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| A picture containing logo  Description automatically generated | **London Universities Purchasing Consortium CIPS study with Central Business School** |

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# Information about Central Business School

## CIPS study centre

Central Business School (CBS) is fully approved by CIPS to deliver all their qualifications and are audited by them annually.

Their most recent CIPS audit stated:

*‘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.’*

## Website and brochure

You can find out more about how CBS teach on their website – where you can also download the brochure.

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

## Teaching schedule and methodology

Because the course is modular clients can begin in September, November, January, March or May. It generally takes a year (40 weeks with breaks!) to complete the course.

The course is 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.

## Address for the exams

The exams for each module will be held at Broadway House

Tothill Street Westminster SW1H 9NQ

## Course lead

The course lead will be Johanna Mateus MCIPS.

*After completing her bachelors degree in economics, Johanna Mateus worked in a variety of procurement roles for around 10 years, including managing the management trainee programme at Wilmott Dixon and key accountability for the strategic procurement function across all three of their businesses. She was an exceptional student when studying for her MCIPs with Central Business School and achieved outstanding results in her exams. She has worked initially as a part time and then as a full-time tutor for Central Business School since 2015.*

## 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.

## Taster sessions

Weekly taster sessions run from 6.30 – 7.30 at the Russell Square Study Centre or via Zoom 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.

# Apprenticeship in Procurement and Supply Chain

## Apprenticeship delivery and partner

The Procurement and Supply Chain Apprenticeship includes the CIPS Level 4 Diploma - and CBS deliver this element of the programme on behalf of Central Business School’s Ofsted 'outstanding' graded Apprenticeship Partner Organisation - FarePort Training. The CIPS Level 4 Diploma has the same value if studied as part of the Apprenticeship as it does if studied as a standalone qualification.

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

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.

The dates and times of study can be seen under the Level 4 section.

# Level 3 & Level 4

## Dates and times of study sessions

The teaching schedule below shows the dates of the sessions. Clients can start Level 3 in September or November and Level 4 in September, November, January, March or May.

*Level 3 timetable*

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching block | From w/c | To w/c | Exam Date |
| L3M1 Procurement and Supply Environments | 18.09.23 | 06.11.23 | 13.11.23 |
| L3M2 Ethical Procurement and Supply | 18.09.23 | 06.11.23 | 13.11.23 |
| L3M3 Contract Administration | 20.11.23 | 12.03.24 | 19.03.24 |
| L3M4 Team Dynamics and Change | 20.11.23 | 12.03.24 | 19.03.24 |
| L3M5 Socially Responsible Procurement | 20.11.23 | 12.03.24 | 19.03.24 |

*Level 4 timetable*

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching block | From w/c | To w/c | Exam Date |
| L4M1 Scope and Influence of Procurement and Supply | 18.09.23 | 13.11.23 | 20.11.23 |
| L4M2 Defining Business Needs | 27.11.23 | 15.01.24 | 12.03.24 |
| L4M7 Whole Life Asset Management | 27.11.23 | 15.01.24 | 12.03.24 |
| L4M8 Procurement and Supply in Practice | 22.01.24 | 12.03.24 | 19.03.24 |
| L4M5 Commercial Negotiation | 26.03.24 | 30.04.24 | 07.05.24 |
| L4M3 Commercial Contracting | 26.03.24 | 30.04.24 | 07.05.24 |
| L4M4 Ethical and Responsible Sourcing | 14.05.24 | 09.07.24 | 16.07.24 |
| L4M6 Supplier Relationships | 14.05.24 | 09.07.24 | 16.07.24 |
| L4M4 Ethical and Responsible Sourcing | 18.09.23 | 13.11.23 | 20.11.23 |

## Cost per student

For apprenticeship students all tuition charges would be covered by the levy – so effectively there is no cost if you can recover the Apprenticeship Levy.

