

Policy regarding CIPS endorsement of resources

Introduction

Chartered Institute of Procurement & Supply (CIPS) is an Awarding Body currently regulated by Ofqual, ACTT, CCEA, TEVETA and Qualifications Wales. However regardless of regulatory compliance, CIPS has committed to uphold the Awarding Body quality assurance standards and as part of this, will adhere to this policy.

The purpose of this policy is to protect the integrity of the Awarding Body and the integrity of CIPS' qualifications. The policy is also designed to guide CIPS staff in the management of requests for endorsements of external products.

Definition and Scope

For the purposes of this policy 'endorsement' refers to:

- The Awarding Body endorsing resources designed to support learners preparing to take assessment for CIPS' qualifications

Endorsements

The Awarding Body is committed to producing resources that support learners, are accessible and have been produced using the highest level of quality assurance. Part of this process ensures that those involved in the development do not have a conflict of interest, i.e. do not have access to confidential assessment material. It is vital that resources do not undermine standards or give some learners an advantage over others; all Awarding Body resources are available to all registered learners including past examination papers, exam technique guides, Principal Marker reports.

The Awarding Body also supports its study centre network by offering tutor resources based on the unit content to assist in the delivery of teaching; these have been developed by independent authors who are not involved in the assessment process.

The Awarding Body does not currently endorse third party products or services; procurement is a niche area with limited appetite to develop CIPS related resources. It is therefore appropriate that the Awarding Body supports learners by developing suitable resources with appropriate partners where applicable. If an approach was made for CIPS to endorse a product or service, the process detailed in this policy will be followed.

Course books

CIPS has entered in to a partnership with a publisher to develop course books that can be used by learners to help prepare them for their assessments; this partnership will be reviewed as part of the qualifications review cycle. These books are dual branded and have CIPS' official logo clearly displayed. The books are not mandatory and wider reading is required; it is explained clearly on the website that the assessments are based on the unit content not the course book thereby offering learners the choice regarding their method of study.

The course books have been written by authors who are not assessors nor have they been involved in producing assessment questions. The books offer explanations of the unit content; they do not “coach” learners in how to pass the assessments. The assessments are produced by a team that does not have conflicts of interest and the questions are produced solely on the unit contents, not the course books.

Awarding Body is not currently seeking another partner; however this partnership will be reviewed as part of the qualifications review cycle.

Endorsement Process

When a potential endorsement is considered by CIPS, possible adverse effects are identified. For instance quality of the resources is paramount so that learners receive accurate and fit for purpose products, messaging is also reviewed to ensure that the purpose of the resource is explained and in no way misleads learners.

All enquiries regarding endorsements are managed by the Knowledge Commerce Manager who ensures that the appropriate consideration is given to an approach; however the final decision regarding potential endorsements is made by the Responsible Officer.

If an endorsement was approved, the Awarding Body would issue guidelines regarding the use of CIPS logo and this is monitored by the Marketing department.

Endorsement criteria

The following areas need to be detailed in an application for a CIPS endorsement of a product or service:

- Quality assurance processes for producing and managing the product
- Target audience and reach
- Evidence of learner and employer support
- The organisation’s business model
- The organisation’s financial standing
- Previous experience
- References
- Identification and management of conflicts of interest
- Marketing capability
- Production capability and resources
- Human resources profile including disputes which could affect production
- Major failures to deliver against contracts
- Consideration of any potential adverse effects
- CSR policy
- Support required from CIPS to produce, maintain and manage the product

CIPS Awarding Body