



UNIVERSITY OF
CAMBRIDGE

CIPS Advanced Certificate

Level 3

Briefing Pack – External Staff

2015-16



Contents

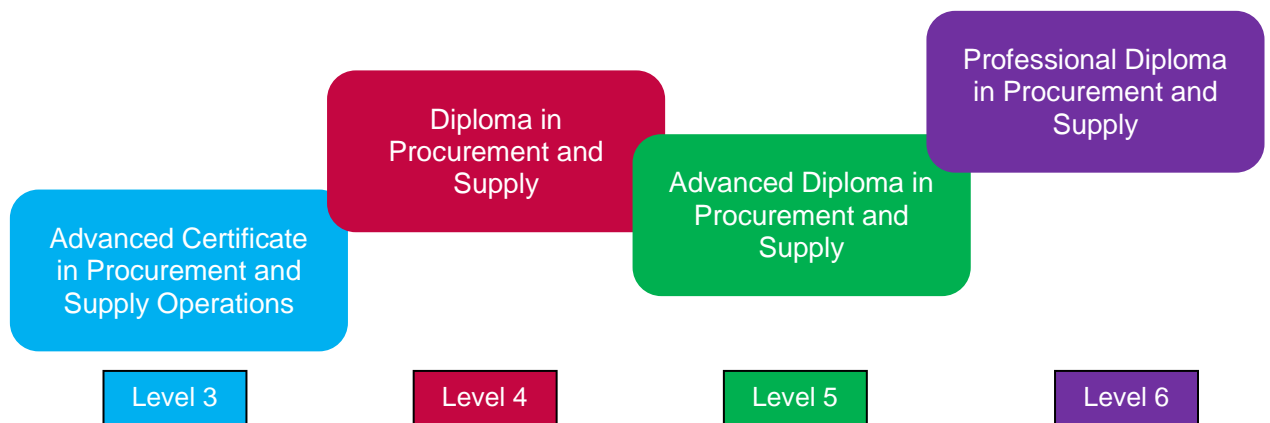
1. The CIPS qualification	3
2. The University CIPS Level 3 Programme	5
3. Study time required.....	7
4. Venues	9
5. Tutors	11
6. Resources	12
7. Monitoring and support.....	13
8. Costs	14
9. Applying for the University CIPS Level 3 Programme.....	15
Appendix A – Application for the Level 4 programme 2015-16 (external candidates)	17

1. The CIPS (Chartered Institute of Procurement and Supply) qualification

1.1. An overview of the full CIPS programme

Throughout the world CIPS qualifications are recognised as driving leading edge thinking and professionalism in procurement. MCIPS is recognised worldwide as the standard for top quality procurement professionals

CIPS offer five qualifications as part of the main programme. On successful completion of the Diploma, Advanced and Professional diplomas and in conjunction with three years' experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIPS.



1.2. Advanced Certificate in Procurement and Supply Operations - Who is this level suitable for?

This qualification is designed for those in an operational role who need the capability to carry out procurement and supply tasks. You will develop the knowledge to understand demand management, arrange supply logistics and implement new contracts.

It is suited to those from a number of backgrounds:

- Mature, experienced, staff whose role has been expanded to include purchasing responsibilities.
- Facilities staff with no formalised purchasing qualification.
- People working in purchasing administration but who have never received formal training
- People who have undergone training in the past but have never had it formally recognised
- PAs responsible for everything from purchase of travel and catering, to office stationery and equipment.

1.3. Advanced Certificate in Procurement and Supply Operations – Unit overview

AC1: Procurement and supply environments

On completion of this unit, candidates will understand a range of external factors that can impact on procurement and supply operations. This unit focuses on the wider environment that impacts on procurement and supply in a range of different types of organisations, the public, private and not for profit or third sector can all be involved in fulfilling organisational needs.

AC2: Procurement and supply operations

On completion of this unit, candidates will be able to identify a range of considerations in formulating agreements with external organisations. This unit assesses procurement and supply operations and is structured around the achievement of the five rights namely price, quality, time, quantity and place.

