

WORLD-CLASS PROCUREMENT AND SUPPLY

EDUCATION AND TRAINING

The Chartered Institute of
Procurement and Supply



Academy

LEARNING · KNOWLEDGE · RECOGNITION

QUALIFICATION

CIPS: CENTRE OF MERIT



Academy

LEARNING · KNOWLEDGE · RECOGNITION



Commerce Edge consists of four core divisions that offer focused solutions to meet your unique supply chain and procurement business requirements:



Commerce Edge Training offers a range of short courses to enhance skills and increase competence in the workplace. These courses are regularly presented publicly and can also be tailored for companies as in-house options.



Commerce Edge Academy is a provider for The Chartered Institute of Procurement and Supply Management (CIPS) and The Chartered Institute of Logistics and Transport (CILT) as well as our own accredited qualifications.



Smart Development focuses on continued professional development of individuals through exposure to online publications, procurement and supply chain jobs, conference events, seminars expos and networking workshops.



Commerce Edge Learning Innovation innovates the ways in which companies and individuals experience learning and competence development. It offers specialists learning and instructional design services, designs and develops e-learning and blended learning interventions, and implements and customises Learning Management Systems.

Commerce Edge Academy, is the division of Commerce Edge a leading provider of world class supply chain training in South Africa, and with a foot print in Africa, Australia and Europe through our global network partners. Commerce Edge offers off-the shelf and customised training courses, competency assessments, personalised development programmes, coaching and mentoring.

About Commerce Edge Academy:

The Commerce Edge Academy offers educational development and accreditation with international procurement and supply (CIPS) and Logistics and Transport (CILT) professional bodies as well as local accreditation bodies such as the Quality Council for Trade and Occupations. Commerce Edge is also a SCM faculty for the Da Vinci Institute.

Our credentials in numbers:



Our Methodology:

Blended Learning (**CONNECT**) Commerce Edge Academy supports the students studying the CIPS qualifications through a blended approach. **CONNECT** is a unique web-based, tutor-enabled, blended learning management system used to deliver competence to a learner. **CONNECT** enables learners to interact with their tutors and fellow learners, track learners' progress through their modules and offers insight into their results. **CONNECT** is designed to provide a rich and fulfilling learning experience by allowing the learners to learn through watching, listening, doing and reflective learning.

The learning options allow you to study on your pace in your own convenience. In order to help you achieve a higher pass mark, we provide you with the following essential learning tools and support;

Tutor Enabled Online Learning



Classroom Based Learning

Additional face-to-face tuition will augment your learning process and will significantly improve your chances of achieving higher examination results. Commerce Edge Academy provides the following additional face-to-face tuition options which are delivered at our training centre in Midrand, Johannesburg or regional.



Testimonials:

What our CIPS students have said;

1. "Commerce edge, through their Tutor has clarified issues I had studying CIPS by giving me more chance or possibility of passing my CIPS Exams and this has not only been a promotion into middle management, but with the exposure to strategic planning and representing my company on corporate forums, my CIPS studies have been valuable for me to make a contribution in the various roles that I fulfil." - **Anthea Hughes**
1. "CIPS gave me a real world understanding of how supply chain management works. The theory can easily be applied to real world objectives within the supply chain field." - **Amy Salkinder, Western Cape Provincial Government**
1. "Commerce Edge supported me throughout my studies and in achieving the MCIPS designation. My objective was to achieve the designation as recognition for my achievements in Procurement. CESA is an outstanding study center." - **Marzia Storpili, MCIPS**
1. "Commerce Edge was quite helpful to me as a result I managed to pass and complete all the levels with ease. The revision workshops helped a lot as the discussion in the class provided practical examples which I could relate to. Particularly for the open book exams." - **Foreman Mabasa, MCIPS**

About CIPS, the Chartered Institute of Procurement & Supply

The professional body

CIPS, a not-for-profit organisation that exists for the Public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

Quality guaranteed

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

The Global Standard

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

A commercial organisation

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.

A global community

We are the world's largest professional body dedicated to procurement and supply with a global community of over 200,000 professionals in over 150 countries, and offices in Africa, Asia, Australia, the Middle East, Europe and USA.

About CIPS Qualifications

Why take a CIPS qualification

By studying for and achieving CIPS internationally - recognised procurement and supply qualifications you can achieve MCIPS Chartered Professionals status.

