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Harley Reed is a multidisciplinary professional services group, headquartered in the UK with additional offices in Ghana, Nigeria, Malawi, Zimbabwe and South Africa.

The core service offerings span Advisory, Knowledge and Assurance Services.

The offices also work together to assist in the international business development of organisations targeting emerging markets, having been engaged in projects across Europe, Africa and Asia.

Harley Reed has delivered a full range of services to Public, Private and Third sector organisations, and our clients range from individuals and partnerships, private enterprises, through to state owned enterprises, governments and multinationals.
# Harley Reed Overview

## Advisory Services
- Management and Strategy Consulting
- Operations, Manufacturing and Technology Consulting
- Supply Chain Management and Procurement Consulting
- Community Finance and Microfinance
- Sustainability, Social and Financial Inclusion, Corporate Governance and Corporate Social Responsibility
- Business Start-Up, Market Entry and Market Research
- Restructuring, Working Capital & Cash Advisory Services
- Capacity Building and Change Management

## Knowledge Services
- Training needs assessments
- Sector focused seminars
- Purchasing and Supply & CIPS professional courses
- Logistics and Transport & CILT professional courses
- Leadership and Management
- Sustainability, Social Responsibility and SROI
- Corporate Governance
- Courses for social enterprises, charities and voluntary organisations
- Team building and capacity building
- Generic / vocational skills training (e.g. presentation skills, business writing, team building)

## Assurance Services
- Book-keeping, Accounting, Tax and Payroll Services
- Preparation of Management Accounts
- Budgeting, Cash Flow Forecasting, and other Management Information
- Setting up of new businesses
- Dispute Analysis and Financial Investigation Services
- Outsourced Administration, Shared Services and Company Secretarial Services
- Outsourced procurement services
The importance of procurement training

- Purchasing cuts across all sectors and for many organisations their biggest cost (anywhere between 35% – 80% of total costs) is the cost of goods and services from third parties. The difference between good and bad purchasing can be 30% or more.

- A well planned procurement function is able to positively impact businesses through added efficiency, thereby reducing costs and increasing profitability. Responsible sourcing contributes to mitigating business risk and safeguarding reputation.

- Harley Reed recognises how organisations' procurement needs and expertise differs. For this reason, in addition to the professional CIPS program we offer, we also tailor procurement related training based on client needs, and deliver this bespoke training in a flexible manner to cater to client schedules.
Introducing the Chartered Institute of Procurement and Supply (“CIPS”)

- CIPS is the global leading body representing the field of purchasing and supply chain management. Established in 1932, it has grown to become the central reference for industry best practice and its code of conduct is the international standard.

- With headquarters in the UK and regional offices in Australia, South Africa, Singapore and the Middle East, CIPS supports a global community of 114,000 in 150 countries, making CIPS the largest procurement association in the world.

- CIPS professional qualifications are suitable for personnel working in public, private and third sector organisations with job roles covering functions such as procurement, commissioning, tendering, contract management, distribution and related human resource skills.

- CIPS is an internationally recognised qualification, allowing holders of all levels to demonstrate their professional competence internationally to all stakeholders.
The CIPS Qualification

Studying CIPS with Harley Reed

- Harley Reed (UK) was first accredited to deliver CIPS qualifications in 2007, achieving Centre of Excellence status in 2015 – the highest level of accreditation possible.

- All the Harley Reed offices are registered as CIPS study centres, supported by our UK study centre to maintain our excellent standards.

- Harley Reed’s tutor team includes a number of FCIPS and MCIPS qualified individuals with extensive experience of working within complex supply chains spanning all industries and sectors.

- Our pass rates have been exemplary and considerably above international benchmark averages.

- We offer the most flexible delivery terms - intensive, part-time and blended learning programmes through our unique supported learning environment.
Routes to Full Membership of CIPS

**Certificate in Procurement and Supply Operations**
- Certificate Member
- No entry requirements

**Advanced Certificate in Procurement and Supply Operations**
- Certificate Member
- No qualifications or experience required

**Diploma in Procurement and Supply**
- Diploma Member
- 2 A levels (or equiv.), or 2 years’ business experience; or CIPS Advanced Certificate

**Advanced Diploma in Procurement and Supply**
- Associate Member
- Diploma unless otherwise advised by CIPS

**Professional Diploma in Procurement and Supply**
- Full Member (MCIPS)
- Advanced Diploma unless otherwise advised by CIPS

### Study Route

- **Certificate in Procurement and Supply Operations**
  - Five compulsory units: Procurement and Supply Principles; Procurement and Supply Functions; Procurement and Supply Processes; Procurement and Supply Administration; Procurement and Supply Stakeholders
  - No entry requirements

