



# Apprenticeships

**LEVEL 4 STANDARD IN COMMERCIAL PROCUREMENT & SUPPLY**

**Including CIPS Level 4 Diploma in 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.



## 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

### **20% OFF THE JOB TRAINING**

Is it a requirement of the ESFA (Education & Skills Funding Agency) that all apprenticeship programmes funded through the levy include a mandatory requirement for 20% 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, revising for exams etc, and will be recorded on the apprenticeship agreement and commitment statement.

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.

“Apprenticeships are about building or improving upon a clearly defined set of knowledge, skills and behaviours as laid out by employers in the procurement and supply profession”



## 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.
- Use a range of contract and supplier performance monitoring, management and 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.



## 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.





## Functional skills

- 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.

Individuals will need to demonstrate competence in Maths and English via the functional skills route unless they already have A-C 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 & supply chain roles for example Sourcing Lead, Senior Buyer.



## The Assessment Process

The CIPS qualification is assessed via five exam periods.

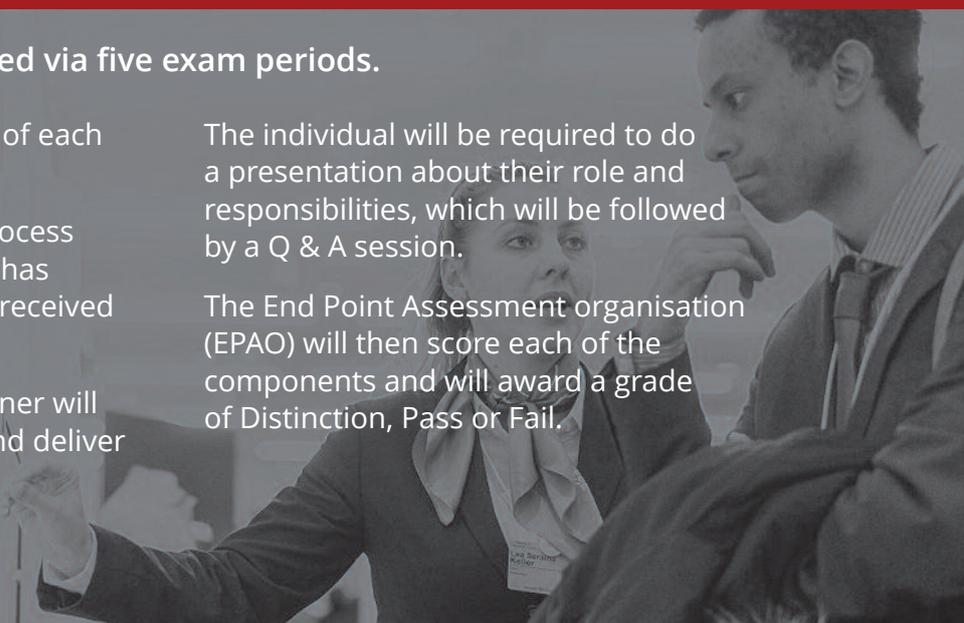
The exams will be taken at the end of each block of learning modules.

The End-Point Assessment (EPA) process will commence once the individual has completed their CIPS Diploma and received their final results.

As part of the EPA process, the learner will need to do a work-based project and deliver a Project Report.

The individual will be required to do a presentation about their role and responsibilities, which will be followed by a Q & A session.

The End Point Assessment organisation (EPAO) will then score each of the components and will award a grade of Distinction, Pass or Fail.



# Programme Duration



THIS PROGRAMME WILL TAKE BETWEEN 12 TO 18 MONTHS TO COMPLETE

## Level 4 Standard in Commercial Procurement & Supply Learner Experience Overview

### PHASE 1



There is an initial sign up meeting to agree commitment on both sides



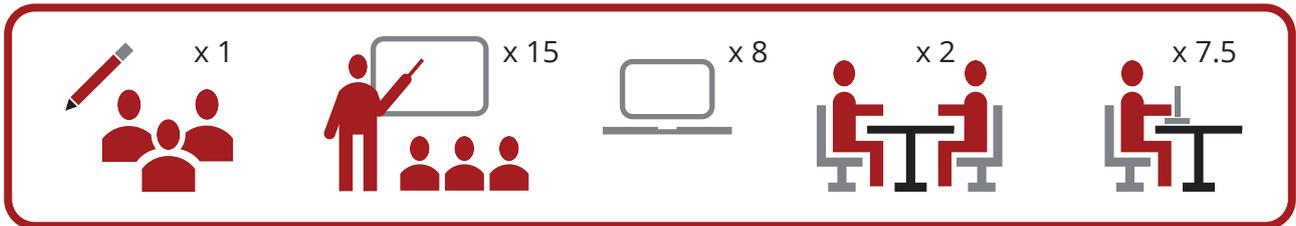
There are 2 progress reviews 1 every 6 months



There are 15 workshops approximately one every 4 weeks



There is a requirement for 7.5 hours a week off the job learning



### PHASE 2



An initial project proposal is sent to CIPS



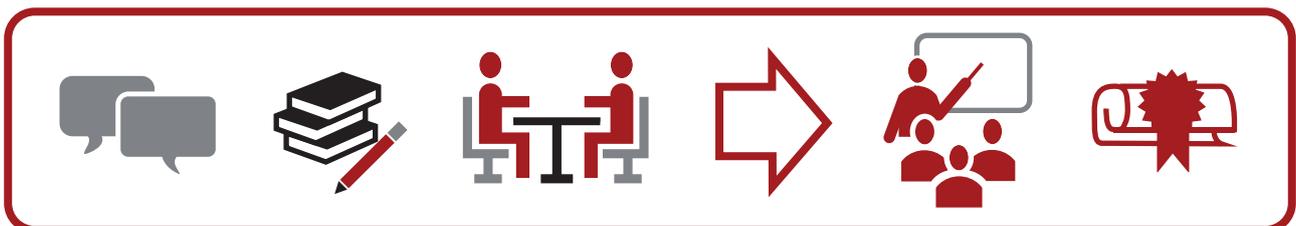
1 progress review plus remote support



5000 word project and report including presentation



EPA presentation plus QA with CIPS



## Costs



Larger organisations can use their Apprenticeship Levy Funds to pay for this programme.

CIPS membership fee of £187 for CIPS registration is required, as this cannot be claimed within the apprenticeship funds.

During the programme, learners will become Student Members of the Chartered Institute of Procurement and Supply.

Upon successful completion, learners can progress through CIPS Level 5 Advanced Diploma & CIPS Level 6 Professional Diploma to full MCIPS and Chartered Procurement Professional status.

Our Aptem apprenticeship management software provides the employer and the employee full visibility of progress.

## For more information contact

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