Our qualifications will enable you to:

- Achieve certified, essential knowledge and understanding necessary to practise strategic procurement and supply chain management.
- Become more valued by your employer, with a greater ability to manage spend and risk
- Gain globally - recognised qualifications.

The Benefits of joining CIPS and Studying:



The curriculum design

- The new curriculum is designed around the competencies for the future.



"Throughout the world CIPS qualifications are recognised as driving leading-edge thinking and professionalism. CIPS is the only independently regulated professional body with an honours degree level qualification. MCIPS Chartered Professional is recognised worldwide as the standard for procurement professionals"

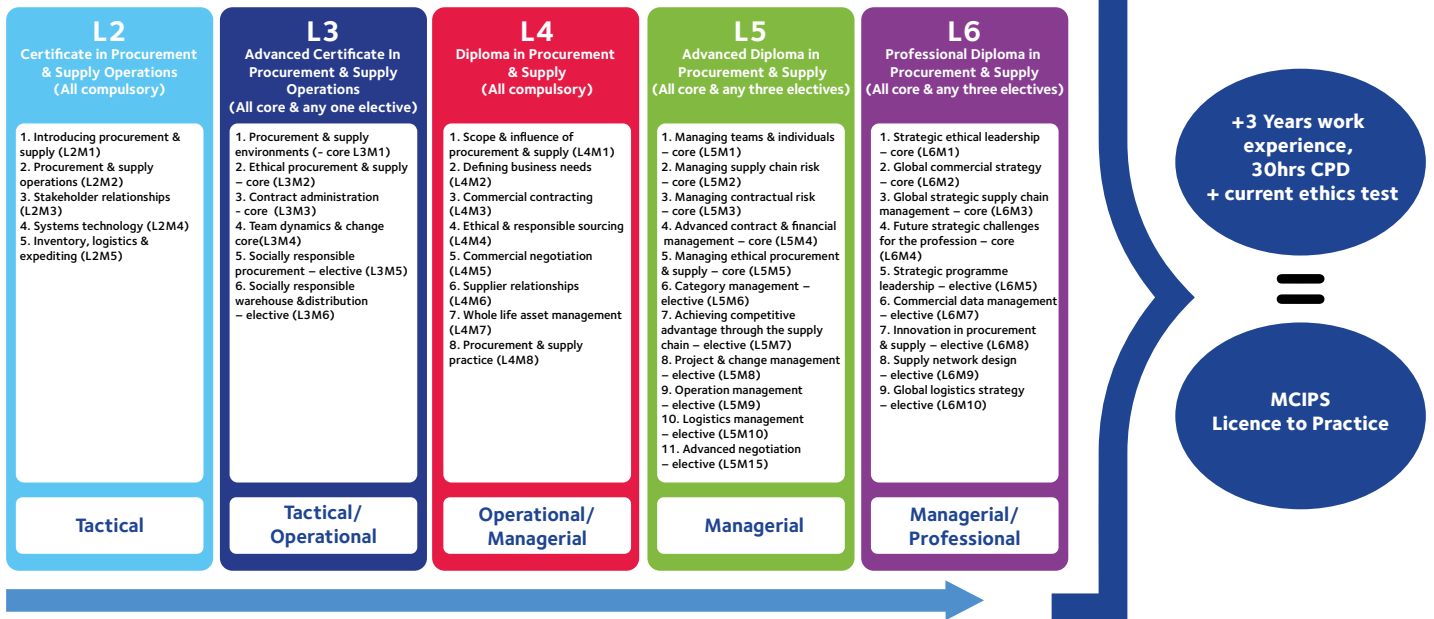
- Amanda O'Brien FCMI, FIoD, Group Professional Development Director CIPS.

CIPS QUALIFICATIONS



- • • • • **Level 2** - Certificate in Procurement and Supply Operations
- • • • • **Level 3** - Advanced Certificate in Procurement and Supply Operations
- • • • • **Level 4** - Diploma in Procurement and Supply
- • • • • **Level 5** - Advanced Diploma in Procurement and Supply
- • • • • **Level 6** - Professional Diploma in Procurement and Supply (MCIPS)

CIPS qualifications framework (2018)



The entry level into the CIPS qualifications depends on your experience and job role with level 4 as the highest entry point with at least two years' experience in a relevant business environment and or your matric or two A levels or equivalent.