- **Advanced Certificate in Procurement and Supply Operations**
  - Five compulsory units: Procurement and Supply Environments; Procurement and Supply Operations; Procurement and Supply Workflow; Inventory and Logistics Operations; Procurement and Supply Relationships
  - No qualifications or experience required

- **Diploma in Procurement and Supply**
  - Five compulsory units: Contexts of Procurement and Supply; Business Needs in Procurement and Supply; Sourcing in Procurement and Supply; Negotiating and Contracting in Procurement and Supply; Managing Contracts and Relationships in Procurement and Supply
  - 2 A levels (or equiv.), or 2 years’ business experience; or CIPS Advanced Certificate

- **Advanced Diploma in Procurement and Supply**
  - 3 compulsory units: Management in Procurement and Supply; Managing Risks in Supply Chains; Improving Competitiveness of Supply Chains; 2 units chosen from: Category Management in Procurement and Supply; Operations Management in Supply Chains
  - Diploma unless otherwise advised by CIPS

- **Professional Diploma in Procurement and Supply**
  - 3 compulsory units: Leadership in Procurement and Supply; Corporate and Business Strategy; Strategic Supply Chain Management; 2 units chosen from: Supply Chain Diligence; Procurement and Project Management; Legal Aspects in Procurement and Supply (UK)
  - Advanced Diploma unless otherwise advised by CIPS

### Experience Route

**Senior experience in purchasing and supply management: exam route inappropriate**

- A learning needs assessment establishes if full membership can be awarded straight away. If not, a Management Entry Route (MER) plan is developed by CIPS

- **Management Entry Route (MER)**

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**Full Membership of CIPS: MCIPS**
# The CIPS Qualification Structure

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>Unit Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Diploma in Procurement and Supply</strong></td>
<td>Core Unit Leadership in Procurement and Supply, Core Unit Corporate and Business Strategy, Core Unit Strategic Supply Chain Management, Optional Unit Supply Chain Diligence, Optional Unit Programme and Project Management, Optional Unit Legal Aspects in Procurement and Supply (UK)</td>
</tr>
<tr>
<td><strong>Advanced Diploma in Procurement and Supply</strong></td>
<td>Core Unit Management in Procurement and Supply, Core Unit Managing Risks in Supply Chains, Core Unit Improving the Competitiveness of Supply Chains, Optional Unit Category Management in Procurement and Supply, Optional Unit Sustainability in Supply Chains, Optional Unit Operations Management in Supply Chains</td>
</tr>
<tr>
<td><strong>Diploma in Procurement and Supply</strong></td>
<td>Contexts of Procurement and Supply, Business Needs in Procurement and Supply, Sourcing in Procurement and Supply, Negotiating and Contracting in Procurement and Supply, Managing Contracts and Relationships in Procurement and Supply</td>
</tr>
<tr>
<td><strong>Advanced Certificate in Procurement and Supply Operations</strong></td>
<td>Procurement and Supply Environments, Procurement and Supply Operations, Procurement and Supply Workflow, Inventory and Logistics Operations, Procurement and Supply Relationships</td>
</tr>
<tr>
<td><strong>Certificate in Procurement and Supply Operations</strong></td>
<td>Procurement and Supply Principles, Procurement and Supply Functions, Procurement and Supply Processes, Procurement and Supply Administration, Procurement and Supply Stakeholders</td>
</tr>
</tbody>
</table>
Description of Study Methods

Study Methods

- Harley Reed offers a flexible range of study options for our students; flexible with respect to location, duration, start date and learning method. Students can choose to learn underpinning knowledge through a combination of classroom workshops and eLearning solutions.

- All our students receive a full set of course notes, interactive learning materials, set of assignments, a mock exam and unlimited tutor support. This provides students with a rich learning experience, enabling each student to study at their own pace within a structured programme.

- Platinum students receive tuition through classroom workshops, as well as enjoying online resources.

Revision

- All Harley Reed Platinum and Gold students receive classroom revision workshops as part of our course offering. Accessing revision workshops (Silver programme) is also possible for non-Harley Reed students at our prevailing fee.

- For students unable to travel to any of our study centres for revision, we offer pure distance learning packages. We also occasionally offer live revisions through our virtual classroom.

- Our course delivery is built on a platform of eLearning materials which is supplemented by classroom workshops (Platinum programme) and revision workshops (Gold and Platinum programmes). These are supported by sessions through our virtual classroom when required.
Assessment Methods and General Guidance

Assessment methods
- Units at Diploma level and above are assessed through a 3 hour written examination.
- Exam sittings are held 5 times a year in the UK (January, March, May, July, November) and 3 times a year internationally (May, July, November)
- Certificate and Advanced Certificate are available as computer based examinations, or through the traditional paper based examinations. Please contact your local study centre for details of your nearest exam centre.

