

CIPS REGISTERED CENTRES:



Harley Reed CIPS Training Information Pack

July 2014

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Harley Reed Overview

- Harley Reed is a multidisciplinary professional services group, headquartered in the UK with additional offices in Ghana, Nigeria, Malawi, Zimbabwe and South Africa. Further openings are planned across the African continent
- The core service offerings are Advisory Services, Accountancy and Administration Services and Training Services
- The offices also work together to assist in the international business development of organisations targeting emerging markets, having been engaged in projects across Africa and Asia
- Harley Reed has delivered a full range of services to Public, Private and Third sector organisations, and our clients range from individuals and partnerships, private enterprises, through to state owned enterprises, governments and multinationals



The CIPS Qualification

The importance of procurement training

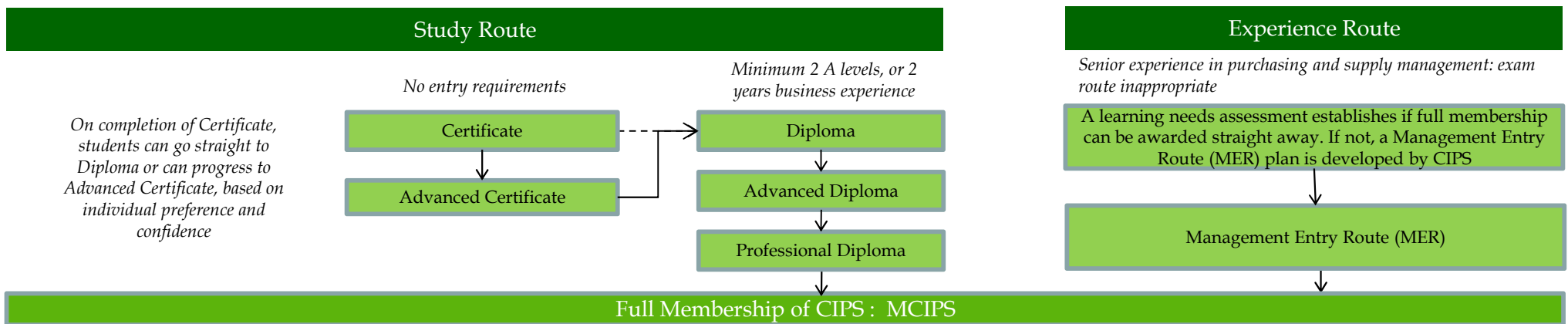
- Purchasing cuts across all sectors and for many organisations their biggest cost (anywhere between 35% – 80% of total costs) is the cost of goods and services from third parties. The difference between good and bad purchasing can be 30% or more
- A well planned procurement function is able to positively impact businesses through added efficiency, thereby reducing costs and increasing profitability. Responsible sourcing contributes to mitigating business risk and safeguarding reputation
- Harley Reed recognises how organisations' procurement needs and expertise differs. For this reason, in addition to the professional CIPS programme we offer, we also tailor procurement related training based on client needs, and deliver this bespoke training in a flexible manner to cater to client schedules

Introducing the Chartered Institute of Purchasing and Supply ("CIPS")

- CIPS is the global leading body representing the field of purchasing and supply chain management. Established in 1932, it has grown to become the central reference for industry best practice and its code of conduct is the international standard
- CIPS professional qualifications are suitable for personnel working in public, private and third sector organisations with job roles covering functions such as procurement, tendering, distribution and related human resource skills
- CIPS is an internationally recognised qualification, allowing holders of all levels to demonstrate their professional competence internationally to all stakeholders
- Harley Reed was first accredited to deliver the CIPS tuition in the UK in 2007. Since then all our international offices have been registered with CIPS as tuition centres, supported by our head office in the UK to maintain our excellent standards
- Harley Reed's tutor team includes a number of FCIPS and MCIPS qualified individuals with extensive experience of working within complex supply chains spanning all industries and sectors
- Our pass rates have been exemplary and considerably above international benchmark averages for all our offices
- We offer the most flexible delivery terms - deliver intensive, part-time and blended learning programmes through our unique supported learning environment

