

Chartered Institute of Procurement and Supply (CIPS)

Thank you for choosing the British Council to sit your CIPS examinations. Kindly make separate payments for exams and membership. 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, provide contact details and sign the application form.

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 for more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you tick or cross the box next to the **option** you are paying for *on the Deposit Slip*. The options you will see for CIPS on the deposit slip will look like the table below. To complete the deposit slip, tick or cross the selected option and enter in the blank spaces (8 to 13) as many characters of your ID as possible.

		1	2	3	4	5	6	7	8	9	10	11	12	13
✓	CIPS Exam Fee	3	3	4	0	5	3	1						
	CIPS Membership Fee	3	3	4	0	5	3	2						

Where to make the Payment

Payments can be made at the following **Standard Chartered Bank** branches:

Lusaka	Lusaka Main Branch, Cairo Road
	Levy Mall Branch
	Kabulonga Branch
	Manda Hill Branch, Manda Hill Mall
Livingstone	Livingstone Branch
Kitwe	Zambia Way (Kitwe Main) Branch
Chingola	Chingola Branch
Solwezi	Solwezi Branch
Ndola	Buteko Branch

Submitting your completed application

You need to submit your completed application, deposit slip and payment to **Standard Chartered Bank** using the branches overleaf. The British Council will collect your application form directly from the bank.

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

Special Requirements

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

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 to 10 working days of your payment confirming your entry. If you have not received the confirmation within the stated period please contact us on the contacted details below.

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 or like us on
Facebook: British Council Zambia or visit our website on
www.britishcouncil.org.zm

DECLARATION – CIPS EXAMINATIONS

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 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.

EXAMINATION ENROLMENT FORM

November 2017

BOOK YOUR EXAM ENTRY ONLINE 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: exams@cips.org



PART 1 - ABOUT YOU: PLEASE COMPLETE IN FULL

Name:

Membership No:

Address:

Tel:

Mobile:

Email:

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).

This form should be completed by students wishing to sit their examinations in the countries listed below

AFGHANISTAN	GHANA	NEPAL
BANGLADESH	GUINEA	NIGER
BENIN	GUINEA-BISSAU	RWANDA
BURKINA FASO	HAITI	SIERRA LEONE
BURUNDI	KENYA	SOMALIA
CAMBODIA	KOREA DEM. REP. (NORTH)	SOUTH SUDAN
CENTRAL AFRICAN REP.	KRYGYZ REP.	TAJIKISTAN
CHAD	LIBERIA	TANZANIA
COMOROS	MADAGASCAR	TOGO
CONGO, DEM. REP.	MALAWI	UGANDA
ERITREA	MALI	ZAMBIA
ETHIOPIA	MYANMAR	ZIMBABWE
GAMBIA		

EXAM CENTRE INFORMATION

If you are registered with a study centre who also provide examination facilities, please select this centre as your exam centre. If you are a self-study or distance learning student, choose from any of the centres that are open to all students.

A current list of 'CIPS approved exam centres' can be found at www.cips.org under qualifications, Find an Exam Centre.

In addition to the examination fee payable to CIPS at the point of booking, a supplementary administrative fee will be charged by the examination centre. 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.

The following examination centres accept all students and will not charge a supplementary fee:

Accra British Council	GHANA	Kitwe British Council	ZAMBIA
Kumasi British Council	GHANA	Livingstone British Council	ZAMBIA
Nairobi British Council	KENYA	Lusaka British Council	ZAMBIA
Blantyre British Council	MALAWI	Ndola British Council	ZAMBIA
Lilongwe British Council	MALAWI	Bulawayo British Council	ZIMBABWE
Kampala British Council	UGANDA	Harare British Council	ZIMBABWE

You must complete an enrolment form for each examination session.

INTERNATIONAL ENTRY CLOSURE: Friday 15th September 2017 **RESULTS PUBLISHED:** Wednesday 31st January 2018

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

Membership no. 00

November 2017 Examinations

PART 2 - YOUR EXAMINATION CHOICES

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

Candidates are required to complete all parts of this form - if a mistake is made we may need to return your form which will 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

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

Diploma in procurement & supply

- D1 Contexts of procurement & supply
- D2 Business needs in procurement & supply
- D3 Sourcing in procurement & supply
- D4 Negotiating & contracting in procurement & supply
- D5 Managing contracts & relationships in procurement & supply

Advanced diploma in procurement & supply

- AD1 Management in procurement & supply
- AD2 Managing risks in supply chains
- AD3 Improving the competitiveness of supply chains
- AD4 Category management in procurement & supply
- AD5 Sustainability in supply chains
- AD6 Operations management in supply chains

Professional diploma in procurement & supply

- PD1 Leadership in procurement & supply
- PD2 Corporate & business strategy
- PD3 Strategic supply chain management
- PD4 Supply chain diligence
- PD5 Programme & project management
- PD6 Legal aspects in procurement & supply (UK)

PART 3 - 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 under Qualifications, Assessments and Enrolment Guidelines.
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.

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

Certificate fee(s)	£60 per exam	Total £	
Diploma fee(s)	£75 per exam	Total £	

PART 4 - HOW TO PAY

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 British Council

☐ Paid by BACS (remittance advice must be enclosed)

☐ Credit Card ☐ Debit Card

☐ MasterCard ☐ Visa ☐ Amex ☐ Maestro

Name of Cardholder

Card Number (16 digits)

Issue Number

Expiry Date

Card Security Code

There is no fee if you pay by debit card. A non-refundable 2% fee will be incurred if you pay by credit card.

CIPS NOVEMBER 2017 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
Monday 13 November 2017	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			
Tuesday 14 November 2017	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			
Wednesday 15 November 2017	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
Thursday 16 November 2017	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
Friday 17 November 2017	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			

International entry closure	Friday 15 September 2017
International exam cancellation	Friday 22 September 2017
UK entry closure	Friday 22 September 2017
UK exam cancellation	Friday 29 September 2017
Results published	Wednesday 31 January 2018