



Level 4 Diploma in Procurement

To achieve the Level 4 Diploma in Procurement, learners must achieve a minimum of 60 credits including 4 mandatory units totalling 19 credits from group M (mandatory), a minimum of 4 units worth at least 17 credits from Group OA and further units from either group OA or group OB with a maximum of 20 credits from group OB.

Unit	Unit Reference Number	Mandatory Units	Level	Credit	Guided Learning Hours
1	F/506/5272	Develop Working Relationships with Colleagues and Stakeholders	4	4	20
2	A/506/5271	Evaluate Information on Procurement	4	5	25
3	T/506/5270	Improve the Performance of Procurement	4	6	30
4	R/506/5275	Provide Leadership and Direction for Own Area of Responsibility	5	4	30
Unit	Unit Reference Number	Optional Units (Group OA)	Level	Credit	Guided Learning Hours
5	F/506/5269	Undertake a Supply Market Analysis	4	6	35
6	A/506/5268	Determine Requirements and Produce a Specification in Procurement	4	5	30
7	T/506/5267	Assess the Capability of Suppliers to Meet Requirements	4	4	30
8	M/506/5266	Manage a Sourcing Process in Procurement	4	6	35
9	H/506/1764	Negotiate for Supplies	3	4	20
10	K/506/5265	Establish Contractual Relationships with Suppliers	4	5	35
11	H/506/5264	Review the Outcomes of Contracts	4	5	30
12	D/506/5263	Evaluate Supplier Performance	4	5	25
13	Y/506/5262	Manage the Purchase order Cycle	4	4	25



Unit	Unit Reference Number	Optional Units (Group OB)	Level	Credit	Guided Learning Hours
14	L/506/5274	Plan Change in Own Area of Responsibility	5	6	30
15	Y/506/5259	Manage a Tendering Process	4	4	20
16	R/506/5261	Schedule the Flow of Supplies in the Supply Chain	4	4	25
17	J/506/5273	Manage Inventory	4	6	35
18	M/506/5834	Manage Risk in Procurement	4	4	25