

From: [REDACTED]
Sent: 03 August 2015 18:04
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: CIPS Complaint - request for assistance

[REDACTED]

I did try and call you but I suspect you have gone home for the evening, so will attempt to provide a response here. I am aware through speaking to [REDACTED] that there was some issue with people not being able to get CIPS L6 because of not being awarded level 4. I have checked back in the archive and there is no documentation regarding the closure of the certificate of competence so any info provided here is caveated with it is the best information that I can remember bearing in mind the time that has passed.

As far as the Certificate of Competence is concerned it was owned and ran by the National School of Government since it was a Civil service wide qualification not just an MOD. We did however deliver the training for the delegates at Admiral House (and subsequently Foxhill) for both the main courses and the revision courses. The exam papers were set and marked by NSG to maintain consistency of standards across Government. The exception to this was the logbook of which the MOD had their own which was `marked` by commercial capability. The individuals would provide the log book to Commercial Capability along with evidence of having completed the required courses and their exam certificates and would be awarded a Certificate of Competence which was deemed to be Level 4 equivalent. The Defence Academy had no involvement in the completion of Log Books other than to sign off that the relevant courses had been completed. This means that we also had no knowledge of who actually achieved the COC and when as it could be a year or more after sitting the last exam before the individual submitted the log book for assessment. Our involvement ended after they sat their final exam.

Once the individual had been awarded the COC it was their responsibility to contact CIPS to get the level 4 exemption. I can't answer how Commercial Capability communicated this to the individuals as we had no involvement. It is also worth bearing in mind that at that time not many people went on to do level 5 & 6 so might have decided not to contact CIPS as they didn't see a requirement to if they weren't going to do further study. I had always assumed that those that went on to do level 5 were asked for proof of the Certificate of Competence before embarking on the study programme, particularly as level 5 builds from level and therefore it would be essential to have it and they needed a level 4 qualification to be a member of CIPS. It is also worth stating that the Defence Academy didn't have a relationship with CIPS then. The relationship was between Commercial Capability and the CIPS government account manager (I think that is what they were called)

I cannot categorically remember where the communication came from internally as to the cut-off date for submitting exemptions for level 4, however given that Commercial Capability were the ones responsible for marking the Log Books I recall that they were the ones that set the date and communicated it. I would have expected this to be done either by a commercial cascade and/or via the website. This information would almost certainly have been given out verbally by both myself and [REDACTED] when running the courses. I seem to recall that it was a pretty generous amount of time and almost a year after the COC had formally finished. It is also possible that the information was published on the Defence Academy Acquisition Online in the Commercial Forum that we used to run, although it would have been a duplication of the information that Commercial Capability sent out formally and we would simply have acted as an agent on their behalf.

With regard to Level 5 and 6 study the Defence Academy have never been involved in this and any time anyone asked the process either verbally or in writing they were advised to contact commercial capability who ran the Level 5 and 6 programme initially with Filton College and then subsequently with the already mentioned Supply Solutions.

I am afraid that is all I can tell you about what happened suffice to say that individuals were given plenty of time in which to `cash-in` their Certificate of Competence certificate for the Level 4 exemption so I am surprised that there are people that have not done so despite it being several years after it was issued.

Hopefully this has been of some use.

Regards

[Redacted]

[Redacted]

