



Llywodraeth Cymru  
Welsh Government



## **CIPS Corporate Award Advanced Practitioner Programme Frequently Asked Questions**

**Q. How much will it cost?**

A. Each delegate place will cost approximately £4,795 + VAT and will be funded by the Welsh Government. This is inclusive of your membership fees.

Your organisation will only need to pay for any Travel and Subsistence.

**Q. Do I have to pay anything myself?**

A. No. If you secure a place on the course, the Welsh Government will fund your place. As above, you will only need to pay your Travel and Subsistence costs.

**Q. Are there any conditions on acceptance if I am offered a place on the programme?**

A. Yes, the conditions of the programme are contained within the Learner Agreement. Please ensure you read the Learner Agreement carefully and agree to the conditions contained within. You will be required to complete the Learner Agreement confirming acceptance of the conditions and return with your EOI form.

**Q. Are there any entry qualifications?**

A. Yes, you must have passed the CIPS Level4/Diploma or have passed the CIPS competency assessment. You are required to confirm this on your Learner Agreement. We may request a copy of your results.

**Q. What if I start the programme and then need to terminate my studies having to cancel my place?**

A. Students are able to terminate their studies under certain conditions. The Learner Agreement sets out the conditions for terminations.

**Q. Will I have to pay my own CIPS membership?**

A. No, the costs are inclusive of your membership fees.

**Q. How many places will be offered?**



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A. There will be 40 places available split between two cohorts. Priority places will be offered to students who have recently completed the Wales corporate award practitioner programme. Any remaining places will be offered as available. Final selection will be made to ensure a fair sector and geographical spread is achieved. If a sector/organisation submits a high number of responses, we may ask for these to be reduced.

**Q. How is the course structured?**

A. Annex 1 sets out the course structure. Tentative dates are included. The programme is assignment based consisting of 6 modules and a final project of 10,000 words. A resource library will be available to reflect the Welsh procurement landscape.

**Q. What time commitment is required to complete the course?**

A. Annex 1 sets out the course structure and virtual classroom sessions. Annex 2 sets out the expected guided learning hours over the duration of the course.

**Q. Where will the modules be delivered?**

A. Delivery will begin on line and Zoom will be the platform for tutor lectures. Any classroom based face to face training will be hosted at Welsh Government offices across Wales. Students will need to ensure they have access to the Zoom platform.

**Q. Are there exams?**

A. No. This is an assignment based programme.

**Q. Can anyone apply?**

A. You must be a permanent member of staff, and have completed any probation period that may apply. You must also have completed CIPS Level 4/Diploma or have passed the CIPS competency assessment to be eligible.

**Q. How do I apply?**

A. The attached Expressions of Interest form and Learner Agreement must be used for applications.

**Q. How will the programme be advertised?**

A. The programme will be advertised via the usual communication methods – newsletters, stakeholder emails and via the Welsh Government Commercial Procurement Twitter and LinkedIn pages.



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**Q. When will it be advertised?**

A. Places will be advertised during summer 2022. The programme will commence in December 2022.

**Q. What is the process for selection?**

A. The selection process will involve your responses in the Expression of Interest form being reviewed by a small team of commercial procurement staff. Final selection will be made to ensure a fair sector and geographical spread is achieved. If a sector/organisation submits a high number of responses, we may ask for these to be reduced. The learning agreement must also be signed and returned with your EOI

**Q. Are the dates flexible?**

A. No – The course delivery dates will be fixed.

**Q. Can I do any of the courses on line?**

A. Course delivery is currently through a virtual environment using the Zoom platform but may eventually move to classroom based face to face sessions in WG offices. Students must ensure sufficient access to the Zoom platform is available.

**Q. If I'm already undertaking CIPS studies with another university, can I join on to this programme?**

A. No. If you are already studying the course with a Welsh University, and are part way through a level with modules left to complete you are unable to apply. If you are in between levels, (having fully completed a level and not yet moved on to the next level) you are eligible to join this programme. This is to ensure that we continue to support our Welsh Universities and their student intake.

**Q. How long will it take to complete?**

A. The Advanced Practitioner programme will take around 15 months to complete.

**Q. Where can I find out more information on the Corporate Award programme?**

A. This link will take you to the Corporate Award page on the CIPS website.  
<https://www.cips.org/cips-for-business/people/routes-to-mcips/corporate-award/>



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- Q. Will I need to apply for MCIPS status on completion of the programme?**
- A. Yes, students will need to apply for MCIPS status having achieved a minimum of three years procurement experience. More information is available here <https://www.cips.org/membership/mcips/upgrade-mcips/>

All further queries should be sent to [CommercialCapability@gov.wales](mailto:CommercialCapability@gov.wales)



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## CIPS Corporate Award Advanced Practitioner Programme Timetable

### ANNEX 1 – Delivery Dates

#### Cohort 4

Dates*	Programme Element
13 December 2022	Induction 10.00 – A.M session
11-12 January 2023	Module 1 – Leadership & Management in Procurement & Supply
10 February 2023	Participants Submit Assignment 1
15-16 March 2023	Module 2 – Commercial Management in Procurement & Supply
14 April 2023	Participants Submit Assignment 2
17-18 May 2023	Module 3 – Global Strategic Supply Chain Management
16 June 2023	Participants Submit Assignment 3
19 July 2023	Module 4 – Category Management
9 August 2023	Module 5 – Contract Management in Procurement & Supply
8 September 2023	Participants Submit Assignment 4
6-7 September 2023	Module 6 – Programme and Change Management in Procurement & Supply
25 September 2023	Project Element – On demand webinar
10 November 2023	Project proposal due



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26 April 2024	Participants submit Written Project
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### Cohort 5

Dates*	Programme Element
25 January 2023	Induction 10:00 – A.M session
15-16 February 2023	Module 1 – Leadership & Management in Procurement & Supply
17 March 2023	Participants Submit Assignment 1
19-20 April 2023	Module 2 – Commercial Management in Procurement & Supply
19 May 2023	Participants Submit Assignment 2
21-22 June 2023	Module 3 – Global Strategic Supply Chain Management
1 July 2023	Participants Submit Assignment 3
23 August 2023	Module 4 – Category Management
13 September 2023	Module 5 – Contract Management in Procurement & Supply
13 October 2023	Participants Submit Assignment 4
11-12 October 2023	Module 6 – Programme and Change Management in Procurement & Supply
1 November 2023	Project Element – On demand webinar
15 December 2023	Participants submit project proposal



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31 May 2024	Participants submit Written Project
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\*Dates may be subject to change.



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## CIPS Corporate Award Advanced Practitioner Guided Learning Hours

### ANNEX 2 – Guided Learning Hours – Advanced Practitioner Programme

Advanced Practitioner	
Induction	3
10 x Days Training Modules	80
Project Workshop	8
3 Single Module Normative Assessments (40 hrs Self Study min per Module)	120
1 Double Module Normative Assessment (80 hrs Self Study min recommended)	80
3 x Project Surgeries	3
Research Project	120
<b>Total Advanced Practitioner Level</b>	<b>414</b>

#### Note

The calculations for the Induction Event have been calculated a 3hr event delivered by webinar. If the induction event is delivered as a 1-day face-to-face event, then the guided learning hours (GLH) will be calculated at 8 not 3.

Self-study has been calculated based on 2 hours min per day over 4-week period to develop assignment for each paper.

Training day is based on an 8 hour normal training day.

**Ethics Test** – if a student takes the Ethics Test an additional 4 hours should be added to the total.