Routes to Full Membership of CIPS

Certificate in Procurement and Supply Operations	Certificate Member	<ul style="list-style-type: none"> ➤ Five compulsory units: Procurement and Supply Principles; Procurement and Supply Functions; Procurement and Supply Processes; Procurement and Supply Administration; Procurement and Supply Stakeholders 	➤ No entry requirements
Advanced Certificate in Procurement and Supply Operations	Certificate Member	<ul style="list-style-type: none"> ➤ Five compulsory units: Procurement and Supply Environments; Procurement and Supply Operations; Procurement and Supply Workflow; Inventory and Logistics Operations; Procurement and Supply Relationships 	➤ No qualifications or experience required
Diploma in Procurement and Supply	Diploma Member	<ul style="list-style-type: none"> ➤ Five compulsory units: Contexts of Procurement and Supply; Business Needs in Procurement and Supply; Sourcing in Procurement and Supply; Negotiating and Contracting in Procurement and Supply; Managing Contracts and Relationships in Procurement and Supply 	<ul style="list-style-type: none"> ➤ At least 2 A levels (or equiv.), or 2 years' business experience; or ➤ Advanced Certificate
Advanced Diploma in Procurement and Supply	Associate Member	<ul style="list-style-type: none"> ➤ 3 compulsory units: Management in Procurement and Supply; Managing Risks in Supply Chains; Improving Competitiveness of Supply Chains; ➤ 2 units chosen from: Category Management in Procurement and Supply; Operations Management in Supply Chains 	➤ Diploma unless otherwise advised by CIPS
Professional Diploma in Procurement and Supply	Full Member (MCIPS)	<ul style="list-style-type: none"> ➤ 3 compulsory units: Leadership in Procurement and Supply; Corporate and Business Strategy; Strategic Supply Chain Management; ➤ 2 units chosen from: Supply Chain Diligence; Procurement and Project Management; Legal Aspects in Procurement and Supply (UK) 	➤ Advanced Diploma unless otherwise advised by CIPS

