



IAN TAIT'S ONLINE CIPS DIPLOMA SCHOOL

CIPS Diploma



WELCOME

Hello. My name is Ian Tait.

In this brochure I am going to explain what my small business is about and how it can benefit you.

Since 1990 I have been teaching CIPS subjects to students, most recently at my own classroom-based school in central London, UK. After 12 years of managing and teaching in my own school (which was a CIPS Centre of Excellence), I decided to launch an online school so that CIPS students anywhere in the world could benefit from my teaching.

Many CIPS students do not have access to good quality classroom tuition, because of geographical location, their budget or their personal circumstances or preferences.

This school is designed to enable you to successfully complete the Diploma examinations of the Chartered Institute of Procurement and Supply – a fully recognised and accredited UK qualification, which is approved, reviewed and audited by the UK government through OFQUAL^[1].

Using our online Diploma course, you can study at home, in your workplace or anywhere using a laptop, tablet or even your smartphone. But please bear this in mind: you can only succeed in passing the CIPS Diploma assessments if you do the work required – I can't do your work for you. Learning is a process - you must play your part.

^[1]Office of Qualifications and Examinations Regulation (UK)

SOME KEY FACTS ABOUT CIPS

- Established in 1932
- 1992 awarded a Royal Charter by Her Majesty Queen Elizabeth 2 in recognition of being a centre of excellence and support for the procurement profession
- Over 76,000 members worldwide including leading business people, managers and academics
- CIPS Diplomas internationally recognised

THE SUBJECTS

There are 8 subjects within the CIPS Diploma.

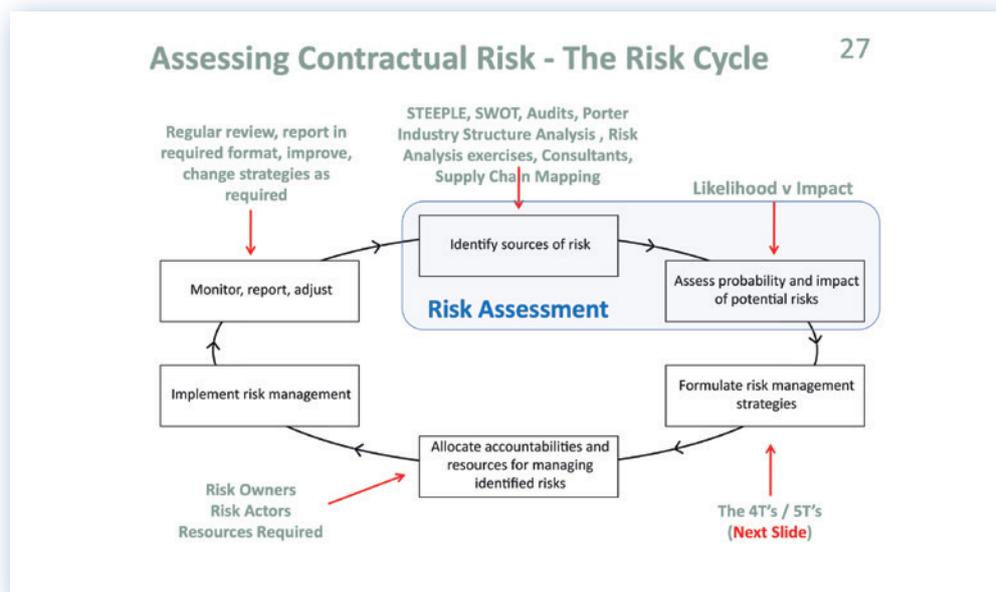
The subjects are shown below, and you can see the full content of each subject on the CIPS website at [CIPS Diploma Syllabus](#)

You must pass an examination in each of these subjects to gain your Diploma, but you do not necessarily have to pass them in any particular order, and you can re-sit easily if you fail a subject. You can complete the Diploma as quickly or as slowly as you wish, but it often takes around 10-12 months.

You can take your CIPS Diploma examinations at any one of over 100 CIPS assessment centres worldwide.

Click [CIPS Exam Centres](#) for your nearest examination centre.

UNDERSTANDING THE CIPS DIPLOMA CONTENT DOES NOT HAVE TO BE COMPLICATED



**SAMPLE
SLIDE
FROM
OUR
SCHOOL**

PASSIONATE ABOUT PROCUREMENT



BRIEF CAREER HISTORY OF IAN TAIT

- 1973** : Completed secondary school in Glasgow, Scotland
- 1977** : Completed BA Hons at University of Lancaster, UK
- 1977 to 1986** : UK civil service / private sector international trade
- 1982** : Joined CIPS as student member
- 1984** : Completed Diploma in Procurement & Supply with Distinction
- 1987** : Accredited full member of CIPS (MCIPS by examination)
- 1987** : Completed Masters' degree at Cranfield School of Management, UK
- 1987 to 1990** : General management in private sector
- 1990 to 2019** : Teaching, training and consultancy in commercial negotiation and procurement worldwide, with last 12 years as owner of a CIPS Centre of Excellence in the UK

LOCATIONS IAN HAS WORKED IN:

Long-term:

