

# Procurement and Supply Assistant

Level

3

Duration

Typically  
22 - 24 months

Cost £6,000

## How can a Procurement and Supply Assistant apprentice benefit my business?

Procurement and Supply Assistants are essential for the efficient operation of your organisation. This programme is aimed at those who are looking to build on their existing skills in supply chain management and purchasing. It will give your procurement professionals an opportunity to develop core essential skills and knowledge of the profession, enabling them to effectively support your procurement team and business.

## Who is the Procurement and Supply Assistant apprenticeship for?

A Procurement and Supply Assistant is found in all organisations where goods and/or services need to be sourced and purchased in line with national or international procurement laws, or internal governance processes.

Key responsibilities are likely to include: using their knowledge of procurement regulations/policies to support the wider procurement team in tasks such as quotation, tender response evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison. They will ensure data is correctly administered and maintained in accordance with current legislation and have purchasing requests and low-risk contracts for which they will develop requests, quotes or obtain prices. They will undertake a role in the management of supply delivery and quality assurance by enabling supplier selection, management and supplier closure.

## Additional 'Mandatory' Qualification

### CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

Cost: This cost is included in the above apprenticeship standard

This qualification is achieved as part of the Procurement and Supply Assistant Level 3 Apprenticeship and is a nationally recognised qualification in its own right.

This qualification will provide the skills training below:

- Knowledge and skills to apply factual, procedural, and theoretical knowledge of procurement and supply
- Ability to complete tasks and address problems that are well-defined but may be complex and non-routine
- Understanding of what relevant information is required and how to interpret and review its effectiveness

This qualification will also support your apprentice in preparation for their End Point Assessment (EPA).

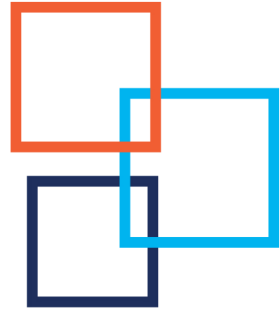
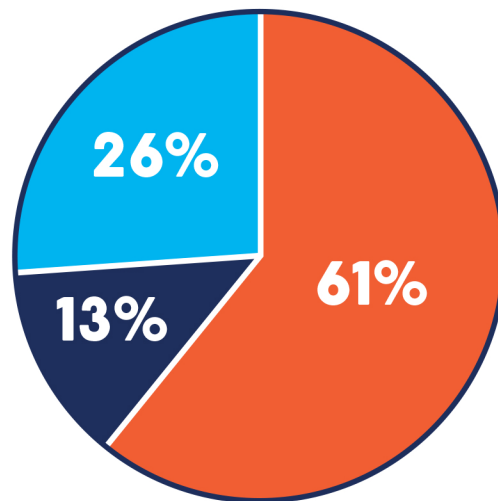
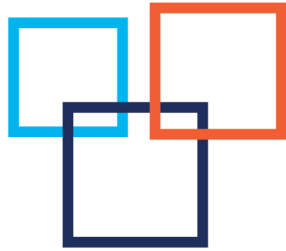
## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

## How is the '20% off-the-job' training delivered?



	<b>Work-based Activity</b>
	<b>Self-Study Assessment</b>
	<b>Classroom Activity</b>

## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Procurement and Supply Assistant Level 3 Standard consists of:

- A work-based project followed by a presentation with a Q&A session
- A professional discussion underpinned by a portfolio of evidence

This Apprenticeship standard aligns with the following professional recognition:

- Chartered Institute of Procurement and Supply

## The Learner Journey

<b>Month 1</b>	<b>Sign up and Induction</b>	<b>Skills scan · Developmental activities · Induction · Learning plan</b>
<b>Months 2-10</b>	<b>On Programme</b>	<b>Completion of L3 qualification · Progress reviews · Functional skills (if applicable)</b>
<b>Months 11-17</b>	<b>Apprenticeship Workshops</b>	<b>Skills development · Portfolio building · Tutorials · Peer learning</b>
<b>Months 18</b>	<b>Gateway to EPA</b>	<b>Project proposal · Work-based project on the procurement cycle</b>
<b>Months 19-24</b>	<b>EPA</b>	<b>Work-based project · Work-based presentation · Q&amp;A session · Professional discussion · Progression routes</b>

## Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Commercial Procurement and Supply Level 4
- Team Leader Level 3
- Operations / Departmental Manager Level 5
- Improvement Technician Level 3