



Welsh Government Sponsored Chartered Institute of Procurement and Supply (CIPS) Corporate Award Programme

Frequently Asked Questions

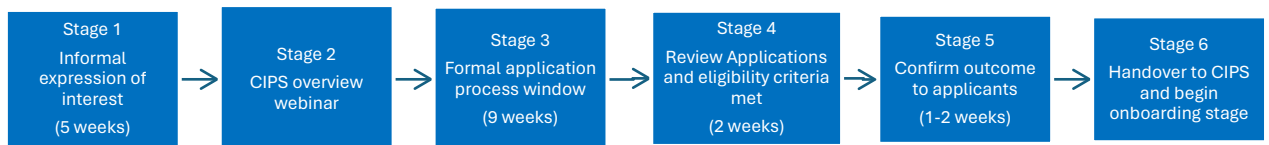
Q. How much will it cost?

A. Welsh Government will fully fund the costs of the programme. This is inclusive of your membership fees. Conditions will be found within the Learner Agreement and shared alongside the recorded CIPS Corporate Award overview webinar.

The programme is currently delivered virtually, but your organisation will be responsible for your Travel and Subsistence in the case that face-to-face learning resumes.

Q. Can you tell me more about the application process?

A. The stages of the application process and estimated timescales are set out below.



Q. Are there any eligibility criteria for a place on the programme?

A. Yes, the eligibility criteria are set out in a Learning Agreement which will be shared alongside the recorded CIPS overview webinar. It must then be returned as part of your application. To be eligible you must confirm that:

- you are a permanent member of staff within the Welsh public sector.
- you have completed any applicable probationary employment period with your current employer.
- you have the written authorisation of your employer to attend the Programme by way of email confirmation to be submitted at the time of application.
- you have 12 months experience in a procurement role by the start of the programme.
- you are a new entrant to the CIPS programme i.e. not part way through studying the programme at another Welsh University.



- you have watched the recorded mandatory CIPS overview webinar that will be scheduled following the expression of interest window. You will be required to confirm your attendance as part of your application.

Q. What is the process for selection?

- A. The selection process will involve your responses in the Application Form being reviewed by a small team of commercial procurement staff. Following an initial review and scoring of the applicants, places will be allocated to ensure a fair sector and geographical representation on the cohorts.

If an organisation submits a high number of applications, we may ask for these to be prioritised by your employer. The Learner Agreement must also be signed and returned with your application along with line manager email authorisation for your place.

Q. What happens when I join the programme?

- A. Students will be allocated a cohort group by the Welsh Government to ensure a fair geographical and sector split. The Welsh Government will provide the list of students to CIPS who will then manage the onboarding process liaising directly with each student from the handover point. CIPS will issue a welcome pack to you, confirm your timetable and membership number. They will also issue students with the invite for the induction session which is held prior to the classroom learning.

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

- A. Yes, the conditions of the programme will be contained within the Learner Agreement. This will be published along with the recorded CIPS programme overview webinar.

You and your employer will be required to complete the Learner Agreement confirming acceptance of the conditions and return with your application form.

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

- A. No, the costs of membership are inclusive of your tuition fees. Should you defer your studies, you will be required to fund your own membership fees when re-joining the programme.

Q. How many places will be offered?

- A. A fixed number of places will be offered.

Q. How is it structured?

- A. A programme timetable will be made available in due course. Learners will be allocated a place via a cohort arrangement.

