Exploring new horizons
A guide to CIPS Qualifications through the Institute of South African Procurement Academy (ISAPA), with CIPSinside™
With 44,000 members worldwide, CIPS has grown to become an enduring force in the purchasing and supply profession. CIPS’ study programmes are recognised around the world. With an impressive heritage and a genuine passion for the profession these are exciting times to be part of CIPS and we’re always looking for new members to contribute their wisdom. We promise you’ll never look back.
A network you’ll want to be part of

Becoming a member of CIPS

What is ISAPA?

The Institutes of Southern Africa Procurement Academy with CIPSinside™ (ISAPA), is part of an international supply chain academy, has been in operation since 2005, the proprietary qualifications and services supplied by the Chartered Institute of Purchasing and Supply (CIPS).

The design of the Academy is to fulfil targeted State Owned Enterprises (SOEs) Purchasing and Supply Management (PSM) skills development requirements by ensuring:

- bottom up professionalisation for PSM staff via professional, internationally recognised qualifications and
- top down rapid development interventions for key PSM team members involved in the Capex programmes and Strategic Sourcing (high value opex spend).

The ISAPA will effectively address the targeted SOEs’ competency gaps by offering 6 levels of professional certification programmes, together with fast tracking of key individuals to MCIPS level through the Learning in Action programme, which CIPS has been running for 15 years.

Partnering with CIPS

Organisations are hungry for new ideas and processes that will give them a competitive advantage in today’s increasingly global market place. Inevitably, this has created growing demand for knowledgeable and professionally qualified managers who can control costs and build valuable partnerships with vital suppliers.

And that’s where CIPS comes in. With 44,000 members worldwide, CIPS is the voice and guardian of the purchasing and supply profession, helping individuals, organisations and the wider business community to grow, and make the most of the opportunities that are out there.

We offer study programmes that are recognised around the world; lobby governments and business leaders on your behalf so that they understand the contribution you and your colleagues make to corporate, national and international prosperity, and promote a Code of Ethics that has become the international benchmark for purchasing and supply practice.

Understandably, we’re very proud of these achievements and were pleased to be granted the prestigious Royal Charter in 1992, affirming our success in developing high professional standards within the purchasing and supply profession.
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What is in it for Transnet?

Transnet has aggressive capital expenditure programmes planned over the next five years, both in terms of amount and timelines. This will necessitate critical public policy choices to be made regarding effective Purchasing and Supply Management (PSM), namely balancing the needs of new technology and imports against local economic (and sustainable) development. International and local procurement will therefore require careful planning and managing by capable public procurement practitioners.

PSM will play a fundamental role in assisting targeted State Owned Enterprises (SOEs) in achieving profitability by effectively managing input costs. This will be done through a strategic approach to sourcing and supplier relationships. One of the key requirements for Transnet is therefore the building of Strategic Sourcing and Strategic Supplier Management skills in order to develop and implement sourcing opportunities to increase National Value Add, while ensuring that the lowest Total Cost of Ownership (TCO) is achieved for critical commodities, this being the core objective of Department of Public Enterprise (DPEs) new Competitive Supplier Development Policy (CSDP).

The ability to procure coherently and efficiently, while managing effective win-win relationships with suppliers, is a powerful way of creating an investment conducive and capability development environment in national industries. This will allow a progressive lowering of the costs of doing business for targeted SOEs whilst achieving national growth objectives.

Enhancing your career

CIPS Membership will enhance your status as a purchasing and supply practitioner and give you the backing of a well-informed professional body.

As a member, you’ll be part of a professional body that gives you direct access to valuable information on the most effective purchasing and supply management tools and techniques.

Additionally, the structured approach to the CIPS Certification Programmes through Transnet and other targeted SOEs means you can quickly build on your existing experience and qualifications to achieve a CIPS qualification in purchasing and supply management.
02 Giving you the potential to grow

How you can benefit?

