

# PROCUREMENT AND SUPPLY ASSISTANT APPRENTICESHIP STANDARD

Standard Code ST0810  
Course Level 3  
Work based  
Funding Level £6,000  
Duration 21mths including EPA

## *Course Description*

This occupation 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.

This occupation is found in the following sectors;

- public sector such as the NHS, the Emergencies Services, Local Authorities, Central Government and the Education Sector.
- private sector such as Finance, Construction, Energy, Utilities, Mining, Facilities, Automotive, Manufacturing, Engineering, Pharmaceuticals, Fashion, Food, Hotels, Hospitality, Entertainment and IT.
- Third Sector including charities and other not for profit organisations.

The broad purpose of the occupation is the process of procurement or buying low value goods and services. Procurement and supply assistants are vital for the smooth functioning of the procurement and supply department in any organisation. They are often responsible for ensuring data is correctly administered and maintained in accordance with legislation of the organisation's own procedures. They will use their knowledge of procurement regulations/policies to 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.

In their daily work, an employee in this occupation interacts with their procurement teams as well as colleagues from other internal departments such as operational functions, finance, legal, IT, sales and marketing. This role also includes interaction with external stakeholders such as suppliers. This role may involve off site and supplier visits; however, it will be mainly office based.

**An employee in this occupation will be responsible for:**

- Contributing to the sourcing of new suppliers using market research for on-going tenders on behalf of the wider team.
- Challenging the organisational need for the purchase especially where Corporate Social Responsibility or value for money considerations suggest the procurement can be better channelled through existing assets or an existing contract.
- Support and contribution to higher value activities such as construction projects and capital expenditure.
- Assisting with the monitoring of the commercial benefits and status of procurement projects, for example, spend and trend analysis, cost-benefit analysis saving profile - forecast and actual; and may utilise that information to support procurement decisions, assist with supplier reviews or in developing reports for other parties, such as the Category Manager or Head of Procurement.
- Supporting a wide range of procurement processes including the conduct of tenders, with the use of e-tendering tools (e.g. managing supplier correspondence).
- Working with management to develop procurement documents (e.g. ITT templates and T&C's).
- Basic understanding of regulations, internal policies and procedures, to educate the wider business areas (helpdesk support) and adopt commercial best practice.
- Supporting development of consistent procurement processes and procedures.
- Having strong customer focus, commercial acumen and a pro-active approach striving to meet the demands of customers in a timely manner.
- Supporting supplier negotiation and help to ensure value for money deals are obtained.
- Collating relevant management information to report to the wider procurement team and in preparation for internal/external audits.
- Working with internal and external clients to facilitate a wide range of procurement processes.
- Ability to set up, facilitate and administer e-tendering and e-evaluation systems, including management of supplier correspondence.
- Ensuring all procurement systems and databases are managed, maintained and information cleansed for accurate reporting.
- Adhering to corporate operating procedures – (if in public sector governing public procurement, including compliance with the Public Contracts Regulation).
- Being responsive to customer enquiries and support contract and supplier management activity across a range of commercial areas.
- Building excellent working relationships with peers, colleagues, customers, suppliers and other external stakeholders.

- Providing prompt procurement system advice to buyers, across the business, to enable compliance and best practice.
- Providing timely returns and accurate statistical data as required ensuring that Commercial data are recorded.

Typical job titles include; Procurements Contract Officer, Procurement Coordinator, Purchasing Assistant.

### ***Off the Job Training***

A key requirement of an Apprenticeship is Off-the-job training. This must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period. Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours.

The new learning must be documented and reflected on through the Learner Journal on their e-portfolio.

### ***Entry Requirements***

The Apprentice will need to be in a relevant role and show a willingness to undertake the knowledge, skills and behaviours required. They will also need to have Level 2 Maths and English (GCSE at Grade 4/C or above or equivalent) or be prepared to attend a block study period for Maths and English if this is required.

Apprentices may be required to attend an interview and undertake relevant skills assessments.

Once they have been accepted on to the programme all apprentices will be required to attend a Lincoln College Induction. Apprentices will require access to a tablet/computer to access their e-portfolio.

### ***Knowledge, Skills and Behaviours***

#### **KNOWLEDGE**

- The role of Procurement within the organisation and the relevant organisational procurement regulations, policies and processes which must be followed, such as, procedures for obtaining quotes and tenders, purchase order processing and purchase to pay.
- Value for money concepts including the balancing of quality, price and sustainable considerations or most economically advantageous tender (meat), whole lifecycle costing, 5 rights of procurement and added value opportunities.

- Supplier approval process and the importance of due diligence checks including legal entity checks, financial appraisal, quality checks and relevant sector approvals, certification and policies.
- Demand and spend management, analysis and forecasting techniques including quantitative methods such as historical usage, spend and trend analysis, inventory records and re-order levels or qualitative techniques based on stakeholders' estimates using internal databases and spreadsheets.
- The importance of developing and managing key stakeholder relationships such as the internal customer and supplier and the need for prompt and effective communication to support efficient and effective procurement.
- The need for accurate specifications of requirements which reflect the organisations needs and provides equality of opportunity for suppliers when providing quotes and tenders.
- Levels of authority and autonomy both for self and other internal stakeholders and how that relates to the relevant procurement procedure and when issues should be escalated to senior procurement colleagues.
- Development and evaluation of requests for quotes and tenders and use of appropriate terms, conditions and templates.
- The importance of maintaining accurate records and files for procurement in line with organisational and regulatory requirements and for audit purposes.
- Effective and appropriate communication methods according to organisational requirements, service level agreements and the degree of risk involved and appropriate to the task required e.g. expediting supplies, resolving invoice queries and supplier review meetings.
- Responsible procurement practices, in making procurement decisions, consideration of the impact of those decisions during the full procurement process on the environment (the circumstances, objects, or conditions by which they operate in) and social (people or groups they work with) elements across the supply chain.
- Research methods for Procurement including market, supplier and sector research which may include subscription databases, market reports, internet research, trade bodies, press and events, use of market 'experts', supplier engagement events etc.
- The legal and regulatory environment effecting procurement, including the supply of goods and services act and/or public contract regulations.
- Awareness of the organisation's contractual obligations towards suppliers e.g. payment terms.
- Understand the 4 processes of negotiation (preparation, opening, bargaining and closure).

