



D. M. JONES & ASSOCIATES LTD

CIPS – CENTRE OF EXCELLENCE

Established 1986

**Offering Levels 2 – 6 of the CIPS
qualifications ladder**

Centres across the North of England:

BLACKBURN

BLACKPOOL

BRADFORD

HULL

NEWCASTLE

SHEFFIELD

MANCHESTER

SEPTEMBER 2010 – September 2011

Website: dmjonesassociates.co.uk

Reasons to study with us:

Our prices include:

- **Exclusive course notes and materials** prepared by our tutors
- **32 hours in-class, tutored learning for each subject.** Students can also attend any other sessions in any location if they have missed days or want to go over areas again. They can also attend as many revision sessions as they wish, at any of our locations.
- **Refreshments and meals** where appropriate
- Free entry into teaching sessions for any subject a student needs to resit*

The benefits of our courses:

- Small group sizes – usually a maximum of 10 students
- Superb pass rates – reflected in our continuing status as a Centre of Excellence
- Possible to complete MCIPS qualifications (Levels 4, 5 and 6) in under 2 years
- Full access – to both tutors and course Principal between teaching sessions
- Flexibility of time – both weekday and weekend courses available
- Flexibility of location – students can base at one centre or mix and match
- Comfortable teaching surroundings at some of the best locations in the North
- Option to study the new **Sustainable Procurement** and **Public Sector Stakeholders and Governance** units
- Teaching methods include: lectures, workshops, business games, case studies, assignments and opportunities for students to present their own work within class
- Visits to other organisations to see best practice in Purchasing & Supply areas
- Help and advice to those course members who become unemployed
- Annual awards presentations
- The ability to network with other practitioners
- Special appreciation days offered prior to commencement of courses in September
- Regular course reviews for continuous service improvement

*Resit exam fee will be payable by student

Subject dates for Levels 4, 5 and 6

Fees for all - £2835 + VAT per Level or £567 + VAT per unit

Blackburn centre – Dunkenhalgh Hotel

Starting at Level 4 Foundation Units taught two per day as below	Dates All Tuesdays	Exam
Measuring Purchasing (Level 4) Performance (12.30-4.30pm)	07.09.10, 14.09.10, 21.09.10, 28.09.10, 05.10.10, 12.10.10, 19.10.10, 02.11.10	WC 15.11.10
Relationships (Level 4) (5.00-8.45pm)	07.09.10, 14.09.10, 21.09.10, 28.09.10, 05.10.10, 12.10.10, 19.10.10, 02.11.10	WC 15.11.10
Developing Contracts (Level 4) (12.30-4.30pm)	30.11.10, 07.12.10, 14.12.10, 11.01.11, 18.01.11, 01.02.11, 08.02.11, 15.02.11	WC 07.03.11
Negotiation (Level 4) (5.00-8.45pm)	30.11.10, 07.12.10, 14.12.10, 11.01.11, 18.01.11, 01.02.11, 08.02.11, 15.02.11	WC 07.03.11
Purchasing Contexts (Level 4) (12.30-4.30pm)	15.03.11, 22.03.11, 29.03.11, 05.04.11, 12.04.11, 26.04.11, 03.05.11, 10.05.11	WC 16.05.11
Moving on to Level 5 Advanced		
Management (Level 5) (5.00-8.45pm)	15.03.11, 22.03.11, 29.03.11, 05.04.11, 12.04.11, 26.04.11, 03.05.11, 10.05.11	WC 16.05.11
Storage and Distribution (Level 5) (12.30-4.30pm)	24.05.11, 31.05.11, 07.06.11, 14.06.11, 21.06.11, 28.06.11, 05.07.11, 12.07.11	WC 18.07.11
Marketing for Purchasers (Level 5) (5.00-8.45pm)	24.05.11, 31.05.11, 07.06.11, 14.06.11, 21.06.11, 28.06.11, 05.07.11, 12.07.11	WC 18.07.11

