

Chartered Institute of Purchasing and Supply (CIPS)

Our Policy

All members of the Defence Commercial Function shall undertake appropriate professional training according to their grade and role.

Purpose and Scope

1. The purpose of this Commercial Policy Statement (CPS) is to provide guidance on undertaking Chartered Institute of Purchasing and Supply (CIPS) qualifications.
2. It is created as definitive guidance for Ministry of Defence (MOD) Commercial Officers.

Background

3. The Chartered Institute for Purchasing and Supply (CIPS) exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management. CIPS assists individuals, organisations and the profession as a whole. They are the leading body representing the field of purchasing and supply chain management. Established in 1932, they have grown to become the central reference for industry best practice.
4. The MOD is committed to improving discipline and skills across the Commercial Community; a key element of the Strategy for Acquisition Reform is to increase the skills of our commercial staff through higher levels of qualification and better business awareness. The appropriate level of qualification by grade and role is laid down in the [Commercial Skills Strategy](#).

Application

5. The [CIPS ladder](#) of qualifications has been designed to be relevant, wide ranging, innovative and flexible to meet the needs of a variety of learners. There are five qualification levels, details of which can be found within the document.

The CIPS Qualifications Ladder

6. The CIPS qualification ladder is as follows:
 - a. Certificate in Procurement and Supply Operations;
 - b. Advanced Certificate in Procurement and Supply Operations;
 - c. Diploma in Procurement and Supply;
 - d. Advanced Diploma in Procurement and Supply;

- e. Professional Diploma in Procurement and Supply.

Advanced Certificate in Procurement and Supply Operations

7. The Commercial Awareness and Practitioner Programme (CAPP), delivered by the Defence Academy-College of Management and Technology (DA-CMT) is accredited by CIPS as being equivalent to the Advanced Certificate. You can find further information on CAPP on the [Defence Academy](#) website.
8. On completion of CAPP candidates are eligible to proceed to the Diploma Stage.

Diploma Stages

9. These three Stages are equivalent to a degree and require the completion of 15 subjects, of which 11 are core:

- a. five core subjects at Foundation Diploma level

Core Subjects
Contexts of Procurement and Supply
Business Needs in Procurement and Supply
Sourcing in Procurement and Supply
Negotiating and Contracting in Procurement and Supply
Managing Contracts and Relationships in Procurement and Supply

- b. three core subjects at Advanced Diploma level with two elective subjects:

Core Subjects	Elective Subjects
Management in Procurement and Supply	Category Management in Procurement and Supply
Managing Risks in Supply Chains	Sustainability in Supply Chains
Improving Competitiveness of Supply Chains	

- c. three core subjects at Professional Diploma level with two elective subjects:

Core Subjects	Elective Subjects
Leadership in Procurement and Supply	Legal Aspects in Procurement and Supply (UK)
Corporate and Business Strategy	Supply Chain Diligence
Strategic Supply Chain Management	

- * Note: These Electives are prescribed for MOD staff

CIPS Professional Diploma

10. To obtain the CIPS Professional Diploma, students will have to study (or be exempt from) the Diploma and Advanced Diploma and then complete the Professional Diploma. Together with three year's relevant work experience, this will lead to full membership and the designatory letters MCIPS.

Exemptions

11. Some Candidates may be exempt from certain subjects within the different Levels. [Exemptions](#) are judged on a case by case basis depending upon the level of experience and previous academic achievements at degree and post-graduate levels. CIPS will consider applications for exemption according to their policy. Gaining exemptions will ensure that you can concentrate your studies on the areas which you need to develop. Students are responsible for arranging their own exemptions direct with CIPS. A charge is payable for assessment which will be funded by the Commercial Capability Team.

Responsibilities

Students

12. Students must realise that participation will make rigorous demands. Each subject requires:

- a. two tutorial days;
- b. Around 90 hours personal time per subject;
- c. one revision workshop day;
- d. a final 3 hour exam.

Line Managers

13. Line Managers:

- a. must endorse applications allowing sufficient time to attend the requisite skills check, tuition, revision and exams.
- b. should be aware that any travel and subsistence costs incurred by students in the course of their studies is not covered by this scheme, but by individuals' budget holders.
- c. should be aware that the cost of approved books, examination and registration fees are funded by the Commercial Capability Team.

Funding

14. CIPS training for all MOD Commercial staff is classed as corporate business training and tuition. Study at Diploma, Advanced Diploma and Professional Diploma is funded by the Commercial Capability Team. Candidates' travel and refreshment costs will fall to their own UIN.

Level of Commitment

15. Entering this training commitment is not taken lightly by the Department and should not be underestimated by students or their line managers. Each subject studied will require commitment. Once students have embarked on this training they will be expected to see it through to completion.

16. Line Managers should be aware that cancellation charges will apply in the case of late withdrawals from study programme modules / exams. Unless there are extenuating circumstances (e.g. certified sick leave) charges will be incurred against their Operating Centre.

Eligibility

17. If you wish to start on a Diploma level qualification, you should have at least two A-levels (or international equivalent) or a CIPS Certificate level qualification. Students without any prior qualifications must have at least two years' experience in a business environment. It is advisable to progress through the qualifications in level sequence so that you gain the underpinning knowledge as you move up the qualifications ladder.

Location

18. Providing that staff meet the CIPS eligibility requirement and corporate criteria within the available budget, they will be offered sponsorship and encouraged to study with the current provider at a location in the Bristol area. Staff wishing to study at another training provider for reasons of convenience will also be considered.

Re-sit costs

19. The MOD permits students who fail a part of their course to undertake one re-sit per subject, with individual Budget Managers funding additional re-sits if required. However, the MOD would wish to keep the necessity for re-sits to a minimum.

Membership Fees

20. Students whose professional training is funded by the Commercial Capability Team are entitled to financial assistance to support their memberships of CIPS both during and on completion of their studies.

21. The preferred payment method is for the individual to pay the subscription and request reimbursement of the cost from the MOD. Following payment of the fee, you must complete [HR Form 1108](#) and forward it, with proof of payment, to the DES Commercial Finance team. If you are unable to make payment direct to CIPS you must send your original renewal request or invoice to the Commercial Finance team for payment.

22. You can find full details of the process for the reimbursement of professional subscriptions for all MOD Commercial personnel in the D Commercial Finance Process Guide No. 7 on the [MOD Commercial Intranet](#).

CIPS Membership Levels

23. A general overview of the different levels of CIPS membership are available on [CIPS website](#) together with up-to-date [CIPS membership fees](#).

Contacts, Training and Further Information

24. The [Web Access Page](#) for this topic contains a summary of the topic, details of who you can speak to for advice, and what training is available. It also contains links to other relevant topics and information.