



Certificate in Procurement and Supply Operations



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Certificate in Procurement and Supply Operations

The ideal qualification if you're just starting your career in procurement or if procurement and supply are part of your role. It will enable you to recognise and describe the key processes in procurement and build your professional knowledge and competence.

Joining a CIPS qualification programme means you will join the largest Institute in the world for those working in procurement and supply.

Entry requirements?

You don't need any prior experience or qualifications to start your studies at this stage.

Typical job titles:

- Administrative assistant
- Purchasing assistant
- Contracts administrator
- Stock controller
- Merchandiser

It's also ideal if you are new to the profession, with little or no business experience, or you are aspiring to move into a career in procurement and supply.



Core skills upon completion of this qualification

Recognise and describe key transactional processes of procurement and supply.

Units

Unit Title:	CIPS Reference	Guided Learning Hours:
Procurement and supply principles	NC1	30
Procurement and supply functions	NC2	30
Procurement and supply processes	NC3	30
Procurement and supply administration	NC4	30
Procurement and supply stakeholders	NC5	30

Examinations

CIPS examinations for qualifications units are hand written and paper-based. The following principles are adhered to when CIPS exam papers are developed:

- The unit content will be assessed through the use of the learning outcomes (LOs), and parts thereof, published within the unit content guides. All LOs will be assessed within every assessment.
- All LOs within a unit are weighted equally. The coverage of each LO within an assessment is equally weighted.
- All questions within an assessment are compulsory. There are no optional questions. All assessments are marked out of 100%.
- The standard of the assessment is set by the LOs within the unit content.



Unit	Exam format (2 hours)
NC1 Principles	60 multiple-choice questions (MCQs). Select one correct answer from four options. There will be 15 MCQs testing each learning outcome.
NC2 Functions	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome.
NC3 Processes	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome.
NC4 Administration	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome.
NC5 Stakeholders	60 MCQs. Select one correct answer from four options. There will be 15 MCQs testing each learning outcome.
Examination pass marks: 75%	

You must achieve 75% for each section (learning outcome) within the exam in order to pass.

Course Duration:


150 hours

Register Now:

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About Al Mashreq Training

I would like to welcome you to Al Mashreq Training. We are committed to assist you in your learning needs and meeting your inquiries.



Al Mashreq Training is a professional private training provider that offers quality training and consultancy services in diversified areas. Established in 2000, Al Mashreq Training's vision is to become an internationally recognized training provider that offers the highest quality training in the region.



Al Mashreq Training is accredited by UK Awarding bodies namely: National Examination Board on Occupational Health and safety (NEBOSH), Institution of Occupational Safety and Health (IOSH) and The Chartered Institute of Environmental Health (CIEH), International Computer Driving License (ICDL), Health & Safety Institute (Medic), London Chamber of Commerce and Industry – Education Development International (LCCI - EDI). It is the first agent in the Gulf for the world largest safety organization (The US National Safety Council – NSC)

The Quality Assurance Agency (QAA) in Bahrain regularly assesses all educational establishments in the country, evaluating all aspects of the teaching and administration of the schools and colleges. In 2012, Al Mashreq Training was one of the very few educational establishments awarded the highest assessment of Outstanding by the QAA.

- Al Mashreq Training is the first and the only NEBOSH Gold learner Partner
- The Leading Training and Consultancy Provider in Bahrain
- One of the leading NEBOSH Training Provider in GCC
- The first and the main agent for NSC in the Gulf
- Trusted by major companies like Aramco, ASRY, GIIC & ALBA etc.
- Over 50 of the best professional trainers & consultants

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