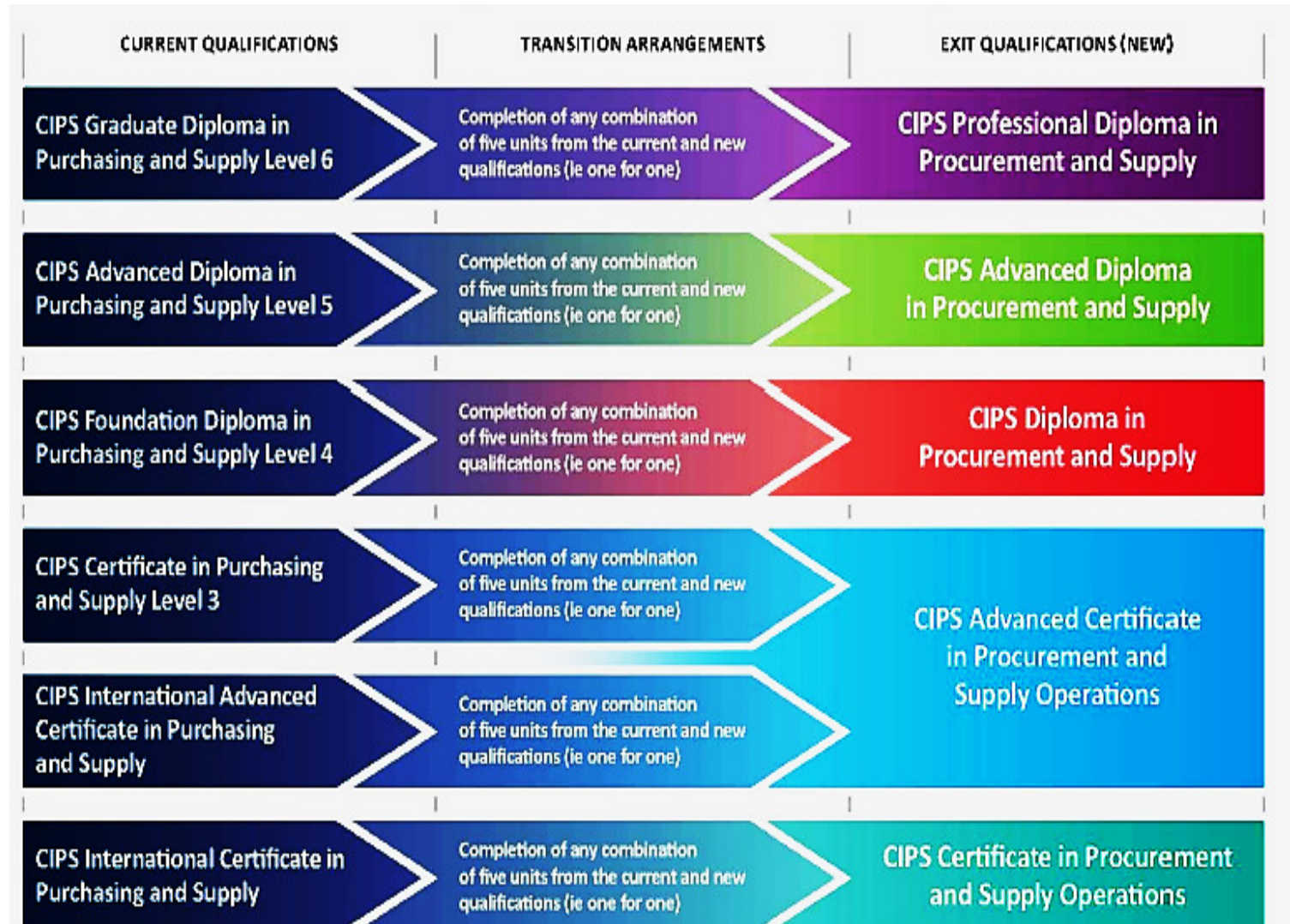


The CIPS Qualification Structure

Qualification Title	Unit Titles					
Professional Diploma in Procurement and Supply	<u>Core Unit</u> Leadership in Procurement and Supply	<u>Core Unit</u> Corporate and Business Strategy	<u>Core Unit</u> Strategic Supply Chain Management	<u>Optional Unit</u> Supply Chain Diligence	<u>Optional Unit</u> Programme and Project Management	<u>Optional Unit</u> Legal Aspects in Procurement and Supply (UK)
Advanced Diploma in Procurement and Supply	<u>Core Unit</u> Management in Procurement and Supply	<u>Core Unit</u> Managing Risks in Supply Chains	<u>Core Unit</u> Improving the Competitiveness of Supply Chains	<u>Optional Unit</u> Category Management in Procurement and Supply	<u>Optional Unit</u> Sustainability in Supply Chains	<u>Optional Unit</u> Operations Management in Supply Chains
Diploma in Procurement and Supply	Contexts of Procurement and Supply	Business Needs in Procurement and Supply	Sourcing in Procurement and Supply	Negotiating and Contracting in Procurement and Supply	Managing Contracts and Relationships in Procurement and Supply	
Advanced Certificate in Procurement and Supply Operations	Procurement and Supply Environments	Procurement and Supply Operations	Procurement and Supply Workflow	Inventory and Logistics Operations	Procurement and Supply Relationships	
Certificate in Procurement and Supply Operations	Procurement and Supply Principles	Procurement and Supply Functions	Procurement and Supply Processes	Procurement and Supply Administration	Procurement and Supply Stakeholders	

