

IoSCM Purchasing Academy

WHY IoSCM?

Guarantee success in your industry with IoSCM. We offer every student much more than just a qualification, we provide the opportunity to grow, learn and progress as a professional with our unrivalled support network.

- The most **flexible** distance learning package in the industry, adapt the course to study at your **own pace** and in your **own time**
- An **easy to use**, accessible online learning platform which provides **unlimited access** to customised resources and course materials
- Self-assessments, assignment preparation and **tailored tutor feedback** available at any time to provide you direction and guidance in your progress
- Access to **premium** revision and **study tools** such as timetables, planning guides, real life industry examples and useful websites
- Unlimited **1 to 1 support**, guidance and feedback from IoSCM's **industry expert tutor team**
- **First class** study materials designed and developed by **subject specialists**
- Individually assigned Student Support Liaison **dedicated** to handling all enquiries or issues throughout your studies and acting as your **personal mentor**
- **Communicate** with your appointed support team through a **range of methods** including Whatsapp, Skype, Facetime, text, email or phone call
- **Free monthly 1 to 1 workshops** available to attend in person or online
- An impressive **98% pass rate** across all qualifications
- Connect with students and **professionals across the globe**, interact on forums, offer or receive peer support and **expand your network** with IoSCM's online platforms
- Access even **more benefits** when you become a certified member of the Institute of Supply Chain Management, including **discounts and free short courses**

Spend less time and less money when you study with IoSCM. We offer the best possible chance to pass your qualification first time. In fact, we're so confident in your ability to succeed, we guarantee that if you fall into the 2% that don't pass first time, you can re-sit your study period, fully inclusive of IoSCM's signature support package, for **FREE**.

Attend **monthly workshops** for additional study support and

1 TO 1 TUITION

available **free of charge** to all students

Communicate with your **dedicated support team** through

WHATSAPP, SKYPE, FACETIME, TEXT, EMAIL OR CALL

at any time



UNLIMITED SUPPORT, GUIDANCE AND FEEDBACK

from IoSCM's **industry expert tutor team**

IoSCM Level 2 Purchasing

COURSE REQUIREMENTS

About this Course

The Level 2 qualification in Purchasing is designed for individuals looking to establish a career in the supply chain field but currently, have limited experience in the industry. The course allows students to develop supervisory management skills and knowledge in specific areas of supply chain to support career development and efficiency in operations.

*Through completion of the IoSCM level 2 - Purchasing you will receive certification from IoSCM and also a regulated qualification, Level 2 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

A

Award Requirements

To gain the award you must complete 1 core unit

C

Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

D

Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

Equivalent

The level 2 qualification is of the same level as a GCSE grade A* to C.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



Level 2 job title and
salary expectations:

JUNIOR PURCHASING ANALYST

£14,500

BUYING AND PURCHASING ASSISTANT

£14,500

PURCHASING ASSISTANT

£14,000

PURCHASING ADMINISTRATOR

£13,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 2 Purchasing

UNIT SELECTION

Core Units

Team Leader



- Teams and Groups
- Team Development
- Team Roles
- Leadership Styles

Introduction to Purchasing



- Functions of a purchasing system
- Stages of the life cycle
- Stages of the purchasing process
- Methods used to gain information
- Supplier development
- Selection of suppliers
- Methods of Communication
- Terms of a contract

Optional Units

Supplier Relationships



- Supplier Relationships
- Key elements of the supplier relationship
- Policies and procedures
- Monitor supplier relationships

Introduction to Business



- Range of Business
- Business Functions and Departments
- Communication in Business
- Quality Management Systems
- The Customer

Choose Supplies and Suppliers for Business



- Types of supplies
- Resource requirements
- Different suppliers and purchase options
- Storage

Introduction to Supply Chain



- Supply Chain
- Successful Supply Chains
- Relationships between the links of a supply chain
- Roles organisations play

Introduction to Movement of Goods



- Types of Goods
- Safe Handling of Goods
- Movement Methods
- Appropriate Modes of Transport