For Level 2 and 3 the tuition fees are £985 for the taught and £845 for the distance learning CIPS Level 2 and 3 Certificates.

This is reduced to £875 and £745 for LUPC members.

The current tuition fees are £1475 for the taught and £1175 for the distance learning Level 4.

This is reduced to £1275 and £998 for LUPC members

## Other costs CIPS student

CIPS Membership @£195 (reduced in subsequent years)

## Exams

CIPS exam fees vary depending on the level and the module, please contact your study centre to find out these prices.

## Study guides

CIPS textbooks for each module are £24 or £45, depending on the module.

Books will be paid for by LUPC, for our members’ staff and will be delivered to their home address.

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

Students studying the CIPS Diploma as a stand-alone can also make payments directly to CIPS.

# CIPS Level 5 and Level 6

## Dates and times of Level 5

Level 5 students studying in London attend weekly video / face to face classes which run from 6.30- 8.30 on Wednesday evening. The schedule is as below. Clients can start in September, November, January, March or May.

|  |  |  |  |
| --- | --- | --- | --- |
| Module | From w/c | To w/c | Exam Date |
| L5M1 Managing Teams and Individuals | 18.09.23 | 13.11.23 | 20.11.23 |
| L5M2 Managing Supply Chain Risk | 27.11.23 | 15.01.24 | 12.03.24 |
| L5M3 Managing Contractual Risk | 27.11.23 | 15.01.24 | 12.03.24 |
| L5M4 Advanced Contract and Financial Management | 22.01.24 | 12.03.24 | 19.03.24 |
| L5M6 Category Management | 26.03.24 | 30.04.24 | 07.05.24 |
| L5M8 Project and Change Management | 26.03.24 | 30.04.24 | 07.05.24 |
| L5M5 Managing Ethical Procurement and Supply | 14.05.24 | 09.07.24 | 16.07.24 |
| L5M9 Operations Management | 14.05.24 | 09.07.24 | 16.07.24 |

## Dates and times of Level 6

Level 6 students studying with us in London attend weekly video /face to face classes which run from 6.30- 8.30 on Thursday evening. The teaching schedule is as below. Clients can start in September, November, January, March or May.

|  |  |  |  |
| --- | --- | --- | --- |
| Module | From w/c | To w/c | Exam Date |
| L6M1 Strategic Ethical Leadership | 18.09.23 | 13.11.23 | 20.11.23 |
| L6M5 Strategic Programme Leadership | 27.11.23 | 15.01.24 | 12.03.24 |
| L6M8 Innovation in Procurement and Supply | 27.11.23 | 15.01.24 | 12.03.24 |
| L6M2 Global Commercial Strategy | 22.01.24 | 12.03.24 | 19.03.24 |
| L6M9 Supply Network Design | 26.03.24 | 30.04.24 | 07.05.24 |
| L6M4 Strategic Challenges for the Profession | 26.03.24 | 30.04.24 | 14.05.24 |
| L6M3 Global Strategic Supply Chain Management | 21.05.24 | 16.07.24 | 23. 07.24 |

## Level 5 and 6 costs

The current tuition fees are £1475 for the taught and £1175 for the distance learning Level 4,5 and 6 Diplomas.

This is reduced to £1275 and £998 for LUPC members

## Other costs

## CIPS student

CIPS Membership @£195 (reduced in subsequent years)

## Exams

CIPS exam fees vary depending on the level and the module, please contact your study centre to find out these prices.

## Study guides

CIPS textbooks for each module are £24 or £45, depending on the module.

Books will be paid for by LUPC, for our members’ staff and will be delivered to their home address.

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

Students studying the CIPS Diploma as a stand-alone can also make payments directly to CIPS.

# Contact details for further information

To be sent a registration form or to discuss further, please contact David Morton at [davidm@centraleduc.com](mailto:davidm@centraleduc.com) or give him a call on 07775 906024.

Alternatively, you can contact Don Bowman, Director at LUPC.