Transitional arrangements for old syllabus students

- The chart to the right shows how individuals who studied on the old CIPS syllabus transition to the new syllabus.
- Any modules completed at a level under the old syllabus will be granted credits at the equivalent level in the current qualification.
- Transitioning students may then choose any modules in the equivalent level of the current qualification to ensure that they complete 5 modules in total (old and new qualification) in order to be awarded level certification.
 - E.g. If a student has completed 3 modules at Level 4 Foundation Diploma by May 2013, they can choose ANY TWO modules from the CIPS Diploma in Procurement and Supply



Description of Study Methods

Study Methods

- Harley Reed offers the most flexible range of study options for our students, flexible with respect to location, duration, start date and learning method. Irrespective of the assessment method students can choose to learn the underpinning knowledge through either classroom, SPLE, or distance learning study
- All our students receive a full set of course notes, official course study guides, and an interactive learning CD. This provides students with an interactive learning experience, enabling each student to study at their own pace within a structured programme
- Additionally classroom and SPLE students receive a set of assignments during their study, a mock exam, and a revision day, and unlimited tutor support
- Classroom study is delivered in a traditional tutorial setting, with students able to attend day, evening or weekend sessions – this builds on the materials provided on CD, whilst providing a focus on ensuring learning is embedded through class discussions and exam focussed practice
- Our interactive blended learning product is our Supported Learning Environment (“SPLE”). Students on this package study using the study materials and CDs, and join the classroom students for the revision programme
- Distance learning students receive the CD and study guides used by SPLE students, however support is limited to email and web-chats

Revision

- All Harley Reed classroom and SPLE students receive classroom revision sessions as part of our course offering. Accessing revision classes is also possible for non-Harley Reed students at our prevailing fee
- For students unable to travel to any of our offices for revision, we offer pure distance learning packages. We also occasionally offer live revisions through our virtual classroom

Assessment Methods and General Guidance

Assessment methods

- The traditional method of assessment is the examination route. This is a 3 hour examination. Please contact your local office for your nearest examination centre.
- Exam sittings are held 5 times a year in the UK (January, March, May, July, November) and 3 times a year internationally (May, July, November)
- Certificate and Advanced Certificate are available as computer based examinations, or through the traditional paper based examinations.

In-house programmes

- We have conducted CIPS courses and revision sessions on an in-house basis for groups of students in many countries. This allows the course structure and timetable to be flexibly built around the work of employer and employees
- We are also able to offer significant discounts on our standard pricing for groups. Please contact our training team for more information

General Guidance Notes

- Harley Reed automatically enrolls classroom and SPLE students onto our pass plus scheme. This allows students to go through our courses to resit exams providing all requirements were fulfilled (including attending all tuition, feedback and 1-2-1 meetings requested by the tutor). Full terms are provided in the student registration document
- Whilst students are free to attempt as many papers at 1 sitting as they wish, it is our recommendation that students attempt a maximum of 3 papers per examination sitting
- Students should be prepared to dedicate up to 80 hours per module when choosing their preferred progression speed

Components of Harley Reed Course Offerings

Components of Harley Reed CIPS courses	Classroom learning	SPLE (Blended learning)	Distance Learning	classroom based revision
Assistance with student registration with CIPS	✓	✓	✓	X
Full set of course notes and course text books	✓	✓	✓	X
Harley Reed CIPS introductory CD provided (international students only)	✓	✓	✓	X
Course delivered through classroom teaching sessions	✓	X	X	X
Course supported by interactive recorded material	✓	✓	✓	X
Unlimited personal tutor support by email (and VOIP where available)	✓	✓	✓	X
Classroom based revision days / question and answer sessions	✓	✓	X	✓
Enrolment on the Harley Reed learner management platform	✓	✓	✓	X
Case studies and assignments set and marked by Harley Reed tutor team	✓	✓	X	X
Mock examination, with detailed personalised feedback given	✓	✓	X	X
Support via virtual classroom available*	✓	✓	✓	✓
Access to Harley Reed library at Harley Reed offices	✓	✓	X	X
Enrolment onto Harley Reed 'Pass Plus' scheme	✓	✓	X	X

