



Learning with CIPS for Business Procurement Skills Training

Guidance for employers and learners

September 2022

This document gives an overview of the key elements of CIPS Procurement Skills Training for organisations and provides important information for both employers and learners to consider before committing to a course

Any queries prior to a contract being agreed can be discussed with the CIPS Business Development Manager. Once a course has been booked, the CIPS training contact is 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, candidates 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 Student 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 assessments or results, one of our dedicated Delivery Team is always available to help.

Procurement Skills Training

All aligned to the CIPS Competency Framework, CIPS Procurement Skills Training covers a wide selection of topics to choose from to help deliver strategic and sustainable value through the whole organisation. Our courses are delivered face to face or virtually and include a comprehensive digital learning package which includes an introductory video, digital learning to support knowledge transfer, course content and live delivery by a CIPS expert tutor, reflective statement, and the ability to download and print a CIPS Certificate of Achievement.

Training assumptions:

- A PO will be required before we can secure any training dates
- Up to 16 participants can join a workshop
- Invoices will need to be raised a minimum of 4 week ahead of agreed training dates
- Virtual workshops will be delivered via Blackboard Collaborate Ultra, Microsoft Teams or Zoom
- Payment terms are 30 days from invoice date
- Face to Face training must be delivered in a suitable room preferably set out in a U shape layout
- Participants must be informed they will have pre-learning to complete ahead of any workshops
- Cancellations.....If any Learner needs to cancel attendance at a workshop they should advise their company's organiser immediately
- Travel expenses for tutors delivering face-to-face travel workshops will be charged at cost
- Where travel exceeds 6 hours in duration, travel time may be charged

Training Participants are required to:

- Register as a contact via the CIPS website
- Access the CIPS Learning Management System and access the pre-learning
- Read the joining guidance document ahead of the training
- Open microphone and video during the workshop
- should be advised as soon as possible so that alternative arrangements can be discussed