



Apprenticeships

LEVEL 4 STANDARD IN COMMERCIAL PROCUREMENT & SUPPLY

About New Apprenticeship Standards

In 2017, the government fundamentally changed skills development in the UK intending to upskill the UK workforce to ensure that our economy can compete on a global scale. The new apprenticeship standards cover many different occupational areas and go up to level 7 which is equivalent to a Masters Degree.

Apprenticeships are now available to anyone who wishes to improve their skills and knowledge to progress their career, at any age.



Level 4 Procurement Apprenticeship Overview

- Eligibility and Onboarding
- Induction
- Practical Period - Development of KSB and CIPS Diploma
- End Point Assessment
- Further professional development

During the Level 4 Procurement Apprenticeship Programme apprentices will undergo a journey of professional development in their workplace which is carried out in partnership with the apprentice's mentor/ line manager the apprentice and us as the training provider.

During the practical period apprentices will attend workshops, complete work-based assignments, develop a portfolio of evidence around the 13 duties and exams to develop their knowledge, skills and behaviours but also work towards achieving the CIPS Diploma qualification. Also during the programme, apprentices have the opportunity to develop their skills outside of the standard curriculum and learn about topics that are important to them and their employer.

Once the practical period is complete, the apprentice will complete end point assessment, this is focused around the portfolio of evidence developed during the practical period and also completing L4M8 of the CIPS Diploma as a case-study assessment.

CIPS Level 4 Diploma Programme Content Overview

- Scope and influence of procurement & supply
- Defining business need
- Commercial contracting
- Commercial negotiation
- Ethical & responsible sourcing
- Whole life asset management
- Procurement & supply in practice
- Category management
- CIPS Ethics test

OFF THE JOB TRAINING - 6 hours per week.
Is it a requirement of the ESFA (Education & Skills Funding Agency) that all apprenticeship programmes funded through the levy include a mandatory requirement for off the job training, which should be carried out during normal working hours and must link with the knowledge, skills and behaviours set out in the apprenticeship standard.
Off the job training will include items such as attending our study centres, shadowing and mentoring, online learning, time spent writing assessments and assignments etc, and will be recorded on the apprenticeship agreement and training plan.
If this is not something that you will be able to support, then you may wish to consider an alternative provision of CIPS qualification training by the commercial route.
Please do not hesitate to get in touch if you wish to discuss in more detail.

Onboarding

- Enquiry Form
- Initial Assessment
- Professional Discussion
- Onboarding Meeting



Enquiry form- This collects essential information about the learner, line manager and other relevant people within the organisation. This will ask about previous learning experiences and education alongside information that the ESFA require from apprentices.

Initial Assessment- This will assess the apprentices current ability level against the knowledge, skills and behaviours as set out in the apprenticeship standard. This is completed online and it is expected to be completed alongside their line manager to ensure accuracy.

Professional Discussion- This is a meeting between apprentice, line manager and provider to review and discuss the information provided in the previous two stages to ensure eligibility but also identify what the apprentice and employer would like to gain from the apprenticeship outside of what is set in the standard, such as a focus on Public sector regulations or AI in procurement.

Onboarding Meeting- Final meeting to sign paperwork and ensure that everything is ready for the apprentice to start learning on programme.

Building the right level of knowledge

- Context of procurement and supply
- Pre-procurement and early market engagement
- Sourcing and contract agreements
- Supplier management
- Category management



WORKSHOPS

Individuals will attend fifteen workshops and revision sessions delivered by specialist tutors at one of our CIPS approved study centres. The workshops provide a great opportunity for peer to peer learning with other delegates and the sharing of best practice - with tutors who are leaders in their field.

GUIDED LEARNING

The learning programme is complemented with additional work-based guided learning, individuals will gain a more thorough and developed understanding of how they can increase their effectiveness and their contribution in the workplace.

Learners on the programme will gather knowledge by attending the CIPS study workshops and working through associated CIPS study guides and CIPS knowledge.

The good news is that because of the nature and content of the programme, this will contribute positively to performance in the workplace and will help the learner to become more effective in their role.

Building the right skills

The learner will also be required to carry out work-based activities to apply and embed the learning. This is where the learner will apply the knowledge they learn and implement it into the workplace. Skills will be assessed using a range of assessment methods including line manager feedback.

- Identify approaches to achieve agreements with external and internal organisations and stakeholders including developing the communication skills that can influence positive negotiated outcomes.



Building the right skills (cont.)

- Use a range of contract and supplier performance monitoring, management & reporting techniques to ensure that cost, service, quality and sustainability objectives are being achieved and maintained.
- To be able to carry out cost management, including the cost base, and variances from budget.
- Use appropriate software, spreadsheet, word processing and presentation packages plus specialist programmes and systems associated with the organisation to convey information.
- Clearly and concisely raise items for discussion and negotiation in order to resolve an issue that may be with customers, suppliers or colleagues.
- Recognise the impact that decision-making has on costs and identify opportunities to save money or deliver services in the most effective or efficient way.



Apprenticeship Duties

The apprentice will need to collect a portfolio of evidence. Evidence could include emails, reports, presentations, contracts etc. Any sensitive information should be redacted.



