

# Qualification factsheet

## CIPS Level 3\*

### Advanced Certificate in Procurement and Supply Operations

#### **Who is it for?**

This qualification will prepare intermediate level learners looking to specialise in procurement and supply and to progress onto the CIPS Level 4 Diploma in Procurement and Supply.

#### **What will I learn?**

Learn how to apply factual, procedural and theoretical knowledge of procurement and supply. You will be able to complete tasks and address problems that are well-defined but may be complex and non-routine. You will understand what relevant information is required and how to interpret and review its effectiveness.

#### **Your total qualification time (TQT)**

The TQT indicates the overall number of guided learning hours, additional self-study and assessment time that is required.

**300**  
TQT HRS

#### **Guided learning hours (GLH)**

It is expected that you will undertake 200 GLH. The definition of guided learning hours is: 'A measure of the amount of input time required to achieve the qualification. This includes lectures, tutorials and practicals, as well as supervised study in, for example, learning centres and workshops'.

**200**  
GLH HRS

#### **Self-study requirement (SSR)**

Additionally, we recommend that you also commit to at least 90 SSR hours. This includes wider reading of the subject areas and revision to give yourself the best preparation for successfully achieving the qualification, the assessment time per module, will be included within this.

**90**  
SSR HRS

#### **Total exam time**

All the modules in CIPS qualifications are assessed by an examination.

**10**  
HRS

#### **Objective Response exam format (OR)**

These questions allow you to select a response from a list of possible answers. You will find these types of exams across all our qualifications levels and they are marked by computer and then moderated by CIPS examiners.

**OR**

#### **Total credits required for completion**

**30**  
CREDITS

\* Refers to levels within the RQF. Other regulatory bodies may have different corresponding levels.

# What will I study?

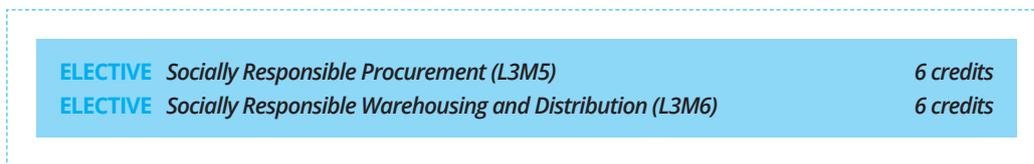
Four **CORE** modules make up **24** of the required **credits**



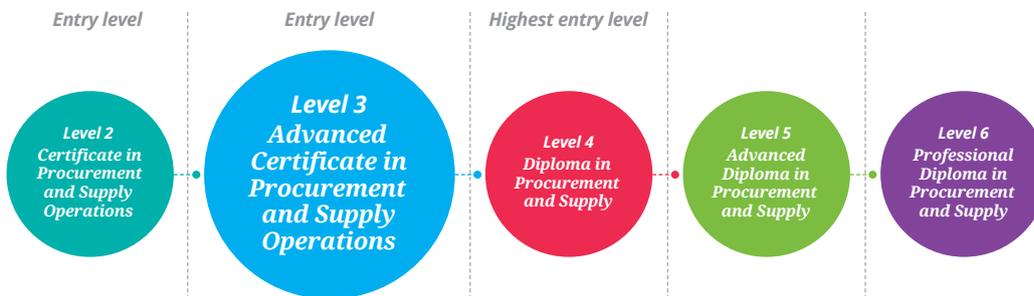
**30**  
Credits required for completion

**24**  
Credits made up of **CORE** modules

Choose one **ELECTIVE** module to make up the final **six** remaining **credits**



**6**  
Credits made up of your choice of **ELECTIVE** module



**Next steps**

This qualification provides progression to the **CIPS Level 4 Diploma in Procurement and Supply**.

**Level 4**