

**CITY** OF GLASGOW  
**COLLEGE**

**Learner Handbook**

**CIPS Certificate in Procurement and Supply**

**Level 2**



## Contents

<b>Welcome</b> .....	3
<b>Your Course</b> .....	4
Course Code.....	4
Start and End Date .....	4
Modules/Credits.....	5
Enrolment .....	5
Access to College IT systems.....	6
Timetable .....	6
<b>Fee Information</b> .....	7
What is the Course Fee?.....	7
What does the Course Fee Include? .....	7
How is payment made? .....	7
<b>CIPS Membership</b> .....	7
What Books are Required?.....	9
How to Purchase Books.....	9
<b>Exams</b> .....	10
Exam Diets .....	10
Exam Format.....	10
Exam Registration .....	10
Exam Payment.....	10
Withdrawal from an Exam .....	11
Booking an Alternative Exam Date.....	11
Applying for Reasonable Adjustment.....	11
Reviews and Appeals .....	12
<b>Virtual Learning Environment</b> .....	12
<b>Induction</b> .....	13
<b>Tutor Review</b> .....	13
<b>Progression</b> .....	14
<b>Contact the Team</b> .....	15
<b>Checklist</b> .....	16

## Welcome

Welcome to City of Glasgow College and to our CIPS Certificate Centre of Excellence.

City of Glasgow College are committed to ensuring that you enjoy a positive learning experience and have the best chance of a successful outcome. We are a recognised CIPS Centre of Excellence and continually strive to improve our CIPS resources and student experience. Throughout the course we will ask for you to provide feedback on your experience to help us to improve our service.

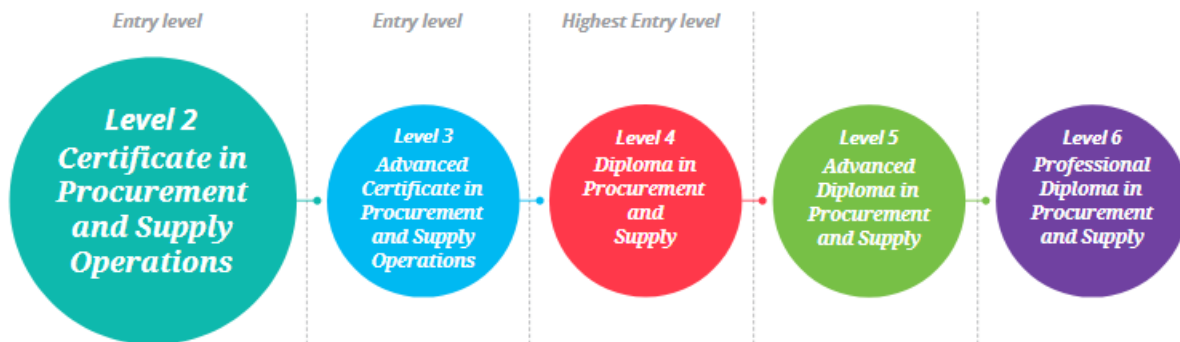
This handbook will give you the basic information that you need to understand how your course will operate. Your lecturer will go over the content with you during your induction and this handbook is available for you to view any time on your course page on the Virtual Learning Environment.

You are a student at City of Glasgow College and are welcome to make the most of all the benefits of our twin campus at City and Riverside, and our Virtual Learning Environment. Visit campus any time to make use of our library and IT facilities, fitness suite, amethyst salon, city market, scholars' restaurant and cafes. You may also be interested in the services offered by our City Student's Association and their various sports and societies [www.citysa.co.uk](http://www.citysa.co.uk). Our virtual learning environment is a space for discussion with your peers, access to course resources and other complimentary materials to enhance skills for learning, life and work.

Whether you are undertaking this qualification as part of a Modern Apprenticeship, sponsored by your employer for your professional development, or as a personal undertaking to improve your career prospects, we hope that you enjoy the first step on your CIPS journey. City of Glasgow College are here to support you through this qualification, and through the next steps in CIPS all the way to MCIPS.