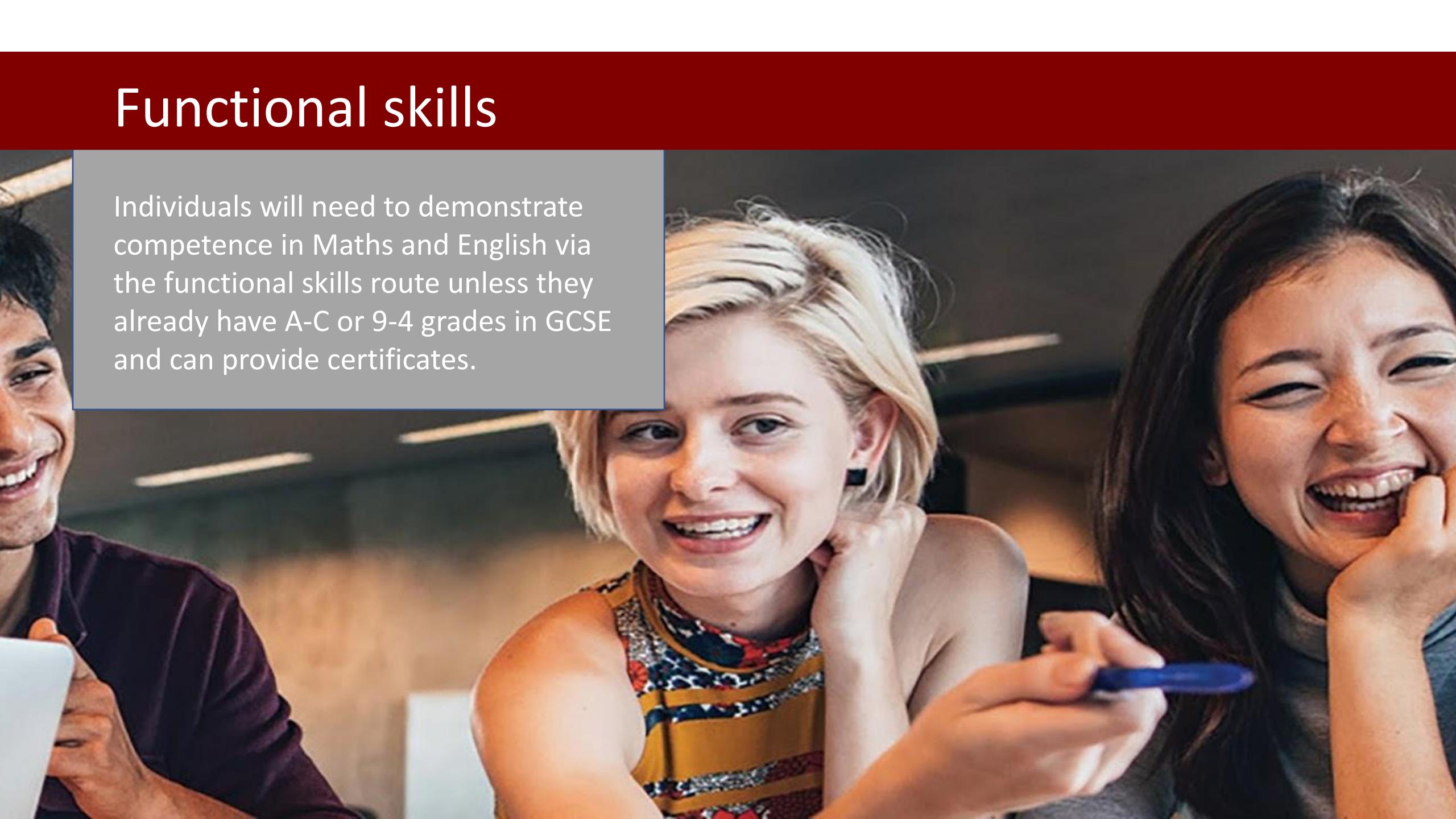
Building the right behaviours

This is how learners apply their new knowledge and skills in the workplace. Behaviours are a key component to the effective application of learning, and we will seek evidence from the workplace to demonstrate this, including line manager feedback.

- Maintain an economic, long-term focus whilst considering the objective of achieving value for money in combination to maximising quality in all activities.
- Be responsive, innovative and seek out opportunities to create effective change.

- Have a strong commitment and be self-motivated to develop and learn.
- Create and maintain positive, professional and trusting working relationships with a wide range of internal, external and connected stakeholders. Maintain effective partnerships with suppliers and customers through the commercial process to achieve business objectives.
- Show consideration for objective and accurate judgments using sound evidence and knowledge.
- Work to appropriate timescales and take responsibility and accountability for quality outcomes.
- Always take into account diverse stakeholder needs and requirements.

Functional skills



Individuals will need to demonstrate competence in Maths and English via the functional skills route unless they already have A-C or 9-4 grades in GCSE and can provide certificates.

Benefits to the Employer

The structure of the learning ensures that employees become fully qualified and competent procurement professionals who can deliver optimum supply chain solutions, taking into account lifecycle costing strategies, risk assessment and the development of relationships that will add value to the organisation.



Benefits to the Employee

On completion of the programme, individuals will achieve the CIPS Level 4 Diploma in Procurement and Supply and will acquire all the skills and knowledge to demonstrate full occupational competence.

Following successful completion employees will be competent to progress to senior procurement and supply chain roles for example Sourcing Lead, Senior Buyer.



The Assessment Process

The exams will be taken at the end of each block of learning modules.

The End-Point Assessment (EPA) process will commence once the individual has completed their portfolio of evidence and L4M1-M7 of the Diploma.

During the EPA, you will complete a presentation and questioning, an interview underpinned by your portfolio of evidence and the L4M8 'case study' exam.



The EPA has changed to include a presentation on a workplace project, an interview which will be based on the portfolio of evidence you will develop during your time on programme and also the L4M8 Procurement and Supply in Practice exam.

Programme Duration and Funding

- The programme takes an average of 21 months to complete and most people complete this within 2 years.
- The Practical Period (Phase 1) takes an average of 14 months to complete.
- The End Point Assessment (Phase 2) takes an average of 7 months to complete.
- The maximum funding for the programme is £10,000 from your organisation's levy fund.
- Eligible Prior Learning will be taken into account to determine funding.