

A GUIDE TO OUR CIPS QUALIFICATIONS AND STUDY CENTRE

2022/2023



NEUPC CIPS STUDY CENTRE

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, 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.

Our Tutors are CIPS qualified Procurement Professionals and hold teaching qualifications.



NEW FOR 2022/23

- Blended learning which includes workshops and webinars to reduce business travel and allow more time in the office.
- Improved interactive webinar technology.
- Improved revision materials.
- Remote invigilation exams are available at an additional cost.

CONTACT US

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

RACHEL LUNN

Shared Procurement Service & CIPS Training Manager

r.lunn@neupc.ac.uk

0113 487 1761



FOR MORE INFORMATION GO TO:
NEUPC.AC.UK

WHICH LEVEL IS RIGHT FOR ME?

LEVEL

LEVEL 3 – ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS
NOT PLANNING TO DELIVER IN 2021/22

LEVEL 4 – DIPLOMA IN PROCUREMENT AND SUPPLY

ENTRY REQUIREMENTS

NO QUALIFICATIONS ARE REQUIRED ALTHOUGH IT IS RECOMMENDED THAT YOU HAVE SOME PURCHASING EXPERIENCE

CIPS LEVEL 3 ADVANCED CERTIFICATE OR TWO A-LEVELS (OR EQUIVALENT) OR TWO YEARS PURCHASING EXPERIENCE

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.

HOW CAN I STUDY?

We offer two different study modes—blended learning or distance 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 level 4 gives a balance of tutor-led classroom tuition and webinars. The table below details what can be expected for each programme.

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 to study, CIPS membership offers a range of benefits including discounts on further training, member events and much more. To find out more go to [CIPS](#)

	BLENDED LEARNING	DISTANCE LEARNING
NEW LEVEL 4 STUDENT 2 HOUR WEBINAR (SEPTEMBER ONLY)	YES	YES
CIPS STUDY TEXTBOOK	YES	YES
CIPS E-LEARNING PACKAGE	NO	YES
TUTOR SUPPORT VIA PHONE AND EMAIL	YES	YES
NEUPC LEARNING RESOURCES	YES	YES
PAST EXAM PAPER, MARKING AND FEEDBACK	YES	YES
WEBINARS	YES	NO
CLASSROOM TUITION (NUMBER OF DAYS PER MODULE DEPENDENT ON LEVEL)	YES	NO
EXAMS TAKEN AT A REGIONAL CIPS EXAM CENTRE NEAR TO THE STUDENT	YES	YES



WHAT MODULES ARE STUDIED?

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

LEVEL 3 - ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

- Contract Administration
- Socially Responsible Procurement
- Team Dynamics and Change
- Ethical Procurement and Supply
- Procurement and Supply Environments

LEVEL 4 - DIPLOMA IN PROCUREMENT AND SUPPLY

- Scope and Influence of Procurement and Supply
- Defining Business Needs
- Whole Life Asset Management
- Ethical & Responsible Sourcing
- Supplier Relationships
- Commercial Contracting
- Commercial Negotiation
- Procurement and Supply in Practice

HOW ARE THE MODULES ASSESSED?

CIPS is an exam based syllabus with six multi-choice style question exams over 1.5 hours and two essay-style question exams over 3 hours. All exams are taken on computers in an exam centre or can be taken remotely at an additional cost.

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 25-50 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 4 exam periods per year November, March, May and July. 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?

LEVEL	DELIVERY MODE	NEUPC MEMBERS PRICE*	OTHER CONSORTIA MEMBERS PRICE*	EXAM FEES PAID TO NEUPC**
MODULE PRICES AVAILABLE ON REQUEST		VAT APPLICABLE	VAT APPLICABLE	VAT APPLICABLE
LEVEL 4 DIPLOMA	BLENDED LEARNING	£2050	£2200	£700
	DISTANCE LEARNING	£1220	£1370	£700

*Excludes CIPS membership fees which are paid directly to CIPS.

**Exams are charged at cost and reflect current prices available on the CIPS website

NB: you must be a CIPS member to undertake CIPS qualifications.

Remote invigilation exams are available at an additional cost of £25 per 12 credit module and £20 per 6 credit module, please contact Rachel for further details.

Blended learners are provided with a CIPS Study Guide, NEUPC resources and tutor support for each module. Distance Learners are provided with the same, but also have the benefit of the CIPS e-learning package.

Blended learning also includes a number of taught workshops and webinars at our Leeds offices as below, a full timetable for 2022/23 is available on request. Workshops run from 10am - 4pm and include refreshments and lunch. Webinars usually last two hours maximum.

12 credit module - 2 x six-hour workshops + 3 x two-hour webinars

6 credit module - 1 x six-hour workshops + 3 x two-hour webinars

Please note that Exam costs are as published by CIPS and are subject to change.

