

LEARNER HANDBOOK

FOR

**CHARTERED INSTITUTE OF PROCUREMENT
AND SUPPLY QUALIFICATIONS**

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ABOUT HARVESTHOUSE CONSULTING AND TRAINING SOUTH AFRICA

Harvesthouse Consulting And Training South Africa Pty Ltd is a global service group organization that specializes on Procurement, Supply Chain Management, Logistics, Business Management, Auditing and Finance etc.

Since 2013, Harvesthouse has been empowering leaders to accelerate self-sufficiency and prosperity for their communities, businesses, institutions and countries. Harvesthouse's effort meant to build the capacity of national governments to meet their citizens' needs, managing funds to support service delivery in difficult contexts and delivering world-class programmes and capacity building.

Harvesthouse has a strong track record in the design, development and implementation of supply chain solutions. Our dynamic and innovative approach ensures delivery whilst positioning our clients to achieving measurable impact. We have successfully worked across Sub-Saharan Africa, delivering projects in a number of countries including South Africa, Malawi, Botswana, Zimbabwe, Mozambique, Kenya and Tanzania.

ACCREDITATIONS

- Chartered Institute of Procurement and Supply(CIPS) Accreditation Number: 005539306
- Transport Education Training Authority of South Africa Accreditation Number: TETA17-938
- Sector Education and Training Authority of South Africa Accreditation Number: 13569

OUR SERVICES

Procurement and Supply Chain Qualifications	Short Learning Programmes	Advisory Services	EVENTS AND WORKSHOPS
<p>Chartered Institute of Procurement and Supply (CIPS) all levels ;</p> <ol style="list-style-type: none"> 1. Professional Diploma in Procurement and Supply 2. Advanced Diploma in Procurement and Supply 3. Diploma in Procurement and Supply 4. Advanced Certificate in Procurement and Supply Operations 5. Certificate in Procurement and Supply Operations 	<ul style="list-style-type: none"> • SAQA ID: 74149 National Certificate: Supply Chain Management • Procurement Audit and Probity audits (advisory & assurance), • Procurement and Supply Chain Management- Public and Private short learning Programmes • Logistics Management • Financial and Risk Management • Human Resource Management • Project Management • Occupational Health and Environmental Management Courses • Health and Safety Courses <p>Please visit our website for many more information www.harvesthouse.co.za or to email enquiries@harvesthouse.co.za</p>	<ul style="list-style-type: none"> • Tender Evaluations • Procurement Quality Assurance activities from procurement strategy to contract award. • Reviewing, developing and maintaining policies and procedure manuals List Item • International Supply Chain Management • Internal and External Auditing <p>Please visit our website for many more information www.harvesthouse.co.za or to email enquiries@harvesthouse.co.za</p>	<p>All workshops are scheduled on our website and the attached document.</p>

CIPS QUALIFICATIONS

The Chartered Institute of Procurement and Supply is a world's largest professional body for Procurement and Supply. It is an international organisation, operating in over 150 countries worldwide. CIPS Qualifications are designed to support professional development and CIPS Professionals can work anywhere in the world.

CIPS Qualification has 5 levels and exams are written six (6) times per year annum i.e. January, March, May, July, September and November each year. On successful completion of the Diploma, Advanced and Professional diplomas and in conjunction with three years' experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIPS.

REGISTRATION PROCESS

Potential students intending to study towards CIPS Qualifications must first send detailed CVs, Certified educational qualifications and a copy of IDs to Harvesthouse. This will enable the registration team to assess and evaluate the level of study. Upon evaluation of the entry level then prospective student must complete CIPS Membership Application Form and also Harvesthouse student enrolment form. You can also complete the Harvesthouse student enrolment form at <http://www.harvesthouse.co.za/student-application-form-for-2020/>.

Please note that membership fee can be paid directly to CIPS or through our registration office who will then resubmit your application forms and your payment to CIPS. Through this CIPS membership, you will benefit from Professional Development resources that will support your studies and your career.

