

GARORONE UNIVERSITY COLLEGE OF LAW & PROFESSIONAL STUDIES



**GABORONE UNIVERSITY
COLLEGE OF LAW AND
PROFESSIONAL STUDIES**

**CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY
GABORONE UNIVERSITY
COLLEGE OF LAW AND
PROFESSIONAL STUDIES**

Qualifications offered

CERTIFICATE LEVEL

ADVANCED CERTIFICATE LEVEL

DIPLOMA LEVEL

ADVANCED DIPLOMA LEVEL

PROFESSIONAL DIPLOMA

New Headquarters
Broadhurst Industrial
Plot 6398
Tel: 3185596

DELTA Branch
Plot 1283/4
Lobatse Road
Tel: 3901531/35

BBS Mall Branch
Professional House
Plot 13142/3
Tel: 3918420

Francistown Branch
Botswana Life Building
Plot 13393/4/5
Tel: 241 7295



Email : enquiry@guc.co.bw

Website : www.guc.ac.bw

CIPS QUALIFICATIONS LADDER

We offer every level of CIPS qualifications from Certificate through to Professional Diploma. This means you can complete your entire journey at Gaborone University College of Law and Professional Studies.

It is our priority to ensure that all our students begin at a level that matches their need and ability. We are always happy to offer guidance as an educational institute.

Examination Body : Chartered Institute of Procurement and Supply (UK)

Examination Times : May, July and November (In Botswana)

Study Centre : Gaborone University College of Law and Professional Studies

1. Certificate in Procurement and Supply – Level 2

Duration: 6 months - Day, Evening and Long Distance classes

This is an ideal qualification if you are just starting your career in procurement or if procurement and supply operations are part of your role. It will enable you to recognise and describe the key processes in procurement and build your professional knowledge and competence.

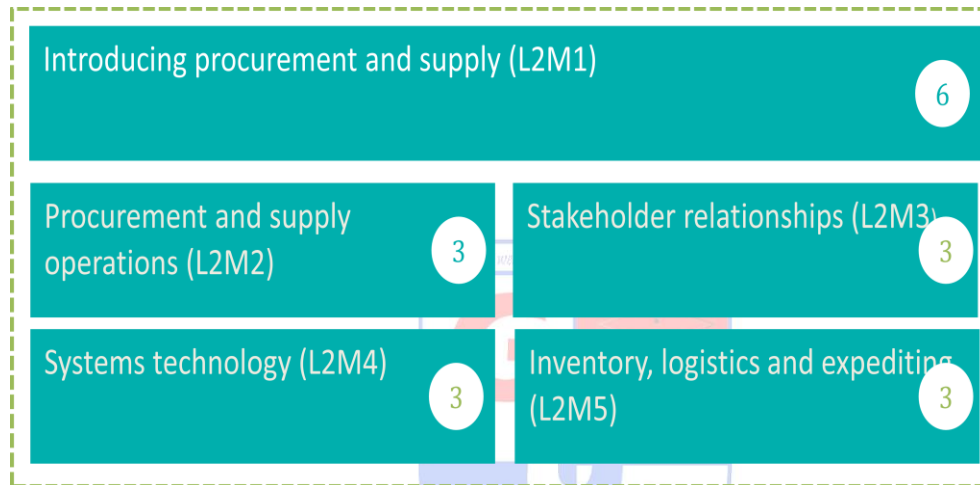
Based on the *Tactical and Operational* levels of CIPS Global Standard, you will come away with a clear knowledge and understanding of facts, procedures and processes related to procurement and supply. You will be able to effectively interpret information and ideas, and learn how to identify, gather and use relevant information.

Core skills upon completion of this qualification

It recognises and describes key transactional processes of procurement and supply.

Progression : Advanced Certificate in Procurement and Supply (CIPS)
Diploma in Procurement and Supply (CIPS)

What will I study? Five CORE MANDATORY modules make up the required 18 credits 18 Credits required for completion



18
Total credits required for completion

Examination passes marks: 70%

Candidates must achieve 70% for each section (learning outcome) within the exam in order to pass.

Qualification Transfer Arrangements

2013 Qualification	2018 Qualification
Procurement and Supply Principles	Introducing Procurement and Supply
Procurement and Supply Functions	Inventory Logistics and Expediting
Procurement and Supply Processes	Procurement and Supply Operations
Procurement and Supply Administration	Procurement and Supply Operations
Procurement and Supply Stakeholders	Stakeholder relationships

2. ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS – LEVEL 3

Duration: 6 Months

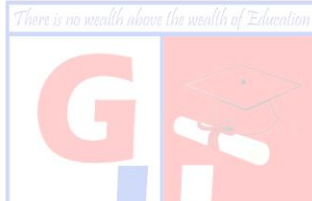
Day, Evening and Long Distance classes

This qualification is designed for those in operational roles 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.

Examination pass marks

Students must achieve 70% for each section (learning outcome) within the exam in order to pass.