Starting at Level 5 Advanced Units taught two per day as below	Dates All Thursdays	Exam
Management (Level 5) (12.30-4.30pm)	09.09.10, 16.09.10, 23.09.10, 30.09.10, 07.10.10, 14.10.10, 21.10.10, 04.11.10	WC 15.11.10
Risk (Level 5) (5.00-8.45pm)	09.09.10, 16.09.10, 23.09.10, 30.09.10, 07.10.10, 14.10.10, 21.10.10, 04.11.10	WC 15.11.10
Storage and Distribution (Level 5) (12.30-4.30pm)	02.12.10, 09.12.10, 16.12.10, 13.01.11, 20.01.11, 03.02.11, 10.02.11, 17.02.11	WC 07.03.11
Marketing for Purchasers (Level 5) (5.00-8.45pm)	02.12.10, 09.12.10, 16.12.10, 13.01.11, 20.01.11, 03.02.11, 10.02.11, 17.02.11	WC 07.03.11
Improving Supply Chain (Level 5) Performance (5.00-8.45pm)	17.03.11, 24.03.11, 31.03.11, 07.04.11, 14.04.11, 28.04.11, 05.05.11, 12.05.11	WC 16.05.11
Moving on to Level 6 Graduate		
Strategy (Level 6) (12.30-4.30pm)	17.03.11, 24.03.11, 31.03.11, 07.04.11, 14.04.11, 28.04.11, 05.05.11, 12.05.11	WC 16.05.11
Leading and Influencing (Level 6) (full days 12.30-8.45pm)	16.06.11, 23.06.11, 30.06.11, 14.07.11	WC 18.07.11
Legal Aspects (Level 6) (full days 12.30-8.45pm)	26.05.11, 02.06.11, 09.06.11, 07.07.11	WC 18.07.11

Starting at Level 6 Graduate Full days 12.30-8.45pm	Dates Various	Exam
Finance (Level 6)	07.09.10-Tues, 14.09.10-Tues, 21.09.10-Tues, 28.09.10-Tues, 05.10.10-Tues	WC 15.11.10
Case Study (Level 6)	12.10.10-Tues, 19.10.10-Tues, 02.11.10-Tues	WC 15.11.10

Manchester Centre – Manchester Conference Centre, Sackville Street

Starting at Level 4 Foundation All units 12.30 – 8.30pm	Dates All units Wednesday	Exam
Developing Contracts (Level 4)	08.09.10, 15.09.10, 22.09.10, 03.11.10	WC 15.11.10
Purchasing Contexts (Level 4)	29.09.10, 06.10.10, 13.10.10, 20.10.10	WC 15.11.10
Negotiation (Level 4)	01.12.10, 08.12.10, 15.12.10, 16.02.11	WC 07.03.11
Relationships (Level 4)	12.01.11, 19.01.11, 02.02.11, 09.02.11	WC 07.03.11
Measuring Purchasing Performance Level 4	06.04.11, 13.04.11, 27.04.11, 11.05.11	WC 16.05.11
Moving on to Level 5 Advanced		
Improving Supply Chain (Level 5)	16.03.11, 23.03.11, 30.03.11, 04.05.11	WC 16.05.11
Risk (Level 5)	25.05.11, 01.06.11, 08.06.11, 06.07.11	WC 18.07.11
Marketing (Level 5)	15.06.11, 22.06.11, 29.06.11, 13.07.11	WC 18.07.11

Bradford centre – Bradford University School of Management

<u>Starting at Level 4 Foundation</u> All units 12.30 – 8.30pm	Dates All Mondays	Exam
Relationships (Level 4)	06.09.10, 13.09.10, 20.09.10, 01.11.10	WC 15.11.10
Measuring Purchasing Performance Level 4	27.09.10, 04.10.10, 11.10.10, 25.10.10	WC 15.11.10
Negotiation(Level 4)	29.11.10, 06.12.10, 13.12.10, 14.02.11	WC 07.03.11
Developing Contracts (Level 4)	10.01.11, 17.01.11, 31.01.11, 07.02.11	WC 07.03.11
Purchasing Contexts (Level 4)	14.03.11, 21.03.11, 28.03.11, 09.05.11	WC 16.05.11
<u>Moving on to Level 5 Advanced</u>		
Management (Level 5)	04.04.11, 11.04.11, 18.04.11, 04.05.11	WC 16.05.11
Marketing for Purchasers (Level 5)	13.06.11, 20.06.11, 27.06.11, 04.07.11	WC 18.07.11
Storage and Distribution (Level 5)	23.05.11, 01.06.11, 06.06.11, 11.07.11	WC 18.07.11

