

Pass CIPS Purchasing & Supply with Cheltenham Tutorial College

THE
CHARTERED INSTITUTE OF
PURCHASING & SUPPLY®



CENTRE OF EXCELLENCE

Information Pack

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Why you should study with us

Thank you for your interest in our CIPS training. This **information pack** explains how it works. Please let us know if you want to see a detailed **course profile**, **sample course material**, or if you have any questions.

We look forward to hearing from you.

Pat Pennington
Registrar, Cheltenham Tutorial College

292 High Street, Cheltenham GL50 3HQ

T +44 (0) 1242 241 279

F +44 (0) 1242 234 256

E info@cheltenhamlearning.co.uk

W www.cheltenhamlearning.com

We improve your chances of a pass

Our most recent **complete-year pass rates** are for the 2007 to 2009 assessments. They are generally better than CIPS's global averages.

	2007		2008		2009	
	CTC rate	CIPS rate	CTC rate	CIPS rate	CTC rate	CIPS rate
Certificate	78%	79%	81%	77%	93%	77%
Foundation Diploma	81%	69%	93%	72%	68%	72%
Advanced Diploma	92%	81%	86%	74%	78%	74%
Graduate Diploma	75%	67%	87%	67%	83%	67%

Our latest **CIPS inspection visit** in August 2010 noted that our 2009/2010 pass rate was **83.5 per cent** across the entire CIPS programme. If you want to know any of our pass rates in **more detail**, please let us know.



Our *distance learning* CIPS centre

We've been providing tuition for CIPS qualifications since 1991, and train our students through **distance learning**. We enrol hundreds of CIPS students each year from around the world, and have about a dozen tutors marking their coursework and supporting their study with phone and email tutorials.

We work hard to provide every CIPS option we can. We already offer:

- **work-based assessments** – we were one of the first CIPS centres to be accredited for this project-type alternative to taking exams.
- **public sector options** – we're accredited for the CIPS public sector options.

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CIPS have also awarded us "**Centre of Excellence**" status for the *third* time in a row, with the following comments in our **2010 visit report**,

"This is a first class distance learning college, which understands that the issues facing students are different than those faced when being taught at a college or university. The quality of guidance given to the students is high and is backed up by sound administration systems."

It considered our strengths to be:

- "A long established provider
- Highly experienced and qualified tutors
- High quality and well adapted course material
- High levels of student contentment
- Good feedback process to stimulate improvements in training material
- Good administrative systems in place
- Results generally above the national average"

Work flexibly for better results

You *must* aim to get the maximum result from the work that you put in; our approach is to direct your efforts towards studying in the way that suits you.

You can study *where* you want to, start *when* you're ready, choose *how many* units to study and *how fast* you study them, set your *own schedule* to suit you – you are in charge of your own study.



We provide expert support, for as long as you need it, when you need it

Your course is created by specialists in distance learning, and you'll be tutored through the course by an experienced distance learning **tutor**. You'll have your tutor's help for **two years**, and can contact him or her as much as you need to, by email, telephone and post. You'll have all the encouragement, constructive criticism and professional guidance that you need to stay on track for the best possible results.

Remember, too: if you *don't* pass first time, you're *still* our student – we carry on tutoring you.

You have a complete course

Your course will be complete, there are no hidden charges – the only extra things you'll need to do are register as a member of CIPS and register for assessment.

If there's a new syllabus

If CIPS change their syllabus while you're studying with us, we'll transfer you onto the new syllabus free of charge.

Our service is accredited

We're accredited by CIPS, but unlike most other distance learning centres we're also accredited by the **Open and Distance Learning Quality Council**, which was specifically set up to promote good service and high standards in distance learning – we're distance learning professionals.

How we run our courses

Your course is built on our **study materials** – course books which we write and produce to replace the lectures that you might have sat through at a traditional college. We send these to you at the start of your course, and you study through them at your own speed.

We help you **plan** your study through our guides and advice, but we don't tell you what's best for you. That's *your* decision, and we provide you with the help that you want from us.

We provide you with a **tutor**: someone who will establish a one-to-one relationship with you, marking the coursework which we set for you and answering your questions as they come up. The most important part of your course is tutor support, and you'll have your tutor's support as much and as often as you need until you pass.



You can contact other students from around the world by joining our Internet **discussion group** to share experiences, advice or simply network.

Our standard support period is **two years**, not because we expect you to take that long, but because anyone can have family, work, or life changes which hold up their studies – good learning happens when you can give it the *effort and attention* it deserves, and we do what we can to help you achieve that.

You won't need to refer to lots of other books (though background reading will usually improve your marks), and can rely on our materials to give you an effective preparation for your assessment.

Find out more

If you don't have our full information pack, please let us know. The ***About our College*** section has more information on us, how our courses work, what to expect, how to sign up for a course, and the ways in which your effort is directed towards qualifying. If you have any questions about your studies or our courses, please contact us to discuss them.

Do give studying with us by ***distance learning*** some serious thought: it's a convenient, flexible, and, above all, extremely effective way to learn. You'll have all the help we can give to ensure that your course runs smoothly, no matter how your life might develop whilst you're studying with us.



CIPS Course Fees

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Our fees **include** VAT (only UK and EU students have to pay VAT), *our* admin costs, tuition and course material for **two years**, courier, post and packing. They *do not* include CIPS membership or assessment fees.

Please see **About our College** and

the enrolment form for the different ways in which you can pay.

You can take as many or as few units as you like.

A **£100 discount** is already built into the fees if you choose to register for *all of the units at your level at the same time*. We pass our courier, packing, and admin savings on to you.

Our fees are the same whether you choose assessment by *exam or WBA* (where there is a choice). Please see our course information for an explanation of these options.

	UK-based students	EU-based students	All other students
Certificate			
Per unit	£215	£235	£225
Entire level	£975	£1075	£1025
Foundation Diploma			
Per unit	£240	£260	£245
Entire level	£1100	£1200	£1125
Advanced Diploma			
Per unit	£265	£285	£265
Entire level	£1225	£1325	£1225
Graduate Diploma			
Per unit	£290	£310	£285
Entire level	£1350	£1450	£1325



Course material pdfs

You can purchase *electronic copies* of your course materials as **read-only pdf files** on a CD. This option costs £10 per unit; your CD is couriered to you with the hardcopy versions of your course materials.

Opting out of tutor support

You can opt out of tutor support, and buy only our course materials. The prices for materials-only are: £100 per unit for UK students; £105 per unit for EU students; and £120 per unit for all other students. There are no discounts with this option.

For help and advice

If you want to discuss anything in more depth with us, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**



CIPS Book list

These books are recommended by CIPS and/or our tutors as suitable **background reading** for your studies. If you wish to order any of them, *please tick the box(es) next to the book(s)* that you want, and *return this list with your enrolment*. Please *do not* order any item *not* on this list.

The prices include postage, packing and VAT (where applicable).

Please note that books can go out of print without warning, so there may be a delay before we can supply your books to you.

Prices for students in the EU and the Rest of the World

Please contact us with the details of your order so that we can **quote** you the cost of postage – books sent outside the UK *may* cost more than the prices listed here.



How the reading recommendations work

We've recommended some books as background reading for all Levels. These are useful *general* reference, though you may not use them that often.

We've recommended one "core" book for each Level. This will not be equally useful for all units, but will be very useful for at least two units, and also reflect the general nature of the Level.

We've also recommended one book for each unit. This isn't the only book that your reading should include for a unit, nor will our choice support all parts of the syllabus for that unit equally, but it will be the book that we feel provides the best *general* reading for the unit.

Your background reading

There are a few things to remember in choosing your reading:

- a lot of useful background reading is free, through libraries, the Internet and broadcasters like the BBC,
- your reading should be *targeted* to support those parts of *your* studies that need it most,
- the books listed here are not a complete list of what you may find useful – CIPS can provide you with a fuller reading list,



- though a book might be listed for just one unit here, that does not mean that it is useful only for that unit,
- the higher the Level of the qualification, the more reading CIPS will expect you to do for the higher grades.

