



# **Central Business School**

## **Delivery of CIPS Level 4 Diploma in Procurement and Supply for LUPC members staff**

Prepared for Don Bowman MCIPS, Director, London Universities Purchasing Consortium

Prepared by David Morton, Programme Director, Central Business School

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# **1 Information about Central Business School**

## **1.1 CIPS Audit**

Central Business School are fully approved by CIPS to deliver all their qualifications and are audited by them annually. The latest CIPS inspection reported:

*'This is a centre with an excellent brand and reputation. Client induction and support is all encompassing and excellent. Support for student is extensive and always available and this is supported in the very positive comments of clients in their evaluation forms. Preparation for examinations is wide-ranging and rigorous. Excellent resources with links to useful and relevant documents and websites*

## **1.2 The value of studying CIPS with Central Business School**

You might be interested in the (short!) report on the impact of CIPS Diploma courses - which you can find by clicking on the 'course impact' tab on the black banner on the home page of our website. It's based on interviews conducted in July 2018 by managers from some of the companies (Tesco, Whitbread and Mercedes) who are sponsoring their employees to study with Central.

## **1.3 Website and brochure**

You can find out about how Central teach the CIPS Level 4 Diploma on our website - where you can also download the brochure.

[www.centraleduc.com](http://www.centraleduc.com)

## **1.4 Teaching schedule and methodology**

Because the course is modular students can begin at any one of the weeks commencing (w/c) dates listed above. Anyone who started studying for the qualification in February 2020 would finish in February 2021. It is possible to take more than one exam at a time and finish earlier.

The course is delivered through weekly teaching sessions which introduce fresh content and linked workshops that focus on quizzes, case studies and past papers. The offer includes unlimited feedback on practice exam papers, individual and group video conference 'catch up' and revision tutorials for clients who miss sessions, with online access to a comprehensive set of session slides and example answers.

Central provide a guaranteed pass whereby if students 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.

## **2 Together training - Apprenticeships**

Central Business School provides the CIPS Level 4 Diploma element of the Procurement Apprenticeship run by Together Training. Together training is a joint venture between Oaklands College and West Herts College with the aim of providing apprenticeships across Hertfordshire, Bedfordshire and London. It seeks to meet the specific needs of levy-paying employers.

Together training is based in South West Hertfordshire, in Watford and St Albans.

<https://www.togethertraining.co.uk/apprenticeship-levy>

## **3 Level 4 Pricing**

### **3.1 Cost per student – professional and apprenticeship**

Tuition fees for professional students would be **£1275 per student** for the full Level 4 diploma.

For apprenticeship students all tuition charges would be covered by the levy.

### **3.2 Other costs**

For apprenticeship students all other costs would be covered by the levy.

You can register as a CIPS member book the exams and order the course books directly with CIPS. As an alternative Central can manage all your CIPS payments for an administration fee of £130.

For professional students the other costs of studying for a CIPS Diploma are payable directly to CIPS. These are-

#### **CIPS Membership**

CIPS Membership @£187 (reduced in subsequent years)

#### **Exams**

CIPS fees for each of the **exams**:

Constructed Response (full module) 2 @ £108 = £216

Objective Response (half modules) 6 @ £78 = £468

### Study guides

CIPS textbooks for each module are £40 (includes p&p) = £200. (Made up of 2 full modules @ £40 each and 6 @ £20 each). **Books will be paid for by LUPC for members' staff and will be available at the centre at the beginning of the study period. Please notify LUPC when a student has been enrolled.**

### 3.3 Location of study

For both professional and apprenticeship students, teaching sessions will run weekly from 16.00 – 18.00 at our Russell Square study centre:

De Morgan House,  
57-58 Russell Square,  
Bloomsbury,  
London WC1B 4HS

### 3.4 Dates/Times of study sessions

I've set out our teaching schedule below – which shows the dates of the sessions. There are usually 8 sessions per module as well as a 3-hour revision session.

