

SAGITTARIUS



Centre for Information Technology & Business Studies

Suite 54a, Nova Building

St Jean Road, Quatre Bornes

MAURITIUS

Tel: (230) 464 0997

www.sagittariusglobal.com

Ref: CIPS

Dear Sir/madam

Re: New Courses Starting as from next semester



Further to your inquiry we are pleased to enclose requested information about the course/s that you are interested in. We are also enclosing the price list, as an indication to charges for the different courses, and an application form for you to complete and return, should you have decided to join the course.

We take this opportunity to inform you that all the courses offered at Sagittarius are approved either by the Mauritius Qualifications Authority or the Tertiary education Commission, and that companies sponsoring their employee/s for any of our courses, falling under the 'Training Grant Incentive Scheme', are entitled for refund under the ***'Levy and Grant system'*** of the HRDC.

Please do not hesitate to contact us, should you require any further information.

Thank you

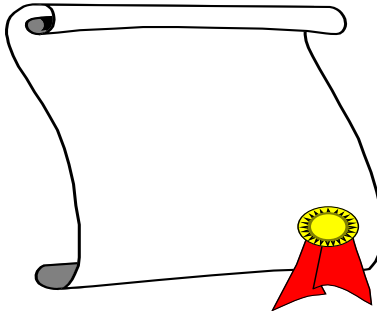
Yours sincerely

Jay Lallbeharry (Mr)
(Managing Director)

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SAGITTARIUS

Centre for Information Technology & Business Studies (Mauritius) Ltd.
QuatreBornes
464 0997 / 464 2047



WHY SETTLE FOR SECOND BEST
JOIN SAGITTARIUS AND ENJOY THE FOLLOWING BENEFITS

1. Top quality training facilities
2. Internationally qualified lecturers and consultants
3. Support administrators and consultants from the UK
4. Courses approved by the MQA or HEC and the examinations conducted under the concept of remote supervision
5. Information Technology support and Internet access
6. Latest application software
7. Local administration service for students' registration and examinations entries
8. Flexible study hours – (full time/ part time/ sandwich courses/ Online learning)
9. Prepayment discounts on full courses and installment facilities
10. Advice on further education in the UK
11. Repeat classes at reduced cost
12. Branch network : Quatre Bornes and Flacq (information only)

For any further information on any of the above, please contact us at any of our offices;

*Suite 54A
NovaBuilding
St Jean Road
QuatreBornes
Tel: 464 0997
Fax: 465 3165*

OR

*3rd floor
ArcadeSibartie
La Source
Central Flacq
Tel: 413 5719
Fax: 465 3165*

THE CHARTERED INSTITUTE OF PROCUREMENT & SUPPLY

at the
cutting edge

The purchasing and supply profession is experiencing massive changes as companies recognise the function's potential as a major contributor to growth and profitability.

The Chartered Institute of Procurement & Supply (CIPS) is the profession's leading body and the largest in Europe. It is recognised internationally as the organisation for the profession, and employers increasingly demand membership of CIPS across all industries in both private and public sectors. The qualifications are widely regarded as an international benchmark of excellence, enhancing standards of professionalism and performance throughout procurement and supply.

As a profession, procurement and supply is increasingly being seen as a strategic business discipline, involving a growing number of highly specialised roles. The supply chain is becoming more complex, presenting those in the profession with many new challenges, from changing market structures ushered in by globalisation and the growing economic strength of developing countries, to technology, global events and trends towards ethical and fair trading.

Internationally recognised and respected

CIPS was awarded the prestigious Royal Charter in 1992, the year of its Diamond Jubilee in recognition of its work promoting high standards and representational issues. It is a reference point worldwide for all matters relating to procurement and supply management.

CIPS is the premier global organisation serving the procurement and supply profession. Dedicated to promoting best practice, CIPS provides a wide range of services for the benefit of members and the wider business community.

CIPS range of qualifications provides best practice education programmes for the procurement and supply profession throughout the world.

