



Golden Links Institute

CIPS COURSES STUDENT APPLICATION

Please complete this form on line or download and send to:

Fax: +267 3913897: Post: P O Box 81250, Gaborone; E-mail: info@goldenlinks.co.bw

SECTION A: PARTICULARS OF APPLICANT

NOTE 1: GO TO SECTION B IF YOU HAVE STUDIED WITH US AND YOUR PARTICULARS ARE STILL THE SAME, OTHERWISE COMPLETE THE NECESSARY PART(S) OF SECTION A.

NOTE 2: SECTION A 1, 2 AND 3 MUST BE COMPLETED IN ALL INSTANCES.

1) Your Full Name	Nationality :						Gender:	
2) Identity Number (Attach identity document)								
3) Age range (tick applicable range)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	15 – 21	22 – 28	29 – 34	35 – 40	41 - 46	Over 46		
Permanent address								
Postal address								
E:mail address								
Telephone contact number	Land line			Mobile				
Next of Kin contact details								
Your Job Title								
Brief description of duties and responsibilities								
Organizations Full Name								
Organization address								
Telephone no:								
Fax no:								
Organization Activity								

Last class / form completed at school	Where											
	When											
Highest qualification obtained	Where											
	When											
What other professional training did you participate in after obtaining your professional qualification												
When												
What do you think will be your main problems / difficulties during this training?												
What knowledge / skills related to this training do you have?												
What special skills do you have? (e.g. use of computers / use of e-mail / sport / singing / good in communicating with other persons / etc												
Do you have access to: (tick all applicable)												
<input type="checkbox"/>	Video	<input type="checkbox"/>	DVD	<input type="checkbox"/>	Radio	<input type="checkbox"/>	CD player	<input type="checkbox"/>				
How do you access internet? (tick all applicable)												
<input type="checkbox"/>	Phone	<input type="checkbox"/>	Tablet	<input type="checkbox"/>	Work	<input type="checkbox"/>	Home	<input type="checkbox"/>	Internet café	<input type="checkbox"/>	Don't have access	<input type="checkbox"/>
SECTION B : CIPS COURSES												
Tick course(s) you are applying to do												
Certificate in Procurement and Supply Operations												
C1 Procurement and Supply Principles											<input type="checkbox"/>	
C2 Procurement and Supply functions											<input type="checkbox"/>	
C3 Procurement and Supply Processes											<input type="checkbox"/>	
C4 Procurement and Supply Administration											<input type="checkbox"/>	
C5 Procurement and Supply Stakeholders											<input type="checkbox"/>	

Advanced Certificate in Procurement and Supply Operations

A1 Procurement and Supply Environments	
A2 Procurement and Supply Operations	
A3 Procurement and Supply Workflow	
A4 Inventory and Logistics Operations	
A5 Procurement and Supply Relationships	

Diploma in Procurement and Supply

L4- 01 Contexts of Procurement and Supply	
L4-02 Business Needs in Procurement and Supply	
L4- 03 Sourcing in Procurement and Supply	
L4-04 Negotiating and Contracting in Procurement and Supply	
L4-05 Managing Contracts and Relationships in Procurement and Supply	

Advanced Diploma in Procurement and Supply

AD1 Management in Procurement and Supply	
AD2 Managing Risks in Supply Chains	
AD3 Improving the competitiveness of Supply Chains	
AD4 Category Management in Procurement and Supply-Optional	
AD5 Sustainability in Supply Chains- Optional	
AD6 Operations Management in Supply Chains- Optional	

Professional Diploma in Procurement

PD1 Leadership in Procurement and Supply	
PD2 Corporate and Business Strategy	
PD3 Strategic Supply Chain Management	
PD4 Supply Chain Diligence- Optional	
PD5 Programme and Project Management- Optional	
PD 6 Legal Aspects in Procurement and Supply(UK)- optional	

Delivery Mode:
(tick one)

Evening	Distance Learning
<input type="checkbox"/>	<input type="checkbox"/>

Note 1: Evening lectures are held in Gaborone ONLY

Note 2: Internet access is a prerequisite to study through distance learning.

SECTION C: CONTRACT SECTION

DECLARATION AND ACCEPTANCE OF TERMS

In making arrangements for the provision of courses Golden Links Institute exercises all reasonable skill, care and diligence but does not accept liability for loss or damage by reason of the course being cancelled, postponed or rescheduled for any reason outside our direct control.

It is a condition of acceptance on to this course that Golden Links Institute shall be held blameless for any act or omission on your part which gives rise to any loss or damage to a third party and therefore you shall indemnify Golden Links Institute in respect of all costs, charges and expenses arising in connection with any action, suit, claim or demand which shall be occasioned whilst you are a member on the course.

Obligations to Settle:

The applicant also undertakes to pay all sums due within three and a half months from date course started and in any case **before** the beginning of the revision week.

Other than when agreed with Golden Links Institute the applicant shall remain liable for all sums due even if they withdraw from the course after enrollment.

Collections of Fees:

The applicant also accepts that Golden Links Institute may use all options available to collect outstanding fees including referring applicant file to third parties for collection of debt including credit bureau listing.

To be completed (in capital letters) and signed by the applicant.

I, _____ (family name last)
Accept the terms detailed above.

Signature of applicant _____ Date _____

AUTHORISATION BY SPONSOR (FOR SPONSORED STUDENTS)

Organization Official Name:

Date:

Signature of Authorized Official.....