

*Thank you, for choosing the British Council to sit your CIPS Examinations. In order for us to process your application quickly, please read the guidance notes below before completing your application.*

## **GUIDANCE NOTES**

### **Completing your application form**

Please ensure you complete your form fully especially your telephone numbers. This will allow us to contact you if we have any questions about your application. Ensure you read the Guidance Notes as they contain important information about making an application.

**Please ensure you indicate the correct membership number and the contact details, sign the application and attach one passport sized photograph.**

### **Making the correct payment and fees**

Please ensure that you make the correct payment. Underpayment will result in your application not being processed and delayed until full payment is made. Only make one deposit in the bank, do not make separate payments if you are sitting from more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance

### **Special Requirements**

If you have any special requirements or need special assistance to sit an examination with us, please contact us.

### **Further information**

If you require any further information, please don't hesitate to contact us on + 260 211 376700 or by email [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm) or like us on **Facebook: British Council Zambia** or visit our website on : [www.britishcouncil.org.zm](http://www.britishcouncil.org.zm)

### **Submitting your completed application**

You need to submit your completed application, deposit slip and payment to Barclays. The British Council will collect your application form directly from Barclays.

Please ensure you keep a copy of your deposit slip and guidance notes as proof of payment.

### **Processing your application & confirming entry**

Once we have received your application, we will process your application form as quickly as possible.

You will receive a text message or an email from the British Council within 5 working days of your payment confirming your entry. If you have not received the confirmation within the stated period do kindly contact us on the contacted details above.

### **Where to make the Payment**

Payments can be made at the following Barclays branches:

Lusaka	Mutaba House Branch, Cairo Road
	Longacres Branch, Haile Selassie Avenue
	Manda Hill Branch, Manda Hill Shopping Centre
Livingstone	Livingstone branch, Mosi O Tunya Road
Kitwe	City Square branch
Ndola	Buteko, Cnr. Buteko/Maina Soko

### **Completing the Bank Deposit Slip**

In order to assist us in identifying your payment, it is important that you use the correct **code** on the Deposit Slip. These exam code is **only** to be used for the deposit slips.

Examination Type	Code for Bank Deposit Slip
CIPS Examination	P504

## APPLICATION FORM – CIPS EXAMINATIONS

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**By submitting this application form I confirm that I have read, understand and agree to the terms that are set out in the guidance notes attached to this application form.**

**I understand that if I do not attend the examination for any reason other than those stated in the refunds section of the guidance notes I will forfeit the examination fees I have paid.**

**I also understand that I will not be allowed to sit the examination if I arrive late.**

**I confirm that the information I have given is the truth and is accurate to the best of my knowledge and belief.**

**Signature:**

**Date:**

**DISCLAIMER:**

Your personal data will only be used for internal purposes of British Council and for registration with CIPS. The British Council is committed to deliver the examinations services according to the rules and regulations set by the CIPS. However, we cannot be held responsible for any interruptions which are caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

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## CIPS MAY 2015 EXAMINATION TIMETABLE