Background reading, all levels

These books may be useful in your studies whichever level you do:

- Compton and Jessop – *The Official Dictionary of Purchasing and Supply* £23
- Easton – *Learning from Case Studies* £43
- Jackson, Harris and Eckersley – *e-Business Fundamentals* £38

CIPS workbooks

You can also purchase CIPS workbooks from us at £36 per unit, but do **remember** that you will be working from **our study materials** as part of your course. If you do want the CIPS materials, please let us know on your enrolment form.

Certificate

If you only buy one book at this Level

- Lysons and Farrington – *Purchasing and Supply Chain Management* £54

Securing Supply

- Carter , Price, and Emmett – *Stores and Distribution Management* £34

Purchasing Operations

- Baily, Farmer et al – *Procurement Principles and Management* £54

Understanding the Purchasing Environment

- Worthington and Britton – *The Business Environment* £47

Client and Supplier Relationships

- Emmett and Crocker – *The Relationship-driven Supply Chain* £59

Purchasing in Action

- Hughes, Ralf and Michels – *Transform Your Supply Chain* £52



Foundation Diploma

If you only buy one book at this Level

- Lysons and Farrington – *Purchasing and Supply Chain Management* £54

Developing Contracts in Purchasing and Supply

- Griffiths and Griffiths – *Law for Purchasing and Supply* £54

Effective Negotiation in Purchasing and Supply

- Lewicki, Barry and Saunders – *Negotiation* £44

Measuring Purchasing Performance

- Neely, Adams, and Kennerley – *The Performance Prism* £60

Managing Purchasing and Supply Relationships

- Emmett and Crocker – *The Relationship-driven Supply Chain* £59

Purchasing Contexts

- Baily, Farmer et al – *Procurement Principles and Management* £54

Advanced Diploma

If you only buy one book at this Level

- Mullins – *Management & Organisational Behaviour* £54

Management in the Purchasing Function

- Buchanan and Huczynski – *Organizational Behaviour* £53

Managing Risk and Supply Chain Vulnerability

- Sadgrove – *The Complete Guide to Business Risk Management* £69

Improving Supply Chain Performance

- Lysons and Farrington – *Purchasing and Supply Chain Management* £54

Marketing for Purchasers

- Jobber – *Principles and Practice of Marketing* £54

Storage and Distribution

- Rushton, Croucher and Baker – *The Handbook of Logistics & Distribution Management* £49



Operations Management in the Supply Chain

- Slack, Chambers and Johnston – *Operations Management* £54

The Machinery of Government

- Bovaird and Löffler – *Public Management and Governance* £34

Contracting in the Public Sector

- Brooks – *Case Studies in Public Sector Procurement and Design* £26

Graduate Diploma

If you only buy one book at this Level

- Johnson, Whittington, and Scholes – *Exploring Strategy* £56

Leading and Influencing in Purchasing

- Mullins – *Management & Organisational Behaviour* £54

Strategic Supply Chain Management

- Jespersen and Skjøtt-Larsen – *Supply Chain Management* £18

Legal Aspects in Purchasing and Supply

- Griffiths and Griffiths – *Law for Purchasing and Supply* £54

Advanced Project Management

- Meredith and Mantel – *Project Management* £49

Finance for Purchasers

- Atrill – *Financial Management for Decision Makers* £53



Starting your course

You start at the level that matches your *existing qualifications and work experience*, and these are assessed by **CIPS**.

Although we can give you some *guidance*, it's CIPS that make the decisions.

You should check your starting point with CIPS *before* beginning your course. Remember to include a full CV and job description when you contact them – it'll help them establish your entry level quickly.

Once CIPS have decided your starting level, they might also award you **exemptions**; see page 38 for details.

Each CIPS qualification is a different level in the National Qualifications Framework (NQF). They match to *four* levels:



CIPS has a commitment to ensure that *everyone* working within the supply chain has a qualification for which they can study which is appropriate to their duties and responsibilities. As well as providing for the very many thousands of people who need to perform a well-defined job well, CIPS also has to plan a route for those people who will become academics and chief executives in the future. There is a CIPS qualification to suit most people:

- **Certificate** – the Certificate is open to anyone aged 18 or over. It doesn't matter what qualifications you have, nor what jobs you've done, though it helps if you are working in, or have worked in, purchasing and supply (see page 14).
- **Foundation Diploma** – to do the Foundation Diploma you need to be aged 21 or over and have two years' suitable work experience or be 18 or over and have a Level 3 qualification which is acceptable to CIPS such as the CIPS Certificate. This is also your starting level if you have three A levels with acceptable grades (see page 18).
- **Advanced Diploma** – the Advanced Diploma is open to students who have the CIPS Foundation Diploma or an equivalent qualification (or experience). Students with CIPS' International Advanced Certificate start at this level (see page 23).
- **Graduate Diploma** – the Graduate Diploma is open to students who have the CIPS Advanced Diploma or an equivalent qualification (or experience) (see page 29).

Each step of the way is a qualification; each qualification designed to meet the needs of people working at that level.



Each CIPS qualification is made up of five self-contained **units**, and *each unit* has its own CIPS **assessment**. CIPS's qualifications reflect the key *supply chain* activities, knowledge, and skills you need to master in order to fulfil your work role *professionally and effectively*.

For help and advice

If you want to discuss your starting level in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**

Joining a Cheltenham course

Once you know your starting point, you can either:

- *fill out our enrolment form* (enclosed with this pack), then post, scan/email, or fax it to us,
- *visit our website* and use the online enrolment facility,
- *email the information that we need* to us at info@cheltenhamlearning.co.uk, or
- *phone us* on 01242 241 279.

Full details are in **About our College** (please let us know if you need a copy). You can enrol *at any time*, for *any number* of units, from *anywhere* in the world as long as we can reach you. Depending on where you are in the world and which units you

have chosen, you should receive your course materials and tutor details five to nine working days later.

Fees, employers and refunds

Your course fee is on our **fees list**; there should be one with this pack (please let us know if it's missing). All the information you need about paying your fees is in **About our College**, including a short **business case for your employer's support**. It's always worth asking whether there's funding available for your course.

Our fees pay for your course materials and tutor support. You will *also* need to pay membership and assessment fees to **CIPS**. Should you choose to supplement your study with extra journals, books, subscriptions and so on then these will add to your expenses. Remember that they are *optional*.

You can cancel your course with us and get a full **refund** at any time during your first four weeks of study if you contact us *by phone* (ansaphone message, email, fax or letter are insufficient without acknowledgement) to let us know that is what you want to do, and then return your course materials to us with a covering note and by a service that gives proof of delivery.

If you find that you're taking the wrong level or units, let us know and we'll transfer you to the right one(s). If you've opted out of tutor support, you can opt back in at any time during the

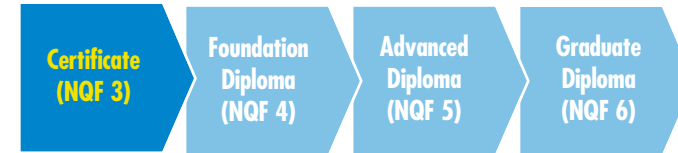


six months after you received your course materials – just pay the difference in the fees.

International students

Students *outside the UK* are usually asked to do CIPS' "International" qualifications. If you are outside the UK *but study with us*, however, you will do the *UK qualifications* as we are a UK-based study centre. Make sure that you point this out in your correspondence with CIPS, especially when registering for assessment, as CIPS may make the mistake of categorising you according to your address. Our **centre number** is 00ED28100.

The Certificate



The Certificate is CIPS' **Level 3** qualification; when you complete it, you will become a **Certificate Member** of CIPS.

For help and advice

If you want to discuss the Certificate in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**

Why the Certificate?

