

Course Programme for Level 3 Advanced Certificate

September 2026/27

- Structured study sessions are approximately half a day and these run on your allocated class day.
- Individual tutorials will be held approximately once a month.

Wednesday 9th September 10.00 – 10.30	Induction session: introduction to safeguarding, handbook, policies, study guides and exams.
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L3M1 Procurement and Supply Environments

W/C	Overview of Unit Content
14 th September	Functions of private sector organisations, financial measures, CSR, SMEs, multinational organisations, role and scope of procurement in the public sector. Role and scope of procurement in the not for profit sector, different types of competitive markets, the impact of market competition on supply
21 st September	Defining micro-economics, elasticity of supply and demand, pricing
28 th September	Analytical tools to explain the impact of the external environment on p & s: PEST, Porters five forces
5 th October	Reading Week
12 th October	Implications of economic criteria: interest rates, inflation, exchange rates, GDP
19 th October	Political and legislative criteria that impacts on organisations: employment law, H & S, social and environmental impacts. How policies and procedures are used in procurement and supply
26 th October	Procedures that regulate procurement and supply
2 nd November	Revision
Exam	9th – 13th November 2026
Results	4th December 2026

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

L3M2 Ethical Procurement and Supply

W/C	Overview of Unit Content
16 th November	Techniques to achieve added value: sources of added value, applying the five rights to products and services, value for money, achieving quality supplies, securing required quantities at required timescales
23 rd November	Value for money criteria, pricing and costs, timescales, measuring and improving supplier performance
30 th November	Identifying procurement needs: make or buy decision, understanding commercial requirements from customers, developing specifications
7 th December	Approaches to the sourcing of supplies, surveying the market, supplier appraisal, inviting quotations and tenders and assessing them.
14 th December	Reading Week
21 st and 28 th December	Break for Christmas
4 th January 2027	The role of codes of ethics, dealing with potential conflicts of interests, improving customer service.
11 th January 2027	Revision
Exam	12th - 14th January 2027
Results	29th January 2027

L3M3 Contract Administration

W/C	Overview of Unit Content
25 th Jan 2027	Types of contracts and agreements, contract documents: specifications, KPIs, SLAs, NDAs RFQs, business case development.
1 st February	Competitive and historical pricing, negotiating competitive prices, link between costs and price
8 th February	The tendering process, regulations that can impact on the process.
15 th February	Measuring contract performance, revision
22 nd February	The use of data as a contract performance measurement, the use of KPIs, types of contractual risk and how to manage them

1st March	M3 – Revision
Exam	8th – 12th March 2027
Results	26th March 2027

L3M6 Socially responsible warehousing and distribution OR

L3M5 Socially Responsible Procurement

W/C	Overview of Unit Content
22 nd March	M5/M6 The practical implications for sustainability and CSR
29 th March	M5/M6 The impact of environmental sustainability: green logistics, international legislation.
5 th April	Break for Easter – Reading Week
12 th April	M6 Carbon footprint, noise and air pollution, reducing emissions energy efficiency. Unnecessary packaging. M5 Identify procurement and supply processes and practices that the organisation may adopt to support CSR. Triple bottom line concept and how it should apply to procurement and supply
19 th April	M6 Methods for the storage and movement of inventory. The principles of store and warehouse design, warehouse equipment. M5 Key metrics that can be used to measure and report on sustainability.
26 th April	M6 The environmental cost of warehousing and logistics, the role of government. M5 Key methods that can be used to monitor CSR compliance.
3 rd May	Revision
Exam	10th – 14th May 2027
Results	28th May 2027

L3M4 Team dynamics and change

W/C	Overview of Unit Content
24 th May	Classify supply chain relationships, devolved purchasing, decision making unit, account managers, apply portfolio analysis to assess relationships in supply chains, develop action plans

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31 st May	Classifying stakeholders, RACI model, communicating with stakeholders, cross functional working, improving team working
7 th June	Types of information exchanged between buyers and suppliers, supplier relationship management, supplier development techniques, improving relationships
14 th June	The concept of supply chain networks, stakeholder involvement, examples, the marketing concept, organisational buying behaviour
21 st June	Techniques associated with marketing, sources of competitive advantage, competitor profiling and analysis
28 th June	Impact of technologies on purchasers and suppliers
5 th July	Revision
Exam	12th – 16th July 2027
Results	30th July 2027