



CIPS Course Information Handbook 2013



Supply Chain Management Education Australia - ABN 97 7651 631 140

Brisbane: Suite 3A, Level 3, 33 Queen Street Brisbane QLD 4000 – Phone: 07 3210 2735

Hobart: Suite 208, 86 Murray Street Hobart TAS 7000 – Phone: 03 6223 4709

Postal: GPO Box 104 Hobart TAS 7001

Fax: (07) 3009 9921 Email: info@scmea.com.au

Web: www.scmea.com.au

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1.0 General Information

Supply Chain Management Education Australia (SCMEA) was established in 2001 as a trading name of RMK Business Consulting. The aim of SCMEA is to provide education and training in the fields of Procurement, Logistics and Supply Chain Management.

In 2007, SCMEA became the first Approved Study Centre to offer the Chartered Institute of Purchasing and Supply courses in Australia. We currently have over 200 students enrolled in either distance or face-to-face education throughout Australia and even worldwide. In 2010, SCMEA gained the first Australian CIPS Highly Commended Centre status – in 2012, this was renamed by CIPS as a CIPS Centre of Merit.

SCMEA offers the new CIPS qualifications of the Level 2 Certificate in Procurement and Supply Operations, Level 3 Advanced Certificate in Procurement and Supply Operations, the Level 4 Diploma in Procurement and Supply, the Level 5 Advanced Diploma in Procurement and Supply and the Level 6 Professional Diploma in Procurement and Supply. Detailed information on these courses can be accessed at <http://scmea.com.au/cips.php>

2.0 The Course Leader

The course leader is René Kling, FCIPS, LLM, MBus (Logistics), MBA, Me-Commerce. René has over 30 years experience in the Procurement and Supply Chain fields, and is one of Australia's leading experts, having presented at conferences in Australia and overseas on numerous occasions.

René can be contacted on 0421 314 984 or by email at rkling@scmea.com.au.

Other procurement experts may be utilised from time to time to deliver specific sessions related to the course materials.

3.0 Distance Education

Most students are currently studying by distance education. This format suits many people who lead busy lives, and are unable to attend classes. Distance students are provided with the course materials as published by CIPS, in addition to access to the SCMEA on-line study portal, where extra reading materials and past exams are provided for download. Students also receive tutorial support as needed by email or telephone. You should be expecting to spend around three hours per week per subject in study time.

4.0 Face to Face Education

Face to face students are provided with the same materials and services as outlined above, but in addition to this, they will attend six by one-day facilitation workshops. These facilitation workshops (one for each subject and a review day) are designed to provide a quick overview of the course materials, identify knowledge gaps for individuals, undertake some training activities and explore past exam questions and their suggested answers. The facilitation workshops are not designed to teach the whole subject and course materials to students, as this would require significant additional training days and therefore affect the cost of the training.

Our face-to-face training is held only where sufficient numbers make this possible, or where an organisation wishes to train its procurement staff of a reasonable number. Please contact SCMEA to enquire about face to face options.

5.0 Enrolling in a course with SCMEA

Enrolling with SCMEA for the CIPS courses is easy. It is normal practice to contact us first, to determine which level is most suitable for you to commence with. Most students with a few years procurement experience can enrol at the Level 4 Foundation Diploma. The Level 3 Certificate requires no previous knowledge in procurement. We normally ask students to forward a copy of their CV so we can make the correct determination. Once you are ready to enrol, simply download the enrolment pack from <http://scmea.com.au/cips.php>

6.0 Exemptions

In Australia, we can determine whether a student should start at Levels 2, 3 or 4. Those students who believe because of their previous qualifications or experience that they should start at a higher level, have to go through an exemptions process. Exemptions from Level 4 and higher level courses have to be applied for direct through CIPS in the UK – this is not possible either through SCMEA or through CIPS Australia. Should you be successful in gaining exemptions, CIPS will charge a fee equivalent to the examination fee for each unit granted an exemption. Full details can be downloaded from the following link:

<http://www.cips.org/studyandqualify/cipsqualifications/exemptions/>

7.0 CIPSA Membership

All students undertaking the CIPS courses are required to be student members of the Chartered Institute of Purchasing and Supply Australia (CIPSA) – in Australia, this currently attracts an annual fee of \$220.00 (subject to change), for which you receive full membership benefits. Membership can be applied for on-line (www.cipsa.com.au/membership) or this can be also organised through SCMEA at the time of enrolling in a course.

8.0 Examinations

All modules in all levels require the passing of an examination. Examinations are held in May, July and November each year, usually in the third week. All students will be contacted two and a half months prior to the exam week, to determine which, if any, exams they will be sitting during the exam period. Once students commit to this, it is not possible to withdraw or change unless for medical reasons supported by a medical certificate. There are a number of exam centres throughout Australia and SCMEA and CIPSA will endeavour to organise exams as close as possible to your location.

9.0 Further Reading Materials

Students should expect to study the CIPS materials thoroughly prior to undertaking examinations. Further reading materials are recommended for each subject – we generally believe that a few good textbooks may be necessary as extra reading. Most textbooks listed under the recommended readings for each subject are available through the Co-op Bookshop. If you become a member, you become eligible for further discounts each time you shop – see this link to become a member: <https://www.coop-bookshop.com.au/bookshop/html/membership.html>.

10.0 Fees

The fees for each level vary slightly and are published each year. The training fees through SCMEA from 2013 covers all materials, access to the SCMEA study portal, tutorial support where needed and the first year's CIPSA membership fee. Should students fail exams or fail to turn up when booked, there will be an extra exam fee payable next time they sit the exam. For overseas students, there will be an additional postage charge calculated at time of enrolment. The latest brochure on the course fees can be downloaded from the following link: <http://scmea.com.au/cips.php>

11.0 SCMEA Complaints Procedure

If you have any concerns about the training or the facilities, or any problems that may affect your study, do not hesitate to contact us. Contact René Kling by phone or at rkling@scmea.com.au with the nature of your complaint. Your complaint will be acknowledged and a written response will be given within 21 days of receipt. SCMEA has a Cancellations and Refund Policy, which is provided in the Enrolment Pack and should be read by all students prior to completing and signing the Enrolment Form.

12.0 Students with Special Needs

SCMEA is committed to improving opportunities for our students. We will respond appropriately to your needs and will work towards providing an inclusive learning environment that meets the learning needs of all students. If you consider that you suffer from any disability, have additional learning needs or lack a basic skill that may affect your ability to study for your chosen course, you can speak in confidence to us at SCMEA. CIPS has a Reasonable Adjustments Policy, which may also offer additional time and resources in examinations for which you may be eligible – please see this link: <http://www.cips.org/search/?q=reasonable+adjustment+policy>.

13.0 Further Information

For any course enquiries or further information, please do not hesitate to contact us. Our website provides detailed information on most areas: www.scmea.com.au.

Telephone: Hobart – 03 6223 4709

Mobile: 0421 314 984

Fax: 03 6285 8082

We look forward to your enquiry and your continued education through SCMEA!