



Learning with CIPS for Business CIPS Qualifications

Guidance for employers and learners

October 2022

This document gives an overview of the key elements of CIPS Qualifications Programmes and provides important information for both employers and learners to consider before committing to the programme.

Any queries prior to a contract being agreed can be discussed with the CIPS Business Development Manager. Once a programme has started, the CIPS Programme Lead is always available to help.

Terms and Conditions

Please note: CIPS formal Terms and Conditions for training services can be found [here](#). This document contains additional clarification and guidance.

CIPS for Business strives to create an environment where learners follow the most beneficial learning path for both themselves and their employer.

CIPS has a responsibility to ensure all candidates have equal opportunities to reach their full potential. Learning programmes are underpinned by structured and sympathetic management, detailed progress reporting and proactive support for every student.

In some instances, learners may require adjustments or special consideration to give them an equal opportunity, as covered by [CIPS Reasonable Adjustments and Special Considerations Policies](#). Our aim is to enable everyone to succeed, identifying any difficulties at the earliest possible stage and taking action to get things back on track or look at alternative paths. More details and the CIPS Awarding Body Students Policies can be found [here](#).

The guidance below has been compiled from extensive experience of successful programme delivery by CIPS Centre of Excellence and can be used for reference both before and during any learning programme to give clarity and inform any decisions on future progress. If at any stage a learner is having trouble or has a query about attendance, assessments or results, one of our dedicated Delivery Team is always available to help.

More information: Any queries prior to a contract being agreed can be discussed with the CIPS Business Development Manager. Once a programme has started, the CIPS Programme Lead is available to help.

CIPS Qualifications

CIPS programme of qualifications can be taken and delivered anywhere in the world, featuring a balance of technical and general management skills, with an emphasis on driving individual and organisational performance. Programmes are delivered by our expert tutors, who bring depth as well as breadth to courses by illustrating the relevance of the content to the environment in which your organisation operates. We design programmes with a customised balance of face-to-face and virtual study support to suit the needs of your business and your staff. This blended approach can include eLearning, phone tutoring, workshops, webinars and course books, all helping to stimulate learning and minimise time away from the business. Cohorts of learners (typically up to a maximum of 16) can be formed either in-house from one organisation, or by a syndicate of individual learners from various organisations.

- For this blended learning solution, learners will be given access to online training and tutor-led sessions. The online training includes comprehensive learning activities and supplementary content. By making the best use of these resources, learners can enhance their experience and gain the most benefits from the programme. Organisations should encourage all learners to fully engage and participate.
- Virtual workshops will be delivered via Blackboard Collaborate Ultra, Microsoft Teams or Zoom (other platforms are not formally supported, if your organisation uses a different platform, please contact your CIPS Business Development Manager for advice).
- Any access prevention caused by low bandwidth, organisational firewalls, or VPNs is outside of CIPS control. Our digital learning team can advise the best platform for your learners and support you through any allow-list or technical requirements ahead of training.
- Each level of study (e.g., Diploma Level 4) may take more than a year to complete so a 2-year initial membership term will be assumed and costed in.
- Study for one level should be completed before starting on the next level. e.g., do not try to study for modules at Level 4 and Level 5 at the same time.
- A resit for a failed exam will be individually chargeable unless a level of resits has been discussed, agreed and factored into the contract
- Students who fail an exam are offered appropriate support and guidance, which may include a 1 to 1 review with a CIPS Tutor
- Programmes are carefully planned and structured for the initial cohort of students; therefore refunds, credits and substitutions are not possible once the course has started
- Fixed deadlines are set for applying to join a programme. Once a cohort has started no additional joiners will be accepted, and applicants will be advised of the start of a suitable new programme