

L4 Commercial Procurement and Supply Chain Apprenticeship

FACT SHEET

Main components

There are 3 main components:

Part 1 CIPS Level 4 Diploma

- L4M1** Scope and Influence of Procurement and Supply
- L4M2** Defining Business Need
- L4M3** Commercial Contracting
- L4M4** Ethical and Responsible Sourcing
- L4M5** Commercial Negotiation
- L4M6** Supply Relationships
- L4M7** Whole Life Asset Management
- L4M8** Procurement and Supply in Practice

Part 2 Project Report (5000 words)

Part 3 Presentation and Questioning Interview



Who is it aimed at?

This level 4 apprenticeship is suitable for all organisations. Aimed at individuals with limited or no commercial/ procurement experience or people who are completely new to their role. Typical roles are: Category buyer, Sourcing Executive, Procurement, Operations Support, Buyer, Commercial Relationship Support, Commissioning and Performance, Monitoring Officer, Framework Management Support, Contract Associate, Contract Support.

Entry Requirements

None. Although we recommend 5 GCSE's grades A-C.

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?

Individuals will become competent in all stages of the procurement cycle and able to investigate, analyse and recommend solutions for nonroutine complex problems. Including budgeting, costing, risk, whole lifecycle costing, increasing efficiency and effectiveness.

Assessments

The CIPS level 4 qualification is assessed by online examination and a combination of Essay based and Multiple Choice. Apprentices enter End Point Assessment Gateway when they have successfully passed the level 4 diploma, evidenced Functional Skills level 2 and CIPS Ethics Test.

Part 1 CIPS Level 4 Diploma consists of 8 exams. 6 Multiple choice and 2 essay-based assessments are taken over 5 examination series.

Part 2 EPA (End Point Assessment) Project Report - (5000 word) Work-Based Project Report focusing on 2 elements of the procurement cycle.

Part 3 EPA Presentation and Questioning Interview - 1 0min presentation focusing on the Apprentices role in Procurement and Supply, followed by 35min questioning interview.



“I didn’t think I would ever do an Apprenticeship as it wasn’t in my career plan, but this route has made the entire learning process more insightful”

**Abisola Sansui,
Associated British Foods plc**

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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