The Certificate is CIPS' **junior technical** level – it's intended for people who have limited or no experience in the supply chain. By the time you've finished it, your supply chain knowledge and skills should enable you to:

- **apply your knowledge and skills** in a range of complex activities, demonstrating comprehension of relevant theories,



- **access** and **evaluate** information independently,
- **analyse** information and **make reasoned judgements**,
- **employ** a range of responses to well-defined but often unfamiliar or unpredictable problems,
- **operate** in a variety of familiar and unfamiliar contexts using a range of skills,
- **select** from a considerable choice of procedures,
- **give** presentations to an audience,
- **engage** in self-directed activity with guidance/evaluation,
- **accept responsibility** for the quantity and quality of your output, and
- **accept limited responsibility** for the quantity and quality of the output of others.

Study details

There are **five** units; a **unit** is a self-contained course of study which has its own syllabus and which leads to an assessment. You must **pass all five** to achieve the Certificate.

You can study them in any order except that **Understanding the Purchasing Environment** should be first, and **Purchasing in Action** must be the last one that you do. It's what CIPS call an **integrative unit**; it is where you show that you can bring your studies of the entire level together.

Understanding the Purchasing Environment (Course 252)

This unit covers the impact of the external national and international business environment upon the purchasing function in a range of different organisations and sectors. Purchasing has a critical role to play in ensuring value for money is achieved in both profit-making and not-for-profit organisations. In addition to understanding the macro/micro environment, purchasing professionals must have a commercial and financial awareness, ensuring best value is achieved.

The unit will enable you to:

- **explain** how different organisations and sectors interact in the business environment, both nationally and internationally,
- **describe** the different types of market structures in which organisations operate,
- **outline** the importance of understanding and meeting stakeholder expectations in the purchasing environment,
- **explain** how analysing the external environment can assist in making informed purchasing decisions,
- **demonstrate** an understanding of the importance of analysing financial information relating to the external environment.

Purchasing Operations (Course 251)

This unit introduces the broad variety of purchasing activities, including the operational objectives of purchasing and the need to balance considerations of cost, lead-time and quality. These basic principles of purchasing include the need to understand the variety of key activities that purchasers are involved in, including project



administration activities and contributing to the development of specifications, contract formation and the process of sourcing suppliers. *The unit will enable you to:*

- **identify** the different types of operational objectives relevant to the purchasing function in a variety of different sectors,
- **explain** the importance of good practice in setting objectives within purchasing,
- **describe** how to prepare supplier specifications,
- **explain** the policy and information requirements of the organisation when preparing specifications,
- **outline** the stages of identifying and sourcing suppliers,
- **describe** the different approaches for verifying supplier information,
- **identify** the essential elements of a legally-binding agreement.

Client and Supplier Relationships (Course 253)

This unit looks at the nature and scope of operational supplier relationships with a view to optimising the performance of key suppliers. It includes adding value through relationships and developing a strong customer focus. You'll be guided in how to act as an internal consultant representing the purchasing function. You'll strengthen your communication and information-seeking skills, and become able to contribute towards improving purchasing efficiency and ensuring that operational relationships are both maintained and improved within the supply chain. *The unit will enable you to:*

- **maintain** effective commercial operational relationships within the supply chain,

- **distinguish** between internal and external customers,
- **provide** excellent customer service and high standards of communication to both internal and external customers,
- **outline** the need for effective and efficient purchasing processes,
- **identify** the information requirements of those involved in operational relationships,
- **explain** how to improve operational supply relationships.

Securing Supply (Course 250)

This unit provides a broad understanding of the key requirements of the control of the supply of goods and the importance of stores and warehouse management, along with materials handling. This includes contributing towards the assessment of stock requirements, and assisting in the scheduling of the flow of supplies. *The unit will enable you to:*

- **explain** the implications of holding stock,
- **describe** the different methods used to value stock,
- **demonstrate** an understanding of a variety of inventory control methods,
- **define** the terms "safety stock" and "service level", and describe their effects on order quantities,
- **explain** how the scheduling of the flow of supplies meets the requirements of an organisation,
- **provide** information on the principles of stores and warehouses, including design and layout,
- **explain** the advantages and disadvantages of different types of materials handling equipment,
- **calculate** stock demand.



Purchasing in Action (Course 254)



This unit brings together all of the learning which you will have done at the Certificate level. It requires you to understand how the purchasing function can make a difference by being involved at an early stage, from identification of need through to contract negotiation; to look at the different relationships that exist in the supply chain and how purchasing can improve operational efficiency through effective management practices; appreciate the importance of internal and external analysis and how this can help when working with clients and suppliers at each stage of the purchasing process; and look at the various methods available for securing supply, and how supplier relationship management can influence inventory control. *The unit will enable you to:*

- **demonstrate** a knowledge of the key principles governing each unit and indicate how they link together,
- **describe** the end-to-end purchasing process and the key components within it,
- **discuss** the importance that relationships play within purchasing,
- **outline** the importance of purchasing consultancy and how this can be carried out within the organisation,
- **explain** how analysing the internal and external environment can assist in making informed purchasing decisions,
- **discuss** the relevance of contracts within the purchasing function,
- **demonstrate** an understanding of the part storage of supplies plays in the end-to-end purchasing process,
- **explain** how ongoing supplier management can improve overall purchasing efficiency.

Starting study

To study the Certificate, you'll need to be a minimum of 18 years of age; no qualifications or experience are required.

If English is not your first language, you ought to have at least IELTS 6.5 proficiency or Trinity ISE III/IV.

Exemptions are allowed from four units with the exception of **Purchasing in Action**. There are more details on exemptions on page 38.

Study time

The Certificate typically takes **between 9 to 15 months** to study, but if you have a good idea of how much study time you'll have available to you, check the diagram on page 34 to work out a closer estimate.

Background study

We run courses that, if you do your part, set you up for a safe pass. It's useful (in getting higher grades and showing professionalism, for example) if you reserve some time to keep up with developments in supply chain and general business issues. You can do that through libraries, newspapers, magazines, radio, TV, the Internet and the advice in your

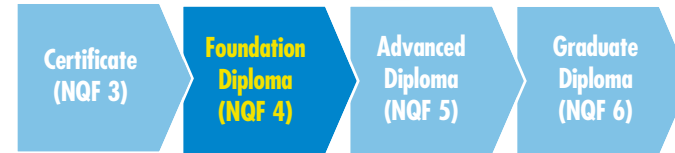


course materials. It will always help you if you look out for real-world examples of the things which you're studying.

Assessment

Each unit is assessed by a three-hour **exam**, though there is the option of doing a **work-based assessment** for **Purchasing in Action**. Much of the assessment is *practical*, based on real-world situations described to you in a case study brief. There's more on assessment on pages 36 onwards.

The Foundation Diploma



The Foundation Diploma is CIPs' **Level 4** qualification; when you complete it, you will become a **Diploma Member** of CIPs.

For help and advice

If you want to discuss the Foundation Diploma in more depth, please call us on **01242 241 279** or email registrar@cheltenhamlearning.co.uk

Why the Foundation Diploma?

The Foundation Diploma is CIPs' **operational/junior manager** level – it's intended for people who have previously worked in the supply chain in a largely administrative role, or who have suitable Level 3 qualifications.



By the time you have finished the Foundation Diploma, your supply chain knowledge and skills should allow you to:

- **be organised and targeted** in further developing your knowledge and skills,
- **use** a range of specialised skills,
- **determine** solutions to a variety of unpredictable problems,
- **come up with** a choice of responses, some of which may be creative, to well-defined but often unfamiliar problems,
- **evaluate** information, using it to plan and develop investigative strategies,
- **operate** in a range of varied and specific contexts involving unusual and non-routine activities,
- **show** appropriate judgement in planning, selecting or presenting information, methods or resources,
- **organise** your own work to goals set for you and set limited goals for others,
- **operate** within broad general guidelines or functions,
- **take responsibility** for the nature and quantity of outputs, and
- **meet** specified quality standards.

Study details

There are **five** units; a **unit** is a self-contained course of study which has its own syllabus and which leads to an assessment. You must **pass all five** to achieve the Certificate.

You can study them in any order except that **Purchasing Contexts** should be the last one that you do. It's what CIPS call an **integrative unit**; it is where you show that you can bring your studies of the entire level together.