France, Germany, Jordan, Kosovo, Nigeria, Russia, UK

Short-term:

China (PR), Czech Republic, Egypt, Ethiopia, India, Ireland, Israel, Kenya, Lebanon, Malaysia, Nepal, Netherlands, Palestinian Territories, Peru, Poland, Portugal, Serbia, Singapore, South Africa, Spain, Syria, Thailand, Timor-Leste, Vietnam, Zimbabwe

Oxford University Jan 2019



CIPS Centre of Excellence



Chartered Institute of Procurement & Supply 1998

UK Institute of Directors 1998



“ ‘I studied nine CIPS subjects at your school, achieving Merits and Distinctions each time. I studied one subject alone and failed. I can think of no better testament to your school and your teaching skills, Ian.’ ”

GENUINE CUSTOMER COMMENT

HARD WORK BRINGS SUCCESS



Genuine Student Photos





PRICE AND PAYMENT SCHEMES

“ I can honestly say I enjoyed every minute of classes I was taught by Ian. His wealth of experience enabled him to put into context, through real life examples, the subjects he taught. The classes were delivered professionally, and often with a little humour, which made them something I actually looked forward to attending. Ian’s dedication, care and attention was evident every step of the way. Ian’s approach is to teach the skills you need in your current and future roles, not just to pass the next exam which is very refreshing. ”

GENUINE CUSTOMER COMMENT

WHAT EACH ONLINE COURSE INCLUDES



CIPS examinations are held in January, March, May, July, September and November each year at a CIPS exam centre near you.

Each online course includes:

- Approximately 80 carefully-prepared slides, with a voiceover for each one, recorded by your tutor. Each slide normally has between 3 to 20 minutes of voiceover, explaining the in an easy-to-understand way, the slide / textbook content. The slides and voiceovers are aligned to the individual learning outcomes and chapter sections of your textbook, making the course and textbook fit together clearly.
- Roughly 70 to 80 practice questions in exam format for you to prepare adequately for your assessment.
- Links to carefully-chosen added-value articles, illustrations and videos specifically tailored to the course content of each subject.

You will be buying a 90-day licence to access the course content, enabling you to fully prepare for your assessment.

You must be online to access your study materials.

To enrol, click here:



“ I started my CIPS Diploma Level 4 qualification with Ian Tait in March 2018, he personally taught 3 of those units for the group of students I learnt with and I thoroughly enjoyed every class. His teaching style and methods are comprehensive yet concise, and I went into every exam for the modules he had taught feeling confident that I had learned and prepared as best I could. I passed my Level 4 with a high Merit and I’m very grateful to Ian for all of the support and feedback he provided for all of the students, me included, during the first part of the CIPS journey. Ian is a great educator, very supportive but also expects the same about of time and investment from his students and that collaborative approach has helped students achieve great passes for years, myself included. Thanks for everything Ian! ”

GENUINE CUSTOMER COMMENT

BENEFITS



THE BENEFITS OF STUDYING WITH US

In the workplace: investment in the CIPS Diploma provides procurement professionals with tools, skills, technique and understanding of almost everything to do with procurement.

For the employer: investment in the CIPS Diploma not only helps create cost reduction which is so often sought after, but also opportunities for enhanced quality, service, relationships, strengthened contracts and legal protection, on-time delivery, improved project completion rates; adding value to a more confident competent capable workforce.

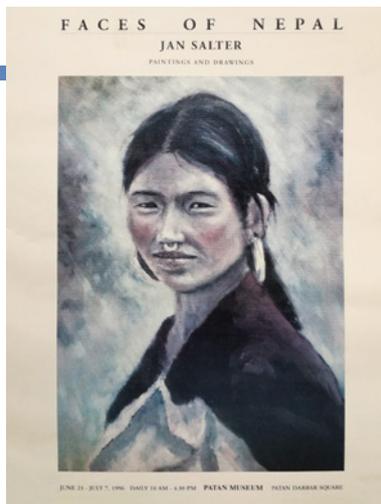
For the individual: procurement professional CIPS qualifications offer the tools and techniques referred to above but also greater confidence and competence stemming from a better understanding of what procurement and supply chain management is really about. This growing confidence is visible, almost tangible, in our students. In dozens of cases we have seen our students rise inside their employing organisation, as well as sometimes having impressive career development across organisations.

“ Materials your school provided were/are of far better quality, but real difference is in delivery, knowledge and genuine experience from lecturers. My fellow students agreed with this assertion on quality of lecturers we had. The other providers, in my opinion, had materials that were standard PowerPoint slides full of cut & paste from textbook. Lectures were delivered by nice people who just used jargon and textbook repeats – no insight, no linking of theory and practice or pointers on exam requirements. In short, very average course oriented towards quantity rather than quality.

The difference is quality and it shows.

I’ve also shared my experience of other providers with fellow Diploma students which should expunge any notion they might harbour of changing school for the next level but I made a solid case of quality over convenience.

“ GENUINE CUSTOMER COMMENT



Ian at INTAN Kuala Lumpur, Malaysia 1994



Credit: UNRWA RL/Tyre/8



Ian Teaches on World Bank Project, Moscow 1996

EXTRACT FROM CIPS OFFICIAL SYLLABUS DOCUMENT



What will I study?