Modules			Exam Date
	From w/c	To w/c	
L4M8: Procurement and Supply in Practice <i>12 credit module</i>	02.02.20	02.03.20	w/c 09.03.20
L4M3: Commercial Contracting L4M5: Commercial Negotiation. <i>6 credit modules</i>	17.03.20	04.05.20	w/c 11.05.20
L4M4: Ethical and Responsible Sourcing L4M6: Supplier relationships <i>6 credit modules</i>	18.05.20	06.07.20	w/c 13.07.20
L4M1: Scope and influence of Procurement and Supply	tbc	tbc	tbc

<i>12 credit module</i>			
L4M2: Defining Business Needs L4M7: Whole Life Asset Management <i>6 credit modules</i>	tbc	tbc	tbc

### **3.5 Address for the exams**

The exams for each module will be held at

Broadway House  
Tothill Street  
Westminster  
SW1H 9NQ

### **3.6 Course lead**

The course lead will be Johanna Mateus MCIPS.

### **3.7 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 may sit a literacy and/or numeracy test prior to beginning the course.

### **3.8 Taster sessions**

Weekly taster sessions from 6.30 – 7.30 at the Russell Square Study Centre where prospective students 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.

### **3.9 Email address and a phone number for those wanting to join**

To be sent a registration form please contact David Morton at [davidm@centraleduc.com](mailto:davidm@centraleduc.com)

If members would like to discuss the course further, please email David or give him a call. on 07775 906024.

Alternatively, you can contact Don Bowman, Director at LUPC at [d.bowman@lupc.ac.uk](mailto:d.bowman@lupc.ac.uk)

### 3.10 Pricing per module for students

Some students who may have started courses elsewhere may also want to join this programme and the agreed price per module is £275 for a 12-credit module and £140 for a 6-credit module if students who had completed some modules joined the existing classes.

If students want to study individually outside the teaching schedule, using individual tutorials, these are available at £80 for a one-hour tutorial – three hours tuition is usually enough to cover everything.

Additional video classes offering for groups of students who wished to follow a different schedule would be charged at £275 a module.

## 4 Level 5 and Level 6 students

### 4.1 Price

Prices for Level 5 and 6 students would be £1375 for each Level.

For more than 5 students through the LUPC agreement, tuition fees would be further reduced to £1275 per student.

### 4.2 Level 5 teaching timetable

Level 5 students studying in London attend weekly video classes which run from 6.30- 8.30 on Wednesday evening. We could establish a face to face class in Russell Square if there were more than 10 students. There is an additional two-hour revision session for each module.

#### Level 5 Schedule 2020

Module	From w/c	To w/c	Exam Date
L5M4: Advanced Contract and Financial Management.	27.01.20	16.03.20	w/c 23.03.20
L5M6 Category Management L5M8 Project and Change Management	17.03.20	04.05.20	w/c 11.05.20
L5M5 Managing Ethical Procurement and Supply L5M9 Operations Management	18.05.20	06.07.20	w/c 13.07.20
L5M1 Managing Teams and Individuals.	tbc	tbc	tbc
L5M2: Managing Supply Chain Risk	tbc	tbc	tbc

L5M3: Managing Contractual Risk			
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### 4.3 Level 6 teaching timetable

Level 6 students studying with us in London attend weekly video classes which run from 6.30-8.30 on Thursday evening. We would establish a face to face class in Russell Square if there were more than 10 students. There is an additional two-hour revision session for each module. The teaching schedule is:

#### Level 6 Schedule 2020

Module			Exam Date
	From w/c	To w/c	
L6M2: Global Commercial Strategy.	02.02.20	02.03.20	w/c 09.03.20
L6M9: Supply Network Design L6M4: Future Strategic Challenges for the Profession	17.03.20	11.05.20	w/c 18.05.20
L6M3 Global Strategic Supply Chain Management	25.05.20	06.07.20	w/c 13.07.20
L6M1: Strategic Ethical Leadership	tbc	tbc	tbc
L6M5: Strategic Programme Leadership L6M8: Innovation in Procurement and Supply	tbc	tbc	tbc

For more information, contact...

[davidm@centraleduc.com](mailto:davidm@centraleduc.com)

or

[d.bowman@lupc.ac.uk](mailto:d.bowman@lupc.ac.uk)