



APPRENTICESHIP

# CIPS Procurement and Supply Operations

Level 3

# 3



# Apprenticeship Framework

The CIPS Level 3 apprenticeship in Procurement and Supply Operations is suitable for any individual working in procurement roles within their respective organisations. Learners will be expected to exhibit a comprehensive grasp of procurement procedures relevant to their role, 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 including those:

- Procurement Officer
- Procurement Manager
- Finance Manager
- Senior Buyer

## Who is this apprenticeship for?

This Level 3 qualification is suitable for individuals involved in procurement and supply as their primary work activity or who are seeking a professional qualification and wish to receive recognition for their professional experience.

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

- [Level 3 CIPS – Advanced Certificate in Procurement and Supply Operations](#)
- [Level 3 Open Award Certificate in Procurement and Supply Operations](#)
- [Level 2\\* Essential Skills in Communication](#)
- [Level 2\\* Essential Skills in 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 3 Certificate in Procurement and Supply Operations apprenticeship, you will gain the essential 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. Employers 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 **18 months**.

*Induction and all individual meetings will be delivered online.*

| Month | Activity           | Content   | Self-study   | Exam window                         |
|-------|--------------------|---|--|-------------------------------------|
| 1     | Enrolment          | Online documentation completion   |  |                                     |
|       | Induction          | Group induction<br>OneFile<br>Learning programme<br>Introduction and creation of a cohort shared communication area |  |                                     |
|       | Individual meeting | Individual Learning Plan [ILP] completion<br>WEST and ESW planning (if required)                                    |  |                                     |
| 2     | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review  | Scope & Influence of Procurement & Supply Environments | Procurement and Supply Environments |
| 3     | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review  |  |                                     |
| 4     | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review  |  |                                     |
| 5     | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review  |  |                                     |
| 6     | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review  | Ethical Procurement and Supply                         | Ethical Procurement and Supply      |

|    |                    |  |   |   |
|----|--------------------|--|---|---|
| 7  | Individual Meeting | Support for CIPS and assessment of on-the-job activities and progress review | Ethical Procurement and Supply            | Ethical Procurement and Supply            |
| 7  | ESW                | ESW training & Assessment Prep, Confirmatory Tests (if required)             |   |   |
| 8  | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review |   |   |
| 8  | ESW                | ESW training & Assessment Prep, Confirmatory Tests (if required)             | Elective Socially Responsible Procurement | Elective Socially Responsible Procurement |
| 9  | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review |   |   |
| 10 | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review |   |   |
| 11 | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review | Contract Administration                   | Contract Administration                   |
| 12 | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review |   |   |
| 13 | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review | Team Dynamics and Change                  | Team Dynamics and Change                  |

|    |                    |  |                          |                          |
|----|--------------------|--|--------------------------|--------------------------|
| 14 | Individual meeting | Support for CIPS and assessment of on-the-job activities and progress review | Team Dynamics and Change | Team Dynamics and Change |
| 15 | Individual meeting | Support for CIPS and assessment of on the job activities and progress review |                          |                          |



# Level 3 CIPS Certificate in Procurement and Supply Operations

## Course Delivery

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

The CIPS Level 3 Diploma in Procurement and Supply will be assessed by computer-based exams. We use 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 3 Certificate in Procurement and Supply Operations (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 3 Certificate in Procurement and Supply Operations consists of **4 core modules** making up the **24 required credits**, and **1 elective module** making up the **6 remaining credits** (30 credits in total). Below is a brief overview of the units available.

| Mandatory Units   |       |         |
|---|-------|---------|
| Unit Title  | Level | Credits |
| Procurement and Supply Environments                                 | 3     | 6       |
| Ethical Procurement and Supply                                      | 3     | 6       |
| Contract Administration   | 3     | 6       |
| Team Dynamics and Change  | 3     | 6       |
| Optional Units (select 1 module to make up the remaining 6 credits) |       |         |
| Unit Title  | Level | Credits |
| Socially Responsible Procurement                                    | 3     | 6       |
| Socially Responsible Warehousing and Distribution                   | 3     | 6       |



# Level 3 Open Award in Procurement and Supply Operations

## Qualification Structure Summary

The Level 3 Certificate in Procurement and Supply Operations consists of units totalling a minimum of **19 credits**.

All units are Mandatory (Learners must achieve all 5 units) – **19 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).

| Mandatory Units   |       |         |
|---|-------|---------|
| Unit Title  | Level | Credits |
| Applying Ethical, Sustainable and Socially Responsible Procurement and Supply Processes | 3     | 4       |
| Applying Professional Behaviours and Development in Procurement and Supply              | 3     | 3       |
| Contributing to the Procurement and Supply Process                                      | 3     | 6       |
| Using Data and Technology in Procurement  | 3     | 2       |
| Working in a Procurement and Supply Environment   | 3     | 4       |

## Have any questions about our Level 3 in Procurement and Supply Operations (CIPS)?

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





# 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 Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact [info@alstraining.org.uk](mailto:info@alstraining.org.uk)