

## CIPS MEMBER UPGRADE STATEMENT

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### **CIPS REQUIREMENTS FOR UPGRADE TO FULL MEMBERSHIP STATUS**

CIPS have declared that the Level 4 Supply Chain Management NVQ will provide a route to MCIPS provided that the candidate:

- completes at least 3 optional units in the group from Unit M5 to M19 \*.
- has at least 3 years experience in a position of responsibility in the purchasing and supply profession (*this is a requirement of the CIPS Charter*).

#### **Three years experience requirement**

Typical role profiles which would be accepted include:

- a. Any person who has responsibility in a post which covers purchasing and supply related activity. Responsibility can include budgets, inventory, human and physical resources, policies, procedures, processes and information
- b. any person who is responsible for the provision of an advisory or consultative service at a senior management level and which relates to purchasing and supply activity
- c. any person who is responsible for delivering learning to others which is related to purchasing and supply activities and which is positioned at a UK graduate level
- d. any person who has made a contribution to higher level learning or research, which is related to purchasing and supply subject matter. Higher level learning is defined as being contained within a PhD or through published work in eminent higher level publications
- e. any person who has ultimate, but not necessarily direct, responsibility for a purchasing and supply related function in an organisation.

#### **Application process**

To apply for an upgrade to MCIPS, members should send a testimony from their Line Manager which states that the individual has "at least three years' experience in a post of responsibility in the purchasing and supply profession." Such testimonials must be accompanied by a copy of the applicant's curriculum vitae (CV).

In exceptional circumstances, members who are not able to obtain a line manager's testimonial may provide a self-certified testimonial together with a copy of their CV and the names of two referees from individuals who will be able to verify the contents of the CV.

Copy of EDEXCEL L4 Supply Chain Management NVQ Certificate **AND** Unit Certificate (\* *CIPS need Unit Certificate to check this Criteria*) must be included.

#### **How to apply for upgrade**

CIPS have provided 3 Template Letters to support the Upgrade Application process:

**Letter 1** – Covering letter - stating your name, membership number and route to membership. You must also include your curriculum vitae (CV).

**Letter 2** – Line manager testimonial – your line manager should complete details of this letter and return it to the member.

**Letter 3** – Self-certified application letter including names of two referees. You must also include your CV.

All applications should be sent to the Customer Service Team at Easton House. You can send them as e-mail attachments to [qualifications@cips.org](mailto:qualifications@cips.org)

SEE CIPS Website – "HOW TO UPGRADE TO MCIPS"

<http://www.cips.org/en-gb/membership/grades/upgradetomcips/>