

CIPS Tutor (Non-Apprenticeship)

Job Description

Job	<i>Tutor</i>
Location	<i>UK & Global (Remote & On-site Delivery)</i>
Contract type	<i>Freelance / Consultant</i>
Reports to	<i>Tutor Operations Manager</i>
Department	<i>Teaching, Learning & Quality</i>

If you have a passion to enable adult learners to develop their skills and competencies to further their career within the profession, you are in the right place.

CIPS tutors are recruited to carry out training on various learning and development products, including:

- CIPS Qualification Programmes – all levels delivered in-company (corporate clients and syndicated programmes)
- Corporate Award Programmes – Practitioner, Advanced Practitioner both in-company and syndicated. (corporate clients)
- Non-accredited Skills Training – CIPS Training Portfolio (public courses)
- Non-accredited Skills Training – delivered in-company (corporate clients)
- Content development or contextualisation – Learning Resources
- Client visits – development days

CIPS recognises the impact that high quality and professional training has on both the individual and the organisation. We work with a high impact delivery capacity of tutors to ensure CIPS learning and development products consistently attain the highest quality standards. The learner's experience is at the heart of everything we do. A vital part of the process of on-boarding new trainers is to ensure that the tutors have the absolute best training skills, technical knowledge, experience, and a passion for inspiring learners.

In most instances, it is unlikely that applicants with little experience would be able to deliver to such high standards which is why we expect all applicants to have a minimum of two years' full-time teaching/training experience, along with substantial procurement experience.

We would love to hear from high quality procurement and supply professionals to join our team of expert freelance tutors. The need for tutors is dependent on demand for specialisms and the ability to deliver in global regions, as well as the UK.

Essential Criteria

To be considered for this opportunity, you must:

- Be a member (MCIPS or FCIPS) of CIPS.
 - Demonstrate considerable relevant experience in a Procurement and Supply role
 - Possess strong teaching and communicating skills and ideally, have a formal teaching qualification.
 - Be able to effectively explain complex concepts, models, engage learners, and facilitate learning.
 - Have a commitment to professional development to stay up to date with the latest trends and best practices.
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Application Process

- Initial Application – Ensure you meet all essential criteria before applying: [Apply now](#)
 - **Micro-Teach Session** – Shortlisted applicants will be invited to deliver a 45-minute virtual teaching session to a CIPS panel.
 - Feedback & Offer – Constructive feedback and outcome shared within 48 working hours.
 - Onboarding – Successful candidates will complete a Skills Matrix and agree availability.
 - Tutor Induction – Includes shadowing, quality checks, and discussions with the Tutor Operations Manager.
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Contractual and Compliance Requirements

- Signed Tutor Agreement (including CIPS Code of Ethics and confidentiality clauses)
 - Maintain Professional Indemnity Insurance (min. £1,000,000)
 - Submit documentation: Supplier Agreement, Conflict of Interest form, proof of right to work (UK only), annual CPD statement, and Ethics e-learning certificate
 - Undergo DBS checks where applicable (UK only, e.g., Apprenticeships)
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The Micro-teach session

The Tutor Administrator will contact you to make diary arrangements for your micro-teach session. Please note these are usually done virtually using Teams.

You should select the topic you wish to present for your micro-teach session from the list of topics included in the *Micro-Teach Briefing* document.

Your session should last for a maximum of 45 minutes. You are encouraged to use whatever medium you wish, that will help you to deliver a great session that shows your training style and allows the panel audience to engage in a meaningful learning experience.

A copy of your teaching slides should be sent to the Tutor Administrator, at least three working days prior to your presentation. These will be shared with the panel chairperson so that they can build relevant comment into your final feedback report.

The panel audience will comprise of a selection of CIPS staff with typically no more than five participants, who will assess you on your knowledge, delivery style and approach. The participants will be made up of practitioners and non-practitioners, to replicate our typical students.

Following your session, we will provide written constructive feedback together with the final decision, within 5 working days of your microteach.

If you are successful at this stage, you will be offered the role of CIPS tutor. You will then be asked to complete a skills matrix, and an indication of how many days teaching you can offer.

As part of your onboarding the Tutor Operations Manager will contact you to discuss your teaching style in more detail, for example, strengths and weaknesses, together with an explanation of CIPS expectations. The Tutor Operations Manager, or a member of the in-house tutor team will shadow your work initially and this may be by attending your deliveries or observing virtual recordings.

It may be that you are successful but with a caveat, in that CIPS require some development e.g., shadowing a CIPS tutor delivering a tuition session with a corporate client. Any expenses associated with that would be the responsibility of the applicant.

Contractual/Commercial Agreements

All tutors are required to sign a contract committing themselves to agreed service levels and general conditions including those relating to CIPS ethical code, confidentiality, impartiality, and independence from commercial and other interests. Details of fees and payment terms are contained within the agreements. Fees are paid as standard for all tutors depending on the activity being carried out.

In addition to the above, CIPS require further documentation of:

- Professional Indemnity Insurance cover for not less than £1,000,000
- Completed Supplier Agreement

Each tutor will complete a Competency Skills Matrix and submit a biography in a standard format, which will be held in the Tutor Database. Sector experience and location is used as part of the allocation of work to tutors. Work will be allocated by the Teaching and Learning Team in the UK, and by Regional Offices in other global regions.

