



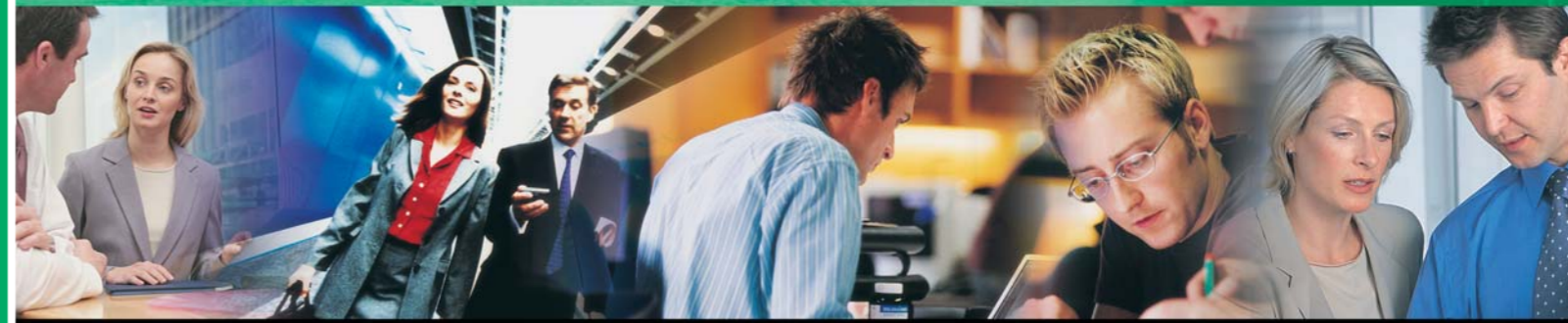
IIPMM

THE PROCUREMENT AND
SUPPLY MANAGEMENT INSTITUTE



Looking for a Recognised HETAC Qualification in

Procurement and Supply Management...?



IIPMM HIGHER CERTIFICATE IN BUSINESS PROCUREMENT - LEVEL 6

Accredited by the Higher Education and Training Awards Council
National Framework for Qualifications – Level 6



THE IRISH INSTITUTE OF PURCHASING AND MATERIALS MANAGEMENT

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IIPMM HIGHER CERTIFICATE IN BUSINESS PROCUREMENT - LEVEL 6

This programme is part of the education syllabus devised by the Institute and accredited by the **Higher Education and Training Awards Council (HETAC)**. The Higher Certificate in Business, (Procurement) is accredited at Level 6 on the **National Framework for Qualifications (NFQ)**. It is an integral component of the Institute's Honours Degree programme. The Higher Certificate is available on a nationwide basis and is delivered both on a taught and block learning basis.

AIMS AND OBJECTIVES

The Higher Certificate aims to introduce the student to supply management and general commercial and industrial aspects of the organisation to develop a basic understanding of supply management and of current issues impacting on the competitive position of the organisation. It also introduces basic quantitative methods used in research projects to develop functional knowledge and its application in the procurement and supply management function to emphasise the operational issues in procurement and supply management.

AWARD

The Higher Certificate in Business is awarded by HETAC. The Higher Certificate is awarded with either; Distinction, Merit Grade 1, Merit Grade 2 or, Pass.

PROGRESSION

On successful completion of the Higher Certificate, graduates are eligible to enter the Institute's degree programme. On successful completion of a further 4 modules at level 7, the Bachelor of Business is awarded by **HETAC**.

It is possible at each award stage to transfer to other appropriate programmes within the national framework, subject to entry requirements. In particular, after completing the honours degree, graduates will be eligible for entry to appropriate master degree programmes.

WHY UNDERTAKE THIS COURSE?

If you are in a procurement or supply role and aspire to management or senior management, or if you just want to keep abreast of the rapid changes in the profession and in business this course is essential.

It provides a mix of business and procurement related modules that will provide you with the skills and knowledge to develop your competence and expertise that will add value to your employer and you.

It is also a pre-requisite for entry to the Institute's degree and honours degree programmes and is a vital step towards membership of the professional body.

STRUCTURE OF THE HIGHER CERTIFICATE IN BUSINESS (PROCUREMENT)

The Higher Certificate has 2 stages, Level 6.1 and Level 6.2.