N.B. CIPS Membership Application form can be downloaded on the CIPS website and complete the application online at <https://www.cips.org/membership/joinonline/> or to request it at our Harvesthouse registration office.

You can register CIPS Qualifications any time of the year.

For more information and registration please do not hesitate to contact us at:

595 Thabo Sehume Street

Signal House Building,

Pretoria, Gauteng, South Africa 0002

Tel: +27 12 753 8007 Cell: +27 73 209 3307, +27 82 079 1866

Email: enquiries@harvesthouse.co.za Website: www.harvesthouse.co.za

CIPS QUALIFICATION ENTRY REQUIREMENTS

Please find below module titles and entry requirements for CIPS Qualifications.

LEVEL	CIPS CODE	MODULES	ENTRY REQUIREMENTS
		Five CORE modules make up the required 18 credits	
CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS	L2M1	Introducing Procurement and Supply (6 Credits)	You don't need any prior experience or qualifications to start your studies at this stage.
	L2M2	L2M2 Procurement and Supply Operations (3 Credits)	
	L2M3	L2M3 Stakeholder Relationship (3 Credits)	
	L2M4	L2M4 Systems Technology (3 Credits)	
	L2M5	L2M5 Inventory, Logistics and Expediting (3 Credits)	
		Four CORE modules make up 24 of the required credits	
ADVANCED CERTIFICATE IN	L3M1	Procurement and Supply Environment (6 Credits)	You don't need any prior experience or qualifications to start your studies at this stage.
	L3M2	Ethical Procurement and Supply (6 Credits)	
	L3M3	Contract Administration (6 Credits)	
	L3M4	Team Dynamics and Change	

PROCUREMENT AND SUPPLY OPERATIONS		(6 Credits)	
	Choose one ELECTIVE module to make up the final six required credits		
	L3M5	Socially Responsible Procurement (6 Credits)	
	L3M6	Socially Responsible Warehousing and Distribution (6 Credits)	
DIPLOMA IN PROCUREMENT AND SUPPLY	Eight CORE modules make up 60 required credits		This is the highest entry point to our diploma qualifications and requires a minimum of at least two A-levels (or international equivalent) or a CIPS Advanced Certificate qualification. Alternatively you need a minimum of two years' experience in a business environment.
	L4M1	Scope & Influence of procurement and supply (12credits)	
	L4M2	Defining business needs (6 Credits)	
	L4M3	L4M3 Commercial contracting (6 credits)	
	L4M4	Ethical & responsible sourcing (6 credits)	
	L4M5	Commercial negotiation (6 Credits)	
	L4M6	Supplier relationships (6 credits)	
	L4M7	Whole life asset management (6credits)	
	L4M8	Procurement & supply in practice (8 credits)	
ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY	Five CORE modules make up 42 of the required credits		You will need to have achieved the CIPS Diploma in procurement and supply.
	L5M1	Managing Teams and Individuals (12 Credits)	
	L5M2	Managing Supply Chain Risk(6Credits)	
	L5M3	Managing Contractual Risk (6 Credits)	

	L5M4	Advanced Contract & Financial Management (12 Credits)	
	L5M5	Managing Ethical Procurement and Supply (6 Credits)	
		Choose three ELECTIVE modules to make up the final 18 remaining credits	
	L6M6	Category Management (6 Credits)	
	L5M15	Advanced Negotiation (6 Credits)	
	L5M7	Achieving Competitive Advantage Through the Supply Chain (6 Credits)	
	L5M8	Project and Change Management (6 Credits)	
	L5M9	Operations Management (6 Credits)	
	L5M10	Logistics Management (6 Credits)	
PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY		Four CORE modules make up 42 of the required credits	You will need to have achieved the
	L6M1	Strategic Ethical Leadership (12 Credits)	
	L6M2	Global Commercial Strategy (12 Credits)	
	L6M3	Global Strategic Supply Chain Management (12 Credits)	