AC3: Procurement and supply workflow

On completion of this unit, candidates will be able to interpret a range of data to help develop effective administration processes required when dealing with external organisations. This unit identifies the typical work flows that procurement and supply personnel can be involved in working on

AC4: Inventory and logistics operations

On completion of this unit, candidates will be able to select appropriate techniques to ensure the right inventory can be purchased or supplied. This unit focuses on the techniques that can be applied to achieve the availability of inventories through the flow of materials and information.

AC5: Procurement and supply relationships

On completion of this unit, candidates will be able to explain a range of main principles and techniques that help develop customer and supplier relationships. It is essential for procurement and supply personnel to form effective relationships with suppliers, internal and external customers and other stakeholders. This unit introduces the principles of marketing, the importance of cross functional working and the need to communicate effectively both within the organisation and with people from external organisations

2. The University CIPS Level 3 Programme

2.1. About the CIPS Programme

The University's CIPS Level 3, Advanced Certificate in Procurement and Supply Operations programme is partly funded through the Finance Division. You may apply if you work in one of the University colleges, the University Press or Cambridge Assessment or other associated institution, although funding will be requested from your employer who may have their own criteria for joining the programme.

2.2. Benefits

This study package gives each student a guided study programme. There are additional benefits:

- Class size guaranteed not to exceed 12 students.
- Exclusive to University (or related) employees.
- Impartial support to students and to their line managers from a member of the Finance Division Training team.
- Dedicated web page (through Moodle) with resources and news.
- Discounted rates when compared to standard public programmes.

2.3. Overview

The blended learning programme will run from September 2015 – July 2016.

For each unit there are two workshop days and a half day revision session. The classroom study requirement is therefore 12.5 classroom days and 5 half days for exams.

This needs to be supplemented with at least 6 hours of home study each week.

At this level students will study 5 units which are each assessed by a 2 hour exam.

Unit title	Exam format
AC1 Environments	60 multiple-choice questions (MCQs). Select one correct answer from four options. There will be 20 MCQs testing each learning outcome. Pass mark 75%.
AC2 Operations	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome. Pass mark 75%.
AC3 Workflow	Practical written exam with four exam questions each worth 25 marks, each testing a different learning outcome. The questions are designed to simulate tasks which might be undertaken in the work environment. Pass mark 50%.
AC4 Inventory and Logistics	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome. Pass mark 75%.
AC5 Relationships	60 MCQs. Select one correct answer from four options. There will be 20 MCQs testing each learning outcome. Pass mark 75%.

Examination pass marks (AC 1, 2, 4 and 5): 75%

You must achieve 75% for each section (learning outcome) within the exam in order to pass.

Examination pass marks (AC 3): 50%

The following pass marks and grade bands will apply to the AC3 workflow workbook:

- Distinction 75 - 100%
- Merit 60 - 74%
- Pass 50 - 59%
- Fail 0 - 49%

3. Study time required

3.1. Study time

In addition to the classroom days, students will be expected to put in additional work at home each week for course work, background reading and revision.

All students must think carefully about prioritising their studies when managing their work/life balance.

Consistency throughout the year is important and students should try and schedule holidays wherever possible to avoid the classroom sessions.

3.2. Level 3 blended learning timetable for 2015-16

THESE DATES ARE SUBJECT TO FINAL CONFIRMATION – July 2015

Please note that the classroom sessions and exams may not always be on the same day of the week, please check the dates carefully and ensure that your line manager is aware of them ahead of time.

