



CIPS study with Central Business School 2022-2023

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1 Information about Central Business School

1.1 CIPS study centre

Central Business School (CBS) is an excellent rated CIPS study centre, fully approved by CIPS to deliver all their qualifications and audited by them annually. You can see the headline results of the most recent CIPS audit by going to: [Central Business School](#).

1.2 Study options

CBS offers the Level 2 and Level 3 Certificates and the Level 4, 5 and 6 Diplomas. There are a number of learning options for all the qualifications offered

Where there are enough clients wishing to attend in person, we offer weekly face to face teaching at our Russell Square, London study centre. There are also study centres at the following locations:

- Milton Keynes
- Welwyn Garden City
- Brentwood
- Hemel Hempstead
- Manchester
- Peterborough
- Rugby
- Swanley
- Newport
- Coalville

There is also a **CBS distance learning programme**, which allows clients to study CIPS courses using an online learning platform. This contains session slides, recordings of classes and lots of additional 'pass-kit' material to support client's study - including likely questions and answers that are a shortcut to exam success. The distance learning option includes an induction tutorial for each teaching block, with access to recorded sessions and attendance at taught revision sessions. Clients can supplement the materials with **tutorials** to build a structured individual programme of support with a personal tutor.

CBS also runs live **weekly virtual classes** using the 'Zoom' video platform. The sessions are small, fully interactive and include paired and group discussion in breakout groups. Virtual clients attend daytime or evening-classes that run most weekdays. This option gives clients full access to our online learning platform.

1.3 Teaching schedule and methodology

Because the CIPS qualifications are modular, clients can begin in September, November, January, March or May. It generally takes 6 months to complete the Level 3 Advanced Certificate and a

year (40 weeks with breaks!) to complete the 4, 5 and 6 Diploma courses.

Central Business School also provide a guaranteed pass, **whereby if clients are unfortunate enough to be unsuccessful in an exam, they will continue to tutor them without charge.**

The courses are delivered through weekly teaching sessions based on slides that supplement the course book and a comprehensive pass kit. The slides provide lots of additional supporting material and the kit has likely questions and answers that are a shortcut to exam success.

There are usually 8 sessions per module. Recorded sessions are available for you to view as you wish. The offer includes unlimited feedback on practice exam papers and a revision session for each module.

Central Business School also provide a guaranteed pass, whereby if clients are unfortunate enough to be unsuccessful in an exam (the pass rates were actually 96% in the last Diploma exams), they will continue to tutor them without charge.

You can attend teaching sessions which run weekly in Russell Square or online via Zoom. Other groups study two half days a month.

1.4 Exams

Exams are held approximately every 8 weeks. Clients can sit the exams at a local exam centre or sit them at home or at their workplace for an additional fee.

The exams for each module will be held at
Broadway House
Tothill Street
Westminster
SW1H 9NQ

1.5 Course lead

You can find out about the Central Business School's story and teaching team at <https://www.centralbusinessschool.co.uk/about-us/>

1.6 Entry requirements

Entry requirement for the CIPS Level 4 Diploma are 2 'A' Levels or 2 years business experience. Additional entry requirements for the Apprenticeship are Maths and English GCSE at A-C. (or their equivalents). Candidates without this can sit a literacy and/or numeracy test prior to beginning the course.

1.7 Taster sessions

Weekly taster sessions run at the Russell Square Study Centre or via Zoom,

where prospective clients can take part in a class, view materials and meet with other people on the course and with the tutor. The session takes about an hour.

1.8 Free Course Books from LUPC

Please note that LUPC have agreed to pay for the Study Guides for all of our members' staff who attend CBS training, please contact us for further details.

2 Apprenticeship in Procurement and Supply Chain

2.1 Overview

The Level 3 or 4 Procurement Apprenticeship is made up of the CIPS Level 3 Advanced Certificate, or the CIPS Level 4 Diploma course followed by a case study report and End Point Assessment.

2.2 Apprenticeship Levy

Employers can use the apprenticeship levy to pay for their staff to study for the Procurement Apprenticeship. This effectively means they can offer the CIPS Level 3 Advanced Certificate or Level 4 Diploma without cost.

2.3 Study schedule

More information on dates and delivery of the Apprenticeships can be found here:

<https://www.centralbusinessschool.co.uk/apprenticeships/>

2.4 Delivery partner

CBS offers both the CIPS Level 3 Certificate and CIPS Level 4 Diploma elements of the CIPS Level 4 Procurement Apprenticeship on behalf of our Partner, Apprenticeship provider Fareport Training.

<https://www.fareport.co.uk/>

2.5 Apprenticeship Levy

Clients studying for the Diploma as part of the Apprenticeship can recoup all tuition costs through the Apprenticeship Levy – which effectively means there is no charge.