Introduction to Manufacturing Planning and Control



- Business core function
- Manufacturing process components
- Support functions
- Manufacturing requirements
- Information Required
- Production Planning

Introduction to Logistics



- Logistics type
- Service
- Supply chain in a logistics environment
- Types of logistics activities

Introduction to International Trade and Freight



- Trade
- Freight
- Goods Identification
- Freight Organisations
- Trade Legislation and Regulations

IoSCM Level 3 Purchasing

COURSE REQUIREMENTS

About this Course

The Level 3 Purchasing qualification caters for students with a minimum of 2 years experience in a supply chain related field, who wish to develop key knowledge in business and leadership at supervisory management level. Students can acquire skills in specific areas of supply chain including customer service, purchasing process and improving team performance, to support career development.

*Through completion of the IoSCM level 3 - Purchasing you will receive certification from IoSCM and also a regulated qualification, Level 3 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

A

Award Requirements

To gain the award you must complete 1 core unit

C

Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

D

Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

Equivalent

A level 3 qualification is of the same level as an A Level, however, studying with IoSCM allows complete projects within your workplace, and with previous knowledge and past experience.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



Level 3 job title and
salary expectations:

**PURCHASING
CO-ORDINATOR**
£19,000

**PROCUREMENT
CLERK**
£18,000

**PURCHASING
ASSISTANT**
£15,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 3 Purchasing

UNIT SELECTION

Core Units

Purchasing Processes

- Organisations involved in the purchasing role
- Relationships
- Markets
- External factors
- Purchasing
- Sourcing suppliers
- Suppliers requirements

Business

- Strategic development
- Business relationships
- Human resource management
- Management of finance
- Government legislation
- Marketing strategies

Optional Units

Understanding the Purchasing Environment

- The role of purchasing
- Purchasing and business strategy
- Purchasing contexts

Purchasing in Action

- The role of purchasing and procurement
- The sourcing and procurement cycle
- Contracts and Service Level Agreements (SLA)

Client and Supplier Relationships

- Internal and external relationships
- Effective supplier relationships

Basic Finance Costing

- The role of costing systems in organisations
- Recording and analysing cost information
- Apportion costs
- Budget reports
- Using costing information

Warehousing Operations

- Warehouse departments
- Bridge between supply and demand
- Warehouse Management Systems (WMS)
- Types of warehouses
- Warehouse location factors

Transport Planning Operations

- Role of transport
- Transport
- Principles of transport planning
- Legislation & regulations
- Health & safety measures

Supply Chain Operation

- The Supply Chain
- Relationships
- Supply chain components
- Logistics
- Integrated systems

Ports and Shipping

- Types of ports
- Port functions
- Seaport connection and transshipment
- Maritime network considerations
- Port considerations

Manufacturing and Production

- Organising production
- Level of demand
- Competitors
- Sales forecasting
- Production planning
- Planning using buffer stocks

IoSCM Level 3 Purchasing

UNIT SELECTION

Optional Units Continued

Logistics



- Logistical requirements of a supply chain
- Customer needs
- Optimise use of logistics
- Modes of transport
- Technology

Inventory Processes



- Inventory
- Purpose of inventory
- Inventory control process
- Alternatives to holding inventory

Freight



- Route plan
- Environmental
- External influences
- Legislative
- Freight performance

Business Improvement Techniques



- The need and application of business improvement
- Improvement activities
- Improvement activities resources
- Communication

IoSCM Level 5 Purchasing Management

COURSE REQUIREMENTS

About this Course

The Level 5 qualification is intended for students with extensive experience working at management level within the supply chain sector and looking to progress to a senior management role. The course allows students to develop management skills and sector specific knowledge to support career development and operational efficiency.

