


Ofsted
Outstanding
2010|2011

Commercial
Procurement &
Supply
Level 4



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 OXFORD
COLLEGE OF LEADERSHIP & MANAGEMENT

 **FAREPORT**
SKILLS FOR THE FUTURE

Commercial Procurement & Supply

Level: 4

Duration: 20-22 Months

Entry Requirements:

- Candidates should already be working within a Procurement & Supply related role and have direct opportunity to manage procurement based projects within their job role.
- The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

Overview:

The Level 4 in Procurement and Supply develops breadth and depth of knowledge, covering the entire procurement cycle. It will enable candidates to position themselves as fully effective and commercially skilled professionals with transferable skills and career options that span the public, private and charitable sectors.

Qualification Awarded:

- Commercial Procurement & Supply Standard
- CIPS Level 4 Diploma in Procurement and Supply
- Functional Skills English Level 2
- Functional Skills Maths Level 2

Key Topics:

- Context of Procurement & Supply
- Supplier Management
- Sourcing & Contract Agreements
- Pre-procurement & early market engagement
- Category Management

CIPS Diploma Topics:

- Contexts of Procurement & Supply
- Business Needs in Procurement and Supply
- Sourcing in Procurement and Supply
- Negotiating and Contracting in Procurement and Supply
- Managing Contracts and Relationships in Procurement and Supply

Assessment Methods:

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- Discussions
- Witness testimony
- Observation

End Point Assessment

End point assessment or “EPA” has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Project Report
- Presentation & Questioning

To complete the CIPS Diploma element of the qualification, you will be required to sit and pass exams relating to each of the 5 topics.