



London Universities Purchasing Consortium

CIPS study with Central Business School

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1 Information about Central Business School

1.1 CIPS study centre

Central Business School (CBS) is fully approved by CIPS to deliver all their qualifications and are audited by them annually.

Their most recent CIPS audit stated:

'This is a centre with an excellent brand and reputation. Client induction and support is all encompassing and excellent. Support for student is extensive and always available and this is supported in the very positive comments of clients in their evaluation forms. Preparation for examinations is wide-ranging and rigorous. Excellent resources with links to useful and relevant documents and websites.'

1.2 Website and brochure

You can find out more about how CBS teach on their website – where you can also download the brochure.

<https://www.centralbusinessschool.co.uk/>

1.3 Teaching schedule and methodology

Because the course is modular clients can begin in September, November, January, March or May. It generally takes a year (40 weeks with breaks!) to complete the course.

The course is delivered through weekly teaching sessions based on slides that supplement the course book and a comprehensive pass kit. The slides provide lots of additional supporting material and the kit has likely questions and answers that are a shortcut to exam success.

There are usually 8 sessions per module. Recorded sessions are available for you to view as you wish. The offer includes unlimited feedback on practice exam papers and a revision session for each module.

Central Business School also provide a guaranteed pass, whereby if clients are unfortunate enough to be unsuccessful in an exam (the pass rates were actually 96% in the last Diploma exams), they will continue to tutor them without charge.

You can attend teaching sessions which run weekly in Russell Square or online via Zoom.

1.4 Address for the exams

The exams for each module will be held at
Broadway House
Tothill Street
Westminster
SW1H 9NQ

1.5 Course lead

The course lead will be Johanna Mateus MCIPS.

After completing her bachelors degree in economics, Johanna Mateus worked in a variety of procurement roles for around 10 years, including managing the management trainee programme at Wilmott Dixon and key accountability for the strategic procurement function across all three of their businesses. She was an exceptional student when studying for her MCIPs with Central Business School and achieved outstanding results in her exams. She has worked initially as a part time and then as a full-time tutor for Central Business School since 2015.

1.6 Entry requirements

Entry requirement for the CIPS Level 4 Diploma are 2 'A' Levels or 2 years business experience. Additional entry requirements for the Apprenticeship are Maths and English GCSE at A-C. (or their equivalents). Candidates without this can sit a literacy and/or numeracy test prior to beginning the course.

1.7 Taster sessions

Weekly taster sessions run from 6.30 – 7.30 at the Russell Square Study Centre or via Zoom where prospective students can take part in a class, view materials and meet with other people on the course and with the tutor. The session takes about an hour.

2. Apprenticeship in Procurement and Supply Chain

2.1 Apprenticeship delivery and partner

The Procurement and Supply Chain Apprenticeship includes the CIPS Level 4 Diploma - and CBS deliver this element of the programme on behalf of Central Business School's Ofsted 'outstanding' graded Apprenticeship Partner Organisation - FarePort Training. The CIPS Level 4 Diploma has the same value if studied as part of the Apprenticeship as it does if studied as a standalone qualification.

<https://www.fareport.co.uk/>

Clients studying for the Diploma as part of the Apprenticeship can recoup all tuition costs through the Apprenticeship Levy – which effectively means there is no charge.

The dates and times of study can be seen under the Level 4 section.

3. Levels 2, 3, 4, 5 & 6

3.1 Dates and times of study sessions

The teaching schedule below shows the dates of the sessions. Clients can start all levels in September, November, January, March or May.

Level 2 Certificate schedule

Module	From w/c	To w/c	Exam Date
L2M5 Inventory, Logistics and Expediting	16.09.24	04.11.24	w/c 11.11.24
L2M1 Introducing Procurement and Supply	16.09.24	04.11.24	w/c 11.11.24
L2M2 Procurement and Supply Operations	18.11.24	03.03.25	w/c 10.03.25
L2M3 Stakeholder Relationships	18.11.24	03.03.25	w/c 10.03.25
L2M4 Systems Technology	18.11.24	03.03.25	w/c 10.03.25