*Through completion of the IoSCM level 5 - Purchasing Management you will receive certification from IoSCM and also a regulated qualification, Level 5 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

A

Award Requirements

To gain the award you must complete 1 core unit

C

Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

D

Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

Equivalent

The completion of this qualification will give you a level of study that is equivalent to a HND or Foundation Degree.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



Level 5 job title and
salary expectations:

SENIOR BUYER

£37,000

**BUSINESS
OPERATIONS
MANAGER**

£30,000

**PURCHASING
MANAGER**

£27,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 5 Purchasing Management

UNIT SELECTION

Core Units

Purchasing Management

- Key roles of management
- Impact of legislation
- Working relationships with suppliers
- Effective negotiating skills

Operation Management Processes

- Operations management
- Operations processing
- Relationship between operations management and strategic planning
- Operations improvement techniques
- Organisational challenges

Optional Units

The Machinery of Government and Procurement

- Drivers and decision makers of central and local government
- Measures for protecting against fraud
- Financial accountability for procurement policy and practice

Marketing for Purchasers

- Role of marketing in an organisation
- Analysis of marketing information
- The components of the marketing mix

Customer Service

- Managing customer relationships
- Customer focused culture
- Customer satisfaction
- Managing customer complaints

Contracting in the Public Sector

- Different types of contracts
- The processes to monitor and evaluate the performance of contractors

Warehousing

- Warehouse policies
- Requirements
- Inventory strategy
- Legislation

Transport Management

- Nature and purpose of transport planning
- Land use
- Sustainability
- Transport demand
- Movement of freight

Supply Chain Management

- Effective management and control
- Physical and information flows
- Why supply chain may not function correctly
- Strategic and operational planning

Quality Management

- The concept of quality management
- Embedding quality management
- Systems that support quality management

Production Management

- Production planning
- Production planning, sales planning and forecasting
- Master scheduling terminology
- Development of manufacturing and control systems
- Improve planning performance

IoSCM Level 5 Purchasing Management

UNIT SELECTION

Optional Units Continued

Port and Shipping Management



- Shipping and international trade
- Business strategy in shipping
- Port operations management
- Agile ports
- Port development

Movement of Goods



- Principles and practices in relation to the movement of goods
- The characteristics of goods and the impact on their handling
- Considerations that influence the flow of goods

Logistics



- Logistic requirements of a supply chain
- Customer needs
- Optimise use of logistics
- Modes of transport
- Technology, information & communication technology

Inventory



- Purpose of inventory management
- Fixed period & fixed quantity models
- Effect of inventory management on supply chain
- Modern inventory systems

IoSCM Level 6 Purchasing Strategy

COURSE REQUIREMENTS

About this Course

The IoSCM purchasing academy is dedicated to helping those within the purchasing industry develop and grow their knowledge and expertise. This level 6 qualification means whether you have previously studied a lower level qualification or have experience working as a senior manager, here at IoSCM we can still develop and teach you valuable topics which you can apply to your career/business.

*Through completion of the IoSCM level 6 - Purchasing Strategy you will receive certification from IoSCM and also a regulated qualification, Level 6 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- A Award Requirements**
To gain the award you must complete 1 core unit
- C Certificate Requirements**
To gain the certificate you must complete 1 core unit and any other 2 units
- D Diploma Requirements**
To gain the diploma you must complete 1 core unit and any other 3 units
- ED Extended Diploma Requirements**
To gain the extended diploma you must complete 1 core unit and any other 5 units

Equivalent

The IoSCM Level 6 is the equivalent to a Bachelor's Degree but studied in your own time, at your own pace and in the comfort of your own home.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 6 job title and
salary expectations:

**PROCUREMENT
CHANGE MANAGER**
£45,000

**HEAD OF
COMMERCIAL**
£41,000

**STRATEGIC
PURCHASING
MANAGER**
£41,000

**OPERATIONS
MANAGER**
£29,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 6 Purchasing Strategy

UNIT SELECTION

Core Units

Purchasing Management

- Purchasing Environment
- Purchasing Strategy
- IT in the Purchasing Process
- Supplier Assessment and Performance Rating
- Support Tools for the Purchasing Process

Optional Units

Inventory

- Strategic role of inventories
- Inventory cost on business performance
- Managing order levels
- Inventory control

Operations Management

- Operational strategy
- Managing people and change in the work place
- Methods of managing capacity
- Operational scheduling and process management
- Managing quality