<u>Starting at Level 5 Advanced</u> All units 12.30 – 8.30pm	Dates All Wednesdays	Exam
Risk (Level 5)	08.09.10, 15.09.10, 22.09.10, 03.11.10	WC 15.11.10
Management (Level 5)	29.09.10, 06.10.10, 13.10.10, 10.11.10	WC 15.11.10
Marketing for Purchasers (Level 5)	01.12.10, 08.12.10, 15.12.10, 16.02.11	WC 07.03.11
Storage and Distribution (Level 5)	12.01.11, 19.01.11, 02.02.11, 09.02.11	WC 07.03.11
Improving Supply Chain (Level 5)	06.04.11, 13.04.11, 27.04.11, 11.05.11	WC 16.05.11
<u>Moving on to Level 6 Graduate</u>		
Strategy (Level 6)	16.03.11, 23.03.11, 30.03.11, 04.05.11	WC 16.05.11
Leading and Influencing (Level 6)	15.06.11, 22.06.11, 29.06.11, 13.07.11	WC 18.07.11
Legal Aspects (Level 6)	25.05.11, 01.06.11, 08.06.11, 06.07.11	WC 18.07.11

<u>Starting at Level 6 Graduate</u> All units 12.30 – 8.30pm	Dates Various	Exam
Finance (Level 6)	06.09.10-Mon, 13.09.10-Mon, 20.09.10-Mon, 01.11.10-Mon, 08.11.10-Mon	WC 15.11.10
Case Study (held at Blackburn)Level 6	12.10.10-Tues, 19.10.10-Tues, 02.11.10-Tues	WC 15.11.10

Blackpool Centre – Glendower Hotel

<u>Starting at Level 4 Foundation</u> All units 9.30 – 4.30pm	Dates All units Friday/Saturday	Exam
Relationships (Level 4)	10.09.10, 11.09.10, 24.09.10, 25.09.10	WC 15.11.10
Measuring Purchasing Performance Level 4	08.10.10, 09.10.10, 22.10.10, 23.10.10	WC 15.11.10
Negotiation(Level 4)	03.12.10, 04.12.10, 14.01.11, 15.01.11	WC 07.03.11
Developing Contracts (Level 4)	04.02.11, 05.02.11, 18.02.11, 19.02.11	WC 07.03.11
Purchasing Contexts(Level 4)	18.03.11, 19.03.11, 01.04.11, 02.04.11	WC 16.05.11
<u>Moving on to Level 5 Advanced</u>		
Management (Level 5)	11.03.11, 12.03.11, 15.04.11, 16.04.11	WC 16.05.11
Marketing for Purchasers(Level 5)	27.05.11, 28.05.11, 10.06.11, 11.06.11	WC 18.07.11
Storage and Distribution(Level 5)	24.06.11, 25.06.11, 08.07.11, 09.07.11	WC 18.07.11

<u>Starting at Level 5 Advanced</u> All units 9.30 – 4.30pm	Dates All units Friday/Saturday	Exam
Management (Level 5)	08.10.10, 09.10.10, 22.10.10, 23.10.10	WC 15.11.10
Risk (Level 5)	10.09.10, 11.09.10, 24.09.10, 25.09.10	WC 15.11.10
<u>Moving on to Level 6 Graduate</u>		
Leading and Influencing(Level 6)	03.12.10, 04.12.10, 14.01.11, 15.01.11	WC 07.03.11
Strategy (Level 6)	04.02.11, 05.02.11, 18.02.11, 19.02.11	WC 07.03.11
Case Study (Level 6)	30.04.11, 06.05.11, 07.05.11	WC 16.05.11
Finance(Level 6)	18.03.11, 19.03.11, 01.04.11, 02.04.11, 29.04.11	WC 16.05.11
Legal Aspects (Level 6)	17.06.11, 18.06.11, 01.07.11, 02.07.11	WC 18.07.11