	L6M4	Future Strategic Challenges for the Profession (6 Credits)	CIPS Advanced diploma in procurement and supply.
	Choose three ELECTIVE modules to make up the final 18 remaining credits		
	L6M5	Strategic Programme Leadership (6 Credits)	
	L6M8	Innovation in Procurement and Supply (6 Credits)	
	L6M9	Supply Network Design (6Credits)	
	L6M10	Global Logistics Strategy (6 Credits)	
MCIPS			
Recognised worldwide as the Global standard for top quality procurement professionals. It is a Professional Accreditation for those working in Procurement and Supply			You must have completed by Assessment or exemption) the Diploma, Advanced Diploma in Procurement and Supply. You also need 3years experience in a position of responsibility in the Procurement and Supply profession.

TUITION METHODS

CLASSROOM LEARNING

Harvesthouse focuses on Classroom based tuition which is conducted during the (Day, Evening and Weekends).

PACKAGES FOR CLASSROOM BASED LEARNING

- Students to attend an Orientation day before classes commences
- Students to choose their attendance either during the Day/ Evening or Weekend classes
- Facilitation of tuition by qualified Full time tutors face to face
- CIPS Profex Course Books
- CIPS Course Notes/Slides
- Students to write assignments, tests and feedback given
- Classroom revision done after finishing the unit content
- Mock examinations held close to examination times
- Library facility to all students
- Team group or study groups facilitation
- Unlimited Tutor support

1.2 SUPPORTERED DISTANCE LEARNING

Harvesthouse also delivers Supportered Distance learning to those students who do not make it to attend on Classroom learning and the package includes the following;

- Assessment Learning done on Skype either during the Day/ Evening or Weekends
- Supportered Distance Learning Sessions are contacted at the same time with Classroom Learning, this means student will be getting the same tuition afforded to our Classroom Learning students
- CIPS Course Books
- CIPS Course Notes
- Assignments marked and feedback given
- Mock examinations
- Revisions to be done on Skype
- Team groups or Study groups
- Unlimited Tutor support

MONTHS FOR EXAMS 2020

Month	JAN	MARCH	MAY	JULY	SEPTEMBER	NOVEMBER
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LOCATION AND TRAINING FACILITIES

Harvesthouse is located at:

Harvesthouse Consulting & Training South Africa Pty Ltd

595 Thabo Sehume Street

Pretoria, Gauteng, South Africa 0002

Tel: +27 12 753 8007 Cell: 073 209 3307, 082 079 1866

Email: enquiries@harvesthouse.co.za Website: www.harvesthouse.co.za

WHY STUDY AT HARVESTHOUSE

1. Highest Quality Experience

We pride ourselves on offering the highest-quality experience in both your academic and student life. You'll be joining a leading college community, working alongside academics who are global experts in their field and who encourage and emphasize the importance of originality and independent thinking.

At Harvesthouse students learn not what to think, but how. In an atmosphere of free and open inquiry, Students and Lecturers debate, collaborate, and investigate while challenging assumptions—and one another. Rooted in rigorous inquiry, Harvesthouse's unique education transforms individuals, preparing and empowering them to make a positive impact on the world.

2. OUR PASSION AND EXPERIENCE

Harvesthouse's teaching Team are holders of Doctorates, Masters, and MCIPS candidates who have a long backup experience in Training and Advisory Services. We perform consistently well in ratings and rankings, so when you come to the Harvesthouse you can rest assured that you are joining a leading institution with proven credentials.

Harvesthouse has remained committed to educating extraordinary people regardless of race, gender, religion, or financial ability. Harvesthouse consistently finds that their courses and programs play a critical role in helping companies achieve growth objectives.

3. Lifetime Experience

Your Harvesthouse experience will prepare you for life as an active member of a global society by transforming your prospects in a competitive employment market. You will graduate from Harvesthouse prepared for the changing landscape of the 21st century and your

time at Harvesthouse will provide you with challenges and experiences which will shape your future. Our offices are easily accessible by Gautrain, buses, taxis etc. which makes it more conducive to all our students' and delegates. Parking and refreshment are free.