* Subject to sufficient demand. Classroom and SPLE students must choose either classroom or web-based revision

CIPS Study Methods Summary

Study method	Timetabling *	Additional requirements	Suitable for:
Intensive Block Release and in-house programmes*	3-4 consecutive days study, plus 1 revision day	<ul style="list-style-type: none"> Students are expected to review CD in advance of the course, to review material covered in lectures, complete 2 assignments, and complete 1 mock examination. 	Students preferring to study each module in blocks of consecutive days and who are able to have consecutive working days away from their day-to-day duties
Weekend Day Release Programmes	3 study days held on Saturday or Sunday, spread across student term, plus 1 revision day	<ul style="list-style-type: none"> Students are expected to review CD in advance of the course, to review material covered in lectures, complete 2 assignments, and complete 1 mock examination. 	Students preferring to have time between each lecture to review previous lecture material.
Evening classes	6-8 evening classes, plus 1 revision day / 2 revision evenings	<ul style="list-style-type: none"> Students are expected to review CD in advance of the course, to review material covered in lectures, complete 2 assignments, and complete 1 mock examination. 	Students unable to attend weekday classroom sessions due to work or other commitments
Supported Learning Environment (blended learning product)*	Flexible to student learning timescale. -1 revision day held close to examinations. Web-based revision sessions also available to those unable to attend in person (exam assessment students)	<ul style="list-style-type: none"> Students are required to dedicate time to progressing through provided materials and contact tutors for additional support Students are expected to review CD in advance of the revision day, attend revision, complete 2 assignments, and complete 1 mock examination. 	Students unable to attend classroom sessions due to their location or the nature of their work preventing advanced scheduling. Students preferring to study at their chosen speed
Distance Learning	Flexible to student learning timescale.	<ul style="list-style-type: none"> Students are required to dedicate time to progressing through provided materials and contact tutors for additional support 	Students wishing to study at their chosen speed who are not located close to Harley Reed offices and not able to attend any classes
Revision workshops	1 day workshops close to the examination	Ability to attend in person	Self study students requiring 'top-up' support, or students studying with another provider who require face to face top-up support

Certificate and Advanced Certificate modules may require less tuition time compared to higher level CIPS modules.

Registration

Registration

- Students can register to study with Harley Reed at any point during the year. The registration process is:
 1. Students should complete the Harley Reed Student Registration pack (ideally by completing the online form at <http://edu.harleyreed.com>) and return signed copies by email or fax. Students should determine the appropriate entry level based on the entry level requirements and their existing qualifications. Harley Reed's training team is able to assist students in establishing the entry level
 2. Harley Reed will usually discuss the contents of the registration with the students to establish the most appropriate route
 3. Harley Reed will confirm the papers the student wishes to enter, and the student's course schedule and issue an invoice
 4. Students must apply to CIPS for membership as early as possible, and at least two weeks before the examination entry deadline if they intend to sit examinations at the next sitting. A one off registration fee is payable to CIPS, which covers their initial assessment. This process should take approximately 7 days from the date of receipt by CIPS. Whist Harley Reed is able to support students through the registrations process, **students must note that it is their sole responsibility to ensure their CIPS membership is valid throughout their studies, and to register for their exam sittings.**
 5. Whist students have the option to pay their membership and exam fees via Harley Reed, they must note that CIPS does not communicate students membership status to study centres during the exam entry process. (CIPS sends any related information to students direct)
 6. Students with relevant qualifications or experience may be eligible for exemptions. A full list of previously awarded exemptions is available on the CIPS website. If a student's qualification is not listed, they can apply for exemption to CIPS by completing a mapping document of their existing qualification against the CIPS module unit content
- International students should be aware that exams are usually held at their local British Council. UK students are able to sit exams at the Harley Reed offices
- In some countries, international students should note that a Harley Reed registration fee may apply, which will also include provision of an introductory learning CD - Harley Reed provides all its international students with this CD to ensure all students have a baseline understanding of concepts and terminology used in purchasing and supply

