



Apprenticeships

LEVEL 3 STANDARD: PROCUREMENT & SUPPLY ASSISTANT

Including CIPS Level 3 Advanced Certificate 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 3 Advanced Certificate Programme Content Overview

- Procurement and Supply Environments (L3M1)
- Ethical Procurement and Supply (L3M2)
- Contract Administration (L3M3)
- Team Dynamics and Change (L3M4)
- Socially Responsible Procurement (L3M5)

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"



WORKSHOPS

Individuals will attend ten workshops 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 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 level of knowledge

- The role of procurement within the organisation
- Value for money concepts
- Supplier approval process and the importance of due diligence checks
- Demand and spend management, analysis and forecasting techniques
- Managing key stakeholder relationships
- Development and evaluation of requests for quotes and tenders
- Effective and appropriate communication methods
- Responsible procurement practices, in making procurement decisions
- Research methods for procurement including market, supplier and sector research
- The legal and regulatory environment affecting procurement (L3M1)
- Understand the 4 processes of negotiation

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.

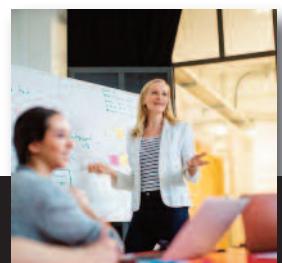
- Communicate to procurement's internal stakeholders, suppliers and other stakeholders
- Interpret, evaluate and compare procurement information
- Present findings and data in all formats e.g. mathematically, written and oral
- Determine value for money (VFM) and added value through the use of Total Cost Ownership
- Utilise relevant procurement computer systems or internal databases
- Select the supplier of the most appropriate products and services
- Effectively research and analyse demand, spend, trends, potential suppliers and industries utilising qualitative and quantitative methods
- Develop specifications of requirements and requests for quotes/tenders in line with organisational requirements
- Apply considerations of responsible procurement in evaluating potential suppliers, quotes and tenders
- Track, log, expedite and review outstanding orders and stock availability where applicable
- Able to consider the impact of the decision-making process when interacting with the supply chain
- Able to support the contract negotiations and mini competitions with suppliers



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.

- Be open to change, amend working practices in response to changes in process with a positive attitude
- Establish strong relationships with internal and external stakeholders
- Be open, honest, respectful and reliable





Building the right behaviours continued

- Be enthusiastic and passionate when adhering to company values and engaging in your personal development
- Be attentive to the detail in any procurement and negotiation activity
- Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues
- Be self-motivated to develop and learn

Individuals will need to demonstrate competence in Maths and English via the functional skills route unless they already have A-C grades in GSCEs 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 3 Advanced Certificate 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 procurement & supply chain roles for example Sourcing Lead or 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 Advanced Certificate 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 3 Standard: Procurement & Supply Assistant Learner Experience Overview

PHASE 1



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



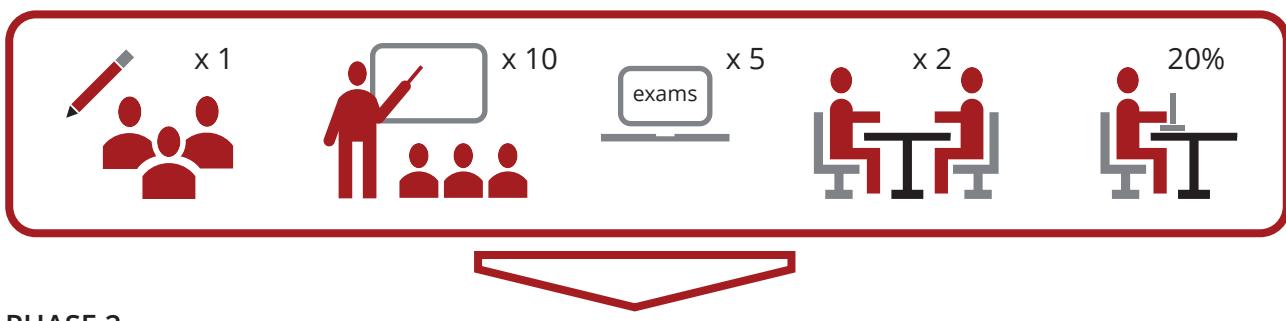
There are 2 progress reviews 1 every 6 months



There are 10 workshops approximately one every 4 weeks



There is a requirement for 20% off the job learning



PHASE 2



An initial project proposal is sent to CIPS



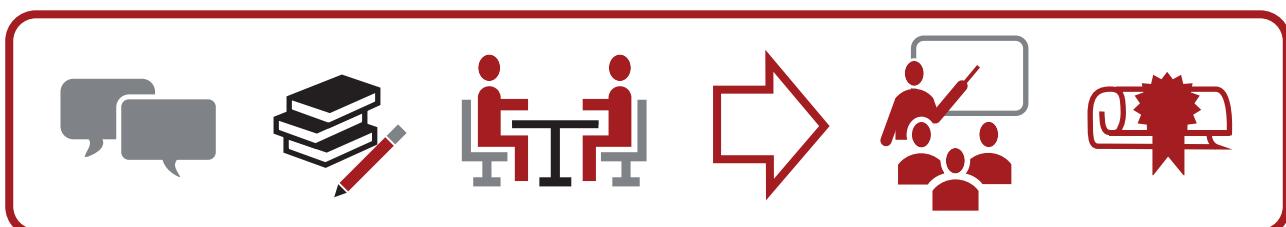
1 progress review plus remote support



3000 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 4 Diploma in Procurement and Supply.

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



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