## Your Course

This handbook is for **CIPS Certificate in Procurement and Supply (Level 2)**.



For more information about this course, you can access the full syllabus [CIPS Level 2 Certificate in Procurement and Supply | CIPS](#)

### Course Code

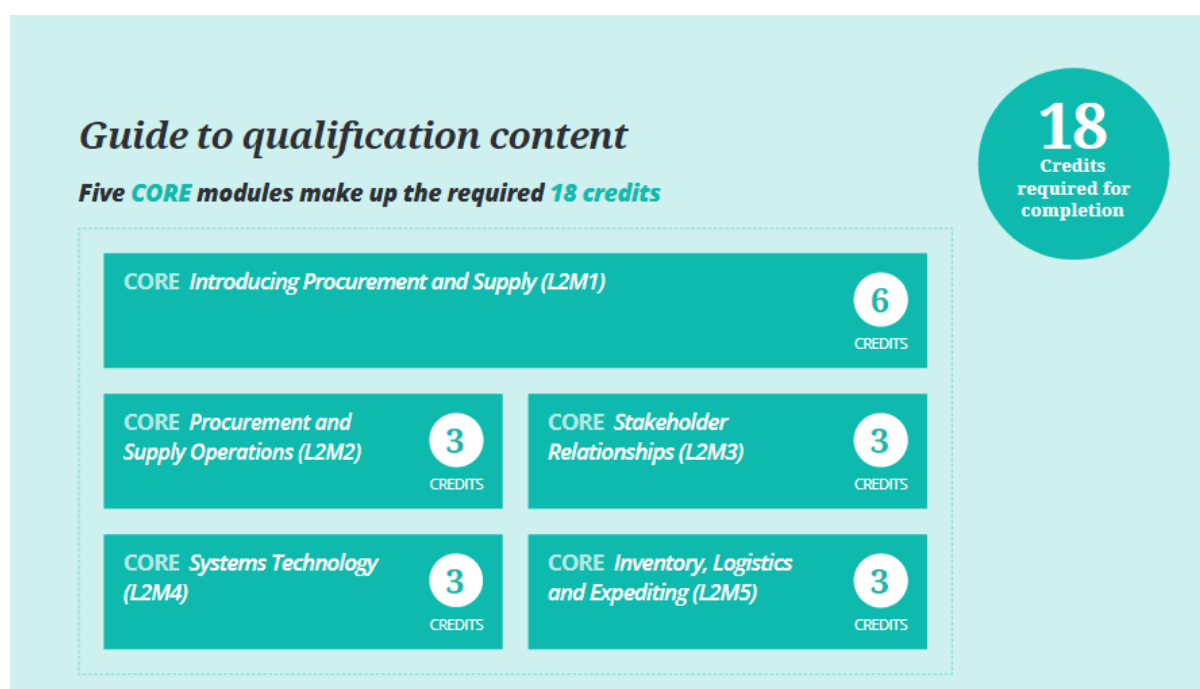
Your course code is **TAQULPURSO/D241B**

### Start and End Date

Each CIPS course has two intakes: A and B. Your intake letter will show at the end of your course code. For example, TAQULPURSO/D241A

Your start and end date are also displayed on your timetable.

Intake	Start Date	End Date
<b>A</b>	19 August 2024	18 July 2025
<b>B</b>	20 January 2025	14 November 2025



You will study all 5 core modules shown above.

Your timetable outlines the dates for each module and the examination diet.

You can download the full syllabus [CIPS Level 2 Certificate in Procurement and Supply | CIPS](#)

## Enrolment

You are required to enrol as a student at City of Glasgow College.

This is done through a remote enrolment process where you enter your details and upload an appropriate photograph for your student card.

You will be sent a link to enrol when you are issued with your Definite Offer for the course.