### UK AND INTERNATIONAL CENTRES

DATE	PROGRAMME	MORNING Start Time: 09.30 Local Time			AFTERNOON Start Time: 14.00 Local Time		
		Code	Title	Duration	Code	Title	Duration
<b>Monday 18 May 2015</b>	Certificate in procurement and supply operations				NC1	Procurement and supply principles	2 hours
	Advanced certificate in procurement and supply operations	AC1	Procurement and supply environments	2 hours			
	Diploma in procurement and supply				D1	Contexts of procurement and supply	3 hours
	Advanced diploma in procurement and supply	AD1	Management in procurement and supply	3 hours	AD6	Operations management in supply chains	3 hours
	Professional diploma in procurement and supply	PD1	Leadership in procurement and supply	3 hours			
<b>Tuesday 19 May 2015</b>	Certificate in procurement and supply operations				NC4	Procurement and supply administration	2 hours
	Advanced certificate in procurement and supply operations	AC4	Inventory and logistics operations	2 hours			
	Diploma in procurement and supply				D4	Negotiating and contracting in procurement and supply	3 hours
	Advanced diploma in procurement and supply	AD4	Category management in procurement and supply	3 hours			
	Professional diploma in procurement and supply	PD4	Supply chain diligence	3 hours			
<b>Wednesday 20 May 2015</b>	Certificate in procurement and supply operations				NC2	Procurement and supply functions	2 hours
	Advanced certificate in procurement and supply operations	AC2	Procurement and supply operations	2 hours			
	Diploma in procurement and supply				D2	Business needs in procurement and supply	3 hours
	Advanced diploma in procurement and supply	AD2	Managing risks in supply chains	3 hours			
	Professional diploma in procurement and supply	PD2	Corporate and business strategy	3 hours	PD6	Legal aspects in procurement and supply (UK)	3 hours
<b>Thursday 21 May 2015</b>	Certificate in procurement and supply operations				NC3	Procurement and supply processes	2 hours
	Advanced certificate in procurement and supply operations	AC3	Procurement and supply workflow	2 hours			
	Diploma in procurement and supply				D3	Sourcing in procurement and supply	3 hours
	Advanced diploma in procurement and supply	AD3	Improving the competitiveness of supply chains	3 hours			
	Professional diploma in procurement and supply				PD3	Strategic supply chain management	3 hours
<b>Friday 22 May 2015</b>	Certificate in procurement and supply operations				NC5	Procurement and supply stakeholders	2 hours
	Advanced certificate in procurement and supply operations	AC5	Procurement and supply relationships	2 hours			
	Diploma in procurement and supply				D5	Managing contracts and relationships in procurement and supply	3 hours
	Advanced diploma in procurement and supply	AD5	Sustainability in supply chains	3 hours			
	Professional diploma in procurement and supply	PD5	Programme and project management	3 hours			

<b>International entry closure</b>	Friday 20 March 2015
<b>UK entry closure</b>	Friday 27 March 2015
<b>Results published</b>	Wednesday 5 August 2015

# EXAMINATION ENROLMENT FORM

AFRICA & BANGLADESH MAY 2015 - CERTIFICATE

BOOK YOUR EXAM ENTRY ONLINE [www.cips.org/MyCIPS](http://www.cips.org/MyCIPS)



Please complete this form in full and return to:  
CIPS Examinations, PO Box 9186, Adamsway, Mansfield, Nottinghamshire NG18 9DX  
Tel: +44 (0) 845 880 1188 Fax No: +44 (0) 845 880 1187 Email: [crc@cips.org](mailto:crc@cips.org)

## PART 1 - ABOUT YOU

Name:

Membership No:

Address:

Tel:

Mobile:

Email:

You must complete an enrolment form for each examination session.

## PART 2 - YOUR PREFERRED CHOICE OF EXAMINATION CENTRE ENROLMENT

Read the CIPS Examination Enrolment Guidance booklet carefully about how to complete this section of the form.

All candidates are required to complete both parts of this section - if a mistake is made we may need to return your form which result in enrolment delays.

I am currently studying at: (Record self study if you are not registered with a study centre) .....

I wish to sit my examination(s) at the following exam centre: (Please select two options in case Option 1 is not available)

Option 1 ..... Option 2 .....

## PART 3 - CHOOSE THE SUBJECT(S)

Examination subjects: Please put a cross in the box(es) to indicate the examinations that you wish to be entered for.

### Certificate in procurement & supply operations

- NC1 Procurement & supply principles
- NC2 Procurement & supply functions
- NC3 Procurement & supply processes
- NC4 Procurement & supply administration
- NC5 Procurement & supply stakeholders

### Advanced certificate in procurement & supply operations

- AC1 Procurement & supply environments
- AC2 Procurement & supply operations
- AC3 Procurement & supply workflow
- AC4 Inventory & logistics operations
- AC5 Procurement & supply relationships

EARLY BIRD CLOSURE: Friday 13 February 2015

NORMAL ENTRY CLOSURE: Friday 20 March 2015

RESULTS PUBLISHED: Wednesday 5 August 2015

Please note that all Reasonable Adjustment requests **must be submitted with your enrolment form before the Entry Closure date.**

## 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 Guidance booklet. They can also be found at [www.cips.org](http://www.cips.org) under Qualifications, Assessments.

