

**From:** CIPS Capita support [mailto:CIPSCapitasupport@cips.org]

**Sent:** 02 September 2015 11:38

**To:** [REDACTED]

**Cc:** [REDACTED] CIPS

Capita support

**Subject:** Certificate of Competence-O

**WARNING:** An attachment to this email may contain a potentially harmful file. If this email is unsolicited **DO NOT** open the attachment and advise your local help desk immediately. If you requested the attachment ensure that a virus scan is carried out before the file is opened.

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Good Morning [REDACTED],

Further to your emails regarding the Certificate of Competence.

As goodwill and in order to support you, we are happy for the attached document to be sent out.

We do not have a statement on the website regarding which order students study the qualifications however, we give out the following advice.

Please note that students are able to studying the qualifications in whichever order suits them, we have many people who want to learn specific units and these may not be on concurrent levels therefore we allow people to take the qualifications in various orders.

We have spoken to [REDACTED] regarding the Certificate of Competence, as the awarding body agreed to process the final group of students and this was agreed a one-time exception I unfortunately cannot find an email to support this but we have previously provided them with instructions

The dates we followed by my colleague [REDACTED] who managed the programme before me

2011 – accreditation extended

2013 – accreditation completely ended with ending of the syllabus . In 2013 an announcement was added to the website regarding the new syllabus and an email was sent out to all current members regarding the transition

<https://www.cips.org/Qualifications/Quals-Archive/Qualifications-review-2013/> - You will need to click on this link – all guidance and FAQ were added for all CIPS Members.

### **The transition tool**

All CIPS students were sent a Personal Study Statement in January 2013 to clarify their qualifications and units passed to date. All studying members also have access to My Transition, a transition tool, available at [www.cips.org/mycips](http://www.cips.org/mycips) to identify the remaining units needed to complete their qualification.

I hope this will assist with the queries that you have received.

Kind regards  
[REDACTED]