26th January 2026	Economic and industrial classifications of sectors: public, private and not for profit, manufacturing, retail, construction, financial, agricultural and service. Similarities and differences in structure, governance, financing, procurement and supply chain. Objectives and regulations that impact on procurement and supply in the public, private and third sectors
w/c 2nd February	Supply chain management, materials management and logistics, stakeholder management. Sources of added value: five rights of procurement, innovation, sustainability, market development, quality, total lifecycle costs, added value through the sourcing process
w/c 9 <sup>th</sup> February	Categories of spend: Capex and Opex, Direct and Indirect, Stock and non-Stock, Defining and mapping stakeholders. Stages 1-8 of the CIPS Procurement Cycle
w/c 16 <sup>th</sup> February	Stages 9-13 of the CIPS Procurement Cycle, Structured sourcing processes, process compliance and added value, common IT systems used by procurement and supply chain functions
w/c 23 <sup>rd</sup> February	Corporate governance of a procurement function, codes of ethics, conflicts of interest. Improving procurement policies and procedures, responsible purchasing, Centralised and devolved structures
w/c 2 <sup>nd</sup> March	M1 Revision session
w/c 9 <sup>th</sup> March	M1 Private Reading
Exam	Tuesday 17th March 2026 @ 2pm
Results	1 May 2026

**\*\* Please note that the dates in 2026 are subject to change depending on confirmation from CIPS on exam dates \*\***

<b>L4M3 Commercial Contracting</b>	
<b>Date</b>	<b>Overview of Unit Content</b>
w/c 23rd March	Pre-reading for M3
w/c 30 <sup>th</sup> March	Easter Break – reading week – no teaching
W/C 6 <sup>th</sup> April	Easter Break – reading week – no teaching
w/c 13 <sup>th</sup> April	M3 wk 1: Creation of commercial agreements: rules relating to offer, acceptance, invitation to treat, capacity etc, battle of the forms, risks and misrepresentations pre-contract award, International law, Main types of contractual agreements: framework agreements, contracts for hire etc, services contracts
w/c 20 <sup>th</sup> April	M3 wk 2: Main types of contractual agreements: framework agreements, contracts for hire etc, services contracts. Analysing and drafting specifications, standardisation of requirements, the use of key performance indicators
w/c 27 <sup>th</sup> April	M3 wk 3: The use of express terms, standard terms and standard model contracts. Understanding key contractual terms including liabilities, indemnities, subcontracting, insurances, guarantees and liquidated damages. Understanding pricing arrangements in contracts
w/c 4 <sup>th</sup> May	Revision session
Exam	Exam 13 <sup>th</sup> or 14 <sup>th</sup> May at 9am or 12pm
Results	5 June 2026

**\*\* Date may be subject to change, please always check with your tutor in advance of each unit \*\***

## L4M5 Commercial Negotiation

Date	Overview of Unit Content
w/c 18 <sup>th</sup> May	M5 wk 1: Approaches to negotiation, setting targets and generating BATNAs, sources of power in negotiations, impact of relationships on negotiations
w/c 25 <sup>th</sup> May	M5 wk 2: Prepare for negotiations: understand costs and prices, assess the impact of economic factors, setting objectives and defining variables, positions and interests. Use of resources in negotiation
w/c 1 <sup>st</sup> June	M5 wk 3: Identifying key stage of a negotiation, use of influence in negotiations. Comparing and analysing communications skills and the influence of culture, reflecting on performance
w/c 6 <sup>th</sup> July	Revision session for M5
Exam	13th or 14th July 2026 – 9am or 12pm
Results	7 August 2026

## L4M8 Procurement and Supply in Practice

Date	Overview of Unit Content
w/c 8 <sup>th</sup> June	Practical application of the CIPS Procurement Cycle, Defining business needs, market evaluation and testing, supplier evaluation, tendering processes, and supplier and stakeholder management
w/c 15 <sup>th</sup> June	Application of key stages of the sourcing process including creation of contract terms, supplier selection, contract award and contract or supplier management
w/c 22 <sup>nd</sup> June	Application of whole life asset management including costs from purchase to disposal and techniques including cross functional support, teamworking. Focus on disposal, decommissioning and legal aspects
w/c 29 <sup>th</sup> June	Application of ethical and responsible sourcing, including bribery, corruption codes of practice. Environmental factors, supplier monitoring and KPIs and the adoption of sustainable practices

w/c 13 <sup>th</sup> July	Revision session
Exam	Wednesday 22 <sup>nd</sup> July 2026 @ 2pm
Results	4 September 2026