We have developed a tailored programme for Transnet and other targeted SOEs called the CIPS Certification programme. Through this programme, Transnet employees will be able to access CIPS online services including:

- CIPS body of knowledge (an online library)
- current research
- regular newsletter
- forums; and more.

Information and practical advice – all the help you need to identify and research purchasing and supply management techniques that could benefit your own organisation. Download information from www.cips.org or contact the CIPS Professional Practice Team by phone, fax or email for further guidance.

Free subscription to ‘Supply Management’ – our fortnightly magazine brings you news and features from many different market sectors, a diary of events, and case studies on topics such as e-sourcing. We mail it to your home or workplace free of charge.

Informative website – your membership password gives you full access to the CIPS website, which includes a discussion forum and downloadable study materials and technical reports.

Continuing Professional Development (CPD) – CPD describes the whole range of learning experiences, both formal and informal, which enhance and develop your career-related knowledge, understanding, skills and competence. As a member, we’ll validate your CPD activities free of charge, providing you with positive proof of your commitment to self-improvement and self-development.

Networking opportunities – IPSA as a member of the International Federation of Purchasing and Supply Management (IFPSM) which has international associates in 54 countries & regions (200,000 members), teamed up in February 2005 with another member of IFPMM, namely CIPS. The two Institutes see themselves as key to positioning their members to become active participants in developing PSM excellence in Southern Africa.

CIPS has a network of around 50 branches in the UK, and throughout the world have got members in 134 countries and 8 overseas branches. Branch activities include both social and business events where you can meet like-minded people and exchange ideas, experiences and information.

CIPS study programmes

For further information on the content of each unit please see the unit content (these are currently available as PDF’s and can be found within the CIPS website www.cips.org).
If you have not already been enrolled and would like to enrol in a CIPS Qualification you can visit the ISAPA Web Page at www.isapa.co.za

Certification Programme

Your manager has to approve your nomination for the CIPS Certification Programme which provides:

- Assessment of your application for membership of CIPS
- Assessment of eligibility for exemptions based on prior experiential and academic learning (subject to the CIPS exemption policy)
- A full student joining pack including copies of the syllabus and your study plan
- Copies of the learning resources for each unit (provided at the start of each unit) that may include a course book and a recommended reading text.
- Access to the learning resources through CIPSInside™ – e-based learning package
- Access to dual (IPSA & CIPS) membership package
- An IPSA & CIPS membership card
- Entry to the CIPS examinations
- Certification on the successful completion of each unit (examination pass)

Examinations

CIPS Examinations take place in May and November each year. Details of the examination dates will be made available to you as soon as you are registered on the CIPS Certification programme. You will need to register for your examinations as soon as you feel ready but you should enter for the May examinations by 17th March and the November examinations by 17th September.
04 Guiding you in a new direction

What to do now!

Now that you have decided to join the CIPS Qualifications Programme there are five simple steps needed to get you registered with CIPS.

These steps are listed for you below

1. Complete your application form and submit to CIPS
2. If you think you are eligible for exemptions, please complete the relevant part of the application form. For guidance on the exemption process click here and go to the CIPS website
3. Within ten working days of receiving this confirmation CIPS will complete your assessment and will advise you of membership details, your study plan and confirm any exemptions awarded
4. CIPS will ask you to confirm your commitment to the programme
5. Once your registration has been confirmed you may embark on your studies within the Transnet Academy

Once you are a CIPS member, don’t forget to register on the unit that you wish to study. As soon as you are registered, CIPS will send to you your reading material for that unit. You do this by completing a CIPS unit registration form via email.
# Taking you where you want to go