Effective Negotiation in Purchasing and Supply (Course 261)



This unit prepares you to apply a variety of theories relating to negotiation in respect of preparation, planning and participating in the negotiation process. It includes activities such as cost and market analysis, and using information to support the planning of negotiation with suppliers to achieve best value. You will also apply your knowledge of various legal implications affecting negotiations. By the end of the unit, you should be able to plan, prepare and undertake effective negotiations, demonstrating high levels of personal effectiveness and achieving best value within the supply chain. This includes managing a range of complex relationships, and avoiding conflict while maintaining the balance of power. *The unit will enable you to:*

- **plan** and **prepare** for negotiations,
- **apply** a range of negotiation theories in order to achieve set outcomes,
- **differentiate** between a range of persuasion tools and techniques,
- **explain** the different approaches required when negotiating in different settings,
- **understand** how to analyse negotiation performance.



Developing Contracts in Purchasing and Supply (Course 260)



This unit outlines the complexities of both the legal and commercial issues of contractual arrangements entered into between organisations. It provides an underpinning knowledge of the legalities of the formation of contracts as well as the key ingredients of any commercial arrangement – a specification, the contractual terms and key performance indicators. You will be able to differentiate and apply a variety of contractual terms, and demonstrate understanding of how they affect both direct and indirect expenditures. The unit also analyses the processes used for tendering from external suppliers through to contract award. *The unit will enable you to:*

- **explain** the use of specifications, performance measures and contract terms for procurements of products and services from suppliers,
- **discuss** a range of legal aspects in relation to the contracting process,
- **understand** and **apply** the legalities linked to the formation of contracts,
- **explain** the impact of both implied and express terms in contracts,
- **differentiate** the remedies for breaches of contracts and draft terms to cover such risks,
- **appraise** and **discuss** the legal and relationship issues arising through the use of tendering procedures, including e-tendering, and the application of EU procurement directives,
- **discuss** the practices that can be adopted for contract review and award.

Measuring Purchasing Performance (Course 262)



This unit helps you to measure the effectiveness of the supply chain and its contribution to the competitiveness and effectiveness of the organisation. You will learn to apply a range of measurement techniques used to monitor the performance of suppliers at organisational, functional and individual levels, how they perform against financial targets, compliance to contract/specification, and potential risks that they may present. You should also understand how the performance of purchasing departments and individual buyers can be measured, and how targets for improvement can be formulated. *The unit will enable you to:*

- **explain** how measuring performance in supply chain activities fits into the overall management process of an organisation,
- **evaluate** the benefits of implementing a well-structured approach to measuring organisational, functional and individual performance,
- **categorise** the types of performance measures that are available to supply chain managers,
- **appraise** the measures that can be used to improve supplier performance,
- **employ** accounting techniques and ratios to measure supplier efficiency,
- **evaluate** targets as a means of improving the performance of the purchasing function and individual buyers.



Managing Purchasing and Supply Relationships (Course 263)



This unit focuses on developing and managing effective relationships, old and new, within the supply chain. This includes methods for review and development of existing relationships, identifying opportunities for establishing new relationships, enhancing the performance of the supply chain, and exploring the benefits and risks of these relationships. *The unit will enable you to:*

- **review** the effectiveness of existing relationships and **identify** potential areas for growth and diversification in the supply chain,
- **examine** supply chains and **appraise** key relationships and growth opportunities,
- **apply** a range of techniques for supplier selection and assessment, for the provision of goods and services,
- **appraise** procedures to support the outsourcing of services,
- **explain** the use of the range of interpersonal and communication techniques required to develop personal effectiveness in relationships,
- **identify** supply chain problems and **propose** resolutions,
- **explain** how to monitor and review supply chain relationship effectiveness.

Purchasing Contexts (Course 264)



This unit enables you to apply the fundamental principles of purchasing and supply in a variety of different contexts, including a range of private sector organisations, the public sector, and the third sector. You'll be able to consider the procurement cycle as it applies to a diverse range of purchased products and services, both domestically and in an international context. The underpinning goals are to achieve value for money, quality, effectiveness, and competitiveness within the broader supply chain. *The unit will enable you to:*

- **identify** the procurement cycle as it applies to a variety of different organisations and contexts,
- **recognise** the transferability of the fundamental principles of purchasing and supply management,
- **appraise** the need for different approaches to purchasing in differing organisations and contexts,
- **recognise** good practice procurement processes and **consider** how they can be adapted and transferred to other contexts,
- **compare** the diverse legal and regulatory environments in which procurement activity takes place,
- **discuss** the ethical implications of purchasing in different contexts,
- **evaluate** centralised versus decentralised purchasing structures,
- **explain** how to implement requisitioning and call-off to end users in decentralised valued added e-portals.



Starting study

To study the Foundation Diploma, you'll need to be a minimum of 18 years of age with *at least* two A levels, *or the equivalent* as determined by CIPS. Also acceptable are any CIPS Level 3 Certificates and any other Level 3 qualifications which CIPS considers to be equivalent.

If you don't have these qualifications, you must be at least 21 years of age, and with *at least* two years' experience in a business environment.

If English is not your first language, you ought to have at least IELTS 6.5 proficiency or Trinity ISE III/IV.

Exemptions are allowed from four units with the exception of **Purchasing Contexts**. There are more details on exemptions on page 38.

Study time

The Foundation Diploma typically takes **between 9 to 15 months** to study, but if you have a good idea of how much study time you'll have available to you, check the diagram on page 34 to work out a closer estimate.

Background study

We run courses that, if you do your part, set you up for a safe pass. It's useful (in getting higher grades and showing professionalism, for example) if you reserve some time to keep up with developments in supply chain and general business issues. You can do that through libraries, newspapers, magazines, radio, TV, the Internet and the advice in your course materials. It will always help you if you look out for real-world examples of the things which you're studying.

Assessment

Each unit is assessed by *either* a three-hour **exam** or a **work-based assessment** for **Purchasing in Action**. You may *choose* which you prefer. Much of the assessment is *practical*, based on real-world situations described to you in a case study brief. There's more on assessment on pages 36 onwards.



The Advanced Diploma



The Advanced Diploma is CIPS' **Level 5** qualification; when you complete it, you will become an **Associate Member** of CIPS.

For help and advice

If you want to discuss the Advanced Diploma in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**

Why the Advanced Diploma?

The Advanced Diploma is CIPS' **manager-specialist** level – it's intended for people who have previously worked in the supply chain in a largely operative or supervisory role and have the Foundation Diploma qualification or its equivalent.

By the time you've finished the Advanced Diploma, your supply chain knowledge and skills should allow you to:

- **develop** ideas by **analysing** information and concepts at an abstract level,
- **use** wide-ranging, specialised technical, creative and/or conceptual competences,
- **form appropriate responses** to **resolve** well-defined and abstract problems,
- **analyse, reformat** and **evaluate** a wide range of information,
- **use diagnostic and creative skills** in a range of technical, professional or management functions,
- **show appropriate judgement** in planning, design, technical and/or supervisory functions related to products, services, operations or processes, and
- **accept responsibility and accountability** within broad parameters for determining and achieving personal and/or group outcomes.

Study details

You must **pass five units** to achieve the Advanced Diploma. Three are **compulsory** and you choose the other two from a list of **options**. A **unit** is a self-contained course of study which has its own syllabus and which leads to an assessment.



You can study the units in any order, although you should complete the three compulsory units, saving **Improving Supply Chain Performance** for last, before proceeding to the options.

Management in the Purchasing Function (Course 270)

[COMPULSORY] This unit enables you to manage your own area of responsibility within an organisation's internal supply chain, in line with the overall strategic business plan and the operational plan for the purchasing function. In doing so, you'll employ a range of resources, including human, physical and financial, and manage and delegate tasks effectively. This unit is about managing the expectations of the stakeholders who are directly involved in your area of responsibility and providing you with management techniques to help you involve others, be innovative, consultative, influential and persuasive in order to achieve targets effectively. *The unit will enable you to:*

- **evaluate** the challenges facing managers in dynamic and changing organisations,
- **analyse** the characteristics of different organisational structures and cultures,
- **use** a range of techniques to support and implement justifiable management decisions,
- **formulate** plans to effectively manage work groups and teams,
- **propose** processes and systems to enable the successful implementation of change programmes to maximise purchasing efficiency and effectiveness,
- **assess** the impact of current legislation relating to employment and equality upon purchasing and supply activities.