A wide range of support services for everyone undertaking a programme of study towards CIPS qualifications are available, including access to past papers and revision tips

COURSE STRUCTURE

Level 2 - certificate	
L2M1	Introducing Procurement & Supply
L2M2	P&S Operations
L2M3	Stakeholder Relationships
L2M4	Systems Technology
L2M5	Logistics, Inventory & Expediting

Level 3 – Advanced Certificate	
L3M1	Procurement and supply environments
L3M2	Ethical P&S
L3M3	Contract Administration
L3M4	Team Dynamics and Change
L3M5	Socially Responsible Procurement [O -1/2]
L3M6	Socially Responsible Warehousing & Dist [O2/2]

Level 4 - Diploma	
L4M1	Scope and Influence in P&S
L4M2	Defining Business Need
L4M3	Commercial Contracting
L4M4	Ethical and Responsible Sourcing
L4M5	Commercial Negotiation
L4M6	Supplier Relationships
L4M7	Whole Life Asset Management
L4M8	P&S in Practice

Level 5 – Advanced Diploma	
Learners will have to complete 5 CORE modules and 3 Electives from the pool of modules available	

Level 6 – Professional Diploma	
Learners will have to complete 5 CORE modules and 3 Electives from the pool of modules available	

Eligibility for the CIPS courses

The CIPS has five levels of courses and each level has a different entry requirements. Whereas each level is a qualification by itself, learners may choose to progress from the level they have started to another, with the possibility of becoming member of the CIPS (MCIPS).

As a CIPS member you would expect that the qualifications you achieve are internationally recognised leading to increased earnings, and that you will have the opportunity to network with like-minded professionals offering career improvement.

To start the course the broad entry requirements are as follows;

a. Level 2 Certificate in Procurement and Supply Operations

This is an ideal qualification if you're just starting your career in procurement or if purchasing and supply are part of your role. It will enable you to recognise and describe the key processes in procurement and build your professional knowledge and competence. ***You don't need any prior experience or qualifications to start your studies at this stage***

b. Level 3 Advanced Certificate in Procurement and Supply Operations

This course is designed for those in an operational role who need the capability to carry out procurement and supply tasks. You will develop the knowledge to understand demand management, arrange supply logistics and implement new contracts. ***No qualifications or experience are necessary. If you have a CIPS Certificate this qualification will build on current knowledge and understanding.***

c. Level 4 Diploma in Procurement and Supply

This is a valuable management tool for those moving into junior and middle management procurement roles or those supervising the procurement function. It focuses on organisational procedures and processes including negotiating, planning, risk management and data analysis. To study this level ***you will need to have completed the CIPS Advanced certificate in procurement and supply operations. Alternatively you need two years' experience in a business environment or two A-level qualifications or international equivalent.***

d. Level 5 Advanced Diploma in Procurement and Supply

This course provides senior buyers, contract and supply chain managers with the expertise to improve organisational procurement and to fulfill organisational objectives. It gives you the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues. To study at this level ***you will need to have achieved the CIPS Diploma in procurement and supply.***

e. Level 6 Professional Diploma in Procurement and Supply

This course is aimed at senior procurement professionals and heads of department. It is targeted at building strategic procurement competence, giving managers the ability to formulate strategic direction and advice, in areas such as change management, stakeholder management and team leadership. To study for this level, ***you will need to have achieved the CIPS Advanced Diploma in procurement and supply***

Learners may be entitled to some unit exemptions if he/she has a relevant degree or qualification. Exemptions are designed to make sure that the learner does not repeat learning that has already been undertaken and recognized

On successful completion of the above mentioned levels of qualifications, either by assessment or exemption, and have 3 years' experience in a position of responsibility in procurement and supply,

you can apply to become a member of the CIPS. MCIPS is recognised worldwide as the standard for top quality procurement professionals. It is a professional accreditation for those working in procurement and supply. Successful candidates may use the designatory letters MCIPS after their name.

CIPS – The course

The model used to deliver courses at Sagittarius is standard;

- Classroom based teaching
- On-line support through the 'Virtual Learning Environment'

Before the course starts the learners are given the course timetable. Those candidates enrolling on the first day of the course are provided with the course timetable during the induction session. On the first day of each lecture, learners are given a work plan. Tutors prefer to upload this document onto the VLE and learners could download it from their end.

Each lecture is of duration two hours minimum and tutors may use several teaching tools during the class; including white board, overhead projector, the internet or hardcopy materials/. Besides homeworks and assignments, the tutors will conduct 'mock examinations' during the semester. We consider this exercise as very important, especially in evaluating the performance of the learners. The results of this evaluation exercise are used as feedback for taking appropriate actions such as;

- a. Providing extra lecture sessions to learners performing below average
- b. Advising the learner to move from one level to another (lesser), in case of repeated poor performance.

CIPS – Examinations

To obtain any CIPS qualification, the learner has to pass the modules (subjects) through assessment set and marked by CIPS. The examinations are conducted under the supervision of and at the British Council (Ebene). And to sit for a CIPS examination, the learner has to be an active student member of the institute.