Planning your next step

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<tr>
<th>Qualification/Award achieved</th>
<th>Grade on completion</th>
<th>Other routes</th>
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<tr>
<td>Level 7 Executive Diploma</td>
<td>MCIPS</td>
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<tr>
<td>Level 6 Graduate Diploma (+3 years’ experience)</td>
<td>MCIPS Full Member</td>
<td>CIPS Corporate Award · PDP · NVQ/SVQ4 in SCM · Accredited degrees</td>
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<tr>
<td>Level 5 Advanced Diploma</td>
<td>Associate Member</td>
<td>PDP in progress · Master’s accredited degrees</td>
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<td>Level 4 Foundation Diploma</td>
<td>Diploma Member</td>
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<td>International Advanced Certificate</td>
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<td>Level 3 Certificate</td>
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<tr>
<td>International Certificate</td>
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<td>Level 2 Introductory Certificate</td>
<td>Certificate Member</td>
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<td>New joiners to study CIPS qualifications</td>
<td>Student</td>
<td>NVQ/SVQ3 in SCM · Bachelor’s accredited degree</td>
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<tr>
<td>Affiliate - non qualification</td>
<td>Affiliate Members</td>
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CIPS is committed to offering a high standard of service to all its customers, including students, approved centres and examiners. It aims to provide a service that is:

- Consultative and responsive
- Open and informative
- Prompt and efficient
- Streamlined and manageable
- Cost-effective

CIPS regularly seeks student opinions on how the quality of provision can be improved further.

### Scope of the service

If you wish to become a CIPS member through the Certification Programme, CIPS education aims to provide you with:

- Free and accurate information through relevant literature, websites and programme handbooks.
- Information on exemption and examination processes.
- Supportive and confidential advice from an experienced team.

**Customer response levels:**

- Acknowledgement of your application for membership within 10 working days.
- Completion of the joining process within 10 working days of receiving an individuals’ confirmation to enter the certification programme.
- Acknowledgement of requests for exemptions within 10 working days.
- Confirmation of assessment of exemptions within 10 working days.
- Dispatch of unit reading material within 5 working days of unit registration.
- Dispatch of unit certificates within 6 weeks of results being issued.
- Dispatch of membership related certificates within 6 weeks of upgrading to a new membership grade.
- Details of the CIPS Equal Opportunities statement, Complaints Procedure and Appeals Procedure.
- Access to CIPS examinations during the external examinations (May and November).
- Confirmation of results within 10 weeks of final examination.
07 How CIPS will use your information

As part of the Certification Programme, and as a result of the sponsorship you receive, CIPS will be providing your company with electronic monitoring reporting the following information about you:

- Details of individuals registered on the programme including name, membership number, membership grade department, contact address and contact telephone number.
- Progress on the Certification Programme which will include:
  - Details of any exemptions awarded to an individual.
  - Details of any assessment activity including examination entry and examination results.
  - Registration onto particular units.
08 Customer service statement

Quality

Complaints Procedure

1. If you have a complaint about any aspect of the service that you have received from CIPS you should send a written complaint to the Manager of Membership Operations at the registered office at Easton House, Easton on the Hill, Stamford, Lincolnshire, PE9 3NZ. (transnet.certification@cips.org) Such complaints should be notified within two weeks of the alleged incident occurring.

2. The complainant will be sent an acknowledgement letter within one week. CIPS will investigate the complaint, and communicate its findings in writing to the complainant.

3. Wherever possible, this will be completed within one month of the date the complaint was received.

4. If the matter is not resolved, CIPS will undertake further investigations, including, where necessary arranging for an independent review of the case.

Appeals procedure

The CIPS Appeals Procedure for examinations is available on the CIPS website.

Who to contact for help and advice

All enquiries relating to membership, exemptions and examinations contact the CIPS Certification Team

Tel: +44(0)1780 761573
Email: transnet.certification@cips.org

For enquiries on quality issues relating to the CIPS independent appeals procedure contact:

Education Quality Manager

Tel: +44(0)1780 756777
Email: appeals@cips.org

Easton House, Easton on the Hill, Stamford, Lincolnshire PE9 3NZ, UK
Tel: +44 (0)1780 756777 • Fax: +44 (0)1780 751610
Email: Transnet.certification@cips.org
Web: www.cips.org