

## CIPS Position statement

### Upgrading membership to MCIPS for those members who have achieved:

- CIPS Level 6 Professional Diploma in Procurement and Supply
- CIPS Advanced Practitioner Corporate Award
- CIPS Accredited Degree Programme

### Introduction

The Chartered Institute of Procurement & Supply (CIPS) is a recognised and regulated Awarding Organisation (AO) and Professional Body (PB) for the Procurement and Supply Profession. The AO and PB are committed to high levels of quality assurance and policies that are open, transparent and free from bias.

### Background

The CIPS grade of full Membership (MCIPS) is anchored to honours degree level learning such as the CIPS Professional Diploma or the CIPS Advanced Practitioner Corporate Award Programme. MCIPS can also be awarded to an individual who has achieved a CIPS Accredited Degree through an approved Higher Education Institution (HEI). [CIPS Accredited Degrees](#)

In all cases individuals must also have demonstrated that they have three years' experience in a position of responsibility in procurement and supply (CIPS Charter & Bye-laws 2014). (See application process below).

In order to retain the use of the MCIPS designation, the member must continue to be a paid up member of the Institute.

Individuals will be able to use the post-nominal MCIPS after their name and will have a certificate of full CIPS Membership issued to them and an entry placed on the CIPS Professional Register, showing that they have achieved the status of a procurement and supply professional. A procurement and supply professional is one who has, through a programme of learning, gained an underpinning knowledge and understanding of the tools, techniques, models and methodologies of procurement and supply and who has applied this within a work context, thereby adding value to their organisation.

For individuals who have completed a CIPS Accredited Degree as an alternative route to obtaining MCIPS will be required to apply for their upgrade to MCIPS within 5 years of the date of issue of their degree certificate.

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## Application process

CIPS requires all members who wish to achieve full membership (MCIPS) to apply formally to have their membership upgraded on successful completion of the CIPS Professional Diploma qualification, CIPS Corporate Award Advanced Practitioner Programme or other specialist qualifications accredited by CIPS. In order to apply for MCIPS applicants must be a current member of the Institute.

Follow link for application guidance: [Upgrade to MCIPS](#)

## Application Criteria: Experience

### Members must be able to demonstrate:

- At least 3 years' experience within procurement and supply.
- Holding a position of responsibility for procurement functions as in the examples below. (Please note that Internships and Graduate positions may require additional information)
  - Responsibility in a post that covers procurement and supply related activity, this can include managing/monitoring budgets, inventory, human and physical resources, developing policies, procedures, processes and managing information.
  - Responsibility for the provision of an advisory or consultative service at a senior management level, that relates to procurement and supply activity.
  - Responsibility for delivering learning to others that is related to procurement and supply activities, and positioned at a UK graduate level or equivalent.
  - Made a contribution to higher-level learning, or research, related to procurement and supply subject matter. Higher-level is defined as being contained within a PhD, or through published work in eminent higher level publications
  - Have ultimate, but not necessarily direct, responsibility for the procurement and supply function in an organisation.

## Application Criteria: Reference

Members must include a supporting letter from their line manager which should:

- Confirm the roles the applicant has occupied as well as the dates between which the applicant occupied them
- Be signed by the applicant's line manager, or whoever is responsible for delivery of the business activities the applicant undertakes.
- Be provided on the correct CIPS template, download available from CIPS website
- Be addressed to CIPS on headed business documentation or paper.

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