Risk Management and Supply Chain Vulnerability (Course 271)

[COMPULSORY] This unit covers risk analysis, a variety of risk assessments relating to different aspects of purchasing and supply, and implementing a range of appropriate risk management tools and techniques. You will learn how to provide a detailed analysis of supply chain situations, including legal, CSR, ethical, health and safety, financial, international, innovation and a variety of other potential risk scenarios. The scope covers both the proactive identification and avoidance of risk, as well as provision for post-event recovery initiatives. *The unit will enable you to:*

- **analyse** the nature and scope of risks for the organisation,
- **assess** the sources of risks and the likely impact of those risks upon the organisation,
- **plan** and **implement** an appropriate risk management process in order to protect the organisation's interests,
- **explain** how supplier appraisals, pre-qualification of suppliers and contract monitoring can help to mitigate risks,
- **evaluate** systems for testing risks and monitoring them accordingly,
- **apply** risk management principles to various purchasing and supply management scenarios,
- **evaluate** the application of a range of techniques to mitigate risk proactively and to reduce the consequential losses in the instance of a risk event occurring,
- **explain** how the use of sound negotiation approaches and techniques help to ensure better business value by reducing risk and vulnerability.



Improving Supply Chain Performance (Course 272)



[COMPULSORY] Achieving success within the supply chain involves a complex range of variables, which can frequently be dependent on one another for the success of the supply chain. This unit enables you to use a range of techniques and strategies to develop and improve supplier performance in order to achieve competitiveness, efficiency and profitability within the supply chain. *The unit will enable you to:*

- **evaluate** the organisational procedures and techniques that can be used in developing and improving a range of supplier performance areas,
- **set** performance standards to which supply chain strategies should aspire,
- **develop** an integrated approach to the implementation of supply chain activities which are designed to maximise competitive advantage and reduce risk exposures,
- **propose** systems and techniques to achieve best practice and enhance customer service for all stakeholders,
- **propose** and **justify** different negotiation processes, strategies and styles for a given range of situations,
- **discuss** the contribution that ICT can make to supply chain business processes.

Marketing for Purchasers (Course 273)

[OPTION] This unit provides you with an appreciation of the basic principles of marketing so you can interact more effectively with your marketing colleagues. It provides an insight into the role of marketing within an organisation and sets out marketing's relationship with purchasing and other business functions. You'll be introduced to concepts, tools and techniques that are widely used by marketers. It'll help you to understand marketing terminology and identify ways you can contribute more effectively towards your organisation's marketing efforts. *The unit will enable you to:*

- **evaluate** the key components of effective marketing, planning and control within an organisation and **develop** a marketing and promotional plan,
- **assess** how marketers develop a detailed understanding of customers and **apply** segmentation techniques,
- **analyse** the market research process and market research techniques,
- **apply** the marketing mix to a range of organisations and **determine** how the marketing mix elements can be integrated to achieve business objectives,
- **analyse** the value of developing long-term customer relationships and **apply** techniques which build customer loyalty and satisfaction,
- **identify** how purchasers can contribute towards the effective development of the marketing mix and execution of marketing plans.



Storage and Distribution (Course 275)

[OPTION] This unit is concerned with identifying the major areas of concern in effectively managing stores and distribution throughout the supply chain. It's essential that goods are moved through supply chains to customers at the right time, in the right condition, at the right place and at the right cost. Failure in any of these areas will add unnecessary costs to the ultimate customer while success will add value, and delight the customer. It's essential that inventory, storage, distribution and general logistics management are co-ordinated, both upstream and downstream, in order to reduce lead times, provide agility and reduce unnecessary costs. It's essential that relationships, both internal and external, are honed to the appropriate level in order for this to happen. *The unit will enable you to:*

- **evaluate** the objectives and scope of stores and distribution in the supply chain,
- **assess** how the activity can meet its service and cost obligations while adding value,
- **evaluate** the factors that strategically affect the design and organisation of a storage and distribution network,
- **compare** different transport modes, and decide whether to outsource transport or manage the activity in-house,
- **compare** and **evaluate** the approaches used for evaluating the cost and service requirements when designing the layout of storage and warehouses,
- **evaluate** the various types of storage and handling equipment, coding systems and returns procedure required in modern storage and warehouses,
- **compare** and **evaluate** various methods for controlling the activity in terms of security and achieving stated performance criteria,

- **evaluate** and **report** on major legal areas of concern to storage and distribution,
- **evaluate** how and why ICT can improve the efficiency and effectiveness of the activity.

Operations Management in the Supply Chain (Course 274)

[OPTION] This unit enables those who work in purchasing to assess the efficiency and effectiveness of an organisation's operations. This is the process of converting input resources into output products and services that occurs in all types of organisation. You should be able to understand how operations staff add value to inputs through the effective management of production and delivery. Operations staff are likely to be the most important internal customers of purchasing and supply chain managers. *This unit will enable you to:*

- **compare** the challenges facing operations managers who operate in increasingly complex global markets for goods and services,
- **formulate** an operations strategy that will integrate with the product requirements of a marketing function,
- **advise** on the benefits of the make or buy/outsourcing decisions associated with specific components and services,
- **assess** the relationship between design and procurement and **propose** potential design tools that will ensure cost effective development of new products and services,
- **plan** and **manage** an operations function and **advise** on the optimum layout for specific types of product and process work flows,



- **formulate** effective resource plans and schedules that will deliver products in a cost effective manner,
- **propose** philosophies, tools and techniques for continuous improvement and be able to **apply** these approaches within an operations function in order to improve the overall competitiveness of the business.

The Machinery of Government (Course 276)

[OPTION] This unit explores the drivers and decision-makers of central and local government and the National Health Service (NHS), and the impact these have upon the public sector procurement function. It also includes consideration of the background to current public procurement policy and procedures, the regulatory frameworks and rules relating to procurement practice and the role of elected representatives and officials in making significant procurement decisions. An understanding of government policy, regulations, and government initiatives is necessary, and the unit also includes an understanding of the systems and processes developed and adopted for audit, monitoring and measurement. *This unit will enable you to:*

- **demonstrate** knowledge and understanding of the background to current public procurement policy and procedures,
- **examine** the value and scope of public procurement and the roles of key decision makers and organisations,
- **analyse** the impact of procurement policy and government initiatives on procurement,
- **outline** and **assess** the significance of the financial accountability cycle for procurement policy and practice.

Contracting in the Public Sector (Course 277)

[OPTION] This unit recognises the differences in contracting and regulatory requirements within the public sector environment. It goes beyond the Foundation Diploma treatment of the subject in order to take on the challenges of managing a contract from inception through to conclusion. The unit provides the knowledge and understanding to analyse concepts underlying the contracting process, including markets, transparency, competition, relationships and trust. *This unit will enable you to:*

- **explain** the steps and processes involved in developing the business case for the contracts,
- **analyse** the nature and scope of the contract,
- **analyse** and **explain** how to manage the supplier selection process through the application of appropriate rules and procedures,
- **evaluate** and **explain** how to go about developing and maintaining positive relationships with suppliers to realise benefits.

Starting study

To study the Advanced Diploma, you must have (or been exempted from) the Foundation Diploma or CIPS International Advanced Certificate in Purchasing and Supply.

If English is not your first language, you ought to have at least IELTS 6.5 proficiency or Trinity ISE III/IV.



Exemptions are allowed from all units. There are more details on exemptions on page 38.

assessment is *practical*, based on real-world situations described to you in a case study brief. There's more on assessment on pages 36 onwards.

Study time

The Advanced Diploma typically takes **between 10 to 16 months** to study, but if you have a good idea of how much study time you'll have available to you, check the diagram on page 34 to work out a closer estimate.

