

## **So you're thinking of studying for CIPS qualifications...?**

It's important that before you apply to join the Chartered Institute of Purchasing and Supply (CIPS) education programme, you understand what is required so you can make full use of this unique opportunity. As the New Zealand Procurement Academy subsidises a portion of your CIPS study, we need to be confident that our students are fully aware of what to expect as they progress toward MCIPS.

The CIPS education programme is only one route to MCIPS – information on the other routes to MCIPS (Professional Assessment Scheme and Management Entry Route) can be found on the New Zealand Procurement Academy website. The other routes are targeted at experienced senior procurers. If that's you, you may be able to gain MCIPS now!

If you're considering either of these routes, we can put you in touch with others who are following the same route or have successfully completed it so you can get a first-hand view!

### ***How much time do I need to commit?***

Undertaking a course of study is a big commitment for anyone. Juggling time for study alongside work and personal commitments is a challenge, especially if you've never studied for qualifications outside of school or it's been some time since you last opened a textbook.

Based on feedback from current students, Level 4 units can take between 60 and 80 hours of study each whilst Level 6 units average over 100 hours (each level comprises five units). So to achieve one complete level can take anything between 300 and over 500 hours - and that may not include background reading on the subject.

Fortunately, the study guides include some tips on how to plan and timetable your study and ensure that you get some 'me' time too! Remember too that the pressure will really be 'on' at exam time (around the third week of May, July and November). Below we've included a suggested plan for study so that you'll achieve one complete level over the period of a year:

Trimester	Number available exams)	of weeks (between	Suggested number of units to study	Average hours of study, per week (minimum) <sup>1</sup>		
				Level 4	Level 5	Level 6
<b>May to July</b>	10 weeks		1	8	9	10
<b>July to November</b>	17 weeks		2	9.5	10.5	12
<b>November to May</b>	26 weeks		2	6	7	8

### ***Methods of study – what's your preferred style?***

There are a number of resources available to you to support your study. These include:

- Study guides (and other background reading)
- Facilitated workshops
- Student-led study groups
- Past exam papers
- Online learning modules (called "CIPS-e")

What you choose to use - and how - is really down to you and what you prefer. Generally all students obtain copies of the study guides for the units they're studying. The guides include self-assessment

<sup>1</sup> Assumes study takes place every week

tests, but many students choose to also use past exam papers to reinforce what they've learnt whilst others like to network with their fellow students through workshops or study groups and learn at the same time.

To help you think about how you might 'prefer to learn', try the following questionnaire which is based on Fleming's VAK learning styles model. It's a quick and easy way to assess your preferred learning style and match the methods of study with your preferences to maximize your educational experience by focusing on what benefits you the most.

***So, to summarise....***

Don't underestimate the time needed to study for CIPS qualifications; even those who believe they have lots of procurement knowledge and experience have been surprised by what they needed to do! Think about it carefully before you commit yourself and seek advice from your manager or mentor.

The New Zealand Procurement Academy is here to help. If you want to talk it through feel free to contact us:

Vivienne Morley, tel: (04) 462 4298, email: [vivienne.morley@med.govt.nz](mailto:vivienne.morley@med.govt.nz)

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Read each statement and tick whichever response is the closest to how you'd react. **There are no right and wrong answers**, so don't get too hung up on whether you feel you should be one or the other; most people have a combination of all three styles.

Statement	A	B	C
When operating new equipment, I..	read the instruction manual	listen to explanation	have a go
If I need travel directions, I..	look at a map	ask for spoken directions	follow my nose and maybe use a compass
If cooking a new dish, I'd..	follow a recipe	call a friend for explanation	follow my instincts, tasting as I cook
If I'm teaching someone how to do something, I'd..	write instructions	explain verbally	demonstrate and let them have a go
.. and I'm likely to say to them..	watch how I do it	listen to me explain	you have a go
In conversation, I often say..	I see what you mean	I hear what you are saying	I know how you feel
When someone is teaching me something, I'm more likely to say..	show me	tell me	let me try
If I buy something that turns out to be faulty, I'm more likely to..	write a letter	phone	send or take it back to the store
I prefer spending my leisure time on..	museums and galleries	music and conversation	playing sport or DIY
If someone asks me what I'd like for a gift, I'm most likely to ask for..	books	music	tools and gadgets
When out shopping, I'm most likely to..	look and imagine	discuss with shop staff	try on and test
When choosing a holiday, I..	read the brochures	listen to recommendations	imagine the experience
When choosing a new car, I'd..	read the reviews	discuss with friends	test-drive what I fancy

	A	B	C
Total up the number of As, Bs and Cs and enter them here:			

**Mostly As** – you tend to have a **Visual** learning style involving the use of seen or observed things, including pictures, diagrams, demonstrations, displays, handouts, films, flip-charts.

**Your best methods of study might include:** *study guides and other background reading; attending facilitated workshops; CIPS-e online learning modules*

**Mostly Bs** – you tend to have an **Auditory** learning style involving the transfer of information through listening: to the spoken word, of self or others, of sounds and noises.

**Your best methods of study might include:** *attending facilitated workshops; meeting up with other students in a student-led study group*

**Mostly Cs** – you tend to have a **Kinesthetic or Tactile** learning style involving physical experience - touching, feeling, holding, doing, practical hands-on experiences.

**Your best methods of study might include:** *self-assessment tests contained in the study guides; doing past exam papers; attending facilitated workshops*