

WORKING AT NEPO: PROFESSIONAL DEVELOPEMENT

This guide offers an overview of the professional development provided to procurement colleagues at NEPO.

NEPO is committed to supporting all employees in their professional and personal development. A key theme within our corporate strategy is to provide leadership, and we recognise that equipping team members with the right skills and confidence is an essential part of this.

“ We know that our people are the most important asset within NEPO, that's why we make sure our team members have extensive professional and personal development.

For our procurement colleagues this means benefiting from fully-funded CIPS training, ultimately taking them to the equivalent of a degree-level qualification.

Our goal is to not only ensure that colleagues have the skills and confidence to thrive at work, but also to nurture the procurement leaders of tomorrow, and secure the North East's future as a centre of excellence for collaborative procurement.



Nicola Shelley
Managing Director, NEPO



Fully-funded Professional Qualifications

All procurement team members are expected to progress through the following Chartered Institute of Procurement & Supply (CIPS) qualifications:

- [CIPS Level 4 Diploma](#)
- [CIPS Level 5 Advanced Diploma in Procurement and Supply](#)
- [CIPS Level 6 Professional Diploma in Procurement and Supply](#)

An overview of each qualification is provided in this guide.

How will this benefit you?

CIPS qualifications are internationally recognised qualifications that offer a broad range of expertise and equip you with the knowledge and skills to undertake procurement activity.

Your learning journey will cover a wide range of topics to give you a comprehensive understanding of procurement, not just within the public sector, but across the wider landscape.

Undertaking the qualifications will signal your commitment to the profession and ensure you have the right skills and knowledge to progress your career at NEPO. We have developed a career progression framework that aligns qualifications and experience to salary expectations so that you can have certainty over your future prospects.



“Studying for CIPS definitely requires a commitment from learners, however it’s well worth it in terms of professional development and equipping you with the knowledge and skills to progress your career.”

Working in procurement is a great career choice offering lots of variety and good prospects, I’d highly recommend it as either a first role or career change.”

Nick McDonald,
Procurement Specialist,
NEPO



How does NEPO support learners?

- ✓ NEPO covers all training costs throughout the duration of your learning (including training fees, exam fees, training materials, CIPS membership fees).
- ✓ We provide 0.5 days of study leave per fortnight.
- ✓ We provide time off for you to sit your exams, including the half day immediately prior to the exam.
- ✓ We supplement the CIPS syllabus with relevant on-the-job training, for example, briefings on on procurement legislation, soft skills such as managing workloads.
- ✓ You'll benefit from being part of a wider cohort of learners and recent graduates who are on-hand to offer peer support.

What we expect from you

Commitment to undertaking the CIPS training, on average each CIPS qualification will take between 12 and 18 months. *(This commitment will take the form of either a learning contract or apprenticeship agreement, depending on your role at NEPO).*

If you leave NEPO within two years of qualifying you may be expected to repay a proportion of the training costs. *(Apprentices are exempt from this repayment obligation. For other colleagues, repayment will apply to **Level 5 only** where Levels 4 and 6 have been funded by the apprenticeship levy).*

How is the training delivered?

NEPO's training provider is CIPS Corporate Services Limited (CCSL) who offer distance learning via their online platform.

Learners will benefit from:

- Training delivered by CIPS-qualified tutors.
- Books and eLearning to complement each module.
- Comprehensive examination preparation support.



“Procurement professionals come from a variety of backgrounds, some enter the profession straight from education, some of us have experienced other vocations and bring a diverse skill set to the role.

My experience of undertaking CIPS qualifications has equipped me with a strong knowledge-base and I'm continuously developing a wide range of skills. It's great that NEPO invests in its team in this way!”

Stephanie Westgarth,
Procurement Coordinator,
NEPO



WHAT YOU WILL LEARN

The following information is based on extracts from the CIPS syllabus (November 2023) and may be subject to change. Visit the [CIPS website](#) for the latest information.

CIPS LEVEL 4 DIPLOMA

You will learn about making procurement and supply happen within an organisation, and you will be equipped with an essential range of knowledge and tools that you can immediately apply to your work. You will learn how to apply practical, theoretical and technical knowledge, gain a clear understanding of procurement and supply and develop the ability to address complex, non-routine problems.

On completion, you will be able to analyse, interpret and evaluate relevant information and ideas and have an informed awareness of differing perspectives and approaches within the profession. You will also be able to review the effectiveness and appropriateness of methods, actions and results.

MODULES

CORE MODULES

Scope and influence of procurement and supply

Defining business need

Commercial contracting

Ethical and responsible sourcing

Commercial negotiation

Supplier relationships

Whole life asset management

Procurement and supply in practice

You can view the detailed CIPS Level 4 Diploma syllabus information on the [CIPS website](#).



CIPS Level 5 Advanced Diploma

Building on the practical knowledge and understanding gained at CIPS Level 4 Diploma in Procurement and Supply, you will develop a higher level of practical, theoretical and technical knowledge and understanding of procurement and supply. Your learning will focus on how to deal with key aspects of risk in supply chains and mitigation of those risks; processing and evaluating contracts and the impact of legal implications when contracts are breached.

On completion of this qualification you can expect to improve your overall organisational procurement and supply performance to fulfil organisational objectives.

MODULES

CORE MODULES	PLUS A CHOICE OF THREE ELECTIVE MODULES FROM:
Managing teams and individuals	Category management
Advanced contract and financial management	Advanced negotiation
Managing supply chain risk	Achieving competitive advantage through the supply chain
Managing contractual risk	Project and change management
Managing ethical procurement and supply	Operations management
	Logistics management

You can view the detailed CIPS Level 5 Diploma syllabus information on the [CIPS website](#).



CIPS Level 6 Professional Diploma

Building on the knowledge and skills learned at the CIPS Level 5 Advanced Diploma in Procurement and Supply, you will be able to demonstrate strategic knowledge and leadership skills and find solutions to complex problems. It is designed to develop transferable workplace skills such as excellent communication and the ability to work in and lead a team. Employers have identified that the ability to think strategically and lead and influence policy and thinking are essential for progression.

You will gain an understanding of different perspectives and theories and will be able to critically analyse, interpret and evaluate complex information, concepts and ideas.

MODULES

CORE MODULES	PLUS A CHOICE OF THREE ELECTIVE MODULES FROM:
Strategic ethical leadership	Strategic programme leadership
Global strategic supply chain management	Innovation in procurement and supply
Global commercial strategy	Global logistics strategy
Future strategic challenges of the profession	Commercial data management
	Elective supply network design

You can view the detailed CIPS Level 6 Professional Diploma syllabus information on the [CIPS website](#)



Additional Learning

NEPO will supplement your CIPS studying with on-the-job training designed to complement the CIPS syllabus and connect learning outcomes to the local government perspective. This training will cover a wide range of topics such as:

- Public sector procurement legislation
- Social value
- Procurement fraud
- Contract management
- Public sector suppliers
- Modern slavery
- Soft skills relevant to the job including negotiation, dealing with change, hybrid working, effective communications, managing workloads.

Useful resources

NEPO's career progression framework: This document sets out how your salary expectations align to your experience and qualifications.

[CIPS website](#): This external website provides further information on CIPS.

Contact us

Want to know more? Email hello@nepo.org. Tel. 0191 638 0040

