

apprenticeship FRAMEWORK

Procurement (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 6 APRIL 2015

Modifications to SASE came into effect on 6th April 2015. These changes **ONLY** relate to the Transferable Skills requirements of a framework and they **ONLY** apply to **new Apprenticeship starts on, or after, 6th April 2015**. Apprenticeships starts before this date must continue to meet the 2013 SASE requirements for Transferable Skills. For more details of the changes and how they will affect new Apprenticeship starts, please read the following preface page to the framework document.

NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR03566

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CHANGES TO TRANSFERABLE SKILLS REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 6TH APRIL 2015

Modifications to SASE came into effect on 6th April 2015. The changes ONLY relate to the Transferable Skills requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships started before this date must continue to meet the 2013 SASE requirements for Transferable Skills.

The modifications removed the “5 year rule”, meaning that acceptable qualifications, achieved before September 2012, are now in scope. This includes iGCSEs, A and AS Levels, O Levels and Key Skills. However, there are still minimum grade/level requirements that need to be achieved, depending on the level of Apprenticeship being undertaken. There have also been some changes to the minimum grade/level requirements which, in summary are:

Intermediate Apprenticeship:	GCSE/iGCSE/A and AS Levels - minimum acceptable grade is now E, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs/A/AS Levels)
	Key Skills - minimum acceptable is Level 1, irrespective of achievement date
	O Levels – minimum acceptable grade is C, irrespective of achievement date
Advanced Apprenticeship:	GCSE/iGCSE - minimum acceptable grade is now C, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs)
	A/AS Level - minimum acceptable is grade E, irrespective of achievement date
	Key Skills - minimum acceptable is Level 2, irrespective of achievement date
	O Levels - minimum acceptable grade is C, irrespective of achievement date
Higher Apprenticeship:	There remains no mandatory requirement for Transferable Skills qualifications to be achieved.

Please note that some frameworks may have grade/level requirements that are above the SASE minimum requirements. Please check the framework to ascertain where this is the case and/or check directly with the specific Issuing Authority responsible for the framework.

The updated version of SASE, and guidance documents, can be accessed here: <http://afo.sscalliance.org/SASE>

PLEASE NOTE THAT THAT THE NEW REQUIREMENTS FOR TRANSFERABLE SKILLS, AS DETAILED ABOVE, OVERRIDE THE NOTES AND GRADES/LEVELS ASSOCIATED WITH THE TRANSFERABLE SKILLS TABLES, WITHIN THIS DOCUMENT. Until the Transferable Skills tables can be updated, any references to “**achieved before Sept 2012 and within 5 years of starting Apprenticeship**” or “**achieved before September 2012, otherwise at any time prior to starting Apprenticeship**” can now be ignored.

Over the next few months, the Transferable Skills section within AFO will be amended to reflect the SASE modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Procurement (England)

Contents

Framework summary	4
Framework information	5
Contact information	6
Revising a framework	7
Purpose of the framework	9
Entry conditions	11
Level 3: Advanced Apprenticeship in Procurement	12
Pathway 1: Procurement and Supply	13
Equality and diversity	24
On and off the job guided learning	26
Personal learning and thinking skills	29
Additional employer requirements	32

Framework summary

Procurement

Advanced Apprenticeship in Procurement

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Procurement and Supply

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Procurement and Supply

Knowledge qualifications available to this pathway:

K1 - Level 3 Advanced Certificate in Procurement and Supply Operations

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Skills for Logistics

The Apprenticeship sector for occupations in freight logistics and Maritime.

Issue number: 2	This framework includes:
Framework ID: FR03566	Level 3
Date this framework is to be reviewed by: 31/03/2017	This framework is for use in: England

Short description

Every organisation has to buy goods and services and this means that Procurement people work everywhere from global corporations to market stalls. For many organisations, their biggest cost is the goods and services bought from third parties. Procurement is a pan sector function which is fundamental to all businesses, because the ability to assure value for money and effectively manage risk through strategic sourcing, purchasing and supply chain management and development activities will determine if operations continue.

