

CIPS Routes and Fee Policy 2014

Information re CIPS qualification can be found here:

<http://www.cips.org/en/Qualifications/About-CIPS-Qualifications/>

you will see a page similar to this (correct at time of going to press but subject to change)

The circled areas will give you a full explanation of the CIPS qualification route some details are listed below but this is by no means a comprehensive suite of information and students should defer to the CIPS website for current information



Membership **Qualifications** Knowledge CIPS for Business Events Training News Community Bookshop

Home > Qualifications > About CIPS Qualifications

About CIPS Qualifications

Throughout the world CIPS qualifications are recognised as driving leading edge thinking and professionalism in procurement. MCIPS is recognised worldwide as the global standard for top quality procurement professionals. Download our [Guide to Qualifications](#) here.

We offer five qualifications to support your professional development in procurement and supply. On successful completion of the Diploma, Advanced and Professional diplomas in conjunction with three years experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIPS. [Find out more about entry requirements.](#)

Certificate in procurement and supply operations
Advanced certificate in procurement and supply operations
Diploma in procurement and supply
Advanced diploma in procurement and supply
Professional diploma in procurement and supply

All UK qualifications are Ofqual (the office of the Qualifications and Examinations Regulator) accredited and appear on the Register of Regulated Qualifications. Access the register [here](#).


- Entry requirements
- Exemptions
- Qualifications review 2013
- Assessment policies
- Customer service policies
- Useful contacts

About CIPS Qualifications

- > Exemptions
- > Corporate Global Standard
- > CIPS qualifications
- > Joining the programme
- > Policies and procedures

Related Links

- > Assessments
- > Bookshop
- > Exam Booking
- > Offer CIPS qualifications
- > Study Centres

Share CIPS   

Office Address: Educational Academy, 4th Floor, Victoria House, Victoria Road, Chelmsford. Essex. CM1 1JR. United Kingdom

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E: advice@educational-academy.co.uk

W: www.academy-zone.com

W: www.mycpd.net

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Registered Address: c/o Macaskill, 31 The Green, Writtle, CHELMSFORD Essex, ENGLAND, CM1 3DT



Routes to MCIPS

How do I qualify- to use MCIPS after my name¹

You have a number of options to be awarded the post nominals MCIPS:

- Studying for CIPS qualifications
- [An accredited degree](#)
- The [CIPS Management Entry Route \(MER\)](#) for senior professionals.
- S/NVQ Level 4 in Supply Chain Management (for all learners registered with Edexcel before 31 December 2013. Learners must apply for a CIPS upgrade by 31 December 2016 following completion of the qualification).
- The [CIPS Corporate Award](#) for groups of professionals within a company

Management Entry Route

The **Management Entry Route (MER)** is designed for purchasing professionals who are already operating in a senior strategic role within procurement or supply chain management (SCM) with extensive on-the-job experience.

Contact CIPS on the following email address for more details: mer@cips.org

CIPS need to assess your experience and competencies to ensure that you fulfil the criteria to award full membership which allows you to use the designatory letters MCIPS. You will be assessed for your experience, knowledge, and responsibility through an online questionnaire and a telephone interview.

It is a robust, rigorous and transparent process designed for senior professionals in upper management roles, usually with at least five years' experience at a strategic level.

Is the Management Entry Route for me?

CIPS assess applications against all of these competencies:

- | | |
|-----------------------------------|---------------------------------|
| • Commercial targets | • Finance for procurement |
| • Improving stakeholders delivery | • Supply chain analysis |
| • Purpose and direction | • Communication |
| • Working with others | • Assessing / developing people |
| • Supply base analysis | • Building winning teams |

¹ <http://www.cips.org/Qualifications/About-CIPS-Qualifications/cipsqualifications/>

- Risk management
- Negotiation skills
- Customer / client management
- Contract management
- Contract selection and legal
- Project planning and budgeting
- Project implementation and control
- Business acumen
- Problem solving and analysis
- Procurement process management

How to access the Management Entry Route

To access the Management Entry Route, you must first [join CIPS](#) as an Affiliate member and submit a copy of your CV and your current job description, organisation chart and line manager's supporting letter to allow CIPS to determine if this is an appropriate route for you to follow.

Assuming this is the case, you must then pay the assessment fee and complete an online questionnaire that is designed to assess your technical and professional competencies and enables us to build an individual profile of your knowledge and experience against the standard for MCIPS. Your results will be benchmarked against data held from more than 9,000 procurement professionals.

Within one week of completing the questionnaire you will be offered a telephone interview date pre-booked at a convenient time to suit your busy schedule. It will take between 60 and 90 minutes and will further explore your expertise. Its content is designed to measure your managerial and technical competencies against our benchmark of 20 areas (listed on page 5).

Within four weeks, you will receive detailed feedback on your assessment. You will be either:

- awarded MCIPS
- required to complete a development plan to fill knowledge gaps
- or withdrawn from this route

If a plan has been identified as the appropriate way forward, there will be an additional fee payable which will be advised. The plan should take you as little as three months to complete.

Assuming this is the case, you must then pay the assessment fee of £600 and complete an online questionnaire that is designed to assess your technical and professional competencies and enables us to build an individual profile of your knowledge and experience against the standard for MCIPS. Your results will be benchmarked against data held from more than 9,000 procurement professionals.