Production Management

- Production
- Requirement of product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

Supply Chain Management

- Effective supply chains
- Meeting strategic objectives of an organisation
- Value of 3PL and 4PL
- Cause of supply chain failures
- Developments in information technology

Business

- Internal and external environment
- Operating a marketing system
- Financial documentation
- Change management processes

Finance Management

- Balance sheets, income statements and cash flow
- Cost vs. Value of developing a project
- Financial analysis and impact on short and long term business plans
- Mergers and acquisitions

Human Resource Management

- Responsibilities of HRM
- HRM processes and practices
- HRM and performance management
- Methods of managing employment relationships
- Reward management

International Freight Management

- Strategic importance of creating an international supply chain
- Multimodal freight movement operation
- Legislation of the international movement of freight
- Alternatives to moving international freight

Logistics Management

- Key requirements of logistics management
- Setting up a logistic operation
- Benefits of different transport modes
- Methods of rationalising logistic operations
- Technology in logistics

IoSCM Level 6 Purchasing Strategy

UNIT SELECTION

Optional Units Continued

Management and Leadership



- Process of management activities
- Impact of leadership and management techniques
- Risk management
- Organisational cultures
- Factors impacting time management

Ports and Shipping Management



- Shipping and globalisation
- Value of operating and agile ports
- Resource requirements
- Containerised shipping operation

Warehouse Management



- Warehouse requirements of business
- Warehouse layout for specific business needs
- Important considerations of a warehouse location
- Services of 3rd party distributors

Quality Management



- Characteristics of quality
- Quality management systems
- Total Quality Management Systems in an organisation
- European Foundation for Quality Management (EFQM) Excellence Model

Transport Management Planning



- Transport planning and economic development
- Transport within a supply chain infrastructure
- Methods of trip distribution modelling
- Effective transport policy
- International movement of freight

IoSCM Level 7 Purchasing

COURSE REQUIREMENTS

About this Course

The IoSCM Level 7 Purchasing Academy is dedicated to helping those within the purchasing industry who are in a senior management role with this course allowing students to study a flexible range of units and further develop skills within purchasing and supply chain areas.

*Through completion of the IoSCM level 7 - Purchasing you will receive certification from IoSCM and also a regulated qualification, Level 7 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- C** **Certificate Requirements**
To gain the certificate you must complete 3 core units in order of listing
- D** **Diploma Requirements**
To gain the diploma you must complete 3 core units in order of listing and any 1 optional unit
- ED** **Extended Diploma Requirements**
To gain the extended diploma you must complete 3 core units in order of listing and any 3 optional units

Equivalent

The level 7 from IoSCM is of the same level as a Master's Degree but developed to help you gain skills required to succeed and make a difference in the workplace.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 7 job title and
salary expectations:

**PROCUREMENT
CHANGE MANAGER**
£45,000

**HEAD OF
COMMERCIAL**
£41,000

**STRATEGIC
PURCHASING
MANAGER**
£41,000

**OPERATIONS
MANAGER**
£29,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 7 Purchasing

UNIT SELECTION

Core Units

Strategic Management Principles

- Strategic management
- Formulate organisational strategy
- Strategic effects of organisation plan
- Communicate organisational plan

Business Research

- Philosophies and approaches
- Plan project reports
- Research
- Compare research outcomes with specifications
- Present report

Global Procurement in Supply Chain

- Objectives for a procurement strategy
- Effectiveness of a procurement strategy
- Selecting effective procurement methods

Optional Units

Manufacturing Production

- Production
- Product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

Corporate Finance

- Role of corporate finance manager
- Source of debt
- Evaluating investment
- Company shares
- Dividends
- Business capital

Quality Management

- The concept of quality management
- Embedding quality management
- Systems that support quality management

Entrepreneurship in Business

- Scope for entrepreneurship in today's economy
- Developing Successful Business Ideas
- Strategy Planning
- Planning Future Growth

Change Management

- Background of change management
- Issues
- Proposing change
- Managing the change process

