

Level 4 Commercial Procurement and Supply ST0313 Apprenticeship Standard

The work of procurement and supply professionals includes the process of procurement, or buying goods and services; however, these roles can be much broader than just procurement. These roles can extend to a huge range of related commercial activity such as influencing policy, financial analysis, engaging in contract law, and developing strategy to deliver services. The variety of goods and services that procurement professionals are responsible for is vast: goods could range from buying a plane to negotiating new stationery supply.



Securing services could include: finding new and innovative IT systems, outsourcing translation services or closing a deal on a construction project for a new building.

Encompassing the entire procurement cycle, achieving the Level 4 in Procurement and Supply will enable an individual to use their breadth and depth of experience to position themselves as a fully effective commercially skilled professional with transferable skills and career options that span the public, private and charitable sectors.

Gateway Requirements

The decision to take an apprentice through Gateway is made between the employer, training provider and apprentice. Full time apprentices typically take 2 years with a minimum of 12 months on-programme working towards the apprenticeship standard. The apprentice must have completed all on-programme elements before they enter Gateway, including Level 2 English and Maths, along with L4 Diploma in Procurement & Supply with the Chartered Institute of Procurement & Supply (CIPS).

End-point Assessment (EPA)

EPA consists of two assessment methods weighted equally in their contribution to the overall EPA grade. The apprentice must gain pass or distinction in the project report before undertaking the presentation and questioning assessment.

Assessment Method	Timescales	To achieve a Pass	To achieve a Distinction
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Project Report (PR)	Up to 4 months to complete	must meet 100% of the pass criteria	must meet all of the pass criteria AND 100% of the distinction criteria
Presentation & Questioning	(P) 10 minutes (+ / - 1 minute) (Q) 30-35 minutes	must meet 100% of the pass criteria	must meet all of the pass criteria AND 100% of the distinction criteria

Project Report (PR)

Apprentices must produce a project report based on a project completed in their workplace, after the EPA gateway. Skillsfirst will agree the title and scope of an apprentice's project as a gateway requirement with the employer ensuring that it aligns with their business / business needs.

The apprentice should complete their project proposal unaided. The Project report must have a maximum word limit of 5000 words (+/- 10%), be presented as a formal business report including: an executive summary (this will not be included in word count) an introduction, a literature review, research and findings, recommendations and conclusions and be referenced using a recognised standard such as the Harvard Referencing System.

Presentation & Questioning

Apprentices must complete a presentation and questioning with an EPA panel. The EPA panels must consist of an IEA and a technical expert. The role of the technical expert is to provide information to the IEA in terms of the apprentice's workplace policy and procedures if required and create a realistic presentation environment. Technical experts must not provide information on behalf of the apprentice or seek to influence the IEAs decision.

The apprentices must give a 10-minute (+ / - 1 minute) presentation on their work role and responsibilities relating to commercial procurement and supply.

This is followed by six open questions relating to procurement and supply practice, within a 30–35-minute period; follow up questions are allowed to seek clarification. These six questions will include a minimum of 1 question from each of the knowledge, skills and behaviours sections.

Feedback

The IEA will not provide the apprentice (or their manager) with a preliminary grade, as it will be subject to Skillsfirst internal quality assurance processes. Skillsfirst will aim to confirm the apprentice's final and overall grade approximately 10 working days after the last assessment.

Certification

Once moderation is complete and the apprentice has successfully completed all EPA methods, Skillsfirst will activate certification through the Apprenticeship assessment service. Certificates will be sent directly to the employer.

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