Within one week of completing the questionnaire you will be offered a telephone interview date pre-booked at a convenient time to suit your busy schedule. It will take between 60 and 90 minutes and will further explore your expertise. Its content is designed to measure your managerial and technical competencies against our benchmark of 20 areas (listed on page 5 of the brochure). Within four weeks, you will receive detailed feedback on your assessment. You will be either:

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- required to complete a development plan to fill knowledge gaps
- or withdrawn from this route

If a plan has been identified as the appropriate way forward, there will be an additional fee payable of £200 to cover the cost of writing and marking of a bespoke plan. The plan should take you as little as three months to complete.

Download a copy of the CIPS [Management Entry Route](#) brochure

ONLY CIPS CAN ADVISE YOU FURTHER IN THIS ROUTE AND THIS MATERIAL IS TAKEN DIRECTLY FROM THEIR WEBSITE

Fees and invoicing policy

Introduction

The Educational Academy is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

Overview

Every effort is made to ensure that customers have access to clear information about fees and payments, and are offered a variety of payment methods.

CIPS Examination Fees

CIPS publishes information about:

- examination entry fees
- work based assessment fees
- exemption fees

each year on the CIPS website (www.cips.org) and on examination enrolment forms.

Information is published sufficiently far in advance of the time at which the qualifications will be made available to learners as to satisfy the reasonable planning requirements of customers and other potential purchasers.

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CIPS Cancellations and refunds

CIPS accepts and process applications for cancellation and refunds up to 7days after the exam entry closure date. After this date no applications for cancellation or refunds will be accepted. If the cancellation is due to medical reasons no fee will be applied, however a valid signed medical note must be received within 14 days of the exam to support the application.

Any agreed cancellation will result in the fee being refunded to the customers CIPS account for future use and is not refunded directly. In all instances there is a 7 working day “cooling period” where cancellation can be made.

This cooling period begins on the day after the day in which the contact (entry and payment) is concluded as notified by email or postal confirmation from CIPS in accordance with these terms. In this case a full refund of the price paid for the assessment via the original payment will be made. All requests for a cancellation and refund of an assessment should include supporting medical or other documentation where appropriate.

This should be directed to CIPS Customer Service, Assessment Team by email to assessment.team@cips.org or post to: CIPS, Easton House, Easton on the Hill, Stamford, Lincolnshire PE9 3NZ. Any request will be responded to within three working days.

CIPS Calculation of Examination fees

There are two fee bands for CIPS assessments (regardless of assessment type). The Certificate and the Advanced Certificate assessments are priced in the same band. The Diploma, Advanced Diploma and Professional Diploma assessments are priced in a second band. For details, please refer to the website.

Should circumstances dictate a change in this approach, customers will be informed of the rationale for any such change. Assessment fees are determined on the basis of:

- Actual costs of administering the assessment, including the costs incurred in
 - compiling, quality-assuring, printing and distributing question papers
 - collecting, re-distributing papers to markers
 - payments to markers, moderators etc
 - processing marks and arriving at results
 - issuing results
 - dealing with reviews and appeals
 - producing and issuing certificates
- Reasonable overhead charges
- Fees charged by other professional institutes for equivalent services.

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Educational Academy Course Fees²

Fees are as follows*

£650.00 per Unit across all levels

£3000.00 if booked and paid for in advance

CIPS registrations fees

CIPS examination fees



Subject to change and can be found here:

<http://www.cips.org/en-GB/membership/Grades-and-Fees/>

***For exam workshop, on site, on line and bespoke training please contact cips@educational-academy.co.uk as fees will vary depending on numbers**

NB LARGE NUMBERS OF STUDENTS BOOKING AT THE SAME TIME WILL ATTRACT A DISCOUNT

Fees must be paid in advance of the course. It is the learner's responsibility to ensure that proper arrangements are made with the Centre for the payment of fees.

Invoicing

Invoices are issued for course fees unless the circumstances are exceptional. When approved, invoices are issued promptly and with a reasonable breakdown of the total amount of the invoice.

- invoices contain sufficient detail of the goods or services provided to enable the recipient to understand clearly what is being charged for
- payment is expected within one month of the date of the invoice or prior to commencement of course whichever is sooner
- defaults are always followed up and the Educational Academy reserves the right to charge for costs incurred in late recovery of payments
- invoices are retained for 7 years.

Receipts

Website Payment

Receipts are issued automatically when payments are made via the mycpd.com website; this acknowledges payment but will not detail the purchase. If a more detailed receipt is required, this must be requested within 14 days of payment.

² All fees are subject to VAT

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BACS, Cash or Cheque

Candidates will not automatically be issued with a receipt where the remitted payment is made by BACS, cash or cheque.

If a detailed receipt is required, all requests must be made within 14 days of payment.

Educational Academy will if requested raise and issue an official sales invoice which will include exact details of the service purchased and clearly marked as paid, within 14 days of the Fees and invoicing policy

A copy of all receipts or invoices, whether paper or electronic, will be retained for 7 years from creation, and will be available for viewing and/or reproduction during this time.

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