There are strict deadlines for the payments of Initial Registration and Examinations fees. Once registered as student, the learner will be required to renew his/her membership on a yearly basis. These fees are posted on the notice board and can also be obtained from the CIPS website.

Learners can register and pay for the examinations in the following ways;

- a. Pay directly to the CIPS. The learner will be required to fill the appropriate application and assessment booking forms and post to the CIPS, accompanied by the required fees.
- b. Pay through the Sagittarius office, in which case the learner has to pay in Mauritian Rupees. In this case the applications and entries are submitted to the CIPS in a batch
- c. CIPS also provides an online examination entry system for already registered students

Visit: <https://www.cips.org/en/qualifications/about-cips-qualifications/>

Course Enrolment Form

1. SURNAME (Mr / Mrs / Miss)

2. OTHER NAME (S).....
.....

3. DATE OF BIRTH

4. MARITAL STATUS Single ☐
 Married ☐

5. HOME ADDRESS.....
.....
.....
HOME TEL..... MOBILE.....
EMAIL.....

6. BUSINESS ADDRESS

.....

BUSINESS TEL No.....

7. EDUCATIONAL QUALIFICATION/S

.....

8. PRESENT EMPLOYMENT

9. NAME AND ADDRESS OF SPONSOR (if applicable)
.....
.....
.....
TEL No.....

10. COURSE DELIVERY MODE REQUIRED (please tick appropriate boxes)
FULL TIME ☐ PART- TIME ☐ ONLINE ☐

11. HOW DID YOU COME TO KNOW ABOUT SAGITTARIUS?
(a) NEWSPAPER ADVERTISEMENT ☐
(b) PERSONAL RECOMMENDATION ☐
(c) OTHER: Please specify

12. PROPOSED DATE OF COURSE COMMENCEMENT
January
April / May
July
September / October



SAGITTARIUS



ABE (All Courses)

Level 3 Level 4 Level 5 Level 6

☐ ☐ ☐ ☐

ACCA (Accounting)

Fun Essn Prof

☐ ☐ ☐

FIA / CAT (Accounting)

Modules:

ICSA (Governance)

Professional (CSQS)

☐

International Fin & Admin

☐

CIM (Marketing)

Intro Prof Cert Prof Dip CPGD

☐ ☐ ☐ ☐

CIPS (Procurement & Supply)

Cert Dip A Dip G Dip

☐ ☐ ☐ ☐

BCS (Information Technology)

☐ (Level)

Other Course

☐

I have read and understood the terms and conditions provided on the reverse of this form and agree to follow and abide by them, if I am accepted. I enclose Rs100 as enrolment fee which, I understand, is only refunded if my application is rejected.

SIGNATURE.....

DATE

Please forward your application plus the appropriate enrolment fee

Terms and conditions of acceptance

- **Enrolment Fee:** An applicant is required to pay an enrolment fee of Rs 100, for all courses (Rs 500 for undergraduate and post graduate) on joining Sagittarius which is only refundable if the student's enrolment is rejected by the centre.
- **Course Fee:** Applicants should forward the full course fees or agreed course deposit prior to commencement of studies. This fee will only be refunded in full should the centre not offer the course for which the candidate has enrolled.
- **Qualifications:** Students should ensure that they are suitably qualified to be accepted as a *Student Member* by the awarding body prior to commencement of studies.
- **Registration and Examination Fees:** These are separate from course fees of Sagittarius. For full details, consult our office. The amounts payable and payment deadlines are posted on the notice board at appropriate times.
- **Photographs:** Two passport size photographs must accompany your application.
- **Acceptance:** The centre can only confirm course places on receipt of a correctly completed application form and full payment of course fees or course deposit fee.
- **Refunds:** It is regretted that fees cannot be refunded once the course has started. Students are entitled to a refund, less Rs. 500 cancellation fee, if they advise Sagittarius, in writing of their intention to withdraw from the course, two weeks before the start of the course.
- **Sponsors:** In case of a candidate being sponsored by his/her employer, the course fees must be paid in full, prior to commencement of the course.
- **Repeat Classes:** Students who have paid for and attended a full course but have unfortunately failed, are eligible for 50% discount* when repeating. (*condition applies)
- **Legal Obligations:**
 - (i) Sagittarius is committed to assist students during the course for which fees have been accepted.
 - (ii) The student also has an obligation that once the course has commenced, he/she should complete the payment of the agreed course fees.

Sagittarius can administer all correspondences with the examination boards on behalf of the students, if agreed by the student.

NOTES (Office use)

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AGREED FEES

COURSE	FEES	Student Signature