The modules at both stages are predominately 10 credit modules. However, in preparation for the degree stages there are a number of 15 credit modules.

HIGHER CERTIFICATE IN BUSINESS PROCUREMENT LEVEL 6.1

This is an introductory level to business management and, procurement and supply. This approach is reflected in the combination of modules.

It comprises of 6 ten credit modules as follows:

- Fundamentals of Accounting
- Economics
- Business Organisation and Information Technology
- Marketing and Business Communications
- Principles of Procurement
- Purchasing and the Commercial Environment

Level 6.1 is completed when all 6 modules have been successfully completed.

HIGHER CERTIFICATE IN BUSINESS PROCUREMENT LEVEL 6.2

This level builds on the previous level and provides more focus on procurement and supply management.

It comprises of 5 modules as follows:

- Statistics and Quantitive Methods **(15 Credits)**
- Fundamentals of Management **(10 Credits)**
- Introduction to Supply Chain **(10 Credits)**
- Storage and Distribution **(15 Credits)**
- Commercial Relationships **(10 Credits)**

Level 6.2 is completed when all 5 modules have been successfully completed and the Higher Certificate in Business is awarded.

ENTRY REQUIREMENTS

For entry to the programme a candidate must:

- Be over 23 years of age
- Have at least three years appropriate work experience
- Be working in procurement and supply management in the private or public sectors
- Have five passes in the Leaving Certificate including Mathematics and English or an equivalent educational standard

HIGHER CERTIFICATE IN BUSINESS (PROCUREMENT) - LEVEL 6

As part of the application process, students are required to detail their work experience and to have this verified by their employer. The Institute reserves the right to interview candidates to assess their suitability for the programme.

EXEMPTIONS

The Institute will grant exemptions on a module for module basis at Level 6 and 7 to entrants with relevant undergraduate or professional qualifications. An exemption fee of €75 per module applies.

MODULE SEQUENCE

The level 6 modules must be completed prior to commencing level 7. It is recommended that the modules are taken in the sequence that they appear in this brochure.

LEARNING SUPPORTS

The Institute provides a comprehensive series of supports for students in their studies including:

- Detailed module descriptors
- Assessment guides
- On-line resources and support
- Past and sample papers
- Technical seminars
- Module specific study guides

TUITION

Evening Classes

The Institute offers the course on a part-time evening basis at selected third level institutes and some colleges of further education.

Each college will set out its own delivery schedule, but usually the evening classes run during the academic year. See the Institute's website for details of approved tuition partners.

Block Learning

We offer a block learning approach that gives you the flexibility to study for your qualification without the need to attend weekly lectures. With our weekend tutorial sessions each month you can condense your lecture time without interfering with your busy lifestyle. You will still benefit from our extensive range of learning supports and will also have access to your tutors online. See the institute website for details of tuition location.

ASSESSMENTS

The choice of assessment methods for each module will reflect the stated objectives, the learning outcomes and, the teaching methods employed. The assessment instruments will include:

- Module Assignments
- Terminal Examinations
- Learner Reflections
- Research Assignment
- Integrative Assessment

COSTS

Evening Classes

The costs per module for the programme are:

Level 6.1	10 Credit Module	€160
Level 6.2	10 Credit Module	€175
	15 Credit Module	€265

These fees include, study guides (but not the core text), examinations, Technical Seminars and on-line support. The cost of the lecturing is not included and is paid directly to the third level institute or college of further education.

Block Learning

The cost per module for the programme in the academic year 2008/2009 are:

Level 6.1	10 Credit Module	€320
Level 6.2	10 Credit Module	€370
	15 Credit Module	€555

This includes the elements above and the regular tutorial sessions.

ALL FEES QUALIFY FOR TAX RELIEF OF 20%

HOW TO APPLY

You can find further information on our website including registration forms or you can call IIPMM directly.

AT A GLANCE:

- Opportunity to achieve a HETAC recognised qualification
- Recognised and supported by employers
- Developed by procurement professionals and academics
- Mix of business and professional procurement modules
- Available nationwide
- Taught and block learning options
- Flexible modular structure to suit individual needs
- A part-time programme that you can pursue whilst working
- The programme has a unique learner assessment that allows you to relate your studies to your role in procurement