



# NEUPC CIPS STUDY CENTRE

A guide to our CIPS Qualifications and Study Centre

JUNE 2019

## Our Study Centre

As well as being a Procurement Consortia for our members in the university sector, NEUPC is also a Chartered Institute of Procurement and Supply accredited study centre. We provide high quality CIPS training, uniquely contextualised to the University Sector, delivered through blended or distance learning. There are multiple entry points throughout the year; September, November, January, March and May. As a not-for-profit organisation, we can deliver CIPS training leading to Professional Membership of CIPS and those all important MCIPS initials, at a very competitive cost. All of our Tutors are CIPS qualified Procurement Professionals who work in Procurement within the sector and hold teaching qualifications.

## New for 2019

- ★ **New Syllabus** -  
From May 2019, the new syllabus for levels 4, 5 and 6 will be in place.
- ★ **Computer based exams** -  
The CIPS exams will now be computer based with a series of multiple choice questions. The new format will still include essay style questions for some modules.
- ★ **E-learning** -  
E-learning will also be provided alongside the CIPS study guide.

## Which Level is right for me?

Deciding which level of study is right for you will depend on your individual qualifications and experience. If you're unsure which level to study, we'd be happy to talk to you and advise.

Level	Entry Requirements
Level 3 – Advanced Certificate in Procurement and Supply Operations	No qualifications are required although it is recommended that you have some purchasing experience
Level 4 – Diploma in Procurement and Supply	CIPS L3 Advanced Certificated or 2 A-Levels (or equivalent) or 2 years purchasing experience
Level 5 – Advanced Diploma in Procurement and Supply	CIPS L4 Diploma in Procurement and Supply
Level 6 - Professional Diploma in Procurement and Supply	CIPS L5 Advanced Diploma in Procurement and Supply

## Contact Us

If you have any questions, would like an application form or need more advice on our CIPS Study Centre.

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## Do I need to become a member of CIPS?

Yes, you will need to become a CIPS student member prior to commencing study as you need your membership number to book your exams. As well as study, CIPS membership offers a range of benefits including discounts on further training, a monthly magazine, member events and much more. Find out more at [www.cips.org/membership](http://www.cips.org/membership)

## How can I study?

We offer two different study modes—distance learning or blended learning.

Distance learning is largely self-study with the advantage of on request tutor and peer support online and by phone. The blended learning for levels 4-6 gives 2 full days' classroom tuition plus the tutor-led revision day. The table below details what can be expected for each programme.

	Distance Learning	Blended Learning
New student ½ day workshop (September only)	Yes	Yes
CIPS study textbook & e-learning package	Yes	Yes
Peer and tutor support group	Yes	Yes
Tutor support via phone and email	Yes	Yes
NEUPC learning resources	Yes	Yes
Past exam paper, marking and feedback	Yes	Yes
Topic webinars	Yes	Yes
Classroom tuition (number of days per module dependent on level)	No	Yes
Exams taken at a regional CIPS exam centre near to the student	Yes	Yes

## What modules are studied?

There are five modules per qualification as outlined below. Each module is assessed by exam, although the format of each exam varies.

<b>Level 3 - Advanced Certificate in Procurement and Supply Operations</b> <ul style="list-style-type: none"> <li>Contract Administration</li> <li>Socially Responsible Procurement</li> <li>Team Dynamics and Change</li> <li>Ethical Procurement and Supply</li> <li>Procurement and Supply Environments</li> </ul>	<b>Level 4 - Diploma in Procurement and Supply</b> <ul style="list-style-type: none"> <li>Scope and Influence of Procurement and Supply</li> <li>Defining Business Needs</li> <li>Whole Asset Management</li> <li>Ethical &amp; Responsible Sourcing</li> <li>Supplier Relationships</li> <li>Commercial Contracting</li> <li>Commercial Negotiation</li> <li>Procurement and Supply in Practice</li> </ul>
<b>Level 5 - Advanced Diploma in Procurement and Supply</b> <ul style="list-style-type: none"> <li>Category Management</li> <li>Project and Change Management</li> <li>Managing Teams and Individuals</li> <li>Managing Supply Chain Risk</li> <li>Managing Contractual Risk</li> <li>Advanced Contract and Financial Management</li> <li>Achieving Competitive Advantage through the Supply Chain</li> <li>Managing Ethical Procurement and Supply</li> </ul>	<b>Level 6 Professional Diploma in Procurement and Supply</b> <ul style="list-style-type: none"> <li>Strategic Ethical Leadership</li> <li>Global Commercial strategy</li> <li>Global Strategic Supply Chain Management</li> <li>Future Strategic Challenges for the Profession</li> <li>Commercial Data Management</li> <li>strategic Programme Leadership</li> <li>Innovation in Procurement and Supply</li> </ul>

## How are the modules assessed?

CIPS is an exam based syllabus with either multi-choice questions over 2 hours or 4 essay style questions over 3 hours. All exams are taken on computers in an exam centre.