<u>Starting at Level 6 Graduate</u> All units 9.30-4.30pm	Dates Various	Exam
Finance(Level 6)	17.09.10-Fri, 18.09.10-Sat, 16.10.10-Sat, 05.11.10-Fri, 06.11.10-Sat	WC 15.11.10
Case Study (held at Blackburn)Level 6	12.10.10-Tues, 19.10.10-Tues, 02.11.10-Tues	WC 15.11.10

Hull Centre – Express Inn, Central Hull

<u>Starting at Level 4 Foundation</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Relationships(Level 4)	10.09.10, 11.09.10, 15.10.10, 16.10.10	WC 15.11.10
Measuring Purchasing Performance Level 4	24.09.10, 25.09.10, 08.10.10, 09.10.10	WC 15.11.10
Purchasing Contexts(Level 4)	10.12.10, 11.12.10, 14.01.11, 15.01.11	WC 07.03.11
Developing Contracts (Level 4)	03.12.10, 04.12.10, 11.02.11, 12.02.11	WC 07.03.11
Negotiation(Level 4)	18.03.11, 19.03.11, 15.04.11, 16.04.11	WC 16.05.11
<u>Moving on to Level 5 Advanced</u>		
Improving Supply Chain (Level 5)	01.04.11, 02.04.11, 06.05.11, 07.05.11	WC 16.05.11
Storage and Distribution(Level 5)	27.05.11, 28.05.11, 24.06.11, 25.06.11	WC 18.07.11
Marketing for Purchasers(Level 5)	17.06.11, 18.06.11, 08.07.11, 09.07.11	WC 18.07.11

<u>Starting at Level 5 Advanced</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Marketing (Level 5)	17.09.10, 18.09.10, 08.10.10, 09.10.10	WC 15.11.10
Storage and Distribution(Level 5)	15.10.10, 16.10.10, 05.11.10, 06.11.10	WC 15.11.10
Risk (Level 5)	26.11.10, 27.11.10, 04.02.11, 05.02.11	WC 07.03.11
Management (Level 5)	14.01.11, 15.01.11, 18.02.11, 19.02.11	WC 07.03.11
Improving Supply Chain (Level 5)	01.04.11, 02.04.11, 06.05.11, 07.05.11	WC 16.05.11
<u>Moving on to Level 6 Graduate</u>		
Leading and Influencing(Level 6)	15.04.11, 16.04.11, 29.04.11, 30.04.11	WC 16.05.11
Strategy (Level 6)	03.06.11, 04.06.11, 17.06.11, 18.06.11	WC 18.07.11
Legal Aspects (Level 6)	10.06.11, 11.06.11, 08.07.11, 09.07.11	WC 18.07.11

<u>Starting at Level 6 Graduate</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Leading and Influencing(Level 6)	10.09.10, 11.09.10, 22.10.10, 23.10.10	WC 15.11.10
Finance(Level 6)	24.09.10, 25.09.10, 05.11.10, 06.11.10	WC 15.11.10
Case Study (Level 6)	26.04.11, 03.05.11, 10.05.11 (Tuesdays)	WC 16.05.11

Newcastle Centre – Marriott Hotel, Gosforth Park

<u>Starting at Level 4 Foundation</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Measuring Purchasing Performance Level 4	24.09.10, 25.09.10, 08.10.10, 09.10.10	WC 15.11.10
Relationships(Level 4)	15.10.10, 16.10.10, 05.11.10, 06.11.10	WC 15.11.10
Negotiation(Level 4)	21.01.11, 22.01.11, 11.02.11, 12.02.11	WC 07.03.11
Developing Contracts (Level 4)	17.12.10, 18.12.10, 28.01.11, 29.01.11	WC 07.03.11
Purchasing Contexts(Level 4)	09.04.11, 14.04.11, 29.04.11, 30.04.11	WC 16.05.11
<u>Moving on to Level 5 Advanced</u>		
Management (Level 5)	25.03.11, 26.03.11, 08.04.11, 13.05.11	WC 16.05.11
Risk (Level 5)	17.06.11, 18.06.11, 08.07.11, 09.07.11	WC 18.07.11
Marketing (Level 5)	27.05.11, 28.05.11, 03.06.11, 04.06.11	WC 18.07.11