Key Dates

	Exam Series	Region	Exam Entry Closure	Exam Dates	Exam Results	Harley Reed Notes
Examination Assessments	January	UK Only	12 Dec 2014	26-28 Jan 2015	15 Apr 2015	Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 5th December 2014 (UK students only)
	March	UK Only	23 Jan 2015	9-11 Mar 2015	27 May 2015	Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 16th January 2015 (UK students only)
	May	All	27 Mar 2015 (UK) 20 Mar 2015 (Int)	18-22 May 2015	5 Aug 2015	Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 20th March 2015 (UK students) / 13th March 2015 (International Students)
	July	All	5 June 2015 (UK) 29 May 2015 (Int)	20-22 Jul 2015	7 Oct 2015	Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with HR by 29th May 2015 (UK students) / 22nd May 2015 (International Students)
	November	All	26 Sep 2014 (UK) 19 Sep 2014 (Int)	17-21 Nov 2014	4 Feb 2015	Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 19th September 2014 (UK students) / 12th September 2014 (International Students)

Choosing to Study with Harley Reed

Why study with Harley Reed?

- Harley Reed places students at the centre of all we do. That is why we are able to offer such a wide range of study and assessment methods and we are flexible to students start date throughout the year
- Our team includes highly experienced and qualified tutors including former Chief Examiners of CIPS
- We offer a range of tuition locations, including in-house tuition for groups starting from 5 people
- Our pass rate is exceptional and consistently above local benchmarks in all countries we operate
- We offer unlimited support to our student, regardless of whether our students choose classroom or SPLE learning routes

Enrolling a group? Then contact us for our corporate pricing schedule

Need general procurement training, either for junior staff or strategic training for senior management

- Harley Reed conduct training needs assessments with the objective of identifying competency gaps within the target groups. The assessment is part of the training planning process enabling us to:
 - Determine and finalise the specific training relevant to target groups
 - Determine what training will improve performance
 - Group individuals into appropriate training groups
 - Link improved job performance with the organisation's goals
- Harley Reed delivers a number of procurement courses focusing on areas of topical interest, ranging from 1 day to 5 days in duration
- All our interactive courses are tailored to the needs of our clients and their employees in terms of the scope, depth and nature of the training and can be delivered in-house or on location at our offices

Testimonials & Contacts

'Harley Reed exceeded my expectations! They were brilliant they offered excellent support, extremely helpful tuition and most importantly made me feel welcome and at ease on my exam day. I am looking forward to taking my next step with Harley Reed in the near future'

Harley Reed UK student

'Delivering Harley Reed's courses using their innovative SPLE method is very simple yet effective. A pioneering move from the team!'

Harley Reed CIPS tutor

"Wonderful presentation, 1st of its kind for me and I've actually started telling my colleagues"

Harley Reed (Ghana) student

"Thank You Harley Reed Zimbabwe for your support I cant think of any other school to do CIPS with ...thank you so much if it wasn't for you I wouldn't have my CIPS Qualification"

Harley Reed (Zimbabwe) Student

For further information or to discuss our services in further detail, please contact one of the following:

<p>Training Administrator Harley Reed (UK)</p> <p>Tel: +44 207 173 6080 cips@harleyreed.com</p>	<p>Training Administrator Harley Reed (South Africa)</p> <p>Tel: +27 11 312 8411 cipssa@harleyreed.com</p>	<p>Training Administrator Harley Reed (Malawi)</p> <p>Tel: +265 1 834 336 cipsmw@harleyreed.com</p>
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