Background study

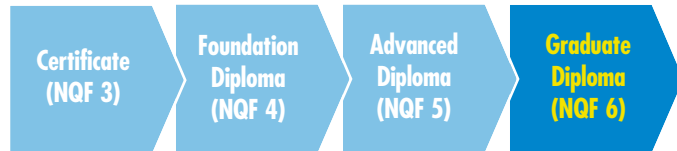
We run courses that, if you do your part, set you up for a safe pass. It's very important (in getting higher grades and showing professionalism, for example) if you reserve some time to keep up with developments in supply chain and general business issues. You can do that through libraries, newspapers, magazines, radio, TV, the Internet and the advice in your course materials. It will always help you if you look out for real-world examples of the things which you're studying.

Assessment

Each unit is assessed by a three-hour **exam**, though there is the option of doing a **work-based assessment** for **Improving Supply Chain Performance**. Much of the



The Graduate Diploma



The Graduate Diploma is CIPS' **Level 6** qualification; when you complete it, you will become a **Full Member** of CIPS – **MCIPS**.

For help and advice

If you want to discuss the Graduate Diploma in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**

Why the Graduate Diploma?

The Graduate Diploma is CIPS' **senior manager and specialist professional** level – it's intended for people who have previously worked in the supply chain in a largely front-line managerial or specialist role and have the Advanced Diploma or its equivalent. By the time you've finished the

Graduate Diploma, your supply chain knowledge and skills should allow you to:

- **critically review, consolidate** and **extend** a systematic and coherent body of knowledge,
- **use** highly-specialised technical or academic skills across an area of study,
- **research** effectively, **critically evaluating** new information, concepts and evidence from a range of sources,
- **transfer** and **apply** diagnostic and creative skills in a range of situations,
- **show appropriate judgement** in a number of complex planning, design, technical and/or management functions related to products, services, operations or processes including resourcing,
- **accept accountability** for determining and achieving personal and/or group outcomes, and
- begin to **lead** multiple, complex and heterogeneous groups.

Study detail

You must **pass five units** to achieve the Graduate Diploma. Three are **compulsory** and you choose the other two from a list of **options**. A **unit** is a self-contained course of study which has its own syllabus and which leads to an assessment.



You can study them in any order except that **Supply Chain Management in Practice** must be the *last* compulsory unit that you do. It is what CIPS call an **integrative unit**; it is where you show that you can bring your studies of the entire level together. It can also be helpful to save studying the options until last.

Leading and Influencing in Purchasing (Course 280)

[COMPULSORY] This unit aims to develop your leadership skills and enable you to lead, influence and provide direction to stakeholders within the supply chain. The unit is at a strategic level. You'll see how to lead in your defined area or part of the organisation and will be expected to motivate and support supply chain members and stakeholders in achieving objectives and success. You'll be expected to lead in a variety of situations to ensure the balance of power required to achieve success, taking into account change, adversity, conflict, and success in order to maximise the potential of the organisation. *This unit will enable you to:*

- **critically evaluate** the fundamental differences between management and leadership,
- **assess** a range of leadership styles and **apply** them effectively within the supply chain,
- **propose** how to develop an innovative and compelling vision for the purchasing function,
- **determine** how to create and maintain a culture that encourages and recognises creativity and innovation,
- **evaluate** how individuals and teams can be led and influenced effectively; encouraging, motivating, supporting and recognising achievement,

- **propose** how to develop a culture of productivity through leading others,
- **assess** and **determine** effective communication methods and messages to support change in the supply chain.

Strategic Supply Chain Management (Course 281)

[COMPULSORY] The supply chain manager is responsible for specific activities and processes which can contribute to achieving corporate strategic goals. This unit provides you with an understanding of strategic aspects of supply chain management. You'll analyse the supply chain to identify where value is added within it, identifying where and how strategic competitive advantage can be achieved. You'll become able to propose innovative proposals which will allow supply chain stakeholders to effectively interact and contribute towards developing and exploiting opportunities to grow and expand the business, through new product and service development, innovation, diversification and differentiation strategies. *The unit will enable you to:*

- **analyse** the concept of strategy and the process of developing corporate strategy,
- **identify** how strategy is converted into action through effective alignment and implementation,
- **explain** the contribution of strategic supply chain management to corporate strategy,
- **understand** the nature of supply chains,
- **assess** the role of strategic supply chain management in achieving competitive advantage,



- **distinguish** and **assess** various models of supply chain structures and relationships.

Supply Chain Management in Practice

[COMPULSORY] This unit is designed to enable you to gain a deeper understanding of supply chain theory and practice by examining how particular theories relate to real-world situations or how particular theories offer advantages over others. It tests your ability to analyse supply chain situations and write clearly and effectively on them.

There are **two versions** of the unit, and you must **pick one**. Both *enable you to:*

- **synthesise** conceptual and case study data into a coherent structure,
- **diagnose** supply chain problems within a case study situation,
- **critically evaluate** the validity and applicability of a range of possible solutions,
- **predict** the consequences of each alternative course of action,
- **judge** the appropriateness of supply chain principles to a particular supply chain context,
- **solve** problems with reference to supply chain principles,
- **propose** solutions that will enable the case study organisation to operate more effectively,
- **justify** the solutions in terms of their feasibility and appropriateness,
- **develop** a suitable plan for implementing the proposed course of action.

Case Study (Course 282)

In this version of **Supply Chain Management in Practice**, you receive a case study brief for analysis four weeks before a conventional three-hour exam. The exam questions are set on the case and are all compulsory.

Project (Course 286)



This version requires you to write a 6000 word project over a twelve month period on an appropriate topic which is relevant to your workplace. For preference, it should be a topic closely related to a major issue at your workplace and describe the application of higher level supply chain theory and practice to that issue.

Legal Aspects in Purchasing and Supply (Course 285)

[OPTION] This unit familiarises you with the law that regulates the purchasing function. The purchasing and supply professional needs to understand where legal issues may impact on the organisation and when to take action to avoid risk. They should also be able to recognise situations when the appropriate action would be to seek legal expertise. *This unit will enable you to:*

- **analyse** the process of contract formation and **assess** the validity of a range of contract clauses,



- **assess** the legal rules governing the sale of goods and services, third party rights and agency arrangements,
- **diagnose** the impact of specific UK and EU regulations on the purchasing and supply function,
- **analyse** the statutory provisions applicable to a range of intellectual property rights (IPRs).

Advanced Project Management (Course 283)

[OPTION] Projects can range from construction to refurbishment of premises, introduction of new IT systems to outsourcing/offshoring of work previously tackled in-house, and redesign or re-engineering of products, services and processes. Project management is concerned with achieving objectives relating to quality, cost and time. You will often have a key role to play in the management of projects: this may include developing the procurement strategy for the project, and the operational activities of planning and monitoring supplier performance. You also need to understand the architecture and culture of project-oriented organisations. *This unit will enable you to:*

- **identify** and **evaluate** organisational and management issues concerned with project management,
- **assess** and **justify** the approach to managing projects using a variety of methodologies, tools and techniques,
- **apply** a range of practical project management tools and techniques to the overall management of a project from initiation to completion,
- **evaluate** the key success factors in successful project management.

Finance for Purchasers (Course 284)

[OPTION] This unit provides an understanding of strategic aspects of finance in relation to the decision-making process and the detailed analysis necessary to deliver effective procurement. It's a guide to finance that enables you to identify the where, what, how, and when that a professional purchaser needs, in order to use and interpret the key financial models and tools required to deliver robust and sustainable procurement solutions. You'll be able to propose both established and innovative models, tools and techniques which will allow key stakeholders to use opportunities, and to grow and expand a business through new supply arrangements, channels to market, diversification, outsourcing and differentiation strategies. You'll also gain an appreciation of accounting terms and the accounting profession which will improve the way in which you work with your accounting colleagues. *This unit will enable you to:*

- **evaluate** the appropriate cost and benefit models for a wide variety of scenarios,
- **evaluate** and **assess** reports that have their origins in finance and accounting and **relate** them back to the business,
- **compare** the value and relevance of financial information in the context of the decision-making process for evaluation and selection of supplier and service providers,
- **use** the wide variety of finance and accounting terminology,
- **propose** financial management tools and techniques and be able to **apply** these in relation to the total procurement and supply chain process,
- **evaluate** the elements that make up a complex business case for a capital acquisition, including downstream maintenance, service provisions for the life of the acquisition, and disposal,



- **assess** the non-financial factors that are interrelated with financial modelling and analysis, and **predict** their impact.

