



## **Procurement and Supply Assistant Level 3**

**Duration: 14 - 17 Months**

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## Entry Requirements:

- Candidates should be working within a Procurement & Supply related role and be interacting with their procurement team as well as colleagues from other internal departments and external stakeholders such as suppliers.
- 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 apprenticeship develops breadth and depth of knowledge, covering the process of procurement or buying low value goods and services. Knowledge of procurement regulations/policies will 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. The individual will also often have purchasing requests and low risk contracts for which they will develop requests, quotes, or obtain prices and delivery. They will provide support in procurement to enable supplier selection, management and supplier closure and undertake a role in the management of supply delivery and quality assurance. 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.

## Key Topics:

- Understanding the role of procurement
- Value for money concepts
- Supplier approval processes
- Demand and spend management, analysis and forecasting techniques
- Developing and managing Stakeholder relationships
- Accurate specifications of requirements
- Development and evaluation of requests for quotes and tenders
- The 4 processes of negotiation.

## CIPS Advanced Certificate

### Modules:

- Procurement and Supply Environments (Core)
- Ethical Procurement and Supply (Core)
- Contract Administration (Core)
- Team Dynamics and Change (Core)
- Socially Responsible Procurement (Elective\*)
- Socially Responsible Warehousing and Distribution (Elective\*)

\*Choice of 1 elective

To complete the CIPS certificate element of the qualification, you will be required to sit and pass exams relating to each of the 5 topics. This element must be completed before EPA can be taken.

## Qualification Awarded:

- Procurement and Supply Assistant Standard
- CIPS Advanced Certificate in Procurement and Supply Operations Level 3
- Functional Skills English Level 2
- Functional Skills Maths Level 2

## 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:

EPA is conducted by an external independent body at the end of the apprenticeship and will consist of the below activities:

- Work based project submission
- Presentation, question and answer session based on your work based project
- Interview
- Portfolio of evidence