Eight CORE modules make up 60 required credits

60
Credits
required for
completion

CORE Level 4 Scope and Influence of Procurement and Supply (L4M1)		12 CREDITS	
CORE Level 4 Defining Business Need (L4M2)	6 CREDITS	CORE Level 4 Commercial Contracting (L4M3)	6 CREDITS
CORE Level 4 Ethical and Responsible Sourcing (L4M4)	6 CREDITS	CORE Level 4 Commercial Negotiation (L4M5)	6 CREDITS
CORE Level 4 Supplier Relationships (L4M6)	6 CREDITS	CORE Level 4 Whole Life Asset Management (L4M7)	6 CREDITS
CORE Level 4 Procurement and Supply in Practice (L4M8)		12 CREDITS	

Who is it for?

This qualification is the essential toolkit for anyone planning a career in procurement and supply. Developed and written using the Procurement and Supply cycle** as its focus, it is at the same level as the first year of an undergraduate degree course. It's suitable for those in operational roles or those managing or supervising the procurement and supply function who want to develop their career and work towards MCIPS Chartered Procurement and Supply Professional.

What will I learn?

You will learn about making procurement and supply happen within an organisation, and you will be equipped with an essential range of knowledge and tools that you can apply immediately in your workplace. Learn how to apply practical, theoretical and technical knowledge, gain a clear understanding of procurement and supply and develop the ability to address complex, non-routine problems.

On completion, you will be able to analyse, interpret and evaluate relevant information and ideas and have an informed awareness of differing perspectives and approaches within the profession. You will also be able to review the effectiveness and appropriateness of methods, actions and results.

Entry requirements

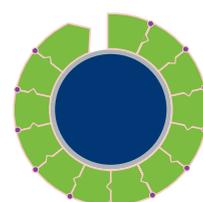
This is the only entry point onto our Diploma qualifications. A minimum of at least two A-levels (or international equivalent) or a CIPS Level 3 Advanced Certificate qualification is required. Alternatively, you will need a minimum of two years' relevant experience in a business environment.

Credit values

To gain a qualification you are required to complete a total number of credits. This is a way of quantifying the required number of study hours. 1 credit is equivalent to 10 hours of study. Each module is given a credit value of 6 or 12 credits.

Total credits required for completion

60



* The Procurement cycle is the cyclical process of key steps when procuring goods or services. www.cips.org/en-gb/knowledge/procurement-cycle/

Q: Are CIPS Diplomas internationally recognised?

A: Yes, the CIPS Diploma is globally recognised. CIPS is the world's leading representative body for procurement professionals.

Q: Do I need to be a member of CIPS to study?

A: Yes, you do. You will need to be a CIPS member to take the examinations.

Q: Is the CIPS Diploma just for certain sectors?

A: No, it is appropriate for all sectors of the economy, in all countries.

Q: Do your tuition fees include CIPS membership, textbooks or exams?

A: No. You should budget separately for these costs, which may vary depending on your location.

FAQS

Frequently-asked Questions

Q: Why should I enrol at your school, rather than at another study centre?

A: We offer good quality learning materials, designed by an experienced long-standing CIPS tutor, for a very affordable price. Our business is entirely focussed on getting you through your CIPS exams.

Q: When can I enrol and start the course?

A: You can enrol anytime. You should ideally enrol 60-90 days before you wish to sit the assessment in your chosen subject in order to allow you time to study effectively.

Q: Is there an upfront joining fee for your school?

A: No. CIPS charges an upfront joining fee for membership, but we do not.

Q: Which books do I need for these courses?

A: You will need the appropriate course book for each subject, which will have the same name as your subject.

Q: My employer is paying. What do I have to do to enrol and make payment?

A: Complete the online enrolment form, and make payment by card.

Q: I'm paying for myself - is there any support funding available?

A: You should approach CIPS – the CIPS Foundation has grants available to help students in need. Click [CIPS Foundation](#)

Q: What is your school's pass rate?

A: For our online school we have no figures yet – the school is too new. However, for our classroom-based teaching, we routinely achieved over 90% pass rate.

Q: Do many students drop out of your school?

A: When we delivered classroom-based teaching, fewer than 5% of students dropped out of a level.

Q: What happens if I am struggling with a subject?

A: Contact your tutor using the online Discussion button on your course screen.

Q: Why should I study all units of the Diploma?

A: Not only will you enhance your knowledge of procurement, you will receive an official Diploma from the Institute which you can use to further your career, or your further studies. The CIPS Diploma is recognised worldwide.

Q: Is it possible to be exempted from a level / subject?

A: Exceptionally CIPS will grant an exemption from a subject, but this is very unusual. Click [Exemptions](#) for details.

Q: What happens if I fail an exam?

A: We don't like to think of you failing, but you can re-sit an exam at any of the six CIPS exam sessions each year.



Museo Larco, Peru

**CIPS TUITION HELPING YOU,
YOUR EMPLOYER
AND YOUR CAREER.**

CONTACT

Email ian@iantait.biz