Year	Date	Level 3	Duration	Location
2015	AC1 Environments			
	Wed 30 Sept 2015	Workshop 1	1 day	Hauser Forum
	Mon 12 Oct 2015	Workshop 2	1 day	Hauser Forum
	Mon 09 Nov 2015	Revision	½ day	Hauser Forum
	Mon 23 Nov 2015	Exam (online)		Greenwich House
	AC2 Operations			
	Thurs 26 Nov 2015	Workshop 1	1 day	Hauser Forum
	Thurs 10 Dec 2015	Workshop 2	1 day	Hauser Forum
	Mon 04 Jan 2016	Revision	½ day	Hauser Forum
	Tues 02 Feb 2016	Exam (online)		Greenwich House
2016	AC4 Inventory and Logistics			
	Tues 09 Feb 2016	Workshop 1	1 day	Greenwich House
	Thurs 18 Feb 2016	Workshop 2	1 day	Greenwich House
	Thurs 03 Mar 2016	Revision	½ day	Greenwich House
	Mon 14 Mar 2016	Exam (online)		Greenwich House
	AC3 Workflow			
	Mon 21 Mar 2016	Workshop 1	1 day	Greenwich House
	Fri 15 Apr 2016	Workshop 2	1 day	Greenwich House
	Wed 04 May 2016	Revision	½ day	Greenwich House
	Date TBC (likely to be week 3 of May)	Exam (paper based)		Greenwich House
	AC5 Relationships			
	Tues 07 June 2016	Workshop 1	1 day	Greenwich House
	Tues 05 July 2016	Workshop 2	1 day	Greenwich House
	Tues 26 July 2016	Revision	½ day	Greenwich House
	Mon 01 Aug 2016	Exam		Greenwich House

3.3. Future studies

The Level 3 Advanced Certificate is part of the overall CIPS qualification. Students may wish to study further levels. Plans for supporting future levels of study will be reviewed each year.

In the event of failing an examination the Finance Trainer, in conjunction with the tutor, will discuss options for re-sitting with the student.

4. Venues

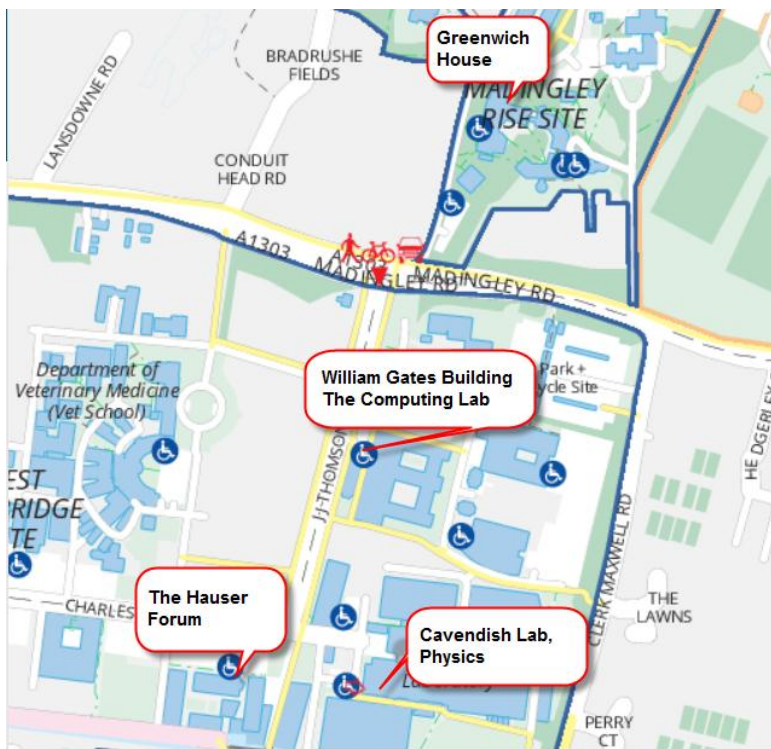
4.1. Hauser Forum – West Cambridge site

Getting there

Opposite the Uni 4 bus stops just opposite, see the centre's website for a map and directions. Please note that we do not have any car parking <http://www.hauserforum.com/>

Finding the room

Please come in the front door and report to Reception who will have a class list for reference.