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

**This form must be signed and each section completed. Please refer to the checklist overleaf.**

I agree to the conditions of entry into the CIPS examination(s). Signed..... Date .....

## PART 5 - HOW TO PAY

Examination fees: **£72.00** per examination, Early Bird **£65.00**. Please note that your form will not be processed if your payment is not received with this form.

- I have enclosed a UK sterling cheque (made payable to CIPS)
- Money on CIPS account
- Paid through the British Council
- Paid by BACS (remittance advice must be enclosed)
- Credit Card  Debit Card
- There is no fee if you pay by debit card. A non-refundable 2% fee will be incurred if you pay by credit card.
- MasterCard  Visa  Amex  Maestro

Name of Cardholder

Card Number (16 digits)

Issue Number  Expiry Date  /

Card Security Code

Total amount of subjects entered (£)

## SELECTING YOUR EXAM CENTRE

CIPS is able to provide examination facilities world-wide.

If you are registered with a study centre that offer the unit for the exam you wish to take, you should select this centre as your exam centre.

In the first instance, contact your study centre which is responsible for providing you with an examination centre. If you are a self study or distance learning student choose from any of the centres that are open to all candidates. At the time of going to print, the following centres listed below are provisional and may be subject to change. A current list of 'CIPS approved exam centres' can be found at <http://www.cips.org/Documents/Exam-centres/Listofexamcentresforwebsite.pdf>

### Africa examination centres – all students

The following centres will accept any students

Accra British Council	<b>GHANA</b>	Kampala British Council	<b>UGANDA</b>
Kumasi British Council	<b>GHANA</b>	Kitwe British Council	<b>ZAMBIA</b>
Nairobi British Council	<b>KENYA</b>	Livingstone British Council	<b>ZAMBIA</b>
Blantyre British Council	<b>MALAWI</b>	Lusaka British Council	<b>ZAMBIA</b>
Lilongwe British Council	<b>MALAWI</b>	Ndola British Council	<b>ZAMBIA</b>
Abuja British Council	<b>NIGERIA</b>	Bulawayo British Council	<b>ZIMBABWE</b>
Port Harcourt British Council	<b>NIGERIA</b>	Harare British Council	<b>ZIMBABWE</b>
Lagos British Council	<b>NIGERIA</b>		

### Africa examination centres – own student centres

The following centres will only accept students who are registered as studying with them

Management Development Institute	<b>GAMBIA</b>	International Management Academy	<b>RWANDA</b>
IGS Brac University	<b>BANGLADESH</b>		

### Special Africa examination centres

The following centres will be available to candidates on request. Please note: In addition to the unit examination fee payable to CIPS at the point of booking, a supplementary administrative fee will be charged by these exam centres. You are advised to contact the centre before completing a booking for details of this supplementary fee. If you do not pay the required fee, you may not be able to take your exam, and you may lose your assessment fee.

Douala British Council	<b>CAMEROON</b>	Dakar British Council	<b>SENEGAL</b>	Institute of Procurement & Supply	<b>TANZANIA</b>
Yaounde British Council	<b>CAMEROON</b>	University of Seychelles	<b>SEYCHELLES</b>	Northern Technical College	<b>ZAMBIA</b>
Addis Ababa British Council	<b>ETHIOPIA</b>	Institute of Public Administration & Management	<b>SIERRE LEONE</b>	Solwezi Trades Training Institute	<b>ZAMBIA</b>
English Language Institute	<b>GABON</b>	Juba British Council	<b>SUDAN</b>	Zambia Institute of Management	<b>ZAMBIA</b>
Papermore Consult	<b>GHANA</b>	Khartoum British Council	<b>SUDAN</b>	Speciss College	<b>ZIMBABWE</b>
Rose Hill British Council	<b>MAURITIUS</b>	Dar Es Salaam British Council	<b>TANZANIA</b>		

## CHECKLIST

Have you...

- Completed sections 1 to 5 of the form
- Signed and dated the form
- Enclosed your payment
- Enclosed any applicable supporting documentation, e.g. reasonable adjustment request form