Please ensure that you complete the enrolment as soon as possible. Your place on the course is only confirmed once you have completed your enrolment.

If your course is being paid for by your employer, you should enter your employer details in the appropriate question in the enrolment form.

You will be issued with your student card on your first visit to campus after you have enrolled. You must always carry it with you when on campus.

**You will be asked to present your student card when attending campus to sit your CIPS exams.**

## Access to College IT systems

Once you are fully enrolled you will be issued with a username and password. The first time you log on you are required to change your password to something unique. Your lecturer will make sure everyone can log on successfully during your induction.

If you could not attend induction, please see here instructions for getting you enrolled fully onto our systems: [Student Login Guide](#)

This username and password allow access to all college IT systems such as campus computers, college email, the virtual learning environment and one drive.

City of Glasgow College have a blended approach to teaching and learning.

This means that you will experience a blend of on campus and online tuition.

All your course materials are available on our Virtual Learning Environment (VLE) - Canvas.

Whether on campus or online, your course is tutor led with live interactive workshops.

Between workshops you will be directed to self-study resources and activities however your lecturer is available to support you if you need some additional direction.

Your timetable will indicate whether the workshop is online (**O/L**) or on campus and your lecturer will also discuss these arrangements with you at your induction.

## Timetable

Your timetable will be sent to you alongside this handbook. If you haven't received your timetable, please contact CIPS Inbox – [CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk)

You will be scheduled for 15 workshops in total, 3 workshops for each of the 5 modules.

Two of these workshops are on campus (City Campus). The revision session is held online (**O/L**) via Microsoft Teams.

Your workshops will always occur on a Monday morning from 9am to 12pm.

## Fee Information

---

### What is the Course Fee?

The fee for this course is £1485.

### What does the Course Fee Include?

The fee for this course includes the following.

- Tuition
- Use of Study Materials (Study Guides)
- Exam fees for exams sat within the duration of the course\*

\*This does not include any re-sits.

**Please note that the course fee does not include CIPS membership. This is an arrangement between the student and CIPS.** CIPS student membership is **£195**.

### How is payment made?

When you apply for the course, you will be made a definite offer. If you accept the definite offer, you will be sent a link to 'pre enrol' on the course. It is important that you complete this pre-enrolment to begin your studies.

City of Glasgow College will send an invoice for the full amount of the course fee once you are fully enrolled.

On the enrolment form, if you have specified that payment is being made by your employer then the invoice will go directly to the employer. You can provide a PO number if required by emailing [finance@cityofglasgowcollege.ac.uk](mailto:finance@cityofglasgowcollege.ac.uk). cc: [CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk)

## CIPS Membership

---

To study any CIPS qualification it is necessary to join as a CIPS Student Member.

<https://www.cips.org/membership/join-online/>

There are several benefits of CIPS membership which can be found on the CIPS website

<https://www.cips.org/membership/cips-membership/>

You must have a CIPS membership number before you can be registered for any CIPS exams, therefore it is important to do this as soon as you enrol on the course.

The email address must be the same

You must send your

- Full name
- Course Code
- Email address (the same one you registered for your CIPS membership)
- CIPS membership number

to: [CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk) before the deadline for your first exam.

Failure to do this, will result in you not being booked in, however, being charged for the exam.

The cost of CIPS membership is not covered by your course fee.

You are responsible for ensuring that your CIPS membership remains up to date throughout your studies. This is required to be updated annually.

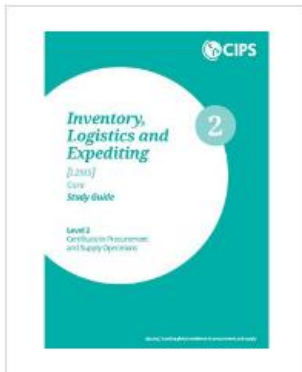
City of Glasgow College can only register you for exams if you are currently a CIPS member.