4.2. Greenwich House

Finance Training, Greenwich House, Madingley Rise, Madingley Road, Cambridge CB3 0TX

Tel: 01223 766627

Fax: 01223 765094

Email: helen.parker@admin.cam.ac.uk

There is no parking at the site but the Madingley Road Park and Ride is a short walk away.



4.3. Lunchtimes and refreshments

There are a number of food outlets on the West Cambridge site, which are close to the Hauser Forum. You may also bring a packed lunch, although there will be no facilities for refrigerated storage or heating food.

Greenwich House is currently undergoing refurbishment. Once this is complete, there will be canteen facilities on site. You will be able to eat your own food within these facilities. In addition, the food outlets on the West Cambridge site are accessible within 10-15 minute walk.

4.4. Accessibility

The teaching room and related facilities are all wheelchair accessible. Parking can be arranged for those with mobility issues. We have portable hearing induction loops if required and arrangements can also be made to provide materials in alternative formats.

Please speak to Helen Parker on email helen.parker@admin.cam.ac.uk or telephone on (7)66627 to discuss your individual requirements both before the programme starts and at any point if your circumstances change.

Please note that your requirements will not prevent you from joining the programme.

5. Tutors

The Level 3 programme is to be provided by qualified and experienced external tutors from London Metropolitan University. Jeremy Johnson will be the main tutor, he has many years' experience of teaching CIPS.

Tutors will be available throughout the course with one-to-one support and be contactable by email outside of classroom hours, these emails will be answered within 72 hours.

6. Resources

6.1. Study texts

All books required will be provided and distributed over the duration of the course as each study module begins. You are not required to use additional textbooks to cover the syllabus but if you think it might help your studies then we suggest you discuss this with the tutors.

Alternative texts may describe methods and techniques in different ways and this does not always help with understanding of the syllabus and preparation for the exams.

6.2. Other equipment

Make sure you are equipped with the following stationery, which is also recommended to comply with exam regulations where appropriate.

Lever-arch ring binder Dividers/plastic punched wallets	to organise your files
A4 pad of paper	for note taking and exercises
Black pens Highlighter pens Ruler	for use in the classroom
Clear plastic case	to carry your stationery for the examinations
Calculator	that includes a percentage and a square root button, but must not be a “mini-computer” or data storage device (a phone is not recommended as you will not be allowed to use this in the exam)

7. Monitoring and support

7.1. Monitoring Attendance

Finance Training will be recording the day release attendance of all students and any absences will be reported back to line managers. If you know that you are unable to attend a particular session please speak to your tutor and inform Finance Training in advance to plan studies for topics that are covered in your absence.

We also strongly advise you to plan holidays carefully to minimise the number of classroom sessions that you miss. During the academic year we expect you to prioritise your CIPS studies to maximise your chances of passing the exams and achieving the required standards for tutor assessed work.

Please report sickness or unplanned absence to the Finance Training Team on either 01223 (7)66631 or (7)66627.

7.2. Progress

Termly progress reports for your department

Your key tutor will write a brief summary of your progress each term. This will be based on results of homework assignments, exams and feedback from you and your tutors. This will also be shared with your line manager.

Assessment Results

Details of individuals' successes in exams will also be kept by the Finance Training Manager and shared with individual's line managers as part of the progress report.

7.3. Help and advice

If you experience any difficulties with the course then you are encouraged to speak to the tutors at the earliest opportunity.

Over the years we have plenty of experience of the typical struggles and the unforeseen domestic emergencies that people may encounter whilst trying to study. Please do not hesitate to contact Helen Parker in these circumstances.

The University will be monitoring the programme on a regular basis and you will have opportunities to give anonymous feedback through our online survey tool. Helen Parker in the Training Team will be on-hand if you wish to discuss any concerns or require additional advice at any time.

Helen Parker	helen.paker@admin.cam.ac.uk
(Finance Trainer)	01223 (7)66627

8. Costs

8.1. Tuition and exam fees

The cost of the Level 3 programme is £2,200 which is payable by the individual or their line manager. You will need to speak to your line manager with regard to their requirements for funding your studies.

