



KISEB
Elevating Supply Chain



**Professional Certification in
Supply Chain Management**



CPSP-K

APS-K

CERTIFIED PROCUREMENT AND SUPPLY PROFESSIONAL OF KENYA (CPSP-K)

Preamble

The course is designed to equip trainees with knowledge, practical skills and attitudes that will enable him/her perform duties as a buyer, supply chain manager, supervisor and /or director in an organization. To achieve this, units such as, Asset Management and Managerial Accounting, Finance in Supply Chain Management, Supply Chain Leadership and Governance and Public Private Partnerships are on offer, in addition to core supply chain management subjects. The entire program comprises three parts including an industry-based learning.

General Learning Outcomes

By the end of the course, the trainee should be able to:

- 1 Execute procurement and supply process in an organization.
- 2 Apply ICT in procurement and supply process in an organization.
- 3 Effectively manage all types of procurement and supply chain risks and documentation.
- 4 Establish procurement and supply audits framework.
- 5 Demonstrate knowledge and advise on emerging issues in supply chain management.
- 6 Comply with the legal aspects in supply chain management.
- 7 Apply appropriate decision-making tools in supply chain management.
- 8 Manage procurement projects.
- 9 Practise as a supply chain specialist/consultant.



Eligibility Criteria

Degree with at least 480 credits in relevant subject areas or equivalent prior learning experience and/or a qualification in relevant subject area or 600 credits after KNQA Level 2, APS-K with 3 years' relevant work experience, diploma or KCSE C+.

Duration of the CPSP - K Programme

The course is designed to be covered in 1,800 hours/1 year

Examination Schedule

Examinations will be conducted in the periods:

April, August & December

CPSP-K Units

PL1.01 Understanding Organizational Environment (**Exemptible**)

PL1.02 Procurement of Goods, Services and Works

PL1.03 Public Procurement

PL1.04 Asset Management and Managerial Accounting (**Exemptible**)

PL1.05 Category Management (**Exemptible**)

PL1.06 Supply Chain Management for SMEs (**Exemptible**)

PL2.01 Supply Chain Management Information Systems

PL2.02 Finance in Supply Chain Management (**Exemptible**)

PL2.03 Sustainable Supply Chain Management

PL2.04 Operations Management in Practice (**Exemptible**)

PL2.05 Project and Contract Management

PL2.06 Supply Chain Audit and Risk Management

PL3.01 Strategic Supply Chain Management

PL3.02 Supply Chain Leadership and Governance

PL3.03 Managing Global Logistics

PL3.04 Research in Supply Chain Management

PL3.05 Consultancy in Supply Chain Management

PL3.06 Public Private Partnerships (PPPs)

PL3.07 Industry-based Learning (IBL)

CPSP-K Fee

CPSP Registration	KSh 5,500
CPSP Reinstatement	KSh 5,500
CPSP Renewal	KSh 1,500
CPSP Part I Examination (per paper)	KSh 2,500
CPSP Part II Examination (per paper)	KSh 3,500
CPSP Part III Examination (per paper)	KSh 4,000
CPSP Industry-based Learning (IBL)	KSh 15,000

Exemption Fee

CPSP Part I (per paper) 3,750
Exemption

CPSP Part II (per paper)
5,250 Exemption

Issuing of Certificate

A candidate will be issued a certificate for every Part completed successfully. The final professional certificate will be issued on completion of Part III. A candidate earns the title Certified Procurement and Supply Professional of Kenya (CPSP-K) upon completion of the entire course.

APS-K DIPLOMA IN SUPPLY CHAIN MANAGEMENT

Preamble

This course is designed to equip learners with foundational knowledge, practical skills and attitudes that will enable him/her to possess transferrable skills, operational and tactical skills. To achieve this, units such as: Principles of Procurement and Supply, Economics, Supply Chain Management, Warehousing and Distribution, Stakeholder Relationships, Introduction to Business Law, Communication and Office Management; Business Statistics; Entrepreneurship and Business Ethics, and Contract Administration are offered in the program.

General Learning Outcomes

By the end of the course, the trainee should be able to:

- 1 Apply the principles of supply chain management in undertaking the procurement and supply process.
- 2 Communicate effectively when carrying out activities in supply chain.
- 3 Embrace ethical business practices in entrepreneurship and supply chain operations.

- 4 Effectively manage stakeholders' relationship in procurement and supply.
- 5 Administer and negotiate contracts in supply chain management.
- 6 Appraise interrelationship between economics, business statistics and finance in supply chain management.
- 7 Manage assets and logistics in supply chain management.
- 8 Apply ICT in supply chain management.
- 9 Develop effective strategies in project and operations management in supply chain.