In-house programmes
- We have conducted CIPS courses and revision workshops on an in-house basis for groups of students in many countries. This allows the course structure and timetable to be flexibly built around the work of employer and employees
- We are also able to offer significant discounts on our standard pricing for groups. Please contact our training team for more information

General Guidance Notes
- Harley Reed automatically enrolls Platinum students onto our Pass Plus scheme. This allows students to attend revision workshops and receive tutor support free of charge for resits providing qualifying requirements are fulfilled. See our training terms and conditions for full details
- Whilst students are free to attempt as many papers at 1 sitting as they wish, it is our recommendation that students attempt a maximum of 3 papers per examination sitting
- Students should be prepared to dedicate up to 80 hours per module when choosing their preferred progression speed
## Components of Harley Reed Course Offerings

<table>
<thead>
<tr>
<th>Components of Harley Reed CIPS courses</th>
<th>Platinum Programme</th>
<th>Gold Programme</th>
<th>eLearning Programme</th>
<th>Silver Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance with student registration with CIPS</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Full set of course notes and supporting materials</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Course text books (CIPS Profex)*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Course delivered through classroom workshops</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course supported by interactive eLearning materials and platform</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Unlimited personal tutor support</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Classroom based revision workshop / question and answer session</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>Enrolment on the Harley Reed learner management platform</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Case studies and assignments set and marked by Harley Reed tutor team</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Mock examination, with detailed personalised feedback given</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Support via virtual classroom available*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Access to Harley Reed library at Harley Reed study centres</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Enrolment onto Harley Reed ‘Pass Plus’ scheme</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Books included in fees in UK and South Africa only. Other offices are able to supply books for an additional fee.
## CIPS Study Methods Summary

<table>
<thead>
<tr>
<th>Study method</th>
<th>Timetabling *</th>
<th>Additional requirements</th>
<th>Suitable for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Programme</td>
<td>2-3 full day sessions (or more if delivered as evening classes), plus 1 revision workshop</td>
<td>• Students are expected to review eLearning materials/text books in advance of the course, to review material covered in lectures, complete 2 assignments, and complete 1 mock examination.</td>
<td>Students preferring a higher level of support, who prefer to learn in groups and have availability to attend more workshops</td>
</tr>
</tbody>
</table>
| Gold Programme     | Flexible to student learning timescale. -1 revision workshop held close to examinations. Web-based revision sessions also available to those unable to attend in person (exam assessment students) | • Students are required to dedicate time to progressing through provided eLearning and contact tutors for additional support  
• Students are expected to review materials in advance of the revision day, attend revision, complete 2 assignments, and complete 1 mock examination. | Students unable to attend multiple classroom sessions due to their location or the nature of their work preventing advanced scheduling. Students preferring to study at their chosen speed, but recognising the importance of exam focussed support |
| eLearning          | Flexible to student learning timescale.                                                                 | • Students are required to dedicate time to progressing through provided eLearning and contact tutors for additional support | Students wishing to study at their chosen speed who are not located close to Harley Reed offices and not able to attend any classes |
| Silver Package     | 1 day revision workshop close to the examination                                                                 | Ability to attend in person                                                                 | Self study students requiring ‘top-up’ support, or students studying with another provider who require face to face top-up support |

*Certificate and Advanced Certificate modules may require less tuition time compared to higher level CIPS modules.*
Students can register to study with Harley Reed at any point during the year. The registration process is:

1. Students should discuss their preferred method of study and entry level with the Harley Reed training team.


3. Harley Reed will review the application form, clarify any queries, advise on the student’s course schedule and issue an invoice.

4. Students must apply to CIPS for membership as early as possible, and at least two weeks before the examination entry deadline if they intend to sit examinations at the next sitting. A one off registration fee is payable to CIPS, which covers their initial assessment. This process should take approximately 7 days from the date of receipt by CIPS. Whist Harley Reed is able to support students through the registrations process, students must note that it is their sole responsibility to ensure their CIPS membership is valid throughout their studies, and to register for their exam sittings.

5. Whilst some offices may provide students with the option to pay their membership and exam fees via Harley Reed, they must note that CIPS does not communicate students membership status to study centres during the exam entry process. (CIPS sends any related information to students direct).