L2: Certificate in procurement & supply operations

CERTIFICATE IN PROCUREMENT & SUPPLY OPERATIONS (L2) 18 CREDITS				
Introducing Procurement & Supply (core) 6 credits	Procurement & Supply Operations (core) 3 credits	Stakeholder Relationships (core) 3 credits	Systems Technology (core) 3 credits	Inventory, Logistics & Expediting (core) 3 credits

L2: Assessment strategy

Module code/title	Credit Value	Examination Format	Duration	Requirement & Pass mark (70%)
LEVEL 2 CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS				
L2M1	Introducing procurement and supply	6	OR – knowledge/understanding	Objective response (OR), questions testing knowledge and understanding of the module content
L2M2	Procurement and supply operations	3	OR – knowledge/understanding	
L2M3	Stakeholder relationships		OR – knowledge/understanding	
L2M4	Systems technology		OR – knowledge/understanding	
L2M5	Inventory, logistics and expediting		OR – knowledge/understanding	

L3: Advanced certificate in procurement & supply operations

ADVANCED CERTIFICATE IN PROCUREMENT & SUPPLY OPERATIONS (L3) 30 CREDITS			
Procurement & Supply Environments (core) 6 credits	Ethical Procurement & Supply (Core) 6 credits	Contract Administration (core) 6 creditsw	Team Dynamics & Change (core) 6 credits

SOCIALLY RESPONSIBLE PROCUREMENT (ELECTIVE – CHOOSE ONE)	
Socially Responsible Procurement (elective) 6 credits	Socially Responsible Warehousing & Distribution (elective) 6 credits

L3: Assessment strategy

Module code/title	Credit Value	Examination Format	Duration	Requirement & Pass mark (70%)	
LEVEL 3 ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS					
L3M1	Introducing procurement and supply	6	OR – knowledge/understanding	2 hours	Objective response (OR), questions testing knowledge and understanding of the module content
L3M2	Ethical procurement and supply	6	OR – knowledge/understanding	2 hours	
L3M3	Contract administration	6	OR – knowledge/understanding	2 hours	
L3M4	Team dynamics and change	6	OR – knowledge/understanding	2 hours	
L3M5	Socially responsible procurement	6	OR – knowledge/understanding	2 hours	
L3M6	Socially responsible warehousing and distribution	6	OR – knowledge/understanding	2 hours	

Examinations for levels 2 and 3

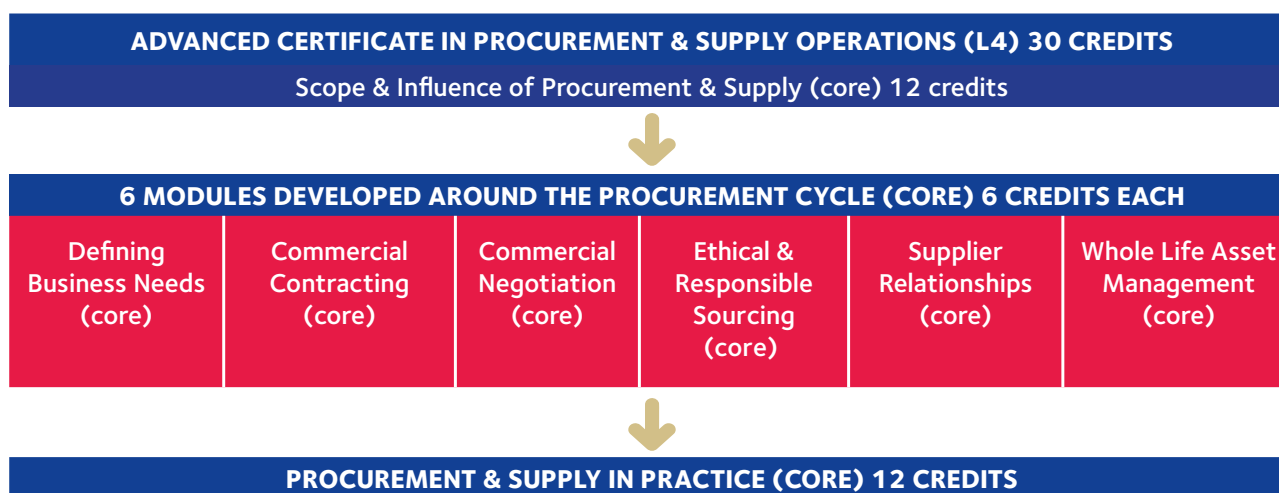
Objective response (OR)