## How much time will it take?

We offer a number of study options, all of which are flexible to work around your work and personal commitments. CIPS recommend 30-50 guided learning hours per module, with a similar amount of time spent on private study. Most students find that they spend 5-8 hours studying per week initially, but increase this in the weeks leading up to an exam. CIPS offer 5 exam periods per year with approximately 6 - 8 weeks between each session. Most of our students complete one level per year, however it is possible to extend your study over a longer period.

## How much will it cost?

The table detail the current costs for 2019. These may be subject to change in the future.

Level	Delivery Mode	NEUPC Members Price*	Other Consortia Members Price*	Exam Fees Paid to NEUPC **
		VAT applicable	VAT applicable	No VAT applicable
L3 Advanced Certificate	Blended learning	£1810	£1960	£398
	Distance learning	£1250	£1400	£398
L4 Diploma	Blended learning	£2216	£2366	£698
	Distance learning	£1358	£1508	£698
L5 Advanced Diploma	Blended learning	£2016	£2166	£698
	Distance learning	£1388	£1538	£698
L6 Professional Diploma	Blended learning	£2034	£2184	£680
	Distance learning	£1424	£1574	£680

\*Excludes CIPS membership fees which are paid direct to CIPS. NB: you must be a CIPS members to undertake CIPS qualifications.

\*\*Exams are charged at cost and reflect current prices available on the CIPS website + 2% as they apply an inflationary increase on October 1<sup>st</sup> every year.

Module prices are available on request dependent on unit size, level and delivery mode, but will include a small surcharge for additional administration costs.

Blended and distance learners are provided with a CIPS Study Guide, CIPS e-learning Package and NEUPC resources and tutor support for each module.

Blended learning also includes a number of taught workshops at our Leeds offices as below, a full timetable for 2019-2020 is available on request. Workshops run from 9.45 – 3.45 and include refreshments and lunch.

Level	Number of workshop days
L3 Advanced Certificate	10
L4 Diploma	18
L5 Advanced Diploma	13
L6 Professional Diploma	12

### Level 3 Advance Certificate in Procurement and Supply (NEUPC Offices)

Course Induction Tuesday 24<sup>th</sup> September 2019 10:30am - 3:30pm NEUPC offices for new starters

Module	Credits	Ref	Day attendance only		Exam Date
			Day 1	Day 2	
Procurement and Supply Environments	6	L3M1	Friday 4 <sup>th</sup> October 2019 10am-4pm	Thursday 31 <sup>st</sup> October 2019 10am-4pm	W/c 11 <sup>th</sup> November 2019
Contract Administration	6	L3M3	Thursday 12 <sup>th</sup> December 2019 10am-4pm	Friday 10 <sup>th</sup> January 2020 10am-4pm	W/c 10 <sup>th</sup> January 2020
Ethical Procurement and Supply	6	L3M2	Thursday 6 <sup>th</sup> February 2020 10am-4pm	Tuesday 25 <sup>th</sup> February 2020 10am-4pm	W/c 16 <sup>th</sup> March 2020
Socially Responsible Procurement	6	L3M6	Tuesday 31 <sup>st</sup> March 2020 10am-4pm	Friday 1 <sup>st</sup> May 2020 10am-4pm	W/c 11 <sup>th</sup> May 2020
Team Dynamics and Change	6	L3M4	Thursday 11 <sup>th</sup> June 2020 10am-4pm	Friday 3 <sup>rd</sup> July 2020 10am-4pm	W/c 13 <sup>th</sup> July 2020

### Level 4 Diploma in Procurement and Supply 2018-2019

Course Induction Tuesday 24<sup>th</sup> September 2019 10:30am - 3:30pm NEUPC offices for new starters

Module	Credits	Ref	Day attendance only				Exam Date
			Day 1	Day 2	Day 3	Day 4	
Scope and Influence of Procurement and Supply	12	L4M1	Tuesday 1 <sup>st</sup> October 2019 10am-4pm	Friday 25 <sup>th</sup> October 2019 10am-4pm	Tuesday 12 <sup>th</sup> November 2019 10am-4pm	N/A	Tues 19 <sup>th</sup> November 2019 9am
Defining Business Need	6	L4M2	Wednesday 4 <sup>th</sup> December 2019 10am-4pm	Monday 9 <sup>th</sup> December 2019 10am-4pm	N/A	N/A	W/c 20 <sup>th</sup> January 2020
Whole Asset Management	6	L4M7	N/A	N/A	Wednesday 8 <sup>th</sup> January 2020 10am-4pm	Thursday 16 <sup>th</sup> January 2020 10am-4pm	W/c 16 <sup>th</sup> March 2020
Ethical and Responsible Sourcing	6	L4M4	Wednesday 29 <sup>th</sup> January 2020 10am-4pm	Tuesday 4 <sup>th</sup> February 2020 10am-4pm	N/A	N/A	W/c 11 <sup>th</sup> May 2020
Supplier Relationships	6	L4M6	N/A	N/A	Tuesday 11 <sup>th</sup> February 2020 10am-4pm	Friday 6 <sup>th</sup> March 2020 10am-4pm	W/c 11 <sup>th</sup> May 2020
Commercial Contracting	6	L4M3	Friday 27 <sup>th</sup> March 2020 10am-4pm	Thursday 2 <sup>nd</sup> April 2020 10am-4pm	N/A	N/A	W/c 11 <sup>th</sup> May 2020
Commercial Negotiation	6	L4M5	N/A	N/A	Tuesday 21 <sup>st</sup> April 2020 10am-4pm	Tuesday 28 <sup>th</sup> April 2020 10am-4pm	W/c 20 <sup>th</sup> July 2020
Procurement and Supply in Practice	12	L4M8	Thursday 4 <sup>th</sup> June 2020 10am-4pm	Tuesday 23 <sup>rd</sup> June 2020 10am-4pm	Thursday 9 <sup>th</sup> July 2020 10am-4pm	N/A	W/c 20 <sup>th</sup> July 2020

