



# SRSCC

Skills ◆ Training ◆ Apprenticeships

## Level 3 Procurement and Supply Assistant Apprenticeship Fact Sheet



Crown  
Commercial  
Service  
*Supplier*



A Patron Member of  
North & Western  
Lancashire  
Chamber of Commerce



## MAIN COMPONENTS

### Practical Period

#### **Part 1- CIPS Level 3 Advanced Certificate**

L3M1 Procurement and Supply Environments

L3M2 Ethical Procurement and Supply

L3M3 Contract Administration

L3M4 Team Dynamics and Change

**And then a choice of 1 elective module to make up the remaining 6 credits**

L3M5 Socially Responsible Procurement

L3M6 Socially Responsible Warehousing and Distribution

#### **Part 2- Questioning Interview supported by Portfolio of Evidence**

**Part 3- Work Based Project (3000 words), followed by presentation, questions and answers**

### Learning Options

Live Virtual Classroom or Preston, ½ Days



**Duration: 18-24 months**

### Key Modules

-  Procurement and Supply Practices
-  Ethics in Procurement and Supply
-  Research and Decision Making
-  Working with Teams and Stakeholders
-  Legal and Regulatory Environment

### Who is it aimed at?



This L3 Apprenticeship is suitable for all sectors and industries. The apprentice 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.

Those aged 16-18 at the start of their Apprenticeship are required to evidence Math and English GCSE 4-9\* or Functional Skills Level 2 (Full training and assessment provided by SRSCC if not obtained)

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## What skills will I learn?

The program enhances the apprentice's procurement skills, raising their profile. They will gain competence in all procurement stages and apply factual, procedural, and theoretical knowledge. Learners will handle well-defined, complex, non-routine tasks, understanding the need for relevant information and its effective interpretation. They will utilize their procurement regulations/policies knowledge to assist the procurement team in tasks like quotation/tender evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison.

## Assessments

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

**Part 2** Apprenticeship Assessment: 60-minute questioning interview supported by Portfolio of evidence. (supplied at Gateway to Completion)

**Part 3a** Apprenticeship Assessment: Work Based Project Report - (3000 word) that demonstrates the application of knowledge, skills and behaviours mapped to the standard.

**Part 3b** Apprenticeship Assessment: 15-minute Presentation of Work Based Project with 30 minutes of Question and Answers.

**PASS RATE:**

**100%\***

*\*of learners pass their  
Apprenticeship  
Assessment*

## Typical Job Roles Include:

- Procurement and Supply Assistant
- Junior/Assistant Buyer
- Inventory Controller
- Procurement Contracts Officer
- Procurement Co-Ordinator
- Purchasing Assistant

*"SRSCC and the Apprenticeships they provide have, without a doubt, helped develop our Procurement Team"*

**Barry Leighton,  
Head of Commercial Services  
at Cumbria Constabulary**

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