Eligibility Criteria

Kenya Certificate of Secondary Education (KCSE) aggregate average of at least grade C- (minus), or Division II, KACE one principal or an equivalent qualification, Certificate of experiential learning, KNQA Level 5

Duration: The Total Qualification Time is 2880 hours/ 2 years.

APS-1

- DL1.01** Principles of Procurement and Supply
- DL1.02** Understanding Organizational Environment
- DL1.03** Communication and Office Management
- DL1.04** Economics
- DL1.05** Introduction to Business Law
- DL1.06** Supply Chain Management
- DL1.07** Financial and Cost Accounting

APS- II

- DL2.01** Procurement of Goods, Services and Works
- DL2.02** Negotiation in Supply Chain
- DL2.03** Contract Administration
- DL2.04** Managing Stakeholder Relationships
- DL2.05** Warehousing and Distribution
- DL2.06** Business Statistics
- DL2.07** Entrepreneurship and Business Ethics

APS- III

- DL3.01** Logistics Management
- DL3.02** Supply Chain Information Systems
- DL3.03** Finance in Supply Chains
- DL3.04** Project Management
- DL3.05** Operations Management
- DL3.06** Asset Management, Costing and Budgeting
- DL3.07** Industry-based Learning (IBL)



APS-K Diploma Fee

APS Registration	KSh 5,000
APS Reinstatement	KSh 4,000
APS Renewal	KSh 1,200
APS Level I Examination (per paper)	KSh 2,200
APS Level II Examination (per paper)	KSh 3,200
APS Level III Examination (per paper)	KSh 3,200
Industry-based Learning (IBL)	KSh 15,000

Issuing of Certificate

A certificate will be issued once the candidate has completed Levels I, II and III successfully.

The candidates earn the title Associate in Procurement and Supply of Kenya (APS-K) upon completion.

Registration of Students

Registration process is done online through the student portal, link- <https://students.kiseb.or.ke/>

Documents required for upload:

1. Certified copies of academic transcripts & certificates
2. Copies of National ID, Passport, Waiting slip or Birth Certificate
3. Soft copy of passport (photo)
4. Any legal document (Affidavit)

Annual Registration Renewal

Validity of student registration is one calendar year from January to December. Students must renew registration through the student portal, link- <https://students.kiseb.or.ke/>

Any student who fails to renew the studentship registration within three (3) years will be required to pay registration re-instatement fee and all the annual registration renewal arrears.

Examination Entry

Registered students who wish to take the examinations must book units intended to sit for through the student portal, link- <https://students.kiseb.or.ke/>

Information on the examination dates and examination centres is available on the KISEB and kasneb websites; www.kiseb.or.ke and www.kasneb.or.ke.

Withdrawal from the Examination

Application for withdrawal must be accompanied by a letter quoting the student's registration number, preferred examination centre and reason(s) for withdrawal. Students who withdraw from the examination before the closing date specified for late entry are entitled to a refund of 50% of the examination entry fee paid. Students who withdraw on account of illness are entitled to a refund of 75% of the examination entry fee paid, subject to submission of an authentic medical certificate covering the examination dates.

Deferment of Examination Fees

A student will be allowed to defer examination fees to the subsequent examination sitting ONLY ONCE in any particular part upon application and providing sufficient reason(s) for deferment. The successful applicant shall be required to pay an administrative charge equivalent to 15% of the applicable examination fees thirty (30) days prior to the examination period, failure to which the opportunity granted for deferment will lapse. Applications are done online in the students portal, link- <https://students.kiseb.or.ke/>

Absenteeism from Examination

A candidate absent from an examination will forfeit the examination entry fee paid.

EXEMPTION

Exemptions will be granted on paper by paper basis. No exemptions will be granted for APS Examination and CPSP Part III.

PAYMENT DETAILS

eCitizen Paygate

To make payments, login to the students portal, link:

<https://students.kiseb.or.ke>

Bank

Bank Account Name: Kenya Institute of Supplies Examination Board

Bank Account: Number 01020239943600

Bank Name: National Bank of Kenya Ltd

Bank Name: Ngong Road



KISEB

Elevating Supply Chain

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Location: KISM Towers, 11th Floor, Ngong Road, Nairobi

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Email: info@kiseb.or.ke or examinations@kiseb.or.ke

Website: www.kiseb.or.ke

Students portal: <https://students.kiseb.or.ke/>