- Single, short questions that require the candidate to choose or type a response to the question where the correct answer(s) are predetermined.
- Delivered as computer based examinations (CBE) and auto-marked

Examination format

- Multiple choice
- Drop down list
- Drag and drop

L4: Diploma in procurement & supply



L4: Assessment strategy

Module code/title	Credit Value	Examination Format	Duration	Requirement & Pass mark (70%)
Level 4 Diploma in Procurement and Supply				
L4M1	Scope & Influence of procurement and supply	12	OR – knowledge/understanding	Objective response (OR), questions testing knowledge and understanding of the module content
L4M2	Defining business need	6	OR – knowledge/understanding	
L4M3	Commercial contracting	6	OR – knowledge/understanding	
L4M4	Ethical & responsible sourcing	6	OR – knowledge/understanding	
L4M5	Commercial negotiation	6	OR – knowledge/understanding	
L4M6	Supplier relationships	6	OR – knowledge/understanding	
L4M7	Whole life asset management	6	OR – knowledge/understanding	
L4M8	Procurement & supply in practice	12	Constructed response (CR)	

L5: Advanced diploma in procurement & supply

ADVANCED DIPLOMA IN PROCUREMENT & SUPPLY (L5) 60 CREDITS				
Managing teams & Individuals (core) 12 credits	Advanced Contract & Financial Management (core) 12 credits	Managing Supply Chain Risk (core) 6 credits	Managing Contractual Risk (core) 6 credits	Managing Ethical Procurement & Supply (core) 6 credits



ELECTIVE MODULES (SELECT UP TO 18 CREDITS)					
Category Management (6 credits)	Achieving Competitive Advantage through the Supply Chain (6 credits)	Project & Change Management (6 credits)	Operations Management (6 credits)	Logistics Management (6 credits)	Other specialised units of 3 credits each

L5: Assessment strategy

Module code/title	Credit Value	Examination Format	Duration	Requirement & Pass mark (70%)
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Level 5 Advanced Diploma in Procurement and Supply

L5M1	Managing teams and individuals (core)	12	OR – knowledge/understanding	3 hours	Computer based examination (CBE), Constructed response (CR), through essay type questions or Objective response (OR), questions testing knowledge and understanding of the module content
L5M2	Managing supply chain risk (core)	6	OR – knowledge/understanding	1.5 hours	
L5M3	Managing contractual risk (core)	6	OR – knowledge/understanding	1.5 hours	
L5M4	Advanced contract & financial management (core)	12	CR – knowledge/understanding	3 hours	
L5M5	Managing ethical procurement and supply (core)	6	OR – knowledge/understanding	1.5 hours	
L5M6	Category management (elective)	6	OR – knowledge/understanding	1.5 hours	
L5M7	Achieving competitive advantage through the supply	6	OR – knowledge/understanding	1.5 hours	
L5M8	Project & change management (elective)	6	OR – knowledge/understanding	1.5 hours	
L5M9	Operations management (elective)	6	OR – knowledge/understanding	1.5 hours	
L5M10	Logistics management (elective)	6	OR – knowledge/understanding	1.5 hours	

L6: Professional diploma in procurement & supply

PROFESSIONAL DIPLOMA IN PROCUREMENT & SUPPLY (L6) 60 CREDITS			
Strategic Ethical Leadership (core) 12 credits	Global Commercial Strategy (core) 12 credits	Global Strategic Supply Chain Management (core) 12 credits	Future Strategic Challenges for the Profession (core) 6 credits



ELECTIVE MODULES (SELECT UP TO 18 CREDITS)					
Innovation in Procurement & Supply (6 credits)	Strategic Programme Leadership (6 credits)	Supply Network Design (6 credits)	Global Logistics Strategy (6 credits)	Commercial Data Management (6 credits)	Choice of three elective of 3 credits each

