

Chartered Institute of Procurement and Supply

# **Student Information Pack**

March 2021

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# Harley Reed Overview

A multidisciplinary professional services group, headquartered in the UK with a strong focus on Africa



## Advisory Services

Business | Supply Chain | Public Sector



## Knowledge Services

Competency Assessment | Skills Development | Professional Education



## Assurance Services

Financial | Supply Chain | Social & Ethical

*Our knowledge services include a wide range of professional courses spanning procurement, supply chain, accounting, finance, marketing, law, project management and IT*

# Why study with Harley Reed



Delivering CIPS qualifications since 2007, our UK head office achieved Centre of Excellence status in 2015 – the highest level of accreditation possible. Get Ahead with Harley Reed

## ◆ We care about YOU

Students are at the centre of all we do. Your success and satisfaction is our goal.

## ◆ Accredited Centre

Our centres are accredited including CIPS Centres of Excellence – demonstrating our outstanding offering

## ◆ Flexible learning options

Wherever you are, access our flexible range of learning solutions backed by our excellent app and Learner Management System

## ◆ Expert tutors

Our team boasts of seasoned and experienced tutors with a mix of practical blue chip experience and relevant qualifications.



## ◆ Comprehensive programmes

Our courses are designed to provide a comprehensive learning package.

## ◆ Conducive learning environment

Our offices are fully equipped and we offer our students a professional learning environment.

## ◆ Student Support

Students have full access to tutors and our student relations officers, and training managers

## ◆ Affordable fees

We keep our prices low, whilst still offering a comprehensive and first class experience.

# The CIPS Programme



The Chartered Institute of Procurement and Supply (“CIPS”) is the world's leading organisation for the procurement profession.

## ***CIPS Facts***

- Established in 1932, CIPS is the world’s largest professional body serving procurement and supply; a not-for-profit organisation that exists for the public good
- With a global community of over 200,000 procurement and supply professionals across 150 countries, it has grown to become the central reference for industry best practice and its code of conduct is the international standard.
- The CIPS qualification is internationally recognised, allowing holders of all levels to demonstrate their professional competence internationally to all stakeholders.

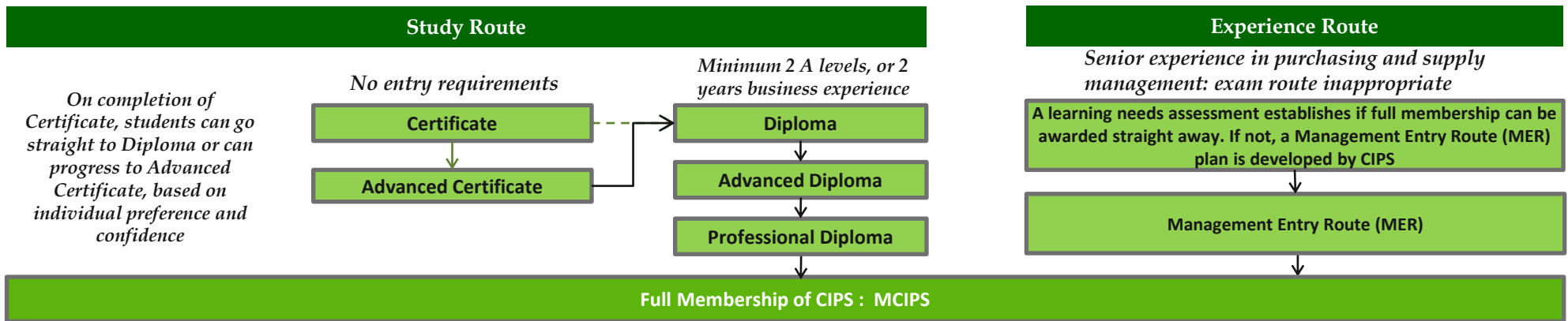
## ***The importance of procurement training***

- CIPS membership is internationally recognised and will help you stand out from the crowd no matter where you are in your career
  - Procurement from third parties represents the largest cost for many organisations (anywhere between 35% – 80% of total costs). The difference between good and bad purchasing can be 30% or more.
  - A well planned procurement function is able to add positively impact businesses through added efficiency, reduced costs and increased profitability. Responsible sourcing contributes to mitigating business risk and safeguarding reputation.
  - In addition to the professional CIPS program 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.