6. Students with relevant qualifications or experience may be eligible for exemptions. Students can apply for exemptions to CIPS by completing a mapping document of their existing qualification against the CIPS module unit content.
<table>
<thead>
<tr>
<th>Exam Series</th>
<th>Region</th>
<th>Exam Entry Closure</th>
<th>Exam Dates</th>
<th>Exam Results</th>
<th>Harley Reed Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>UK Only</td>
<td>9 Dec 2016</td>
<td>23-25 Jan 2017</td>
<td>12 Apr 2017</td>
<td>Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 2nd December 2016 (UK students only)</td>
</tr>
<tr>
<td>March</td>
<td>UK Only</td>
<td>20 Jan 2017</td>
<td>6-8 Mar 2017</td>
<td>24 May 2017</td>
<td>Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 13th January 2017 (UK students only)</td>
</tr>
<tr>
<td>May</td>
<td>All</td>
<td>24 Mar 2017 (UK)</td>
<td>15-19 May 2017</td>
<td>2 Aug 2017</td>
<td>Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 18th March 2016 (UK students) / 11th March 2016 (International Students)</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>27 Mar 2017 (Int)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>All</td>
<td>3 Jun 2016 (UK)</td>
<td>18-20 Jul 2016</td>
<td>5 Oct 2016</td>
<td>Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 27th May 2016 (UK students) / 20th May 2016 (International Students)</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>27 May 2016 (Int)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>All</td>
<td>23 Sep 2016 (UK)</td>
<td>14-18 Nov 2016</td>
<td>1 Feb 2017</td>
<td>Students who have agreed with Harley Reed to manage their exam registrations should ensure all forms and payment are with us by 16th September 2016 (UK students) / 9th September 2016 (International Students)</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>16 Sep 2016 (Int)</td>
<td></td>
<td></td>
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</table>
Choosing to Study with Harley Reed

Why study with Harley Reed?

- Harley Reed places students at the centre of all we do. That is why we are able to offer such a wide range of study methods and we are flexible to students start date throughout the year
- Our team includes highly experienced and qualified tutors including current and former CIPS markers
- We offer a range of tuition locations, including in-house tuition for groups starting from 5 people
- Our pass rate is exceptional and consistently above local benchmarks in all countries we operate
- We offer unlimited support to our students, regardless of whether our students choose Platinum or Gold Programmes

Enrolling a group? Then contact us for our corporate pricing schedule

Need general procurement training, either for junior staff or strategic training for senior management

- Harley Reed conduct training needs assessments with the objective of identifying competency gaps within the target groups. The assessment is part of the training planning process enabling us to:
  - Determine and finalise the specific training relevant to target groups
  - Determine what training will improve performance
  - Group individuals into appropriate training groups
  - Link improved job performance with the organisation’s goals
- Harley Reed delivers a number of generic and bespoke procurement courses focusing on areas of topical interest, ranging from 1 day to 5 days in duration
Testimonials & Contacts

“Harley Reed exceeded my expectations! They were brilliant they offered excellent support, extremely helpful tuition and most importantly made me feel welcome and at ease on my exam day. I am looking forward to taking my next step with Harley Reed in the near future”

Harley Reed (UK) student

“Delivering Harley Reed’s courses using their innovative SPLE method is very simple yet effective. A pioneering move from the team!”

Harley Reed CIPS tutor

“Wonderful presentation, 1st of its kind for me and I've actually started telling my colleagues”

Harley Reed (Ghana) student

“Thank You Harley Reed for your support I cant think of any other school to do CIPS with… thank you so much if it wasn't for you I wouldn’t' have my CIPS Qualification”

Harley Reed (Zimbabwe) Student
# Testimonials & Contacts

For further information or to discuss our services in further detail, please contact one of the following:

<table>
<thead>
<tr>
<th>Training Administrator</th>
<th>Training Administrator</th>
<th>Training Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harley Reed (UK)</td>
<td>Harley Reed (South Africa)</td>
<td>Harley Reed (Malawi)</td>
</tr>
<tr>
<td>Tel: +44 203 824 1419</td>
<td>Tel: +27 11 312 8411</td>
<td>Tel: +265 1 827 050</td>
</tr>
<tr>
<td><a href="mailto:cips@harleyreed.com">cips@harleyreed.com</a></td>
<td><a href="mailto:cipssa@harleyreed.com">cipssa@harleyreed.com</a></td>
<td><a href="mailto:cipsmw@harleyreed.com">cipsmw@harleyreed.com</a></td>
</tr>
<tr>
<td>Training Administrator</td>
<td>Training Administrator</td>
<td>Training Administrator</td>
</tr>
<tr>
<td>Harley Reed (Ghana)</td>
<td>Harley Reed (Nigeria)</td>
<td>Harley Reed (Zimbabwe)</td>
</tr>
<tr>
<td>Tel: +233 302 223 943</td>
<td>Tel: +234 1 3428 544</td>
<td>Tel: +263 773 052 480</td>
</tr>
<tr>
<td><a href="mailto:cipsgh@harleyreed.com">cipsgh@harleyreed.com</a></td>
<td><a href="mailto:cipsng@harleyreed.com">cipsng@harleyreed.com</a></td>
<td><a href="mailto:cipszw@harleyreed.com">cipszw@harleyreed.com</a></td>
</tr>
</tbody>
</table>
Disclaimer

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