Level 3 Advance Certificate schedule

Module	From w/c	To w/c	Exam Date
L3M2 Ethical Procurement and Supply	16.09.24	04.11.24	w/c 11.11.24
L3M3 Contract Administration	16.09.24	04.11.24	w/c 11.11.24
L3M4 Team Dynamics and Change	18.11.24	03.03.25	w/c 10.03.25
L3M5 Socially Responsible Procurement	18.11.24	03.03.25	w/c 10.03.25
L3M1 Procurement and Supply Environments	18.11.24	03.03.25	w/c 10.03.25

Level 4 Diploma schedule

Module	From w/c	To w/c	Exam Date
L4M1 Scope and Influence of Procurement and Supply	16.09.24	11.11.24	w/c 18.11.24
L4M2 Defining Business Needs	25.11.24	13.01.25	w/c 10.03.25
L4M7 Whole Life Asset Management	25.11.24	13.01.25	w/c 10.03.25
L4M8 Procurement and Supply in Practice	20.01.25	10.03.25	w/c 17.03.25

L4M5 Commercial Negotiation	24.03.25	05.05.25	w/c 12.05.25
L4M3 Commercial Contracting	24.03.25	05.05.25	w/c 12.05.25
L4M4 Ethical and Responsible Sourcing	19.05.25	30.06.25	w/c 07.07.25
L4M6 Supplier Relationships	19.05.25	30.06.25	w/c 07.07.25

Level 5 Advanced Diploma schedule

Module	From w/c	To w/c	Exam Date
L5M1 Managing Teams and Individuals	16.09.24	11.11.24	w/c 18.11.24
L5M2 Managing Supply Chain Risk	25.11.24	13.01.25	w/c 10.03.25
L5M3 Managing Contractual Risk	25.11.24	13.01.25	w/c 10.03.25
L5M4 Advanced Contract and Financial Management	20.01.25	10.03.25	w/c 17.03.25
*L5M6 Category Management	24.03.25	05.05.25	w/c 12.05.25
*L5M8 Project and Change Management	24.03.25	05.05.25	w/c 12.05.25
L5M5 Managing Ethical Procurement and Supply	19.05.25	30.06.25	w/c 07.07.25
L5M9 Operations Management	19.05.25	30.06.25	w/c 07.07.25

Level 6 Professional Diploma schedule

Module	From w/c	To w/c	Exam Date
L6M1 Strategic Ethical Leadership	16.09.24	11.11.24	w/c 18.11.24
L6M5 Strategic Programme Leadership	25.11.24	13.01.25	w/c 10.03.25
L6M8 Innovation in Procurement and Supply	25.11.24	13.01.25	w/c 10.03.25
L6M2 Global Commercial Strategy	20.01.25	10.03.25	w/c 17.03.25
L6M9 Supply Network Design	24.03.25	05.05.25	w/c 12.05.25
L6M4 Future Strategic Challenges for the Profession	24.03.25	12.05.25	w/c 19.05.25
L6M5 Global Strategic Supply Chain Management	26.05.25	07.07.25	w/c 14.07.25

3.2 Cost per student

For apprenticeship students all tuition charges would be covered by the levy – so effectively there is no cost if you can recover the Apprenticeship Levy.

Level 2 and 3

Tuition fees are £985 for the taught and £845 for the distance learning CIPS Level 2 and 3 Certificates. **This is reduced to £875 and £745 for LUPC members.**

Level 4, 5 and 6

The current tuition fees are £1,475 for the taught and £1,345 for the distance learning. **This is reduced to £1,275 and £998 for LUPC members**

3.3 Other costs

CIPS student

CIPS Membership - new members £195, renewal £145 (*correct as of Sept 2024*)

Exams

CIPS exam fees vary depending on the level and the module, please contact your study centre to find out these prices.

Study guides

The cost of CIPS textbooks vary dependent on the module.

Books will be paid for by LUPC, for our members' staff and will be delivered to their home address.

You can register as a CIPS member, book the exams, and order the course books directly with CIPS. As an alternative CBS can manage your CIPS payments for an administration fee of £130.

Students studying the CIPS Diploma as a stand-alone can also make payments directly to CIPS.

4 Contact details for further information

To be sent a registration form or to discuss further, please contact [David Morton, Central Business School](#) or give him a call on 07775 906024.

Alternatively, you can contact [Don Bowman, Director at LUPC](#).