Starting study

To study the Graduate Diploma, you must have achieved (or been exempted) the Advanced Diploma.
If English is not your first language, you ought to have at least IELTS 6.5 proficiency or Trinity ISE III/IV.

Exemptions are allowed from *the optional units only*. There are more details on exemptions on page 38.

Study time

The Graduate Diploma typically takes **between 12 to 18 months** to study, but if you have a good idea of how much study time you'll have available to you, check the diagram on page 34 to work out a closer estimate.

Background study

We run courses that, if you do your part, set you up for a safe pass. It's vital (in getting higher grades and showing professionalism, for example) if you reserve some time to keep up with developments in supply chain and general business

issues. You can do that through libraries, newspapers, magazines, radio, TV, the Internet and the advice in your course materials. It will always help you if you look out for real-world examples of the things which you're studying.

Assessment

Each unit is assessed by a three-hour **exam**, though there is the option of doing a **work-based assessment** for **Supply Chain Management in Practice**. Much of the assessment is *practical*, based on real-world situations described to you in a case study brief. There's more on assessment on pages 36 onwards.



Finding the time

We don't tell you how to spend your time, so no two students spend their time in the exact same way. Each student decides and applies the time that they have to go at the speed that is best for them.

A lot will depend on your *personal* strengths and weaknesses. Depending on the courses you've done in the past, the experience that you have, and the research and reading you decide to do, you may find that one unit goes quickly while another one takes twice as long.

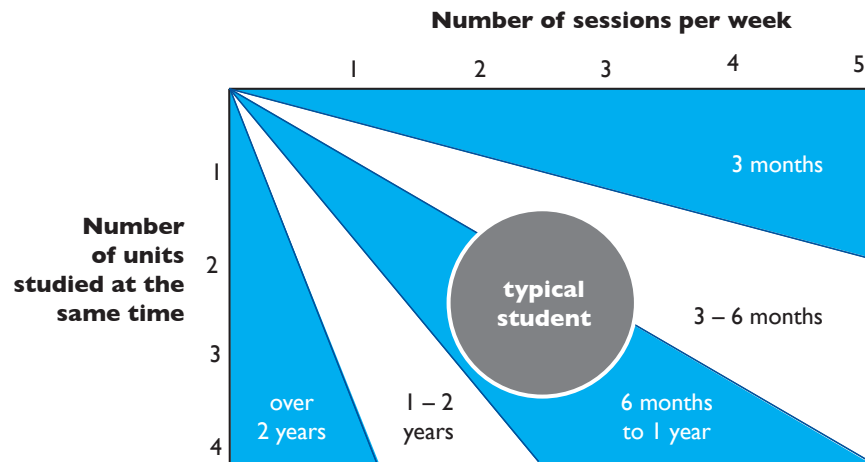
This is a *very* rough guide; many students can work more quickly, and many have to take longer:

A **session** on the diagram is about **2½ hours' work**; what you might expect to do in an evening. You should aim to work for at least a session a week; it's difficult to manage more than four. Units will also take more work as you go up in level.

You should also take *holidays* during your study the same way that you take holidays from work but, just like work, remember that you need to put the hours in nine weeks out of every ten to be successful.

For help and advice

If you want to discuss managing your study time in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**





CIPS, membership, and assessment

The **Chartered Institute of Purchasing and Supply**, CIPS, is an international education and qualification body representing purchasing and supply chain professionals. It exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management.

CIPS is the largest organisation of its kind in the world and a central reference point worldwide on matters relating to purchasing and supply chain management. Its Professional Code of Ethics is the model for the international code and the domestic codes of many countries.

The Institute has around 65,000 members worldwide, including leading business people, professional managers, academics and those working in the purchasing and supply profession.

It provides many services to its members to help them in their study and work, as well as being a leading body in many industry and education sector groups. Its full members are recognised internationally by supply chain professionals as possessing one of the benchmark qualifications in their field, "**MCIPS**". Once you've *completed the Graduate Diploma* you can apply for MCIPS.

Membership

You don't have to be a **member** of CIPS to begin your studies with us, but we recommend you become one *as soon as possible* after starting: you have to be a member to be able to register for assessment and we cannot join CIPS for you.

CIPS' information services, member magazine, and branch activities will be a big help in your studies, and improve your confidence in dealing with your job. If there is a branch near to you, it will give you an opportunity to meet other purchasing and supply professionals and discuss the issues that you will be studying.

For further information on applying for CIPS membership, please contact **CIPS' Membership Helpdesk** on (0845) 880 1188 in the UK (+44 1780 756 777 otherwise) or email MembershipHelpdesk@cips.org

You can fax CIPS on +44 (0) 1780 751 610.

The Chartered Institute of Purchasing and Supply
Easton House, Easton on the Hill
Stamford
PE9 3NZ

www.cips.org

You should obtain a full membership information pack *from CIPS* as soon as you can; what we've said here is only a



summary. CIPS will provide more information if you contact them direct.

CIPS fees

Our fees cover *our* course; you will have additional **CIPS fees**. CIPS charge a membership fee that you pay each year. CIPS also charges assessment fees. CIPS will inform you of their fees; note that fees tend to change each summer.

Assessment

Assessment is by *exam* or the *work-based alternative* (WBA). Levels 3, 5 and 6 currently have a single WBA option. At level 4 *all* units may be assessed by exam or WBA or a mixture of both. The **pass mark** for all units is 50%.

To be assessed, you need to be registered with CIPS, and obtained a membership number from them. You need to send your membership form and any exemption evidence to CIPS at least six weeks before the registration deadline for any assessment which you wish to take.

All membership fees are payable **directly to CIPS**. There is a charge for each assessment that you take.

CIPS provide a **deadline** for registration; they do not accept late entries.

Remember that *you* are responsible for ensuring that your forms and membership fees reach CIPS in good time. We cannot do it for you.

For help and advice

If you want to discuss the CIPS assessments in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**

Exams

Most **exams** follow much the same format: a mix of compulsory and chosen essay questions, some based on a case study. You'll have three hours and cannot take any books or notes into the exam with you. The questions and case studies become more complicated as you go up in level.

CIPS provide an **online exam registration form** or you may obtain a hardcopy one from them by post. It'll ask you where you wish to sit your exams from a list of **Regional Examination Centres** and you should select your most suitable venue. Please also **state your registered study centre as Cheltenham Tutorial College**.

Exams are held **five times a year** in January, March, May, July and November. The earlier you register, the better chance CIPS have of allocating you a place at your preferred centre.



The registration deadlines are usually in:

- early December for January,
- mid-January for March,
- end March for May,
- early June for July,
- mid-September for November.

Exam assessment fees are payable directly to CIPS, and **CIPS will notify you of your exam date and centre.**

Work-based assignments



The intention behind **work-based assessment** (WBA) is to get you to *apply* your learning to your workplace in the form of a project. In this way, you are given a *practical* test which immediately helps you to grow as a supply chain professional, but which *also benefits your employer* and shows the value of your training to them.

WBA is available for Level 3 **Purchasing in Action**; **all units** at Level 4; Level 5 **Improving Supply Chain Performance**, and Level 6 **Supply Chain Management in Practice**.

For the three CIPS levels to Advanced Diploma, WBA comprises a 3000 to 5000 word project (depending on level) written around a set number of topics given by CIPS on a set

date. You will have ten weeks to write your project. There are three opportunities a year to take the WBA in February, May and October. They do not have the same **registration dates** as the exams and you should contact us for registration and assessment deadlines **well in advance**. They are usually in:

- early January for February,
- beginning of May for May,
- mid-September for October.