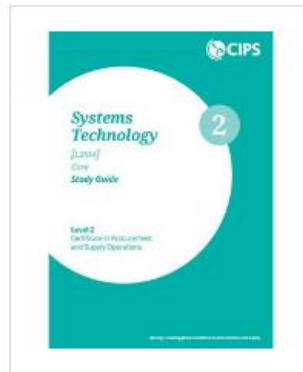
## Books

### What Books are Required?

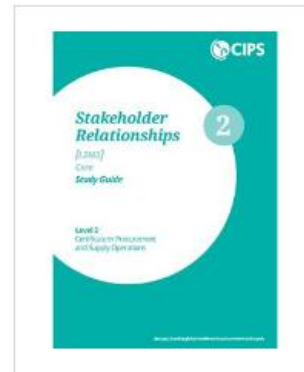
The following books will be issued to you at your induction. We ask that students return them to your lecturer after you have successfully passed your exam for each unit.



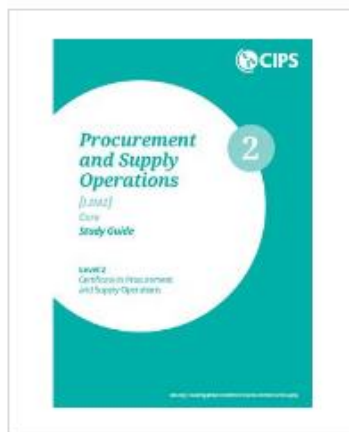
**L2M5 Inventory, Logistics and Expediting (CORE) - Study Guide**



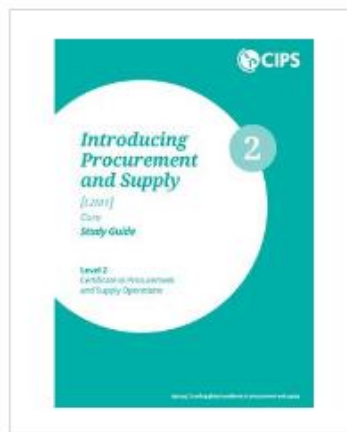
**L2M4 Systems Technology (CORE) - Study Guide**



**L2M3 Stakeholder Relationships (CORE) - Study Guide**



**L2M2 Procurement and Supply Operations (CORE) - Study Guide**



**L2M1 Introducing Procurement and Supply (CORE) - Study Guide**

### How to Purchase Books

If you prefer to keep your own copy of books, they can be purchased directly from the CIPS Bookshop. <https://www.cips.org/learn/bookshop/>

### Exam Diets

CIPS have 5 exam diets each calendar year and exams can only take place during these diets.

- ✓ March
- ✓ May
- ✓ July
- ✓ September
- ✓ November

Your course has been carefully planned to tie in with these exam diets, as outlined in your timetable.

To see exam schedules, click [here](#).

### Exam Format

There are two types of CIPS Examination: Objective Response and Constructed Response.

For level 2, you are only required to complete the objective response exams.

You can find out more by following this link [Exam Formats \(cips.org\)](#).

The exam diets in the section above show dates for each type of exam.

Your timetable will outline the module, type of exam and planned exam diet.

### Exam Registration

CIPS require that exam registration is completed in advance of the exam diet. The college book these exams on your behalf.

**City of Glasgow College will automatically register you for the module and exam diet outlined in your timetable.**

You must ensure that you have provided City of Glasgow College with an up-to-date CIPS Membership number for your exam registration to be processed.

City of Glasgow College do not take responsibility for registration deadlines that are missed if this information has not been provided. You will be required to book an alternative examination date.

### Exam Payment

The fee for CIPS level 2 includes the cost of each exam for the duration of the course. If you fail to attend, or cannot attend an exam diet, you must arrange a re-sit directly with CIPS after you have completed the course.

### Withdrawal from an Exam

Only under extenuating circumstances, would you be excused from an exam diet. If you are unable to attend an exam, you must email [CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk) before the deadline. You can find this on your timetable.

