

CIPS CBE EXAMINATION ENROLMENT FORM

NOVEMBER 2019 – OR Exams

IT'S QUICKER AND EASIER TO BOOK YOUR EXAM ENTRY ONLINE www.cips.org/MyCIPS



PART 1 – ABOUT YOU: PLEASE COMPLETE IN FULL

Name _____ Membership No: _____
 Address: _____ Tel / Mobile: _____
 Email: _____

EMAIL ADDRESS IS MANDATORY TO SIT A CIPS CBE EXAMINATION

Your membership must be current to enter for all assessments. If your membership is not current, you must renew or submit your new member registration form with payment **10 working days before the exam closure date**. After this date we cannot guarantee that you can be enrolled for the examination(s). All examination dates can be found on the CIPS website www.cips.org/learn/student-zone.

EXAM CENTRE INFORMATION

If you are registered with a study centre, please contact them directly to book your exam. All CIPS study centres and exam centres can be found using our centre finder tool on the CIPS website <http://study.cips.org/>

Learners choosing to sit at a CIPS Exam Centre will be charged a venue fee for each exam entry to subsidise the cost of supplying these facilities. If you are sitting at an alternative centre, there may be a venue fee charged by your centre for hosting your examination in addition to the exam fee. Please contact your centre to confirm.

PART 2 – YOUR EXAMINATION CHOICES

Please ensure you have read the CIPS Rules for examinations and enrolment carefully about how to complete this section of the form <https://www.cips.org/learn/student-zone/policies-and-procedures/>

Candidates are required to complete all parts of this form – to ensure enrolment is not delayed.

I wish to sit my examination(s) at the following centre: (please select two options in case option 1 is not available).

Option 1		Option 2	
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** Please note, if your chosen exam centre is full, we will endeavor to book your exam at the nearest available centre. If you do not wish this to be booked, please tick the box

Level 2 – Certificate in Procurement & Supply Operations

<input type="checkbox"/>	L2M1	Introducing Procurement and Supply
<input type="checkbox"/>	L2M2	Procurement and Supply Operations
<input type="checkbox"/>	L2M3	Stakeholder Relationships
<input type="checkbox"/>	L2M4	Systems Technology
<input type="checkbox"/>	L2M5	Inventory, Logistics and Expediting

Level 3 – Advanced Certificate in Procurement & Supply Operations

<input type="checkbox"/>	L3M1	Procurement and Supply Environments
<input type="checkbox"/>	L3M2	Ethical Procurement and Supply
<input type="checkbox"/>	L3M3	Contract Administration
<input type="checkbox"/>	L3M4	Team Dynamics and Change
<input type="checkbox"/>	L3M5	Socially Responsible Procurement
<input type="checkbox"/>	L3M6	Socially Responsible Warehousing and Distribution

Level 4 – Diploma in procurement and supply

<input type="checkbox"/>	L4M2	Defining Business Need
<input type="checkbox"/>	L4M3	Commercial Contracting
<input type="checkbox"/>	L4M4	Ethical and Responsible Sourcing
<input type="checkbox"/>	L4M5	Commercial Negotiation
<input type="checkbox"/>	L4M6	Supplier Relationships
<input type="checkbox"/>	L4M7	Whole Life Asset Management

Level 5 – Advanced diploma in procurement & supply

<input type="checkbox"/>	L5M2	Managing Supply Chain Risk
<input type="checkbox"/>	L5M3	Managing Contractual Risk
<input type="checkbox"/>	L5M5	Managing Ethical Procurement and Supply
<input type="checkbox"/>	L5M6	Category Management
<input type="checkbox"/>	L5M7	Achieving Competitive Advantage through the Supply Chain
<input type="checkbox"/>	L5M8	Project and Change Management
<input type="checkbox"/>	L5M9	Operation Management
<input type="checkbox"/>	L5M10	Logistics Management
<input type="checkbox"/>	L5M15	Advanced Negotiation

Level 6 – Professional diploma in procurement and supply

<input type="checkbox"/>	L6M5	Strategic Programme Leadership
<input type="checkbox"/>	L6M7	Commercial Data Management
<input type="checkbox"/>	L6M8	Innovation in Procurement and Supply
<input type="checkbox"/>	L6M9	Supply Network Design
<input type="checkbox"/>	L6M10	Global Logistics Strategy

Please note booking using an enrolment form can take up to 5 days to process you will be allocated a time and date for your exam subject to centre availability. This will then be included on your exam confirmation on your MyCIPS account.

PART 3 – HOW TO PAY

Please note that your entry will not be processed if the correct payment is not received with your form. Fees are available on the CIPS website www.cips.org/learn/student-zone and can be found [here](#).

<input type="checkbox"/>	UK sterling cheque enclosed (payable to CIPS)
<input type="checkbox"/>	Money on CIPS account
<input type="checkbox"/>	Paid by BACS (remittance must be enclosed)

Please select bank account paid (details over):

<input type="checkbox"/>	UK
<input type="checkbox"/>	South Africa
<input type="checkbox"/>	Australia

PART 4 – SIGNATURE AND DATE

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS Examination Enrolment Terms and Conditions <https://www.cips.org/learn/student-zone/policies-and-procedures>.

By returning this form you acknowledge that you have read, understood and accept those conditions, which include exclusions and limitations of liability on the part of CIPS.

I agree to the conditions of entry in the CIPS examination(s)

Signed

Date

Please send completed enrolment forms to computerbasedexams@cips.org

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CIPS Bank details are as follows:

United Kingdom Bank: Barclays Bank PLC Sort code: 20-81-53 Account No: 00511935 Account Name: The Chartered Institute of Procurement & Supply VAT No: GB 342 6489 42 IBAN No: GB48 BARC 2081 5300 5119 35 SWIFT Code: BARCGB22
Australia Bank: ANZ 388 Collins St Account Name: CIPS Australia Pty Ltd BSB: 013-006 Account No: 4982 47384 Swift Code: ANZBAU3M
New Zealand Bank: ANZ Westgate, Shop B1, Westgate Shopping Centre Westgate Drive, Massey Auckland 0614, New Zealand Account Name: CIPS Australia Pty Ltd Branch Code: 1839 Account No: 01-1839-0231036-00 Swift Code: ANZBNZ22
South Africa Please use this account if you are a student/ study centre outside of the South African borders. Bank: Centurion Account Name: CIPS SA Account No: 6230 8072 066 Swift Code: FIRNZAJ926 Branch Code: 261550
South Africa Please use this account if you reside within South African borders. Bank Name: First National Bank Account Name: CIPS PB South Africa (PTY) LTD Branch Name: COMM Account Services Cust Branch Code: 210554 Account Number: 62774444170 Swift Code: FIRNZAJJ

If you are making payment and submitting an enrolment form to the British Council please use the below accounts:

Johannesburg & Cape Town British Council Bank: Standard Chartered Bank Account Name: British Council – Main Account Number: 80191330531 Sort Code: 730020 Swift Code: SCBLZAJJ
Gaborone British Council Bank: Standard Chartered Bank Account Name: British Council Account Number: 0100176604300 Branch Name: Hemamo Branch Code: 662767

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