# CIPS at Harley Reed

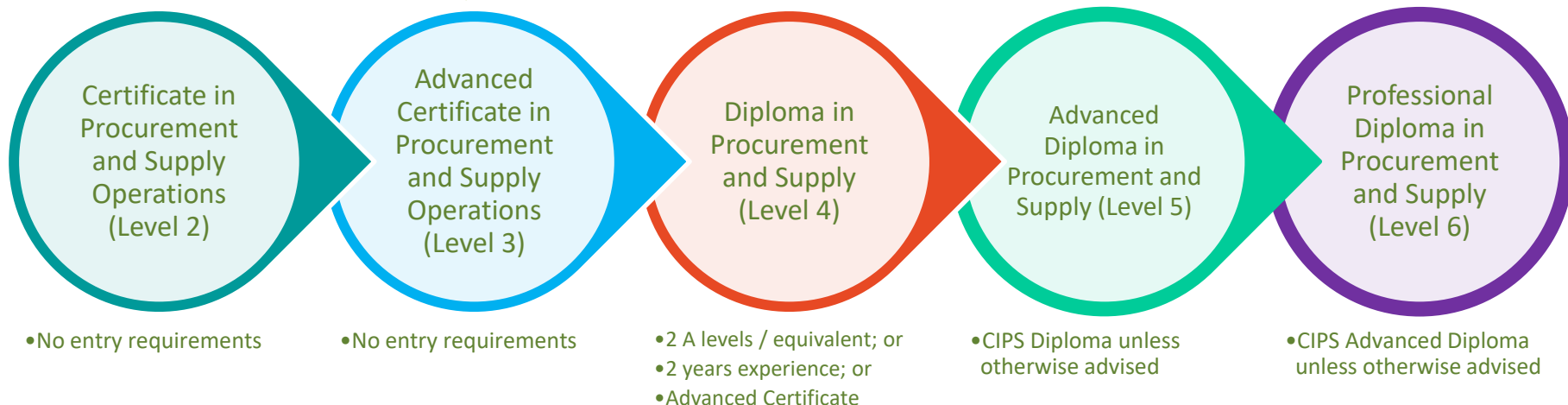


- Harley Reed offers a range of study options for our students; flexible with respect to location, duration, start date and learning method
- All students receive a full set of course notes, e-learning materials, assignments, mock exam and unlimited tutor support. This provides a rich learning experience, enabling each student to study at their own pace within a structured programme
- Our course delivery is built on a platform of eLearning materials available as an app, supplemented by live workshops and revision workshops (Platinum programme)
- Accessing revision workshops is also possible for non-Harley Reed students at our prevailing fee.
- We also offer pure distance / eLearning packages



# CIPS Qualifications

CIPS provides suites of awards and qualifications for its students, culminating in the Professional Diploma where Chartered Status can be achieved.