### Booking an Alternative Exam Date

City of Glasgow College will automatically register you for the exams set out in your timetable.

The college will not book any re-sits that you have outstanding. You must organise this at the end of your course directly with CIPS.

We encourage you not to sit these exams whilst you are on the course as this may disrupt your performance of your current exams.

### Applying for Reasonable Adjustment

CIPS has a responsibility to ensure all candidates have equal opportunities to reach their full potential. In some instances, candidates may require adjustments to the assessment process to give them an equal opportunity. Applications for Reasonable Adjustments should be submitted to CIPS before the exam entry closure date of the assessment.

This may include extra time, supervised rest breaks, use of readers, scribes, transcribers, coloured screens.

As a student at our study centre, we will process this reasonable adjustment on your behalf. We will assess needs, recommendation of reasonable adjustment, communication with CIPS and provision of the resources to facilitate the adjustment.

The student must send the below information to [CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk) 1 week prior to the exam closure dates.

- First Name
- Last Name
- Membership Number
- Supporting Evidence (It is highly unlikely CIPS will accept an application without supporting evidence)
- Any further supporting evidence
- Brief explanation of supporting evidence provided
- What reasonable adjustment are you requesting?

- Please explain the reason for the requested adjustment

## [CIPS Policies](#)

### Reviews and Appeals

The Awarding Body aims to:

- Provide a transparent procedure for dealing with requests for reviews and appeals
- Deal with any requests for reviews and appeals in a fair and timely manner and keep the candidate appropriately informed of the progress of the investigation
- Notify the candidate of the outcome which has been reached and where appropriate, what further
- action, if any, is to be taken
- Monitor and track reviews and appeals to identify trends and patterns to be included in annual reports.

Reviews and appeals fall into two categories:

- Category A those relating to the fairness of the assessment questions, tasks or process
- Category B those relating to the marking outcome of an assessment

In each case, Stage 1 deals with reviews and Stage 2 deals with appeals.

A candidate wishing to make a challenge relating to Category A should complete the Stage 1 Category A Review form via the CIPS website no later than 2 working days after the assessment date.

Category B Review requests will not apply to objective response (OR) exams, these exams are marked by computer and then moderated by CIPS examiners. Candidates requesting a review of their assessment (constructed response (CR) exams) under Category B must do so within 2 working days of the assessment result release date.

Students can do this directly with CIPS by searching 'Category A', purchase the product (it is free) and complete the form.

## [Category A Review](#)

### Virtual Learning Environment

---

City of Glasgow College have a world class Virtual Learning Environment, My City [www.my.cityofglasgowcollege.ac.uk](http://www.my.cityofglasgowcollege.ac.uk). Your lecturer will give you a tour of My City during your induction.

You will find general information about the college and student life such as upcoming events, as well as course specific learning resources. You can use the booking app to make appointments with student or careers advisors, or for other activities such as Dr Bike or the wellbeing team.

## **Induction**

---

Every course has a scheduled two-hour induction – the date and time are provided on your timetable.

During your induction you will cover:

- Information about your course contained in this handbook
- Information about the qualification contained in the syllabus
- Your timetable
- Information about studying at City of Glasgow College
  - Student Cards
  - Fire Safety
  - Logging into IT systems
  - Student Feedback
  - Student Life including Equality, Diversity and Inclusion
  - Academic Support and Guidance
  - Policies and Procedures
  - A campus tour
  - A tour of the Virtual Learning Environment

## **Tutor Review**

---

At regular intervals throughout your course, you will be invited by your lecturer to undertake a tutor review. This is an informal discussion to make sure that you have the support in place that you need and that you are making progress through your course. It is an opportunity to discuss any challenges you face and sure that intervention measures are discussed and arranged. It is also an opportunity to highlight positive outcomes and experiences that you are having throughout your course.