## SKILLS

- Monitor and order products, stock, equipment and services at appropriate times using the appropriate procurement method.
- Communicate to procurement's internal stakeholders, suppliers and other stakeholders in order to develop effective relationships and networks.

- Create, maintain and amend purchase order and contract records.
- Interpret, evaluate and compare procurement information such as historical spend and usage using databases and spreadsheets.
- Present findings and data in all formats e.g. mathematically, written and oral.
- Determine value for money (VFM) and added value through the use of Total Cost of Ownership during the evaluation process, and apply the most economically advantageous tender (MEAT) criteria to the evaluation of quotes and tenders to support the recommendation at award.
- Utilise relevant Procurement computer systems or internal databases.
- Select the supplier of the most appropriate products and services for purchases within their remit and place purchase order.
- Undertake appraisal of adhoc and low spend suppliers including setting them up on the purchasing system.
- Effectively research and analyse demand, spend, trends, potential suppliers and industries utilising qualitative and quantitative methods.
- Develop specifications of requirements and requests for quotes/tenders in line with organisational requirements.
- Apply considerations of responsible procurement in evaluating potential suppliers, quotes and tenders.
- Investigate and resolve purchase order, delivery and invoice queries.
- Own low risk value projects such as supply contracts for stationery, personal protective equipment (PPE) or other consumables, and contribute to higher risk activities such as contracts for building services or machinery, and track, log, expedite and review outstanding orders and stock availability where applicable.
- Maintain knowledge on all open orders and their status' and provide assistance to all purchasing staff e.g. expediting and feeding information back to the relevant stakeholders.
- Able to consider the impact of the decision-making process when interacting with the supply chain.
- Able to support the contract negotiations and mini competitions with suppliers.

## BEHAVIOURS

- Be open to change, amend working practices in response to changes in process with a positive attitude.
- Establish strong relationships with internal and external stakeholders.
- Be open, honest, respectful and reliable.
- Be enthusiastic and passionate when adhering to company values and engaging in your personal development.
- Be attentive to the detail in any procurement and negotiation activity.

- Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues.
- Be self-motivated to develop and learn.

## **Assessment**

Assessment is done through a combination of practical tasks, written assignments, oral discussions and online tests throughout the programme. To ensure that we can support you to meet these, we will complete an in-depth initial skills analysis to ensure that we can tailor our delivery to meet these unique requirements. We will then use the most relevant delivery methods to support your learners which include:

- One to one coaching from a dedicated, professional assessor/instructor allocated to the learner for the duration of the programme.
- Work based assignments and projects to be completed in an e-portfolio. Case studies and in College course days as and when required for each learner.
- Job shadowing and mentoring.
- Review of progress every 4 – 10 weeks.
- Employer led in house training.
- Independent learning and research as directed by the assessor/instructor.

## **End Point Assessment**

There will be an End Point Assessment (EPA) as the final stage of an Apprenticeship. The Apprentice must demonstrate their learning to an independent end point assessor and the overall grade available is distinction, merit, pass or fail.

### **End-Point Assessment includes:**

#### **Work Based Project:**

The work-based project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA. Therefore, the project's subject, title and scope will be agreed between the employer and the EPAO at the gateway.

#### **Presentation with questions and answers:**

Apprentices will prepare and deliver a presentation that appropriately covers the KSBs assigned to this method of assessment. The presentation will be based on an overview of the project report. The presentation with questions and answers will take place on a one-to-one basis between the independent assessor and the apprentice. The presentation will be an overview of the project report, and so a copy of the completed project report must be given to the assessor with the presentation so that they can be reviewed together, during which time the independent assessor can prepare questions for the presentation.

### **Interview underpinned by a portfolio of evidence:**

This assessment will take the form of an interview which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. Questioning should assess the KSBs assigned to this assessment method and the apprentice may use their portfolio to support their responses. The interview will last for 60mins.

### **Qualifications**

Level 3 Advanced Certificate in Procurement and Supply Operations

### **Progression**

This standard aligns with the following professional recognition:

- Chartered Institute Procurement & Supply for N/A

### **Fees**

As an Apprentice, you will pay no course fees. However, your employer may have to pay towards your training as well as providing you with a wage. All Apprentices must receive a minimum wage of £4.30 per hour within their first year of training from their employer, although they can, and often do, pay more. In the second and subsequent years of an Apprenticeship programme, the national minimum wage for your age would apply.

If you are an employer and want to find out more information regarding employer contributions and any further costs related to the Apprenticeship programme, please contact our dedicated Apprenticeship team at [employers@lincolncollege.ac.uk](mailto:employers@lincolncollege.ac.uk)

### **Business Benefits**

Employers have designed the Apprenticeship Standards to meet the needs of the sector and industry. Ensuring they include:

- Relevant Knowledge, skills and behaviours ensure that the Standard is relevant to the occupation.
- Widening participation Apprenticeship standards provide opportunities to employees that may not previously have been available.
- Development tools A cost effective way to train your employees to undertake specific roles in your business.
- Return on Investment On average, an apprentice who has completed their course will increase business productivity by £214 per week (CEBR, 2015).