<u>Starting at Level 5 Advanced</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Storage and Distribution(Level 5)	26.11.10, 27.11.10, 17.12.10, 18.12.10	WC 07.03.11
Improving Supply Chain (Level 5)	07.01.11, 08.01.11, 25.02.11, 26.02.11	WC 07.03.11
Management (Level 5)	25.03.11, 26.03.11, 08.04.11, 13.05.11	WC 16.05.11
Risk (Level 5)	17.06.11, 18.06.11, 08.07.11, 09.07.11	WC 18.07.11
Marketing (Level 5)	27.05.11, 28.05.11, 03.06.11, 04.06.11	WC 18.07.11

<u>Starting at Level 6 Graduate</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Case Study (Level 6)	13.10.10-Wed, 20.10.10-Wed, 03.11.10-Wed	WC 15.11.10
Leading and Influencing(Level 6)	22.10.10, 23.10.10, 06.11.10, 12.11.10	WC 15.11.10
Finance(Level 6)	14.01.11, 15.01.11, 18.02.11, 19.02.11	WC 07.03.11

Sheffield Centre – The Source, 300 Meadowhall Way, Sheffield

<u>Starting at Level 4 Foundation</u> All units 9.30 – 4.30pm	Dates All units Friday/Saturday	Exam
Purchasing Contexts(Level 4)	15.10.10, 16.10.10, 05.11.10, 06.11.10	WC 15.11.10
Developing Contracts (Level 4)	17.09.10, 18.09.10, 01.10.10, 02.10.10	WC 15.11.10
Relationships(Level 4)	26.11.10, 27.11.10, 10.12.10, 11.12.10	WC 07.03.11
Negotiation(Level 4)	21.01.11, 22.01.11, 11.02.11, 12.02.11	WC 07.03.11
Measuring Purchasing Performance Level 4	11.03.11, 12.03.11, 15.04.11, 16.04.11	WC 16.05.11
Moving on to Level 5 Advanced		
Risk (Level 5)	25.03.11, 26.03.11, 08.04.11, 13.05.11	WC 16.05.11
Improving Supply Chain (Level 5)	17.06.11, 18.06.11, 08.07.11, 09.07.11	WC 18.07.11
Management (Level 5)	04/05.06.10, 25/26.06.10	WC 18.07.11

<u>Starting at Level 5 Advanced</u> All units 9.00 – 4.00pm	Dates All units Friday/Saturday	Exam
Storage and Distribution(Level 5)	17.09.10, 18.09.10, 01.10.10, 02.10.10	WC 15.11.10
Marketing (Level 5)	21.01.11, 22.01.11, 11.02.11, 12.02.11	WC 07.03.11
Management (Level 5)	29.04.11, 30.04.11, 09.04.11, 14.05.11	WC 16.05.11
Risk (Level 5)	25.03.11, 26.03.11, 08.04.11, 13.05.11	WC 16.05.11
Improving Supply Chain (Level 5)	17.06.11, 18.06.11, 08.07.11, 09.07.11	WC 18.07.11
Moving on to Level 6 Graduate		
Strategy (Level 6)	27.06.11, 28.05.11, 03.06.11, 04.06.11	WC 18.07.11

Exams - Please note that D M Jones and Associates Ltd holds all exams at the Blackburn centre only. However you can choose to take them at a CIPS Regional Examination Centre that is more convenient for you. Please contact CIPS for details of Regional Centres.

LEVEL 2 - INTRODUCTORY CERTIFICATE IN PURCHASING AND SUPPLY

FEES £580 + VAT and includes CIPS exam fees and registration fees

Course commencement – contact Dr. D M Jones for further details.

LEVEL 3 - CERTIFICATE IN PURCHASING AND SUPPLY

FEES £1350 + VAT and includes hotel costs (non-residential), refreshments, exam fees, CIPS registration fees and teaching manuals.

Course commencement – contact Dr. D M Jones for further details.

In House option

All the courses at all Levels can also be offered on an in-company basis at competitive rates. Please contact Dr David Jones – Principal, for more details.

VENUES

Please note that course venues and dates are subject to change. We will endeavour to provide as much notice as possible of any changes.

