



Llywodraeth Cymru
Welsh Government



CIPS Corporate Award Practitioner Programme

Frequently Asked Questions

Q. How much will it cost?

A. Each delegate place will cost approximately £3,325 + VAT and will be funded by the Welsh Government. This is inclusive of your membership fees.

Your organisation will only need to pay for your Travel and Subsistence if face to face learning resumes. The programme is currently delivered virtually.

Q. Do I have to pay anything myself?

A. No. If you secure a place on the course, the Welsh Government will fund your place.

Q. Are there any conditions on acceptance if I am offered a place on the programme?

A. Yes, the conditions of the programme are contained within the Learner Agreement. Please ensure you read the Learner Agreement carefully and agree to the conditions contained within. You will be required to complete the Learner Agreement confirming acceptance of the conditions and return with your EOI form.

Q. Will I have to pay my own CIPS membership?

A. No, the costs are inclusive of your membership fees.

Q. What if I start the programme and then need to terminate my studies having to cancel my place?

A. Students are able to terminate their studies under certain conditions. The Learner Agreement sets out the conditions for terminations.

Q. How many places will be offered?

A. There will be 18 places offered – 15 from across the wider public sector and 4 from the Welsh Government.

Q. How is it structured?



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- A. Annex 2 sets out the course structure. Tentative dates are included. The course content will be tailored for public sector procurement in Wales to ensure it is relevant and reflects areas important to Wales.
- Q. Where will the modules be delivered?**
- A. Delivery will begin on line and Zoom will be the platform for tutor lectures. Any classroom based face to face training will be hosted at Welsh Government offices across Wales. Students will need to ensure they have access to the Zoom platform.
- Q. Are there exams?**
- A. No. This is an assignment based programme.
- Q. Can anyone apply?**
- A. You must be a permanent member of staff, and have completed any probation period that may apply. Full conditions of application are contained within the Learner Agreement.
- Q. How do I apply?**
- A. The Expressions of Interest form and Learner Agreement must be used for applications.
- Q. How will the programme be advertised?**
- A. The programme will be advertised via the usual communication methods – newsletter, stakeholder emails and via the Welsh Government Commercial Procurement Twitter and LinkedIn pages.
- Q. When will it be advertised?**
- A. Places are anticipated to be advertised early September 2021. Selection is expected to take place during October 2021. The programme will commence early December 2021.
- Q. What is the process for selection?**
- A. The selection process will involve your responses in the Expression of Interest form being reviewed by a small team of commercial procurement staff. Final selection will be made to ensure a fair sector and geographical spread is achieved. If a sector/organisation submits a high number of responses, we may ask for these to be reduced. The Learner Agreement must also be signed and returned with your EOI.



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Q. Are the dates flexible?

A. No – The course delivery dates will be fixed.

Q. Can I do any of the courses on line?

A. Course delivery is currently through a virtual environment using the Zoom platform. It may eventually move to classroom based face to face sessions in WG offices. Students must ensure sufficient access to the Zoom platform is available.

Q. I'm already studying Level 4 with another University, can I join on to this programme?

A. No, the programme is for new entrants only.

Q. How long will it take to complete?

A. The Level 4 Practitioner programme will run from approximately December 2021 to August 2022.

Q. Where can I find out more information on the Corporate Award?

A. This link will take you to the Corporate Award page on the CIPS website.
<https://www.cips.org/cips-for-business/people/routes-to-mcips/corporate-award/>

All further queries should be sent to CommercialCapability@gov.wales



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ANNEX 2 – Delivery Dates

CIPS Corporate Award Practitioner Programme Timetable

Dates*	Programme Element
December 2021	Induction 10.00 – A.M session
5 - 6 January 2022	Module 1 – Driving Value through P&S
15 - 16 February 2022	Module 2 – Managing Expenditures with Suppliers
18 March 2022	Participants Submit Assignment 1
12 - 13 April 2022	Module 3 – Developing Contracts in P&S
11 May 2022	Participants Submit Assignment 2
28 - 29 June 2022	Module 4 – Sourcing Essentials in P&S
27 July 2022	Participants Submit Assignment 3
23 – 24 August 2022	Module 5 – Effective Negotiation
28 September 2022	Participants Submit integrative Assignment (5,000 word)

*Dates are estimates and may be subject to change.