## Progression

---

Following the completion of your CIPS Certificate in Procurement and Supply, we welcome you to enrol on CIPS Diploma in Procurement and Supply. We offer this course as a day release or evening option. Further information can be found on our website.

Alternatively, if you are considering full time study, you may wish to consider HND Supply Chain Management. This course requires attendance 2 days per week with additional time for self-directed study. Further information can be found on our website: [HND Supply Chain Management](#)

## Contact the Team

---

If you have any questions throughout your studies, please do not hesitate to contact us.

For general queries, please contact CIPS Inbox.

For questions about your learning, please contact your lecturer directly.

The department head who oversees all the CIPS qualifications is Jacqui Massie.

CIPS Administration

[CIPS@cityofglasgowcollege.ac.uk](mailto:CIPS@cityofglasgowcollege.ac.uk)

Jacqui Massie

Head of Business & Int.

[jacqui.massie@cityofglasgowcollege.ac.uk](mailto:jacqui.massie@cityofglasgowcollege.ac.uk)

Stephanie Coyle

CIPS Lecturer

[stephanie.coyle@cityofglasgowcollege.ac.uk](mailto:stephanie.coyle@cityofglasgowcollege.ac.uk)

Allan Wright

CIPS Lecturer

[allan.wright@cityofglasgowcollege.ac.uk](mailto:allan.wright@cityofglasgowcollege.ac.uk)

## Checklist

	Complete
<p><b>Applied for the correct course via the website</b> <a href="http://www.cityofglasgowcollege.ac.uk">www.cityofglasgowcollege.ac.uk</a></p> <p><i>Please note that we have 2 separate intakes for each CIPS Qualification. Please ensure you check the dates and apply for the correct course.</i></p>	
<p><b>Accepted the Definite Offer via the applications Portal</b></p> <p><i>If you do not receive a definite offer, you may not have met the minimum entry requirements. This should be made clear in the correspondence from our admissions team. Please consider applying for CIPS at a different level. If you are unsure do not hesitate to get in touch.</i></p>	
<p><b>Complete the Pre-Enrolment</b></p> <p><i>You must complete all the way to the end of the process and upload a photograph. You will receive confirmation that your enrolment is successful.</i></p>	
<p><b>Send a PO Number to Finance if required</b></p> <p><i>If the invoice for your course fee requires a PO number please make sure this is emailed to <a href="mailto:finance@cityofglasgowcollege.ac.uk">finance@cityofglasgowcollege.ac.uk</a>, cc: <a href="mailto:CIPS@cityofglasgowcollege.ac.uk">CIPS@cityofglasgowcollege.ac.uk</a></i></p>	
<p><b>Register as a CIPS Student Member</b></p> <p><i>You must be a CIPS student member to be scheduled for exams. Please complete this process as soon as possible. <a href="https://www.cips.org/membership/join-online/">https://www.cips.org/membership/join-online/</a></i></p>	
<p><b>Provide City of Glasgow College your CIPS Membership Number</b></p> <p><i>City of Glasgow College require your CIPS membership number to book exams. Please email <a href="mailto:CIPS@cityofglasgowcollege.ac.uk">CIPS@cityofglasgowcollege.ac.uk</a> with your membership number and email address you used to register with CIPS.</i></p>	
<p><b>Review your Timetable and take notes of CIPS Exam Weeks</b></p> <p><i>There are only 5 exam diets each calendar year and your CIPS delivery schedule is carefully planned around these dates. Please take note of the dates in your diary. If you know in advance that you are unable to attend an CIPS exam diet, please contact <a href="mailto:CIPS@cityofglasgowcollege.ac.uk">CIPS@cityofglasgowcollege.ac.uk</a> and we will make a note in your record.</i></p>	



**Purchase your Study Materials from the CIPS bookshop (except if studying through the Flexible Workforce Development Fund and Level 2)**

Textbooks should be purchased directly from the CIPS Bookshop.  
<https://www.cips.org/learn/bookshop/>