

# A GUIDE TO OUR CIPS QUALIFICATIONS AND STUDY CENTRE 2024/2025



North Eastern Universities  
Purchasing Consortium

## NEUPC CIPS STUDY CENTRE

### OUR STUDY CENTRE

As well as being a Procurement Consortia for our members in the university sector, NEUPC is also a Chartered Institute of Procurement and Supply accredited study centre.

We provide high-quality CIPS training, uniquely contextualised to the University Sector, delivered through virtual or distance learning.

There are multiple entry points throughout the year; September, November, March and May.

As a not-for-profit organisation, we can deliver CIPS training leading to Professional Membership of CIPS and those all-important MCIPS initials at a very competitive cost.

Our Tutors are CIPS-qualified Procurement Professionals and hold teaching qualifications.



### NEW FOR 2024/25

- Level 6
- Revised level 5 syllabus

### CONTACT US

If you have any questions, would like an application form or need more advice on our CIPS Study Centre.

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FOR MORE INFORMATION GO TO:  
[NEUPC.AC.UK](http://NEUPC.AC.UK)

# WHICH LEVEL IS RIGHT FOR ME?

LEVEL	ENTRY REQUIREMENTS
<b>LEVEL 3</b> - ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS	NO QUALIFICATIONS ARE REQUIRED ALTHOUGH IT IS RECOMMENDED THAT YOU HAVE SOME PURCHASING EXPERIENCE
<b>LEVEL 4</b> - DIPLOMA IN PROCUREMENT AND SUPPLY	CIPS LEVEL 3 ADVANCED CERTIFICATE OR TWO A-LEVELS (OR EQUIVALENT) OR TWO YEARS PURCHASING EXPERIENCE
<b>LEVEL 5</b> - ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY	CIPS LEVEL 4 DIPLOMA IN PROCUREMENT AND SUPPLY
<b>LEVEL 6</b> - PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY	CIPS LEVEL 5 ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY

*Deciding which level of study is right for you will depend on your individual qualifications and experience. If you're unsure which level to study, we'd be happy to talk to you and advise.*

## HOW CAN I STUDY?

We offer two different study modes: virtual or distance learning.

Distance learning is self-study with the advantage of on-request tutor and peer support online and by phone.

The virtual learning for all levels is tutor-led webinars via Teams.

The table below details what can be expected for each programme.

## DO I NEED TO BECOME A MEMBER OF CIPS?

Yes, you will need to become a CIPS student member prior to commencing study as we need your membership number to book your exams. CIPS membership offers a range of benefits including discounts on further training, member events and much more. To find out more go to [CIPS](https://www.cips.org).

	VIRTUAL LEARNING	DISTANCE LEARNING
NEW STUDENT INDUCTION WEBINAR	YES	YES
CIPS STUDY TEXTBOOK	YES	YES
CIPS E-LEARNING PACKAGE	NO	YES
TUTOR SUPPORT VIA PHONE AND EMAIL	YES	YES
NEUPC LEARNING RESOURCES	YES	YES
MOCK EXAM PAPER, MARKING AND FEEDBACK	YES	YES
WEBINARS	YES	NO
REMOTE INVIGILATION EXAMS	YES	YES



# WHAT MODULES ARE STUDIED?

The modules per qualification are outlined below. Each module is assessed by exam, although the format of each exam varies.

## LEVEL 3 - ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

- Contract Administration
- Socially Responsible Procurement
- Team Dynamics and Change
- Ethical Procurement and Supply
- Procurement and Supply Environments

## LEVEL 4 - DIPLOMA IN PROCUREMENT AND SUPPLY

- Scope and Influence of Procurement and Supply
- Defining Business Needs
- Whole Life Asset Management
- Ethical & Responsible Sourcing
- Supplier Relationships
- Commercial Contracting
- Commercial Negotiation
- Procurement and Supply in Practice

## LEVEL 5 - ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY

- Category Management
- Project and Change Management
- Managing Teams and Individuals
- Managing Supply Chain Risk
- Managing Contractual Risk
- Advanced Contract and Financial Management
- Advanced negotiation  
Managing Ethical Procurement and Supply

## LEVEL 6 - PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY

- Strategic Ethical Leadership
- Global Commercial Strategy
- Global Strategic Supply Chain Management
- Future Strategic Challenges for the Profession
- Commercial Data Management
- Strategic Programme Leadership
- Innovation in Procurement and Supply

## HOW ARE THE MODULES ASSESSED?

CIPS is an exam-based syllabus with multi-choice style question exams over 1.5 to 2 hours and two essay-style question exams over 3 hours. All exams are taken on computers via remote invigilation.

## HOW MUCH TIME WILL IT TAKE?

We offer several study options, which are flexible to work around your work and personal commitments. CIPS recommend 25-50 guided learning hours per module, with a similar amount of time spent on private study. Most students find that they spend 5-8 hours studying per week initially but increase this in the weeks leading up to an exam. CIPS offer five exam periods per year November, March, May, July and September. Most of our level 4 students complete one level per year; however, it is possible to extend your study over a longer period.



# HOW MUCH WILL IT COST?

LEVEL	DELIVERY MODE	NEUPC MEMBERS PRICE*	OTHER CONSORTIA MEMBERS PRICE*	STUDY GUIDES (paid to NEUPC)**	E-LEARNING (paid to NEUPC)**	EXAM FEES paid to NEUPC**
MODULE PRICES AVAILABLE ON REQUEST		VAT APPLICABLE	VAT APPLICABLE	VAT NOT APPLICABLE	VAT NOT APPLICABLE	VAT NOT APPLICABLE
LEVEL 4 DIPLOMA	VIRTUAL LEARNING	£1840	£1990	£252	N/A	£907.50
	DISTANCE LEARNING	£800	£950	£252	£189	£907.50
LEVEL 5 ADVANCED DIPLOMA	VIRTUAL LEARNING	£1840	£1990	£252	N/A	£907.50
	DISTANCE LEARNING	£800	£950	£252	£189	£907.50
LEVEL 6 PROFESSIONAL DIPLOMA	VIRTUAL LEARNING	£1840	£1990	£216	N/A	£1095
	DISTANCE LEARNING	£800	£950	£216	£189	£1095

\*Excludes CIPS membership fees, which are paid directly to CIPS.

\*\*Exam study guides and e-learning are charged at cost and reflect current prices available on the CIPS website

NB: you must be a CIPS member to undertake CIPS qualifications.

Please note that Exam costs are as published by CIPS and are subject to change.

Virtual learners are provided with a CIPS Study Guide, NEUPC resources and tutor support for each module. Distance Learners are provided with the same but benefit from the CIPS e-learning package.

Level 4 virtual learning includes a number of taught webinars; a full timetable for 2024/25 is available on request. Webinars usually last two to three hours maximum.

### Level 4 - Virtual learning

12 credit module - 5 x 3 hour webinars plus 1 x 3 hour mock exam

6 credit module - 4 x 3 hour webinars plus 1 x 1.5 hour mock exam

### Level 5 - Virtual learning

12 credit module 7 x two hour webinars plus 1 x 3 hour mock exam

6 credit module 4 x two hour webinars plus 1 x 1.5 hour mock exam

### Level 6 - Virtual learning

12 credit module 7 x two hour webinars plus 1 x 3 hour mock exam

6 credit module 4 x two hour webinars plus 1 x 1.5 hour mock exam