

L3 Procurement & Supply Assistant Apprenticeship

FACT SHEET

Main components

There are 3 main components:

Part 1 Knowledge, including CIPS Level 3 Advanced Certificate.

- L3M1** Procurement and Supply Environments
- L3M2** Ethical Procurement and Supply
- L3M3** Contract Administration
- L3M4** Team Dynamics and Change
- L3MS** Socially Responsible Procurement

Part 2 Questioning Interview supported by Portfolio of Evidence.

Part 3 Work Based Project (3000 word), followed by presentation, question and answers.



Who is it aimed at?

This standard is suitable for all sectors and industry. The person suitable for this standard may be new to procurement or have limited procurement knowledge, they may also work in other operational departments but have procurement responsibilities for usually low risk items. These individuals would therefore benefit from the knowledge skills and behaviour development obtained by completing this apprenticeship standard. Typical job roles are; Procurement and Supply Assistant, Junior/Assistant Buyer, Inventory Controller.

Entry Requirements

None.

Duration

18-24 Months

Available learning options Classroom

Face to face across the 9 study centres

Virtual Classroom

Live video link direct to classroom



What skills will I learn?

The programme increases the apprentice's competencies in procurement and raises the profile of procurement individuals will become competent in all stages of the procurement cycle and able to apply factual, procedural, and theoretical knowledge of procurement and supply. Learners will be able to complete tasks and address problems that are well-defined but may be complex and non-routine. They will understand what relevant information is required and how to interpret and review its effectiveness. Individuals will be able to use their knowledge of procurement regulations/policies to support the wider procurement team in tasks such as quotation and/or tender response evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison.

Assessments

The CIPS level 3 qualification is assessed by five on line multiple-choice examinations. Apprentices enter End Point Assessment Gateway when they have successfully passed the CIPS Level 3 Qualification, evidenced Functional Skills Level 2 and CIPS Ethics Test.

Part 1 CIPS Level 3 Advanced Certificate consists of 5 exams. 5 Multiple choice assessments taken over 5 examination series.

Part 2 EPA (End Point Assessment) 60-minute questioning interview supported by Portfolio of evidence. (supplied at Gateway)

Part 3 EPA (End Point Assessment) Work Based Project Report - (3000 word) that demonstrates the application of knowledge, skills and behaviours mapped to the standard.

Part 4 EPA (End Point Assessment) 15-minute Presentation of Work Based Project with 30 minutes of Question and Answers.

“My Apprenticeship was an introduction for me into working life. As someone with no experience and little confidence and skills by providing me support with my professional and personal development. Completing an Apprenticeship has allowed me to continue my education whilst earning money, gaining experience, and progressing in my personal life. The Apprenticeship training I was given meant I was guided and taught the norms of working life, as opposed to being ‘thrown in at the deep end.’”

**Georgia Davies,
Solihull Metropolitan
Borough Council**

Each part of the EPA is assessed by the End Point Assessment organisation (EPAO) and awarded a grade of Distinction. Pass or Fail.

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