## Level 5 Advanced Diploma in Procurement and Supply

Module	Credits	Ref	Day attendance only			Exam Date
			Day 1	Day 2	Day 3	
Category Management	6	L5M6	Wednesday 25 <sup>th</sup> September 2019 10am-4pm	N/A	Wednesday 30 <sup>th</sup> October 2019 10am-4pm	W/c 11 <sup>th</sup> November 2019
Project and Change Management	6	L5M8	N/A	Tuesday 29 <sup>th</sup> October 2019 10am-4pm		
Managing Teams and Individuals	12	L5M1	Tuesday 10 <sup>th</sup> December 2019 10am-4pm	Thursday 9 <sup>th</sup> January 2020 10am-4pm	N/A	W/c 27 <sup>th</sup> January 2020
Managing Supply Chain Risk	6	L5M1	Wednesday 5 <sup>th</sup> February 2020 10am-4pm	N/A	Thursday 5 <sup>th</sup> March 2020 10am-4pm	W/c 16 <sup>th</sup> March 2020
Managing Contractual Risk	6	L5M3	N/A	Thursday 27 <sup>th</sup> February 2020 10am-4pm		
Advanced Contract and Financial Management	12	L5M4	Wednesday 29 <sup>th</sup> April 2020 10am-4pm	Wednesday 6 <sup>th</sup> May 2020 10am-4pm	N/A	W/c 18 <sup>th</sup> May 2020
Achieving Competitive Advantage through the Supply Chain	6	L5M7	Wednesday 3 <sup>rd</sup> June 2020 10am-4pm	N/A	Wednesday 8 <sup>th</sup> July 2020 10am-4pm	W/c 13 <sup>th</sup> July 2020
Managing Ethical Procurement and Supply	6	L5M5	N/A	Wednesday 24 <sup>th</sup> June 2020 10am-4pm		

## Level 6 Professional Diploma in Procurement and Supply (NEUPC Offices)

Module	Credits	Ref	Day attendance only			Exam Date
			Day 1	Day 2	Day 3	
Strategic Ethical Leadership	12	(L6M1)	Tuesday 8 <sup>th</sup> October 2019 10am-4pm	Wednesday 6 <sup>th</sup> November 2019 10am-4pm	N/A	W/c 18 <sup>th</sup> November 2019
Global Commercial Strategy	12	(L6M2)	Tuesday 3 <sup>rd</sup> December 2019 10am-4pm	Wednesday 15 <sup>th</sup> January 2020 10am-4pm	N/A	W/c 27 <sup>th</sup> January 2020
Global Strategic Supply Chain Management	12	(L6M3)	Thursday 13 <sup>th</sup> February 2020 10am-4pm	Tuesday 3 <sup>rd</sup> March 2020 10am-4pm	N/A	W/c 23 <sup>rd</sup> March 2020
Future Strategic Challenges for the Profession	6	(L6M4)	Thursday 9 <sup>th</sup> April 2020 10am-4pm	N/A	Wednesday 13 <sup>th</sup> May 2020 10am-4pm	W/c 11 <sup>th</sup> May 2020
Commercial Data Management	6	(L6M7)	N/A	Wednesday 22 <sup>nd</sup> April 2020 10am-4pm		
Strategic Programme Leadership	6	(L6M5)	Tuesday 9 <sup>th</sup> June 2020 10am-4pm	N/A	Thursday 2 <sup>nd</sup> July 2020 10am-4pm	W/c 13 <sup>th</sup> July 2020
Innovation in Procurement and Supply	6	(L6M8)	N/A	Tuesday 16 <sup>th</sup> June 2020 10am-4pm		

## How do I find out more and apply?

You can register your interest in studying with us by emailing [cips@neupc.ac.uk](mailto:cips@neupc.ac.uk) We will send you an application form to complete and return to us.

You will find more information about NEUPC and our CIPS Study Centre on our website: [www.neupc.ac.uk](http://www.neupc.ac.uk)

For further information please contact:

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