### L4M6 Supplier Relationships

Date	Overview of Unit Content
w/c 17 <sup>th</sup> August	M6 wk 1: Understanding different types of commercial relationships, use of portfolio analysis to identify and assess relationships, understanding competitive forces and the environment factors impacting relationships and how to add value through relationships
w/c 24 <sup>th</sup> August	M6 wk 2: Developing and managing stakeholder relationships, managing conflict, team development, driving improvements with stakeholders, processes for terminating stakeholder relationships. Analyses and implementation of supply partnerships
w/c 31 <sup>st</sup> August	M6 wk 3: Analyse the concept of partnering and where it is a suitable approach. Appraise the process of partnership implementation. Identify the reasons why partnerships fail
w/c 7 <sup>th</sup> September	Revision session
Exam	14 or 15 September 2026 – 9am or 12pm
Results	9 October 2026

### L4M2: Defining Business Needs & L4M7: Whole Life Asset Management

Date	Overview of Unit Content
w/c 14 <sup>th</sup> September	M2: How business needs influence procurement decisions, analysing costs and prices, analysing criteria to be used in creation of business case
w/c 21 <sup>st</sup> September	M2: Interpreting financial budgets. Business cases, and Porters Five Forces analysis of competition

w/c 28 <sup>th</sup> October	M2: Understanding different markets including areas such as manufacturing, construction, retail, services. The bargaining strength of buyer and suppliers and competitive forces. Contrasting the breakdown of direct and indirect costs and the use of market research, data and information to prepare budgets and negotiate prices
w/c 5 <sup>th</sup> October	M2: Conformance and performance specifications, content of specifications, identify risk arising from inadequate specifications, improving specifications
w/c 12 <sup>th</sup> October	M7: Storage and movement -location, design and flow. Product coding inventory-barcoding, RFID. Understanding the use of warehousing equipment including material handling equipment, palletisation, packing and packaging, environmental factors and automation
w/c 19 <sup>th</sup> October	M7: Inventory control mechanisms including types of inventory, obsolescent stock, stock classification methods, cost of holding inventory, material control techniques-forecasting, MRP, ERP, JIT, lean and key inventory performance measures
w/c 26 <sup>th</sup> October	M7: Whole life costing-analysing contributing cost factors in establishing total cost of ownership. Considerations in building total costs including estimating, hidden costs and support mechanisms. Identifying end of life costs including decommissioning, removal and disposal cost and CSR factors
w/c 2 <sup>nd</sup> November	Revision M2 and M7
Exam L4M2	w/c 9 <sup>th</sup> November 2026 (times will be allocated Wed/Thurs either 9am or 12noon)
Exam L4M7	w/c 9 <sup>th</sup> November 2026 (times will be allocated Wed/Thurs either 9am or 12noon)
Results	4 <sup>th</sup> December 2026

## L4M4: Ethical and Responsible Sourcing

Date	Overview of Unit Content
w/c 23 <sup>rd</sup> November	The sourcing process, sole, single and multiple sourcing, tendering approaches. Consequences on supply chains, ethical sourcing. Developing a sourcing plan, commercial and technical award criteria and choosing appropriate selection criteria
w/c 30 <sup>th</sup> November	Identifying and analysing market data information, processes in obtaining quotations and tenders, assessment of quotations and tenders
w/c 7 <sup>th</sup> December	The use of electronic sourcing systems, Key legislative and regulatory requirements in private, not for profit and public sector and key considerations in sourcing internationally
w/c 14 <sup>th</sup> December	Reading week and completion of assignments
w/c 21 <sup>st</sup> & 28 <sup>th</sup> December	Break for Christmas
w/c 4 <sup>th</sup> January 2027	The impact of ethical standards on sourcing and practices to support ethical sourcing, the use of audit and other practices to support CSR.
w/c 11th January	Revision
Exam	January 2027 - TBC
Results	February 2027 - TBC