This fee includes the tuition costs, materials and assessment fees.

8.2. CIPS membership

New CIPS members will also have to pay the admission fee (currently £47.50) and annual membership (currently £119.00). These costs are included as part of the course cost and will be facilitated by the training provider.

The student membership lasts for one year, **if you extend your studies beyond 12 months then you will need to renew your membership (currently £119). This renewal cost must be met by the individual student and is not part of the initial course cost.**

You must be registered as a student before you are able to access the study resources on the CIPS site, or sit any of the exams.

9. Applying for the University CIPS Level 3 Programme

9.1. Eligibility

To be eligible for a place on the programme, you will need to meet the following criteria:

- Be supported by your line manager; firstly to release you for the study days during the year and secondly to confirm that your studies are appropriate and beneficial to you and your institution.
- Prospective students will ideally have undertaken some form of procurement study previously, which could include:
 - CIPS Level 2
 - First Steps in Procurement (University course)
 - Other procurement courses
- All applications will be considered on a case by case basis and may involve further discussions with you and your line manager.
- You are expected to make a personal commitment to complete the level within the academic year (including all exams).
- You must commit to studying sufficiently in your own time in line with the classroom schedule.
- We will review all applications and will endeavour to meet all applicants personally. In the event of the course being oversubscribed, decisions will be made based on business needs.

9.2. To Apply

- Discuss with your line manager and ask them to complete section 5 of the Application form. (Appendix A)
- Establish with your line manager who will pay the fees of £2,200 and indicate as appropriate on section 7 of the form.
- Include your AAT statement of Achievement summarising your prior qualifications or documentation of any alternative accounting qualifications and experience.
- Return the completed Finance Training funding/Application form by at the latest **Monday 24th August to:**

Margaret Peck
Finance Training,
Finance Division, Greenwich House
Madingley Rise, Madingley Road
Cambridge
CB3 0TX

Appendix A – Application for the Level 3 programme 2015-16 (external candidates)

Please return the completed form to:

**Margaret Peck,
Finance Training, Greenwich House, Madingley Rise, Madingley Road, Cambridge.**

The Finance Team may contact you and your line manager to discuss the application for funding, the study requirements and the commitment of all parties to the proposed study. Finance Training will formally notify the candidate and their manager of acceptance onto the programme.

1. Applicant

Title..... First Name.....

Surname.....

Institution

Work telephone numberWork email

Job title and grade

Date of joining UniversityTime in current post.....

2. Details of training to be undertaken

Course title **CIPS Level 3, Advanced Certificate**

Training provider/venue: **Finance Training @ Hauser Forum/Greenwich House**

Type of attendance and duration **10 full days plus 5 half-days and 5 exams**

Cost of the study programme: **£2,200**

Have you undertaken any other accountancy/bookkeeping study before?.....

If yes, please describe what and when.....

.....

.....

3. Personal statement by applicant.

4. Agreement by the applicant

Please read carefully all the information in this section before signing below.

- The training and qualification must be directly relevant to the applicant's current role.
- There must be institutional support for the training.
- The applicant must reapply for any subsequent course/qualification.
- The course cost covers course fees and exam registration. It does not cover additional books or materials, travel, resit exam fees or other expenses.
- To be accepted the applicant must agree:
 - (a) to attend all necessary sessions and to report any absences to his/her institution;
 - (b) that the training provider may provide information to the line manager on his/her attendance and progress – and a summary of progress will be provided to the institution signatory named in section 5 below;
 - (c) to provide proof of the relevant qualifications and/or past results to support this application if requested by Finance Training;
 - (d) to take part in an evaluation process of the training package and complete feedback about the quality of training provision;
 - (e) to contact Finance Training as early as possible to discuss any concerns about the course or his/her progress.

I accept the conditions set out above.

Applicant Signature Date.....