Progression : Diploma in Procurement and Supply (CIPS)



Transfer Arrangements

2013 Qualifications	2018 Qualifications
Procurement and Supply Environments	Procurement and Supply Environments
Procurement and Supply Operations	Contract Administration
Procurement and Supply Workflow	Ethical Procurement and Supply
Inventory and Logistics Operations	Socially Responsible procurement (ELECTIVE) Socially Responsible Warehousing and Distribution (ELECTIVE)
Procurement and Supply	Team dynamics and Change

3. DIPLOMA IN PROCUREMENT AND SUPPLY - LEVEL 4

Duration: 1 Year Day, Evening and Long Distance classes

This is a valuable management tool for those moving into junior and middle management procurement roles or those supervising the procurement function. It focuses on organisational procedures and processes including negotiation, planning, risk management and data analysis.

Entry Requirements

This is the highest entry point to diploma qualifications and requires a minimum of at least two A-levels (or international equivalent) or a CIPS Advanced Certificate qualification. Alternatively applicants need a minimum of two years' experience in a business environment.

Core skills upon completion of this qualification

Provision of advice and guidance to key stakeholders on the performance of organisational procedures and processes in purchasing and supply

Units / Modules

Diploma in Procurement and Supply (60 Credits from 8 mandatory modules)

Title	Credit Value	Core /Elective
Scope and influence of Procurement and Supply	12	Core
Defining business need	6	Core
Commercial Contracting	6	Core
Ethical and Responsible Sourcing	6	Core
Commercial Negotiating	6	Core
Supplier Relationships	6	Core
Whole life asset management	6	Core
Procurement and Supply in Practise	12	Core

Examinations pass marks:

For modules, L4M1 and L4M8 (Constructive Response), you must achieve 50%.

The examination pass marks are:

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

And 70% for the remaining 6 modules (Objective Response) in order to achieve the qualification

Typical job titles:

- Buyer
- Procurement / purchasing executive
- Procurement specialist
- Contract officer
- Supply chain / inventory / logistics analysis
- Supply chain / inventory / logistics planner

Progression:

Advanced Diploma in Procurement and Supply (CIPS)

Degree in Purchasing and Supply (GUC & any other University)

Transfer Arrangements

2013	2018
Contexts of procurement & supply (D1)	Scope & Influence of procurement and supply (L4M1)
Business needs in procurement and supply (D2)	Defining business need (L4M2)
	Whole life asset management (L4M7)
Sourcing in procurement and supply (D3)	Supplier relationships (L4M6)
	Ethical & responsible sourcing (L4M4)
Negotiating and Contracting in procurement and supply (D4)	Commercial negotiation (L4M5)
	Commercial contracting (L4M3)
Managing contracts & relationships in procurement and supply (D5)	Procurement & supply in practice (L4M8)

4. ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY – LEVEL 5

Duration: 1 Year Day, Evening and Long Distance classes

This level provides senior buyers, contract and supply chain managers with the expertise to improve organisational procurement and to fulfil organisational objectives. It gives you the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues.

Entry Requirements

Applicants need to have achieved the CIPS Diploma in procurement and supply.

Core skills upon completion of this qualification: Provision of advice and guidance to key stakeholders on the performance of organisational procedures and processes in procurement and supply.

Units

Module	Credit value	Core / Elective
Managing Teams and Individuals	12	Core
Advanced Contract and Financial management	12	Core
Managing supply chain risk	6	Core
Managing contractual risk	6	Core
Managing Ethical Procurement and supply	6	Core
Category management	6	Elective
Advanced Negotiation	6	Elective
Achieving competitive advantage through the supply chain	6	Elective
Project and change management	6	Elective
Operations management	6	Elective
Logistics management	6	Elective
Humanitarian supply chain management	3	Elective
Procurement in humanitarian supply chains	3	Elective
Continuous improvement in Procurement and supply	3	Elective
Legal aspects of international procurement	3	Elective

Examinations pass marks:

For modules, L5M1 and L5M4 (Constructive Response), you must achieve 50%.

The examination pass marks are:

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

And 70% for the remaining 6 modules (Objective Response) in order to achieve the qualification

Typical job titles:

- Buyer
- Procurement specialist
- Procurement / purchasing executive
- Contract officer

- Supply chain / inventory / logistics analyst
- Supply chain / inventory / logistics planner

Transfer Arrangements

2013	2018
Management in procurement & supply (AD1)	Managing teams and individuals (L5M1)
Managing risks in supply chains(AD2)	Managing supply chain risk (L5M2)
	Managing contractual risk (L5M3)
Improving competitiveness of supply chains (AD3)	Advanced contract & financial management (L5M4)
Category management in procurement and supply (AD4)	Category management (L5M6)
	Project & change management (L5M8)
Sustainability in procurement and supply (AD5)	Achieving competitive advantage through the supply chain (L5M7)
	Managing ethical procurement and supply (L5M5)
Operations management supply chains	Operations management (L5M9)
	Logistics management (L5M10)

5. PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY – LEVEL 6

Duration: 1 Year - Day, Evening and Long Distance classes

This programme is aimed at senior procurement professionals and heads of department. It is targeted at building strategic direction and advice, in areas such as change management, stakeholder management and team leadership. On successful completion of the Diploma, Advanced and Professional diplomas along with three years' experience in a position of responsibility in procurement and supply you will be awarded MCIPS status.