L6: Assessment strategy

Module code/title	Credit Value	Examination Format	Duration	Requirement & Pass mark (70%)
Level 6 Professional Diploma in Procurement and Supply				
L6M1	Strategic ethical leadership (core)	12	Constructed response (CR)	3 hours
L6M2	Global commercial strategy (core)	12	OR – knowledge/understanding	3 hours
L6M3	Global strategic supply chain management (core)	12	Constructed response (CR)	3 hours
L6M4	Future strategic challenges for the profession (core)	6	OR – knowledge/understanding	1.5 hours
L6M5	Strategic programme leadership (elective)	6	OR – knowledge/understanding	1.5 hours
L6M6	No unit at the moment	6	OR – knowledge/understanding	
L6M7	Commercial data management (elective)	6	OR – knowledge/understanding	1.5 hours
L6M8	Innovation in procurement and supply (elective)	6	OR – knowledge/understanding	1.5 hours
L6M9	Supply network design (elective)	6	OR – knowledge/understanding	1.5 hours
L6M10	Supply network design (elective)	6	OR – knowledge/understanding	1.5 hours

In order to be adequately prepared for the CIPS examinations, CIPS strongly recommends that you spend at least 120 hours per constructed response module and 60 hours on objective response module, which are split as per the table below.

Commerce Edge Academy is committed to ensuring that you achieve the 50 guided learning hours (GLH) for the constructed response module and 40 hours (GLH) for the objective response module, as indicated below. CIPS defines the GLH as a measure of the amount of input time required to achieve the qualification. This includes lectures, tutorials and practical application and supervised study. In order to be successful in your examinations, we encourage active learning through contacting your tutor via emails, **CONNECT**, telephone and any other available means.

Over and above the GLH, CIPS recommends that you spend another 70 hours of personal reading around the subject area on constructed response module as well as 20 hours (GLH) on objective response module. Should you need clarity or guidance from the Commerce Edge Academy tutors, please don't hesitate to contact us on **CONNECT** by posting your question on the "Reply" when participating on an existing discussion topic. If you want to create a discussion topic, click "Add a new discussion topic" within **CONNECT**.

CIPS Level Module Type (OR or CR) Objective or Constructive response Guided Learning Hours (GLH) & Further Reading (time indicated in hours per module) **CONNECT** Support Exam Preparedness workshop Total GLH Self-study (Further Reading) Examination Recommended Total Learning Hours.

CIPS Level	Module Type (OR or CR) Objective or Constructive response	Guided Learning Hours (GLH) & Further Reading (time indicated in hours per module)								
		CONNECT Support				Exam Preparedness workshop	Total GLH	Self-study (Further Reading)	Examination	Recommended Total Learning Hours
		Orientation	Knowledge quizzes	Knowledge nuggets	Project Assignments					
3	OR	2	4	8	8	8	30	20	2	52
4	OR	2	8	18	4	4	40	20	1.5	61.5
	CR	2	8	20	12	8	50	70	3	123
5	OR	0	8	18	10	4	40	20	1.5	61.5
	CR	0	8	20	14	8	50	70	3	123
6	OR	0	8	18	10	4	40	20	1.5	61.5
	CR	0	8	20	14	8	50	70	3	123

The assessment criteria would be determined by the credit weightings. (please note that the credit weightings are not linked to SAQA but global ratings)

- Constructed response (CR) - for 12 credit modules
- Objective response (OR) – for 6 credit modules

Examinations for levels 4, 5 and 6 – Constructed response (CR) 12 credits modules

(please note that the credit weightings are not linked to SAQA but global ratings) Constructed response questions require the student to create 'construct' a response to the question, such as an essay either by typing or writing their response.

- 3 hour examination
- Typically 4 x essay style (as in current quals)
- Testing: knowledge, understanding, analysis & application
- Some case study analysis
- Human/expert marked

Examinations for levels 4, 5 and 6 – Objective response (OR) 6 credits modules

(please note that the credit weightings are not linked to SAQA but global ratings)

Objective response (OR) – for 6 credit modules

Single, short questions that require the candidate to choose or type a response to the question where the correct answer(s) are predetermined. Delivered as computer based examinations (CBE) and auto-marked.

Examination format

Multiple choice

Drop down list

Drag and drop

Frequently Asked Questions

For your convenience, we have compiled a list of Frequently Asked Questions about the CIPS Education Programme:

What are the benefits of holding a CIPS qualification?

