

Commercial Procurement and Supply

Level

4

Duration

Typically
22 - 28 months

Cost £9,000

How can a Commercial Procurement and Supply apprentice benefit my business?

Commercial procurement is about commercial acumen, strong financial practice, including robust budget management. It's about relating figures to improve the governance of the business. This apprenticeship encompasses the entire procurement cycle, achieving the Level 4 Apprenticeship in Procurement and Supply will enable your member of staff to use their breadth and depth of experience to position themselves as a fully effective commercially skilled employee with transferable skills.

Who is the Commercial Procurement and Supply apprenticeship for?

Procurement and supply professionals may have job roles such as Commercial Support, Commercial Analyst, Sourcing Executive, Procurement Operations Support, Buyer, Assistant Buyer, Commercial Relationship Support and Contract Support.

Key responsibilities are likely to include the process of procurement, or buying goods and services. These roles can extend to include a huge range of related commercial activities such as influencing policy, financial analysis, engaging in contract law, and developing a strategy to deliver services. The variety of goods and services that procurement professionals are responsible for is vast. Securing services could include finding new and innovative IT systems, outsourcing translation services, or closing a deal on a construction project for a new building.

Additional 'Mandatory' Qualification

CIPS Level 4 Diploma in Procurement and Supply

Cost: This cost is included in the above apprenticeship standard

This qualification is achieved as part of the Commercial Procurement and Supply Level 4 Apprenticeship and is a nationally recognised qualification in its own right.

This qualification will provide the skills training below:

- Knowledge and skills to learn about procurement and supply within an organisation
- A clear understanding of procurement and supply with the ability to address complex, non-routine problems
- The ability to analyse, interpret and evaluate relevant information and ideas
- Knowledge to review the effectiveness and appropriateness of methods, actions, and results

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

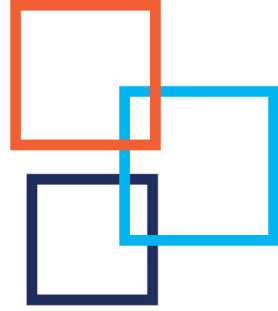
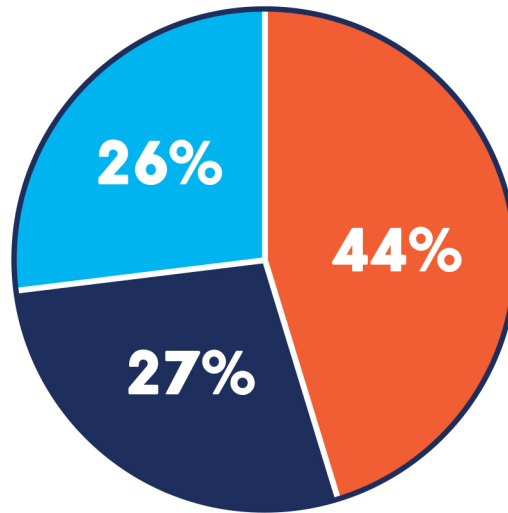
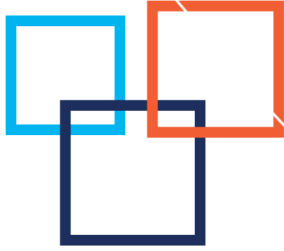
What will it cost the business to take on an apprentice?

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?



	Work-based Activity
	Self-Study Assessment
	Classroom Activity

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 Commercial Procurement and Supply Level 4 Standard consists of:

- A work-based project
- A presentation followed by a Q&A session

Completion of Chartered Institute of Procurement & Supply (CIPS) Level 4 gains eligibility for the equivalent membership of the Institute. CIPS Level 4 is a prerequisite for MCIPS (Level 6), the full professional licence and offers the potential for Chartered status.

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Learning plan
Months 2-18	On Programme	Completion L4 Diploma · Workbook completion · Progress reviews · Functional skills
Months 4-17	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning
Months 18-19	Gateway to EPA	Project proposal · Work-based project on the Procurement Cycle
Months 20-24	EPA	Work-based project · Work-based presentation · Q&A Session · Progression routes

Progression

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

- Operations / Departmental Manager Level 5
- Associate Project Manager Level 4
- Improvement Technician Level 3