The Graduate Diploma WBA is different, as described in the unit overview on page 31.

Registration is through us and not through CIPS. Fees are payable to us and we register you on the appropriate assessment session. Registration deadlines are absolute and no late entries are accepted by CIPS.

Please contact us if you are interested in being assessed in this way and would like further information.

Choosing between exams and WBA

Some units allow you to choose between exams and WBA. You may prefer not to take exams, but remember in choosing WBA that:

- it's less flexible,



- you can only get the best grades once you've finished your studies, whereas you can prepare for exams *during* your studies,
- it'll be difficult to do the necessary research unless you are working for *at least* a medium-sized organisation, and
- you'll be committing yourself to a stricter timetable and will probably end up taking longer and doing more background reading than if you had chosen to take the exam.

Contact us if you are not sure which choice would be best for you. If after you have been studying for a while you decide you have chosen the wrong method for you, you'll be able to change to the other providing you have not already submitted your assessment registration form.

Exemptions

It may be that once you've found your starting level, you discover that you have *qualifications or experience* that covers the *same ground in the same depth* as one or more of the units that you'll be studying. If this is the case, CIPS may **exempt** you from having to take those units. If you think you might qualify for exemptions, you have to ask CIPS for them. When you send your membership registration form to CIPS make sure that you include the evidence they need to see.

If you're applying on grounds of **experience**, you will need to include a current job description (showing at least three years' relevant experience and ten years' employment experience

overall) signed by your line manager, your CV, a letter of support from your employer, and a statement explaining which units you'd like exemption from and how your experience matches up to them.

If you're applying on grounds of **qualifications**, you'll need to include copies of your certificates, transcripts (listings of the subjects you took, with whom, when, and the grades you got) of your previous studies, and a statement explaining which units you'd like exemption from and how your qualifications match up to them.

- **Certificate exemptions** – you can't be exempted from Purchasing in Action. You can be exempted from any units where you already have Level 3 (or above) qualifications that match up acceptably with their content. There are no exemptions for experience.
- **Foundation Diploma exemptions** – you can be exempted from any units where you already have Level 4 (or above) qualifications (including degrees from bona fide universities) that match up acceptably with their content. You may earn exemptions for experience.
- **Advanced Diploma exemptions** – you can be exempted from any other units where you already have Level 5 (or above) qualifications (including second year and later degree modules from bona fide universities) that match up acceptably with their content. You may earn exemptions for experience.
- **Graduate Diploma exemptions** – you can't be exempted from any compulsory units. You can be exempted from any optional units where you already have Level 6 (or



above) qualifications (including final year degree modules and post-graduate qualifications from bona fide universities) that match up acceptably with their content. You may earn exemptions for experience.

More detailed information on exemptions and how to apply for them either through prior certificated learning (APCL) or business experience (APEL) can be found at the CIPS website. *Only CIPS can grant you exemptions*, so make sure you have an official letter from CIPS before you start missing out units.

Drawbacks of accepting exemptions

Gaining an exemption from a level does *not* mean that you gain the qualification for that level, you have to do *at least* the integrative unit for a level to gain its qualification. If you *do* gain exemptions from any units, CIPS will *expect* you to be familiar with the content of the syllabuses in those units, and you may have to demonstrate your knowledge in your assignments and assessment on other units. CIPS *charge a fee* for exemptions.

For help and advice

If you want to discuss exemptions in more depth, please call us on **01242 241 279** or email **registrar@cheltenhamlearning.co.uk**



Cheltenham enrolment form for CIPS study

Thank you for choosing to study with us.

This is your **enrolment form** – the document that we use, for example, to check your CIPS entry level, despatch your study materials to you, choose your tutor, make sure coursework returns to you quickly, and contact you should any part of your course change. **It's our form** and not the Institute's: you will need to fill out *different* forms for your CIPS membership and assessment registration.

Please fill out as much of the form as you can, and in **BLOCK CAPITALS**. We are registered under the Data Protection Act 1998.

THE
CHARTERED INSTITUTE OF
PURCHASING & SUPPLY®



CENTRE OF EXCELLENCE



For Cheltenham use	Student Number
Enrolment Date	Despatch Date
Invoice Number	Receipt Number

Section 1 – your personal information

Title (Dr, Mr, Ms, other) _____

Family name _____

Other names _____

Are you

Male Female

Have you studied with us before?

Yes No

If you have, please write your **most recent** Cheltenham student number here



Delivery details for course materials

Someone will need to **sign for your study materials** when they are delivered.

Address _____

Postcode _____
email _____
Daytime telephone _____
Mobile _____
Fax _____

Contact details for tutor support

If you want us to use a different address for **contacting** you, in returning coursework for example, please give it here.

Address _____

Postcode _____
email _____
Daytime telephone _____
Mobile _____
Fax _____

Section 2 – your profile

Please tell us about yourself.

Tick here if you have attached your CV instead

What are the highest level qualifications that you already possess?

How many years' work experience do you have?

How much of that time has been spent working in the **supply chain**?

Please tell us about your current or most recent occupation.

Job title _____
Organisation _____
Time in this role _____
Briefly describe your work _____



Please tell us about any things (family, work or personal) which **may** affect your study with us.

How did you hear about Cheltenham Tutorial College? Please tick **all** the boxes that apply:

- | | |
|--|---|
| <input type="checkbox"/> through CIPS | <input type="checkbox"/> through a colleague |
| <input type="checkbox"/> searching the Internet | <input type="checkbox"/> through your employer |
| <input type="checkbox"/> through our advertising | <input type="checkbox"/> we sent you a mailshot |

Please tell us where you remember seeing us, **both** in print and on the Internet

Section 3 – your course

Please tell us about your CIPS studies.

If you already have a **CIPS membership number**, please write it here

When are you aiming to do your **CIPS assessment** (i.e. exams, WBA)?

You **don't** have to make a final decision now, but if you have a date in mind we can check that it is **feasible**.

Have you had your **entry level** approved by CIPS?

Yes No

If “No”, you should contact CIPS to establish your entry level **as soon as possible**. We can **advise** what it is **likely** to be, but we cannot give you an official ruling.

Now please tell us **which units** you wish to take (include details of any textbooks and/or pdfs you have chosen to add to your course materials).



Some units can be examined by **work-based assessment** (WBA) – please indicate if you are *considering* doing this (see the course info for details or contact us to discuss it).

Please send me information about WBA

All units are also available as **pdf documents** (see the fees list for prices).

Course Number/Title	pdf (Y/N)	Tutor Support (Y/N)	Fee
Extra pdfs			
Extra books			
Total			

I've attached the **books list** with my selections

Section 4 – payment details

Please tick the boxes that apply to you and fill in any appropriate details. If your course fees are **being paid from more than one source**, please indicate how much of your fees are being paid by which method.

I want you to **invoice** my organisation

Please attach a **purchase order** or **official letter** accepting responsibility for your fees.

I am paying by **company cheque** or **personal cheque**.

Please make cheques **payable to** "Cheltenham Tutorial College".

I am paying by **company** or **personal** credit/debit card.



Please charge **the following credit/debit card** (fill out details as applicable):

Number _____
Valid from date _____
Expiry date _____
Security number _____
Issue number _____
Name on card _____
Cardholder's address _____

Cardholder's signature _____
Date _____

The information I have submitted in support of my enrolment is correct to the best of my knowledge; I agree to the **conditions of enrolment** contained in this information pack, and to pay my fees as shown on this form. I confirm that I am aged 18 or over.

Signed _____
Date _____

Please either **post, scan/email** or **fax** this form to:

FREEPOST RRBY-KZSE-ATZE
The Registrar
Cheltenham Tutorial College
292 High Street
Cheltenham
GL50 3HQ

- T** +44 (0) 1242 241 279
- F** +44 (0) 1242 234 256
- E** info@cheltenhamlearning.co.uk

No stamp needed **if posted in the UK.**

Section 5 – please sign and return

Please make sure you have included any necessary documents and payments before sending this form to us.

Do you want us to **acknowledge receipt** of your form?

Yes No