



HIGHER APPRENTICESHIP

Procurement and Supply Operations (CIPS)

Level 4

4



Apprenticeship Framework

The CIPS Level 4 apprenticeship in Procurement and Supply is suitable for those already working in a procurement role within their organisation, looking to excel in their career. Learners will be expected to exhibit a comprehensive grasp of procurement procedures relevant to their roles and develop strong problem-solving skills and gain a clear understanding of how procurement and supply fits in with their organisation.

The programme prepares learners for roles such as:

- Procurement Manager/ Director
- Finance Manager/ Director
- Senior Buyer

Who is this apprenticeship for?

The Level 4 Apprenticeship is an essential tool for those working in procurement and supply interested in developing their career and working towards MCIPS Chartered Status.

On completion of this apprenticeship, you will achieve the following:

- [Level 4 Open Awards – Certificate in Procurement and Supply Management](#)
- [Level 4 CIPS Diploma in Procurement and Supply](#)
- [Level 2 *Essential Skills Communication](#)
- [Level 2 *Essential Skills Application of Number](#)



** If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework see page 5 for more information*

Benefits of the apprenticeship programme:

Student membership of the Chartered Institute of Purchasing and Supply (CIPS):

Student membership is for those who are undertaking a study or competence-based programme leading towards completion of the CIPS Graduate Diploma or its equivalent. Students have full access to CIPS benefits during their course of study.

Accelerate Your Career Growth: With the Level 4 Diploma in Procurement and Supply apprenticeship, you will refine your skills and gain practical experience to propel your advancing career across a wide spectrum of industries.

Industry-Recognised Certification: Upon successful completion of this programme, you'll earn an industry-recognised certification, providing you with a competitive edge in the job market. Employer's value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.

Practical and Real-World Learning: Our programme emphasises practical, real-world learning. You will practice skills in the workplace collaborating with experienced colleagues and supported by ALS professionals who will guide you through every step of the process.

Tailored Curriculum: Throughout the programme, you'll immerse yourself in essential topics such as strategic administration, organisational dynamics, leadership effectiveness, project coordination, financial administration and human resource management.

Experienced and Knowledgeable Advisors: Throughout your apprenticeship, you'll have access to a network of experienced advisors who will provide guidance, coaching, support, and feedback.

Apprenticeship Delivery Schedule

The recommended time to complete this programme is **24 months**.

Induction and all individual meetings will be delivered online.

Month	Activity	Content	Masterclass	Exam Window
1	Enrolment	Online documentation completion		
	Induction	Group induction OneFile Learning programme Introduction and creation of a cohort shared communication area		
	Individual meeting	Individual Learning Plan [ILP] completion		
2-3	Self-study Scope & Influence of Procurement & Supply		Attend Masterclass on Procurement Cycle and the influence of procurement on the organisation	Scope & Influence of Procurement & Supply
4	Individual meeting	Review and set individual assessments & plan exam dates		
4-7	Self-study Ethical and Responsible Sourcing		Attend Masterclass on Corporate Social Responsibility in Procurement	Ethical and Responsible Sourcing
8	Individual meeting	Review and set individual assessments & plan exam dates		

8-10	Self-study Whole Life Asset Management	Attend Masterclass on concept of Whole Life Asset Management	Whole Life Asset Management
11	Individual meeting	Review and set individual assessments & plan exam dates	
11-13	Self-study Defining Business Needs	Attend Masterclass on market management and competitive forces	Defining Business Needs
14	Individual meeting	Review and set individual assessments & plan exam dates	
14-17	Self-study Commercial Negotiation	Attend Masterclass on fundamentals of specifications and key performance indicators	Commercial Negotiation
18	Individual meeting	Review and set individual assessments & plan exam dates	
18-21	Self-study Procurement and Supply in Practice & Commercial Contracting		Procurement and Supply in Practice
22	Individual meeting	Review and set individual assessments & plan exam dates	
22-24		Masterclass on dynamics of	Commercial Contracting

		supplier relationships	Supplier Relationships
24	Individual meeting	Review and set individual assessments & plan to complete apprenticeship	



Level 4 CIPS Diploma in Procurement and Supply

Course Delivery

This apprenticeship is delivered using a mix of masterclass sessions, online study and individual meetings to assess and review progress.

The CIPS Level 4 Diploma in Procurement and Supply will be assessed by computer-based exams using a combination of Constructed Responses (CR) essay-style questions and answers, and Objective Response (OR) exam formats.

The OR exam format means that you will be given a choice of answers to the questions, and you will be expected to determine the correct answer.

The Level 4 Certificate in Procurement and Supply Management (Wales) will be assessed using a variety of methodology such as assignments, work products, professional discussion, witness testimonies collated within an e portfolio.

Qualification Structure Summary

The Level 4 CIPS Diploma in Procurement and Supply is made up of **8 mandatory modules**.

A brief overview of these units is below.

Mandatory Units		
Unit Title	Level	Credits
Scope and Influence of Procurement and Supply	4	12
Defining Business Need	4	6
Commercial Contracting	4	6
Ethical and Responsible Sourcing	4	6
Commercial Negotiation	4	6
Supplier Relationships	4	6
Whole Life Asset Management	4	6
Procurement and Supply in Practice	4	12



Open Award Level 4 Certificate in Procurement and Supply Management (Wales)

Qualification Structure Summary

The Level 4 Certificate in Procurement and Supply Management (Wales) made up of **7 mandatory units**, with a total of **33 credits**.

Please note: at least 31 credits must be at Level 4 or above.

Unit rules of combination:

- Mandatory Units (Learners must achieve all 7 units) – 31 credits.

What you will learn

This programme is made up of a mixture of mandatory units (these have to be completed by all learners as part of the qualification) and optional units (we will work with you to decide what units are relevant to your role, and your business). A brief overview of these units is below.

Mandatory Units		
Unit Title	Level	Credits
Contributing to Corporate Social responsibility in Procurement and Supply Management	4	3
Delivering Positive Procurement and Supply Outcomes Through Contract Management	4	6
Engaging in the Sourcing Process within Procurement and Supply	4	6
Planning for the Procurement and Supply Process	4	9
Using Data and Technology in Procurement and Supply	3	2
Understanding the Role and Impact of Procurement and Supply	4	4
Working to enable Positive Procurement and Supply Outcomes	4	3



Essential Skills Qualifications

When you agree to undertake an Apprenticeship, you may be required to complete Essential Skills as part of your apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us, and will also be followed up by your assessor before and during your first visit from us.

Have any questions about our Level 4 Diploma in Procurement and Supply?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk