



Subsidised study

How the subsidised study works

The Academy subsidises eligible individuals by paying the Pathfinder Assessment fee, the student's annual CIPS membership fee and costs towards the pathway determined by the Pathfinder Assessment. Subsidies are paid as soon as you agree to join the programme, so it's important that you decide carefully before committing yourself. For each route this comprises:

Study:

- Cost of study guides (NB: Students who joined the Academy in 2010 and can demonstrate active use of the CIPS-e online modules will receive a subsidy for the CIPS-e licence rather than study guides)
- We subsidise a maximum of two subjects per trimester and up to five subjects in any 12 month period. Although you can choose to self-fund additional subjects over and above this number.
- The subsidy applies to a minimum and maximum number of papers per trimester/year
- You need to study at least three subjects per 12 month period - we subsidise you to study a minimum of 3 subjects in any 12 month period. You can't study less than this minimum number of subjects, unless of course you only have one or two papers left to complete.

Management Entry Route:

- Fee to access online questionnaire (following assessment of detailed CV, detailed current job description, organisational chart and line manager's supporting letter)
- Interview fee

Note that although successful completion of the [Management Entry Route](#) awards full Member status, it does not award the Graduate Diploma qualification

Professional Assessment Scheme:

- Fee to cover submission of 8 Professional Critical Incident reports (following assessment of detailed CV, detailed current job description and organisational chart)
- Interview fee

Note that although successful completion of the [Professional Assessment Scheme](#) awards full Member status, it does not award the Graduate Diploma qualification

Subsidised study (applicable to Study route only)

While individuals need to fund examination fees, CIPS-e licence (if required) and additional recommended reading books purchased, these costs may be reimbursed by their employer. If you leave public sector employment you will be expected to repay the cost of any MED subsidised study undertaken in the preceding 12 months.

The subsidy applies to a minimum and maximum number of papers per trimester/year (applicable to Study route only)

We subsidise a maximum of two units (subjects) per trimester and up to five units in any 12 month period, although you can choose to self-fund additional subjects over and above this number.

You must study and sit exams for at least three units per 12 month period. You can't study less than this minimum number of units unless of course, you only have one or two papers left to complete. Students not meeting this number will be asked to explain why they have not met the criteria. Continued lack of progress may result in the student being removed from the programme.

If you fail, or fail to sit, an exam, we won't refund the subsidy to allow you to study the same unit again; similarly if you don't study and sit the minimum number of units/exams in a 12 month period, you will be asked to explain why you haven't done so.

Subsidies are paid in advance (applicable to all routes)

Subsidies are paid as soon as you agree to join the programme, so it's important that you consider and decide carefully before committing yourself. To help you decide, we strongly suggest you read [So you're thinking of studying for CIPS qualifications... \[344 kB PDF\]](#)

If you leave public sector employment you will be expected to repay the cost of any MED subsidy received in the preceding 12 months.

On-going financial support is dependent on achievement (All routes)

We regularly audit progress by individual students across all routes and will follow up with any student who doesn't appear to be making headway. Continued lack of progress will be followed up with the student and their manager, and may result in the student being removed from the programme.

Am I eligible?

To apply for subsidised study, you must meet all the following criteria:

- Are employees of the Public Sector, including Public Service, State Services, State sector and Local Government employees
- Have at least three years' procurement experience
- Have the funds in place for their fee contribution
- Have their Manager's endorsement and support

Depending on demand, the following may also be taken into consideration:

- Evidence of relevance of the qualification to your current role (contained in your Manager's endorsement/statement of support)
- Preference will be given to applicants whose Chief Executives have given a commitment to the All of Government contracts through the Government Procurement Reform programme

How do I apply?

We induct a number of intakes each year – check out our [calendar](#) for the latest intake closing date.

If you haven't already, make sure you read [So you're thinking of studying for CIPS qualifications... \[344 kB PDF\]](#) to help you decide whether you should take on this big commitment.

If you feel it's for you, then [enrol now](#). (Note: the link is only available during the period of an intake).

How do we assess applications?

Selection is in two stages; firstly an initial assessment of the application by MED followed by a Pathfinder Assessment by a representative of CIPS (Australasia) (CIPSA). The decision of MED and CIPSA is final.

Further information

We recommend you review the following before completing your application:

- The Study & Qualify pages of the [CIPS website](#)
- The New Zealand edition of the Australasian Procurement & Construction Council's [guide to Building Government Procurement Capabilities](#) (under review)