- CIPS qualifications are recognised around the world and are increasingly being demanded by employers as a key component of appointment and promotion.
- Research shows that CIPS members enjoy higher salaries than their non-member colleagues in similar purchasing and supply roles.
- Enhances status of the procurement practitioner with the support of a well-informed professional body.
- CIPS lobbies government and business leaders on behalf of the purchasing and supply profession to ensure they understand the contribution procurement makes to corporate, national and international prosperity.
- Contributes to competitive advantage and profitability of companies.
- Improves job performance.
- Improves job satisfaction.
- CIPS invests in the long term development of individuals.

I would like to study a CIPS qualification through Commerce Edge Academy. How do I enroll?

To enable you to study towards a CIPS qualification you will first need to complete the CEA student registration form together with the CIPS enrolment form. CIPS as a professional body will issue you a membership number that confirms your registration. Commerce Edge Academy will process on your behalf the CIPS study programme and syllabus. Request a Commerce Edge Academy CIPS Enrollment Form from heather@commerce-edge.com and we will facilitate the enrollment process on your behalf.

I am interested in studying towards an MCIPS. What are the fees payable?

There is a once-off registration fee for first time students. An annual membership fee is payable together with the registration fee and is then payable each year thereafter. Additional fees include an examination fee and invigilation fee per examination sitting. For more information on fees, e-mail us at heather@commerce-edge.com

At which level do I start my studies towards a CIPS qualification?

There are entry level requirements for each qualification level, which have been predetermined by CIPS. You will need to submit your enrolment form and pay your registration and annual membership fees. CIPS will then confirm your membership, the level at which you will begin your studies as well as the study programme and syllabus you will follow. CIPS level 4 is the highest entry level.

I already have qualifications from other academic institutions but would like to study towards an MCIPS. Do I qualify for an accreditation or exemption?

CIPS recognises prior certificated and experiential learning. You may apply to CIPS for accreditations or exemptions. It is advisable to first review the CIPS Exemptions Guide and CIPS Exemptions Procedure before you make your application. Request the CIPS Exemptions Guide and CIPS Exemptions Procedure from CIPS directly at info@cips.org.

➤ Does Commerce Edge Academy offer tutorials for students studying towards CIPS qualifications?

Commerce Edge offers a suite of World-Class Procurement tutorials which are suitable for students studying CIPS qualifications. In support of our **CONNECT** online learning platform, **Commerce Edge Academy** offers, key concepts sessions, face to face weekend classes for Level 4 and 5 on Saturdays only, Webinars, and 1-Day Unit Revision Tutorials to help prepare students for examinations. View the **Commerce Edge** procurement calendars on **CONNECT**.

➤ When can I enrol?

For you to study the CIPS qualifications, you can enrol at any time in the year.

➤ When are the examinations?

The CIPS examinations are written throughout the year, six times a year depending on your location. They are written in January, March, and May, July, September and November each year.

➤ Where can I write CIPS examinations?

Commerce Edge Academy is a CIPS registered Computer Based Examination (CBE) centre, and has examination venues in Johannesburg, East London and George, which you can use at a competitive cost if you are a Commerce Edge student. Contact academy@commerce-edge.com for more information.

Examinations are also hosted by the British Council in South Africa. There are offices in Cape Town, Durban and Johannesburg, contact locally or globally through the CIPS network of Computer Based Examination centres in your region:

Tel: +27 12 345 6177

E-mail : southafrica@cips.org

Examinations series

The examinations are now available 5 times a year, March, May, July, September and November.

For more information and student support
Contact your professional consultant for guidance and support.

heather@commerce-edge.com

PLAN SOURCE MAKE DELIVER RETURN ENABLE



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USA

Commerce Edge South Africa is SETA Accredited. Commerce Edge SA is an approved Centre of Merit study centre for the Chartered Institute of Procurement and Supply (CIPS) and an accredited study centre for the Chartered Institute of Logistics and Transport (CILT).

Enquiries for individual qualifications and in-house short courses: please contact Dave Moss | Email: dave@commerce-edge.com

Enquiries for corporate customised solutions (qualifications, work based integration of learning and e-learning solutions): please contact Vaughan Zoutendyk | Email: vaughan@commerce-edge.com



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