Q. Where can I find out more information on the programme structure?



- A** Further information and product sheet is available via the CIPS website. Click [here](#) to access the website.
- Q. What are the expectations on me in terms of the study commitments?**
- A.** A CIPS overview webinar will be recorded and released week commencing 8th July explaining the expectations of students on the programme.
- Q. What time commitment is required to complete the course?**
- A.** Appendix 1 sets out the estimated guided learning hours over the duration of the course. Note that the practitioner syllabus is under review which may slightly affect the duration of the programme.
- Q. Where will the modules be delivered?**
- A.** Virtual classrooms will be held via Microsoft Teams. Any classroom-based face to face training will be hosted at the Welsh Government offices across Wales.
- Q. Are there exams?**
- A.** No. This is an assignment-based programme.
- Q. How do I apply?**
- A.** The Application form and Learner Agreement will be provided to students alongside the recorded CIPS Programme overview webinar.
- Q. How will the programme be advertised?**
- A.** The programme will be advertised via the usual communication methods – newsletter, stakeholder emails and via the Welsh Government Commercial Procurement Twitter and LinkedIn pages.
- Q. When will it be advertised?**
- A.** The expression of interest window for the Practitioner level is anticipated to be during June - July. A recorded CIPS overview webinar will be available week commencing 8th July to support the formal application process scheduled for mid July - August.
- Q. Are the dates flexible?**
- A.** No – The course delivery dates will be fixed.
- Q. Can I do any of the courses online?**
- A.** Course delivery is currently through a virtual environment using Microsoft Teams. It may eventually move to classroom-based face to face sessions in WG offices. Students must ensure sufficient access to the software.
- Q. I'm already studying Level 4 with another University, can I join on to this programme?**
- A.** No, the programme is for new entrants only.



- Q. How long will it take to complete?**
- A. The Level 4 Practitioner programme will take around 9 months to complete however the syllabus is being refreshed which may affect the duration of the programme. The Advanced Practitioner programme will take around 14 months to complete.
- Q. Where can I find out more information on the Corporate Award?**
- A. This link will take you to the Corporate Award page on the CIPS website [CIPS Corporate Award Programme](#).
- Q. Will I receive a professional qualification by completing the full CIPS programme?**
- A. The CIPS Corporate Award is an applied route to achieving MCIPS and is not a regulated qualification. The examination route is the only way of gaining this qualification.
- Q. Am I able to defer my place on the programme?**
- A. Yes, you can defer your place via a deferral form which must be emailed to CIPS and the Commercial Capability mailbox at the same time however you must commit to a rejoining date as part of the deferral process.
- Q. What if I start the programme and then need to terminate my studies?**
- A. Students can terminate their studies under certain conditions. The Learner Agreement sets out the conditions for terminations and repayment. This will be available alongside the CIPS overview webinar recording.
- Q. What is the latest I can withdraw from the programme if my circumstances change?**
- A. Withdrawals are permitted up to the onboarding stage which is when student memberships are established by CIPS. Any withdrawals following this phase result in a loss of funding which cannot be claimed back from CIPS. Your Line managers confirmation of extenuating circumstances will be required as part your withdrawal. Your organisation will be required to pay part or all your costs for your place on the programme and budget holders will be asked via the Learner Agreement and application form to accept this condition via signature. Withdrawals are monitored and reported internally to the Commercial Procurement Senior Leadership Team.
- Q. Who is responsible for repaying my fees in the case of my withdrawal or if I cease employment within the Welsh public sector?**
- A. Your employer will be responsible for repaying your fees in the case of a withdrawal in line with the conditions within the Learner Agreement.
- Q. The repayment in the case of withdrawal was previously my responsibility, why has this changed to the employer?**



- A. We do not hold the information to enable us to recover any losses and relies on your good faith to share information on your employment status. Your employer will be best placed to manage this information with us and agree a repayment plan with you, if necessary.

All further queries should be sent to CommercialCapability@gov.wales



APPENDIX 1 – Guided Learning Hours – Practitioner Programme

CIPS Corporate Award Practitioner Guided Learning Hours.

Practitioner

| | |
|---|------------|
| Induction | 3hrs |
| 5 x 2-Day Training Modules | 80hrs |
| 3 Normative Assessments (40 Hrs Self Study per Module recommended over 4-week period) | 120hrs |
| Integrative Assessment (80 hrs Self Study min recommended) | 80hrs |
| Total Practitioner Level | 283 |

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.

CIPS Corporate Award Advanced Practitioner Guided Learning Hours

Advanced Practitioner

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| Induction | 3hrs |
| 10 x Days Training Modules | 80hrs |
| Workshops | 80hrs |
| 4 Single Module Normative Assessments (40 hrs Self Study min per Module) | 160hrs |
| 1 Double Module Normative Assessment (80 hrs Self Study min recommended) | 80hrs |
| 3 x Project Surgeries | 3hrs |
| Research Project | 120hrs |
| Total Advanced Practitioner Level | 526hrs |

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.