3 CIPS Level 3 Advanced Certificate

3.1 Overview

The Level 3 Advanced Certificate qualification is designed for those in an operational role who need the capability to carry out procurement and supply tasks. It is ideal for junior buyers and

people with under 2 years' experience. No former qualifications or professional experience are necessary to enrol on this programme.

The CIPS Level 3 Advanced Certificate introduces candidates to a wide range of essential key skills, providing them with a sound understanding of the challenges facing professionals in the field of purchasing and supply chain management.

3.2 Costs

Tuition fees for the virtually /face to face taught level CIPS Level 3 Advanced Certificate are usually £1,040 (+ VAT) CBS are able to reduce these fees to £925 (+VAT) for LUPC clients.

The other costs of studying for the CIPS Level 3 Advanced Certificate are usually

- CIPS Membership =£191
- CIPS fees for 5 exams = £400
- CIPS textbooks – paid by LUPC

3.3 Schedule

You can find out more about the Level 3 course – as well as the teaching schedule and pass rates – at <https://www.centralbusinessschool.co.uk/qualifications/cips-level-3-advanced-certificate/>

4 CIPS Level 4 Diploma

4.1 Overview

The Diploma in Procurement and Supply is ideal for those who have a few years business experience, 2 'A' levels or CIPS qualifications in purchasing and supply. It is an intermediate level purchasing course. The CIPS Diploma together with CIPS Levels Advanced and Professional Diplomas is the most common route to reach full membership status (MCIPS)

Diploma candidates develop advanced skills in negotiation and understand the complexities of contracts and other commercial arrangements. They learn how to measure the effectiveness of supply chains and analyse their impact on your business

4.2 Costs

Tuition fees for the virtually/face to face taught are usually £1375, CBS reduce these fees to £1230 (+VAT) for LUPC Members.

The other costs of studying are normally

- CIPS Membership =£191
- CIPS fees for exams = £700
- CIPS textbooks – paid for by LUPC

4.3 Schedule

You can find out more about the Level 4 Diploma course – as well as the teaching schedule, detailed syllabus and CBS pass rates here,

<https://www.centralbusinessschool.co.uk/qualifications/cips-level-4-diploma/>

5 CIPS Level 5 Advanced Diploma

5.1 Overview

The Advanced Diploma in Procurement and Supply provides buyers and contract and supply chain managers with the expertise to improve organisational procurement and to fulfil organisational objectives. Candidates will need to have achieved the CIPS Diploma in Procurement and Supply to qualify for this course.

The course will give candidates the knowledge base to reduce cost, improve quality, manage the supply chain and deal with legal issues

5.2 Costs

Tuition fees for the virtually/face to face taught are usually £1375, CBS reduce these fees to £1230 (+VAT) for LUPC Members.

The other costs of studying are normally

- CIPS Membership =£191
- CIPS fees for each of the exams = £700
- CIPS textbooks – paid for by LUPC

5.3 Schedule

You can find out more about the Level 5 Advanced Diploma course – as well as the teaching schedule, detailed syllabus and CBS pass rates – at

<https://www.centralbusinessschool.co.uk/qualifications/cips-level-5-advanced-diploma/>

6 CIPS level 6 Professional Diploma

6.1 Overview

The CIPS Professional Diploma in Procurement and Supply is aimed at senior procurement professionals and heads of department. To qualify for the course you will need to have achieved the CIPS Advanced Diploma in Procurement and Supply This is the final level of the CIPS ladder of qualifications if you are aiming to achieve full membership of The Chartered Institute of Purchasing and Supply (MCIPS)

The course focuses on building strategic procurement competence, giving you the ability to formulate strategic direction and advice, in relation to change management, stakeholder management and team leadership.

6.2 Costs

Tuition fees for the virtually/face to face taught are usually £1375, CBS reduce these fees to £1230 (+VAT) for LUPC Members.

The other costs of studying are normally

- CIPS Membership =£191
- CIPS cost of the exams = £700
- CIPS textbooks – paid for by LUPC

6.3 Schedule

You can find out more about the Level 6 Professional Diploma course – as well as the teaching schedule, detailed syllabus and CBS pass rates – at

<https://www.centralbusinessschool.co.uk/qualifications/cips-level-6-professional-diploma/>

7 Contact details for further information

To be sent a registration form or to discuss further, please contact David Morton, Programme Director at CBS: davidm@centraleduc.com M. 07775 906024.

Alternatively, you can contact Don Bowman, Director at LUPC: d.bowman@lupc.ac.uk M.07931 862275.

For apprenticeship enquiries please email Duncan McCausland: Duncan.mcausland@fareport.co.uk T. 01329 825805.