Blackburn -Dunkenhalgh Hotel

Blackburn Road, Clayton Le Moors,
Lancashire BB5 5JP

Newcastle – Marriott Hotel, Gosforth Park

High Gosforth Park, Newcastle Upon Tyne
NE3 5HN

Bradford - Bradford University School of Management

Heaton Mount, Keighley Road, Bradford
BD9 4JU

Blackpool -Best Western, Glendower Hotel

North Promenade, St Annes, Lytham St Annes
FY8 2NQ

Hull - Express by Holiday Inn, Hull City Centre

80 Ferensway, Hull HU2 8LN

Sheffield – The Source

300 Meadowhall Way, Sheffield
S9 1EA

Manchester – Manchester Conference Centre

Sackville Street, Manchester, M1 3BB

CIPS CENTRE OF EXCELLENCE

This award is given by The Chartered Institute of Purchasing & Supply to Centres which:-

- train to the highest standards
- have a well qualified successful team of trainers
- achieve high levels of success in CIPS exams
- demonstrate the highest standards of client care
- can demonstrate regular audits and improvement in courses
- provide quality training venues and materials

D M JONES and ASSOCIATES LTD GROUP

Course Principal, Dr. David Jones has been successfully providing directorship of CIPS courses for over twenty years. He is a purchasing consultant and visiting lecturer to several universities. He is also joint author of the UK's best-selling purchasing textbook.

The group is an independent body of experienced lecturers, concerned exclusively with providing tuition for various levels of the Chartered Institute of Purchasing and Supply's qualifications in the North of England. Each lecturer is a specialist in his/her field with many years experience in presenting such courses.

The Mission of the Group is: To supply world class CIPS qualification provision to the North of England.

The group is concerned with continuously improving the quality and content of the courses to ensure all our students attain the highest possible examination results.

We look forward to meeting you.

DR. DAVID M JONES: Course Principal, PhD, MSc, BSc (Econ) (Hons) FCIPS, MCIM, MBIM.

Enrolment

Students should first register as a Student of CIPS by completing an application form. A registration fee will be payable by the student, together with an annual subscription to maintain your membership and to give you access to examinations.

The Chartered Institute of Purchasing & Supply

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D M Jones and Associates Ltd will provide help throughout the registration process. You will also need to complete the D M Jones and Associates Ltd Registration form.

We reserve the right to amend or cancel any course to ensure quality or in response to low student numbers. We will provide as much notice as is possible.

Holiday dates:

20.12.10 – 08.01.11
21.02.11 – 26.02.11

19.04.10 – 25.04.10
21.07.11 – Early Sept 2011

SELECTED GROUP CLIENTS

- British Aerospace
- BNFL
- Silentnight
- Sherbury
- Royal Mail
- DSS & DfEE
- Royal Ordnance
- Wolstenholme International
- Granby
- Lucas
- Leyland
- NHS
- John Wilman
- East Lancs Paper
- Rockwell Graphics – Goss
- Fenners
- University of Central Lancashire
- Multipart
- Railtrack
- Gresham Bennett
- P & P Micro
- Jaguar
- James Hall
- ELTEC
- Learoy Packaging
- Prestige
- Nuclear Electric
- Jones Stroud
- Bristol Myers Squibb
- Cleanaway
- Harbour & General
- Hodder & Stoughton
- Irish Inst of P & MM
- Albion Motors
- Volvo
- Simon Jersey
- National Savings
- Bako UK
- CCL Systems
- HM Customs & Excise
- Edward Arnold
- TRW
- Smith & Nephew
- Barclays Bank
- BBC
- Strathclyde University
- Liverpool John Moors University
- London Underground
- Glamorgan University
- British Gas
- IBM
- Angus Fire Armour
- Baxi
- BICC
- British Airways
- Burnley Engineering
- Castle Cement
- Colgate Palmolive
- David Brown
- Delco
- Dorman Smith
- GEC
- Ferranti
- GPT
- ICI
- Turnbull
- Rapid Results
- Tudor Business Publishing
- Wirral Metropolitan College
- Cardiff Business School
- Civil Service Staff College
- Wirral Borough Council
- National GIRO
- CamEra Security
- ITSA
- Unipart
- H J Heinz
- Johnson & Johnson
- MD Foods
- Kelloggs UK
- Rolls Royce
- Short Bros