Leadership and Enterprise

- The relationship between management and leadership
- Effective leadership
- Theories of management and leadership in organisational contexts
- Management and leadership skills
- Enterprise culture and the characteristics of different entrepreneurs

Principles of Marketing

- Principles and concepts of marketing
- Develop a marketing strategy
- Analyse competitive advantage

Logistics and Transport

- Logistics and marketing interface
- Costs and performance within Logistics
- Concept of lead time
- Transport planning
- The impact of traffic

Ports and Shipping

- Maritime operations in a business context
- Planning process for maritime operations
- Maritime resource management
- Maritime law

Import and Export

- Key elements of export strategies
- Key elements of import strategies
- Third party intermediaries

Purchasing Academy Support

SUPPORT



Unlimited Access to Industry Expert Tutors

IoSCM's Tutor Team are an amalgamation of some of the industry's finest talent. All experts within their field, the team provide preparation for your distance learning experience, assistance with your qualification and support you during each unit. Because we have tutors specialising in every sector of the industry, we have a strong perception of the requirements needed to succeed and progress within every field.



Accessible Online Delivery and Assessment

You'll gain access to a customised learning platform in which you can take mock tests, utilise a huge library of resources and interact with other students across the globe. As well as unlimited first class materials, there are self-assessments available online show the results immediately to give you direction on what you're doing well and what you might need to take another look at. You can take and retake the practise self-tests as many times as you like. By doing this, we're increasing your confidence in your ability to succeed and therefore, also ensuring you pass first time.



Flexibility and Study Methods

Because IoSCM qualifications can be studied entirely online, you can study in your own time and in the comfort of your own home. You can revisit materials and resources as often as required, simply log in to your personal learning platform. We do however, offer free monthly face to face or online workshops for you to attend if necessary. We understand that every individual is different, so we encourage you to learn at your own pace and in a way that suits you.



Pass First Time

Our support package is so important, not only because there isn't currently anyone who offers such a high level, but because we're dedicated to changing the industry statistics, IoSCM's current pass rate across our qualifications is 98%. With the unbeatable support we provide, you can spend less time and less money by increasing your chance of gaining your qualification first time. Our entire approach to learning is to guarantee your success.

INDUSTRY EXPERT TUTOR



PURCHASING TUTOR PROFILE

Over 20 Years in Purchasing and Procurement Industry

- Level 7 Qualified
- Dedicated Tutor and Trainer for Over 10 Years
- Education in Training Level 5 Certificate

"I'm passionate about supporting our learners throughout their distance learning journey. The level of support we provide, teamed with our customised approach and flexibility, guarantees success."

Purchasing Academy Guarantee

GUARANTEE

IoSCM are honoured to hold a reputation as an influential institution representing the supply chain. Renowned for the quality, expertise and talent behind our qualifications, we're determined to continue our success. Which is why we strive to preserve our impressive **98% pass rate** with an unrivalled support package for every professional.

IoSCM are confident in the standard of our qualifications, the delivery of our curriculum and the support from tutors and mentors combined with your hard work; we know it will lead you to success, first time around. So much so, that we can guarantee that if you are unsuccessful in the passing of your course, we will offer you a second opportunity to achieve your qualification free of charge

There are some conditions to the IoSCM qualification guarantee:

- You must have submitted all assignments on time
- You must have monthly contact with your assigned student mentor to ensure we have given you our full support throughout your course
- You have two years from beginning your distance learning course in order to be eligible for this guarantee. If you have studied for longer than two years, you do not qualify for a free retake
- You must book your free course within 6 weeks of your first unsuccessful attempt
- Institution fees including membership renewal and any possible examination fees are not covered by this guarantee
- Course materials will not be re-issued
- IoSCM's interpretation of these conditions shall be binding
- We reserve the right to change or withdraw this offer at any given time

We strive to preserve
our impressive

98% PASS RATE

with an **unrivalled
support package**
for every professional



With the achievement of
each level, you will

**EXPAND YOUR
EARNING POTENTIAL
AND EVOLVE YOUR
CAREER.**

Speak to us today about our
progression routes on
0800 1422 522