Modules Credit values in brackets	Level 2	Level 3	Level 4	Level 5	Level 6
	Five Compulsory Units (18 Credits): <ul style="list-style-type: none"> <li>• Introducing Procurement and Supply (6)</li> <li>• Procurement and Supply Operations (3)</li> <li>• Stakeholder Relationships (3)</li> <li>• Systems Technology (3)</li> <li>• Inventory, Logistics and Expediting (3)</li> </ul>	Four compulsory units (24 credits): <ul style="list-style-type: none"> <li>• Procurement and Supply Environments (6)</li> <li>• Ethical Procurement and Supply (6)</li> <li>• Contract Administration (6)</li> <li>• Team Dynamics and Change (6)</li> </ul> Choose 1 Elective (6 credits): <ul style="list-style-type: none"> <li>• Socially Responsible Procurement (6)</li> <li>• Socially Responsible Warehousing and Distribution (6)</li> </ul>	Eight compulsory units (60 credits): <ul style="list-style-type: none"> <li>• Scope &amp; influence of procurement and supply (12)</li> <li>• Defining business need (6);</li> <li>• Whole life asset management (6)</li> <li>• Ethical &amp; responsible sourcing (6)</li> <li>• Supplier relationships (6)</li> <li>• Commercial contracting (6)</li> <li>• Commercial negotiation (6)</li> <li>• Procurement and supply in practice (12)</li> </ul>	Five compulsory units (42 credits): <ul style="list-style-type: none"> <li>• Managing Teams and Individuals (12)</li> <li>• Advanced Contract and Financial Management (12)</li> <li>• Managing Supply Chain Risk (6)</li> <li>• Managing Contractual Risk (6)</li> <li>• Managing Ethical Procurement and Supply (6)</li> </ul> Choose 3 Electives (18 credits): <ul style="list-style-type: none"> <li>• Category Management (6)</li> <li>• Achieving Competitive Advantage Through the Supply Chain (6)</li> <li>• Advanced Negotiation (6)</li> <li>• Project and Change Management (6)</li> <li>• Operations Management (6)</li> <li>• Logistics Management (6)</li> </ul>	Four compulsory units (42 credits) <ul style="list-style-type: none"> <li>• Strategic Ethical Leadership (12)</li> <li>• Global Commercial Strategy (12)</li> <li>• Global Strategic Supply Chain Management (12)</li> <li>• Future Strategic Challenges for the Profession (6)</li> </ul> Choose 3 Electives (18 credits): <ul style="list-style-type: none"> <li>• Strategic Programme Leadership (6)</li> <li>• Commercial Data Management (6);</li> <li>• Innovation in Procurement and Supply (6)</li> <li>• Supply Network Design (6)</li> <li>• Global Logistics Strategy (6)</li> </ul>
	Certificate Member	Certificate Member	Diploma Member	Associate Member	Full Member (MCIPS)

# What to expect from your studies

We offer flexible range of study options for our students with respect to location, duration, start date and learning method

## Getting Started

- Once registered, our learning advisors will be in touch to support you to develop your learning plan. Finding time to study and progress is critical to your success and we are with you to support you in your journey

## Study

- Our courses are delivered in class and online.
- Our Learner Management System (LMS) is your repository for resources, recorded content, and questions to test your knowledge.

## Engage

- Use the full power of our LMS (available via browser or mobile app) to interact with other students through messaging and forums.
- connect with your lecturer for individual support, assignment submission and feedback

## Practice and Revise

- We have a comprehensive database of practice questions in a simulated exam environment for both 6 and 12 credit modules
- For 12 credit modules (assessed by written exam) benefit from personalized feedback from your tutors after submission. We leave no stone unturned in supporting your journey to Chartered status

***As with all professional qualifications, you will need to be able to dedicate a significant amount of time to achieve your objective and make best use of the resources we make available***



# General Guidance



## Information on CIPS membership, assessments and preparing for exams

### CIPS Membership

- All students need to have valid student membership before sitting exams. Membership fees vary per country and there is an additional one-off cost for initial registrations

### Assessment methods

- All Certificate and Advanced Certificate modules are objective response exams and are assessed on computer.
- Diploma exam modules are a mix of objective response (computer based) and constructive response exams (computer based in the UK and South Africa, paper based in some countries).
- Exam sittings are held 6 times a year (January, March, May, July, September, November). Please contact your local study centre for details of your nearest exam centre.

### General Guidance Notes

- 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 around 4 hours self study per credit when choosing their preferred progression speed (units are generally 6 or 12 credit values)



# Meeting the needs of Corporate Clients



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

## In-house programmes

- We have conducted CIPS courses and revision workshops 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 Procurement Training

- Harley Reed conducts 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
- 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

# Contact Us



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## WEBSITE

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