Entry Requirements

Applicants need to have achieved the CIPS Advanced diploma in procurement and supply.

Core skills upon completion of this qualification

Upon the completion students must have ability to formulate direction and advice; change management; leading and influencing both internal and external stakeholders in procurement and supply and the management of teams and individuals.

UNITS

Module	Credit value	Core / Elective
Strategic Ethical Leadership	12	Core
Global commercial Strategy	12	Core
Global Strategic Supply Chain management	12	Core
Future Strategic Challenges for the profession	6	Core
Strategic Programme leadership	6	Elective
Innovation in Procurement and supply	6	Elective
Commercial data management	6	Elective
Supply Network design	6	Elective
Global Logistics Strategy	6	Elective
Mergers and Acquisition in the Supply Chain	3	Elective
Strategic Diversity management in the supply chain	3	Elective
Strategic Procurement of services	3	Elective

Examinations pass marks:

For modules, L6M1, L6M2, L6M3 and L6M4 (Constructive Response), you must achieve 50%.

The examination pass marks are:

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

And 70% for the remaining 3 modules (Objective Response) in order to achieve the qualification

Typical job titles:

- Strategic / senior /purchasing or procurement manager
- Head of commercial
- Supply chain manager

- Head of logistics / transport
- Operations manager

Transfer Arrangements for Professional Diploma

2013	2018
Leadership in procurement & supply (PD1)	Strategic ethical leadership (L6M1)
Corporate and business strategy (PD2)	Global commercial strategy (L6M2)
Strategic supply chain management (PD3)	Global strategic supply chain management (L6M3)
Supply chain diligence (PD4)	Supply network design (L6M9)
	Global logistics strategy (L6M10)
Programme & project management (PD5)	Strategic programme leadership (L6M5)
	Innovation in procurement and supply (L6M8)
Legal aspects in procurement & supply (PD6)	Future strategic challenges for the profession (L6M4)
	Commercial data management (L6M7)

6. ENROLMENT POLICIES AND PROCEDURES

A Purpose

The purpose of this section is to manage CIPS examination enrolment process and offer the students the guidelines so as to ensure that they are enrolled for the CIPS examinations.

B Gaborone University College of Law and Professional studies (GUC) CIPS Examination Enrolment Procedure

1. GUC shall send an e-mail inviting and encouraging the students to enrol for their examinations in line with the CIPS examination dates.
2. For students enrolled with GUC, on receipt of the student CIPS examination enrolment form, GUC shall process the form in line with the CIPS Group Entry Policy.
3. In order to meet the CIPS examination enrolment timelines, GUC shall close its exam enrolment process 72 hours before the CIPS official date.

4. Any examination enrolment form received by GUC on the last CIPS stipulated date, GUC may not be held responsible should the student not be enrolled for the exams.
5. GUC shall only book and enrol the students whose CIPS membership is up to date and current.
6. GUC shall only book and enrol the students who have sufficient funds as stipulated in the CIPS examination form.
7. In as much as GUC will do its utmost best and the duty of care, it is the responsibility of the student to check and confirm if they are enrolled for the examinations.
8. All examination confirmations would be communicated by CIPS direct with the student.
9. It is the responsibility of the students to check that they have received their examination confirmation notice at least four weeks before the examination date. This notification can also be available within the CIPS website, www.cips.org on MyCIPS.
10. The results would be published through the CIPS website, www.cips.org
11. To access your results, you must log in using your own unique password.
12. This policy assumes that the student also take ownership of their studies.

C. CIPS Examination Cancellations and Deferment:

1. In line with the CIPS Examination Guide, the students are required to communicate directly with CIPS and copy GUC at enquiries@guc.co.bw
2. Students are reminded to enclose or attach all the required documentation as evidence.
3. For more details, please read through the CIPS Examination Guide.

D. Appeal on the assessment results

1. CIPS allows the student to appeal the assessment outcome
2. Should a student not be satisfied with the outcome of the examinations, the CIPS appeals procedure needs to be followed, such an application must be submitted within the CIPS guidelines, assessments.team@cips.org
3. There is a fee that would be paid as determined by CIPS

This policy shall be reviewed regularly so as to maintain any new developments within GUC or CIPS processes.

This policy statement will be uploaded on the GUC website www.guc.ac.bw currently being upgraded to be accessible by all relevant stakeholders.

Hard copies of academic policies are available on the library on the shelf on shelf index _POL 123 - 128. Policies included in the file are;

- Malpractice and Maladministration
- Complaints policy
- Data protection policy
- Reasonable adjustment policy
- Health and safety policy
- Safeguarding policy
- Equality and diversity policy



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