

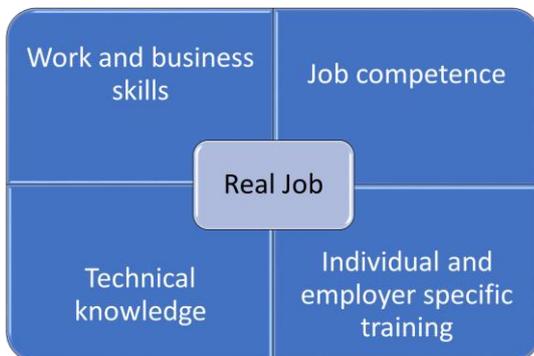
# Level 4 Commercial Procurement and Supply Apprenticeship

## What is an Apprenticeship?

An Apprenticeship is a real job with training so individuals can earn while they learn and gain nationally recognised qualification. A Higher Apprenticeship is equivalent level to a foundation degree, HND or degree. Higher apprenticeships combine knowledge with the skills, behaviours and attitudes that you need within your organisation. Your people will grow and develop, and so will your business

## Why an Apprenticeship?

Employees value apprenticeships as those who come up through the apprentice route are more likely to stay with the same employer, often deliver to a higher level and pick up the sense of culture of the employer and the workplace quicker.



## Who is it for?

It is suitable for anyone where specific procurement skills, knowledge and behaviours are required, predominantly in a Procurement or Supply related role. They will need to have a minimum of 3 year's work experience in this area.

## Responsibilities

Achieving this apprenticeship will enable an individual to use their experience to position themselves as a fully effective commercially skilled professional with career options that span from public to private and charity sectors.

## Qualification level/Duration/ Entry requirements

Level 4 / Diploma over 18 - 24 months

There are no formal entry requirements but we'd expect learners to have a Level 2 qualification in English and Maths (GCSE equivalent).

## What will the Apprentice be studying?

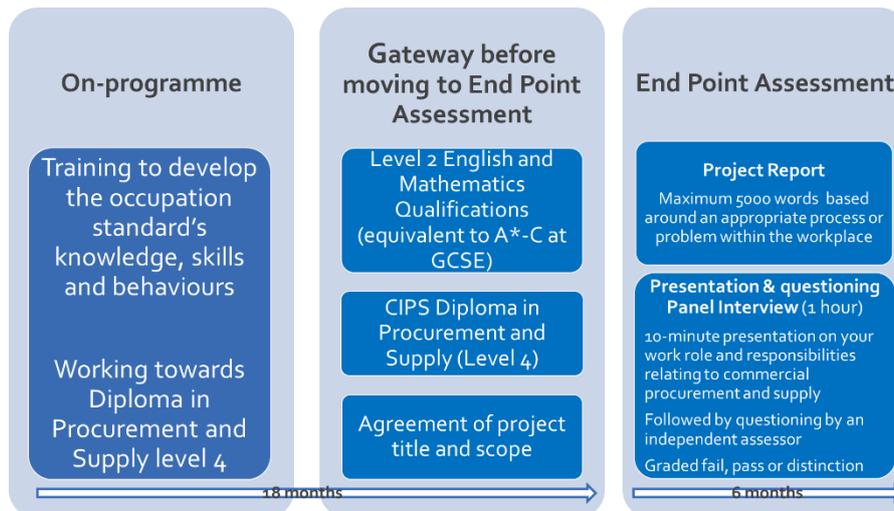
### Knowledge training:

- Business Needs in Procurement and Supply
- Contexts in Procurement and Supply
- Early Market Management
- Negotiating and Contracting /Managing Contracts and Relationships in Procurement and Supply
- Sourcing in Procurement and Supply
- Category Management

### Competence Training and Assessment:

For their End Point Assessment Apprentices will complete a project report based around an appropriate process or problem within the workplace and give a 10-minute presentation followed by questions in a panel interview:

- **Project report** - Apprentices will be required to write a paper of a maximum of 5000 words, demonstrating their ability to apply the skills, knowledge and behaviours expected of Commercial professionals. This should be presented as a formal business report.
- **Presentation & Questioning** - Apprentices will give a 10-minute (+/-1minute) presentation on their work role and responsibilities relating to commercial procurement and supply. The presentation will be followed by questioning by an independent assessor. Independent assessors will ask 6 open questions from the question bank relating to procurement and supply practice, within a 30-35-minute period; follow up questions are allowed to seek clarification. These 6 questions will include a minimum of 1 question from each of the knowledge, skills and behaviours sections.
- **Panel interview** – 1 hour



## Support for Apprentices

Supporting and coaching your apprentices will make a big difference to how successful they are and how quickly they can develop the new skills you want them to have. We offer a bespoke and individual service which includes:

- Planning and conducting a full induction programme
- 6 weekly progression reviews
- Innovative face to face learning
- Regular 1:1 support to motivate apprentices to achieve
- Apprenticeship line manager support

## Support for Employers

As part of the overall apprenticeship, there will be on-going performance management reviews to ensure that the apprentice is on track to pass the end point assessment. APA Procurement and Supply Training will discuss their work with you and the skills that they will be learning so that we can ensure that these are the skills that you need them to have. We can help with projects that you might want to allocate to them and help you support them in balancing their coursework with their role.

## Professional recognition

Apprentices are registered with CIPS at the start of their apprenticeship and therefore benefit from professional recognition throughout their programme. Successful completion of the programme allows them to progress to the next level of professional recognition.

## CIPS membership

On successful completion of this apprenticeship candidates are eligible for CIPS Diploma level of membership, and have the potential to continue their learning journey to becoming MCIPS and beyond to Chartered Status.

## Why APA Procurement and Supply Training?

Since 2000, we have worked successfully with a wide range of individuals and organisations in the UK and across Europe to help achieve their procurement and supply chain development goals. The quality of our services has been recognised by CIPS, and we have been awarded their highest quality standard - Centre of Excellence status. Our apprenticeship programmes are unique and offer many benefits including:

- Friendly and highly experienced procurement and supply professionals who are also qualified trainers
- Results well above average
- Flexible provision tailored to your organisation's requirements

"Thank you for all the help. I know I wouldn't have been able to pass without your knowledgeable advice and guidance!" (NHS Buyer, Great Western Hospital Swindon)

**For further information and to enrol  
Contact APA Procurement and Supply Training  
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