

Level 4

PROCUREMENT



CONTENTS

Programme overview	2
Programme pathway	3
Learning approach	4
Masterclasses	5
Assessment plan	6
20% off the job training	8



PROGRAMME OVERVIEW

The procurement and supply professionals role includes the process of purchasing, or buying goods and services. Their role can encompass a huge range of related commercial activities such as influencing policy, financial analysis, engaging in contract law, and developing strategy to deliver services.

Our apprenticeship programme will enable learners to use their breadth and depth of experience to position themselves as a fully effective commercially skilled professional with transferable skills and career options that span the public, private and charitable sectors.

Successful completion of the apprenticeship which includes CIPS Level 4 Diploma in Procurement and Supply, provides a route for progression onto the CIPS Level 5 Advanced Diploma and finally the CIPS Level 6 Professional Diploma. At which time you may apply for full membership of CIPS to use the letters MCIPS on your business card.

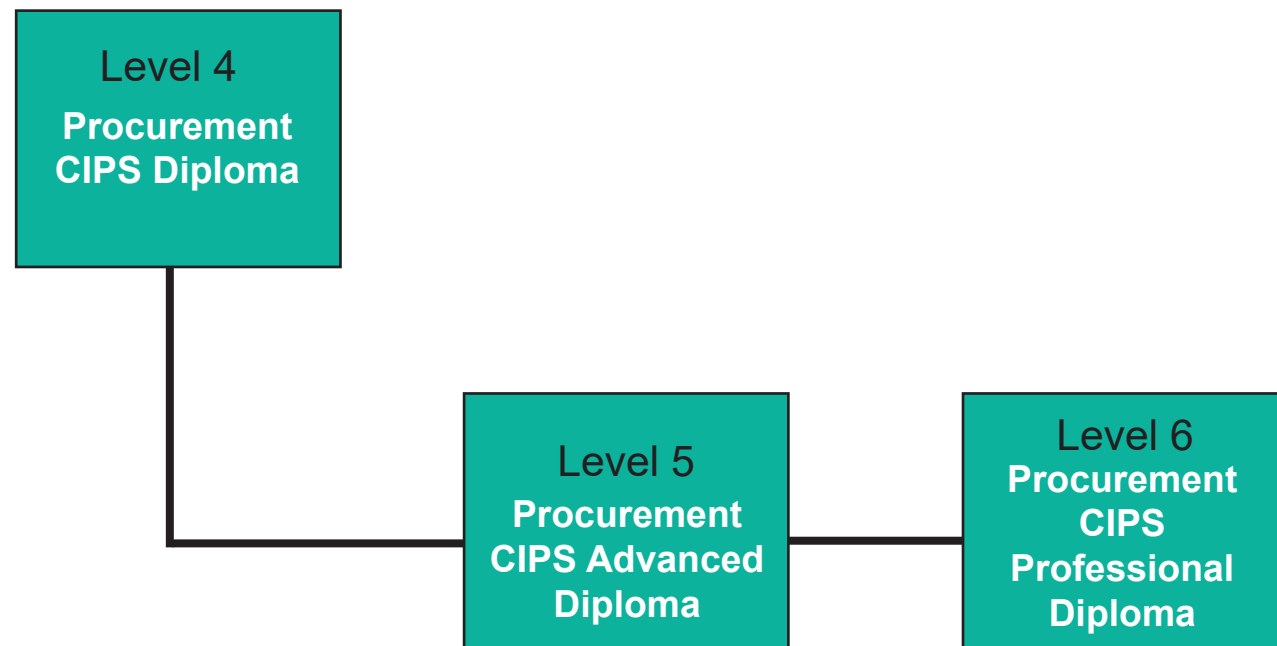
Qualification: Level 4 CIPS Diploma in Procurement and Supply
Duration: Typically this will take up to 2 years
Entry Requirement: Employers will set the criteria, but this must include documented English & Mathematics qualifications Level 2 (Equivalent to Grades A* – C or 9-4 at GCSE)

Participants must have been a UK/EEA/EU resident for the last 3 years.



PROGRAMME PATHWAY

Our programmes are designed to develop participants as they progress their career journey. This qualification sets them up perfectly to work as a qualified and respected procurement professional in any sector of business and for ongoing career progression.



JOB ROLES

Typical job titles for the role might include:

Procurement/
Purchasing Executive

Procurement
Specialist

Commercial
Analyst

Contracting
Officer

Supply Chain
Analyst

Buyer

LEARNING APPROACH

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:


Face to face


Masterclasses

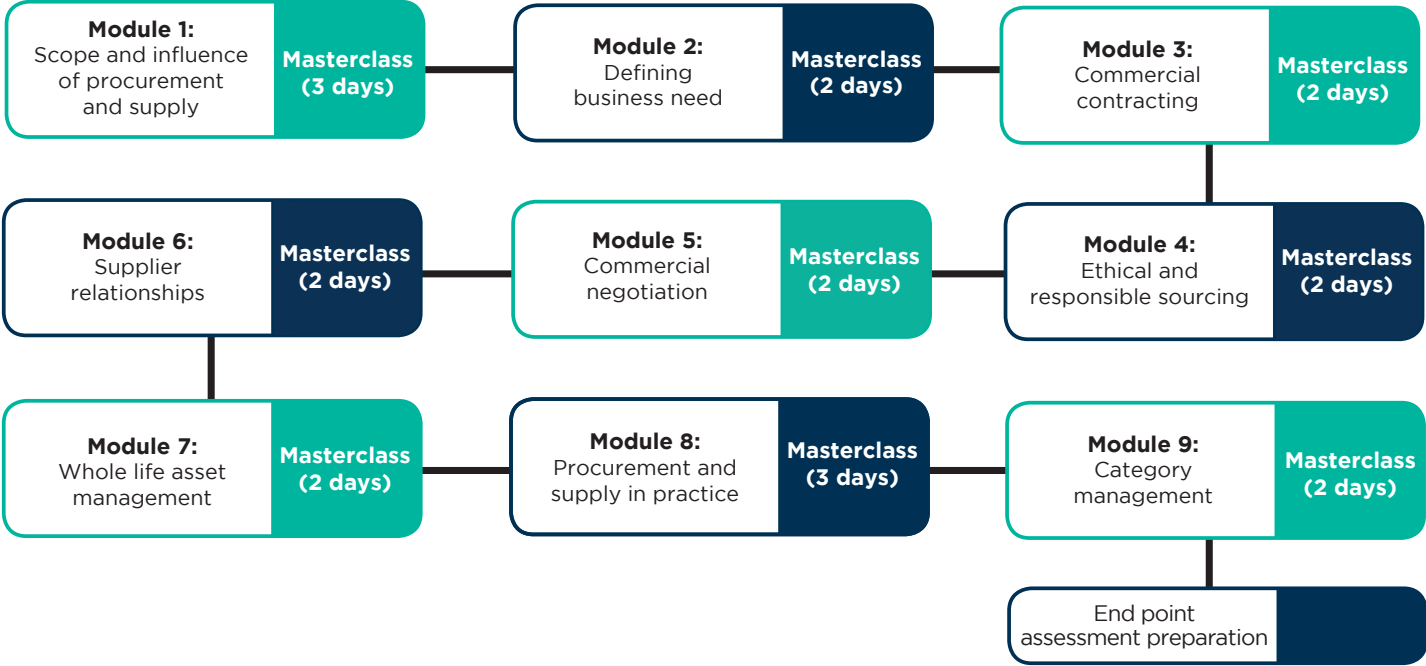

Online content


Coaching in
the workplace



MASTERCLASSES

Participants take part in one-day Masterclass sessions, these are delivered by industry experts and give students the theoretical knowledge to back up their practical work in preparation for formal exams.*



*All exams for this qualification are now computer-based and include both “Objective Response exam format (OR)” and Constructed Response exam format (CR).

LEARNING AREAS

Learning area	Knowledge	Skills	Behaviour
Scope and Influence of Procurement and Supply	X	X	
Defining Business Need	X	X	
Commercial Contracting	X	X	
Ethical and Responsible Sourcing	X	X	
Commercial Negotiation	X	X	
Supplier Relationships	X	X	
Whole Life Asset Management	X	X	
Procurement and Supply in Practice	X	X	
Service Delivery	X	X	
Communication & Interpersonal			X
Personal Improvement & Development			X
Honesty and Integrity			X
Flexibility			X
Resilience			X

The CIPS diploma Level 4 will need to be passed as part of the programme prior to taking the end point assesment. This will be discussed at enrolement.

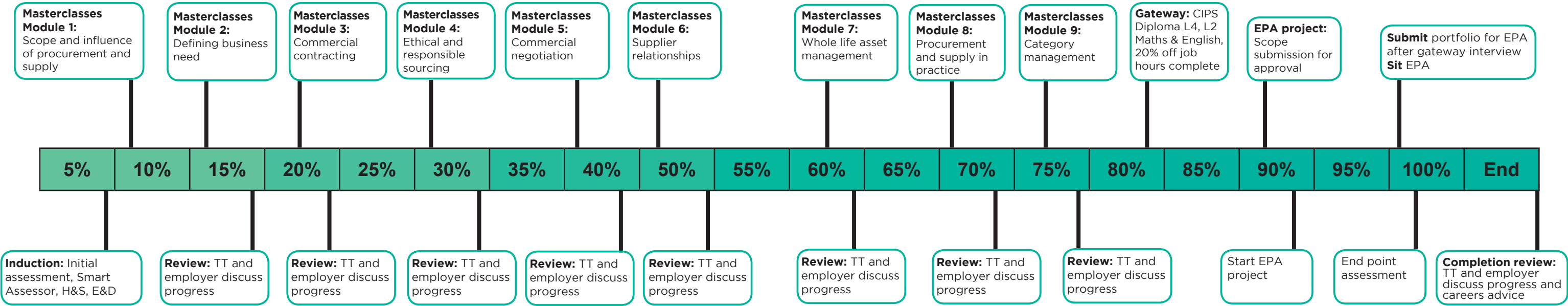


Level 2 functional skills, English and maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant’s English and maths skills at all levels.



ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.





20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training

Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 4 Procurement programme, please get in touch:

- ✉ John.McMahon@togethertraining.co.uk
- ☎ 07500 126450
- ☎ 01923 812150
- 🌐 togethertraining.co.uk