All tutors are required to attend at least one tutor training event per year. These sessions are used to maintain the quality of the training and to provide training on new products or new ways of delivery. They are also an excellent opportunity to meet with other tutors and share experiences and good practice. CIPS do not pay fees for these days but will cover reasonable expenses. CIPS see these days as an important investment for your CPD and your ability to provide quality delivery.

Any conflicts of interest that may arise you should advise the Tutor Operations Manager as soon as they are known.

Ways of Working

CIPS takes immense pride in the delivery of high-quality training delivered by procurement professionals or subject experts. A thorough knowledge of your subject supported by evidential continuous learning is essential and you should be able to clearly pass your learning onto others.

Time-keeping: CIPS expects all tutors to be punctual and reliable. This creates an organised and calming environment and will reassure the learners, providing a successful start to the training. The most important thing about training is that the learners trust you.

Dress code: Dress code is vital in providing a professional approach. A smart look reassures learners that you are serious. This is particularly important when you first meet. Some sectors do have a more relaxed approach to business dress, but we expect all tutors to be smart unless invited by the client to dress more casually.

Rapport: CIPS expects all tutors to develop a good rapport with the learners and any other stakeholders, such as observers etc. You may express your own views but make sure that you state that these are your views and not the views of CIPS except when they are.

Organisation: Organisation is critical to the successful delivery of training. Ensure that you know who your CIPS contact is, and stay in touch – this can vary depending on which type of training you are delivering i.e., corporate programmes, qualification programmes or skills training. We recommend you spend an hour preparing for every hour delivered. This includes reading through the slides and other materials in good time. If you do not understand a particular slide or wording in any of the training materials, then please contact the CIPS Tutor Operations Manager or your International representative to obtain clarification.

Technology: The majority of CIPS delivery is on-line. You are expected to be able to comply with the Minimum Technology Requirements and Training Standards for Virtual Delivery Tutors document that can be found [here Link to CIPS Digital Learning Minimum Technology Requirements and Training Standards for Virtual Delivery 2025](#)

Lesson Plans: CIPS expect all tutors to prepare a lesson plan prior to delivering the training session.

Adaptability: It is the role of the tutor to help learners find the best ways to acquire the content; process their learning and make sense of the innovative ideas. Learners vary in their culture, their language, their gender, their motivation, their ability/disability, their personal interests, their beliefs, attitudes, and values and understanding this early will help you create the right learning environment and enable you to adapt your training to ensure you meet all the learners' needs. Although we do our best to ensure the learners attending have the right level of ability, it is your role to adjust the exercises and content used during your lessons, whilst using the same visual materials. This is a core part of tutor preparation.

Feedback: Following the training, we ask learners for feedback via a digital link and you will be able to access this via the tutor portal.

Where programmes comprise multiple modules, we will also ask you to provide tutor-to-tutor feedback on the session using a standard form. This is then shared with the follow-on tutor.

Sometimes we may ask you to stop training a particular group or working with a particular organisation and if this is the case the Tutor Operations Manager will explain why.

CPD: CIPS requires all tutors to adopt a planned and structured approach to the maintenance and upgrading of their knowledge and skills. For a tutor, this ability to gain new knowledge is critical in creating an environment of trust and confidence in the tutor by the learners and is a mandatory requirement for all tutors. We will require a soft copy statement of your CPD on an annual basis, together with a future CPD plan.

Additionally, as part of your CPD, you will be required to undertake the CIPS Ethical Procurement e-learning test every year to maintain your understanding, certificate of achievement and public recognition on the CIPS website as trained in ethics.

Audit, Quality Assurance, and Safeguarding: For audit purposes, CIPS will contact you annually to request the following information:

- Any relevant Procurement/teaching/training qualifications. Copies of certificates to be submitted as evidence
- Confirmation that you have completed your Ethics test
- To ask if you are active in your CIPS Branch
- If not previously supplied, a copy of your passport and a utility bill (compliance for the Right to Work in the UK regulations) and where appropriate for other regional CIPS offices where working rules apply.
- Signed copy of CIPS Conflict of Interest document

The information we request is an annual audit requirement for CIPS Study Centres, and Ofsted inspections, and will only be used for that purpose. The information is stored on our internal file server. Should a tutor no longer provide services for CIPS their details will be removed upon cessation of their contract, except for Right to Work in the UK documents, as there is a legal requirement to keep the information for two years and at the end of that period the documents will be removed.

In the UK, there may be a requirement under CIPS safeguarding policy for tutors to undergo a DBS check. You will be contacted if relevant to you, especially if you are teaching an Apprenticeship programme (England only), or some of our UK public sector programmes.

Lesson Visits: Lesson observation is a key element of any teacher's CPD and done well, it can have a transformational effect on the teaching process and on developing a consistency of values and approaches across the tutor team. Lesson visits are scheduled in advance and tutors are notified about the purpose, dates and times of the visit to ensure transparency and collaboration. The schedule is designed to accommodate various class sizes, subjects, and tutor availability.