The purpose of the Procurement Advanced Apprenticeship is to encourage entry into and progression within the procurement and supply chain industry. Advanced Apprentices may work as a Contract Analyst or Assistant Buyer, ensuring the preparation and processing of a product or service as well as the end receipt and approval of payment.

Contact information

Proposer of this framework

The development of this framework included both professional bodies and employers. From the Professional body perspective the Chartered Institute of Purchasing and Supply were involved in the consultation and used their membership for support. From a direct employer perspective Department for Transport, Circle Housing, Transport for London, National Offender Management Service, London local authorities – Lambeth and Camden, Cabinet Office, Metropolitan Police, Atos Healthcare, Dog's Trust and the National Health Service were among the leading supporters of the framework.

Developer of this framework

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Revising a framework

Contact details

Who is making this revision: Lindsey Baldwin
Your organisation: Institute of the Motor Industry
Your email address: skillsforlogistics@theimi.org.uk

Why this framework is being revised

To facilitate the a removal and addition of ERR qualifications.

To update the Developer and Issuing Authority contact information.

To update Awarding Organisation information from Edexcel to Pearson Edexcel.

Summary of changes made to this framework

To facilitate the a removal and addition of ERR qualifications.

To update the Developer and Issuing Authority contact information.

To update Awarding Organisation information from Edexcel to Pearson Edexcel.

Qualifications removed

- 600/1045/9 level 2 award in employee rights and responsibilities in the logistics sector- EDI

Qualifications added

- 601/6616/2 Level 2 Award in employee rights and responsibilities in the logistics sector - Gateway Qualifications

Qualifications that have been extended

(no information)

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs. All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Procurement is a pan sector function which is fundamental to all businesses, because the ability to assure value for money and effectively manage risk through strategic sourcing, purchasing and supply chain management and development activities will determine if operations continue. Whilst Procurement is a cross sector function, it is a key role within the Logistics sector in terms of managing supply chains

The process of procurement includes preparation and processing of a product or service as well as the end receipt and approval of payment. It often involves:

- Purchase planning
- Specification development
- Supplier research and selection
- Value analysis
- Price negotiation
- Financing
- Making the purchase
- Supply contract administration
- Inventory control and stores

In the past year large scale organisations undertaking work force reviews have identified that up to one third of their procurement staff has the potential to retire within the next few years.

Procurement and the supply chain industry has a history of challenges in attracting and recruiting new entrants which means the skills gap is growing in the short to medium term in both private public sector businesses. Therefore there is an opportunity to work together to address this skills gap in Scotland and, in doing so, support youth employment.

The Supply Chain Management report July 2011 stated that 65% of their purchasing staff needed improvement in skills and 11% had a significant skills gap. Some of which include communicating, organising and planning as well as commercial skills. Also, the sector has an ageing workforce and difficulty in recruiting and attracting new entrants as they are not aware of the career opportunities available within procurement and the supply chain and is often seen as the “invisible industry”.

The skills gained through completion of the Advanced Apprenticeship will help address these skills shortages, not only in the technical areas but also help in the development of communication and numeracy skills.

Aims and objectives of this framework (England)

The aim of this Advanced Apprenticeship is to provide the Logistics Sector with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Advanced Apprentices to move into higher level jobs and gain higher level qualifications.

The objectives of this Advanced Apprenticeship are to:

- attract more applicants, including women and applicants from under-represented groups into Level 3 jobs in the logistics sector with the skills and knowledge which employers are looking for.
- provide flexible routes for those wishing to get into Procurement roles and progress to a range of higher level jobs, training and higher qualifications in logistics.
- provide opportunities for existing staff to gain Level 3 qualifications which recognise their knowledge and experience.
- to replace staff who leave or who are retiring

Entry conditions for this framework

Employers are looking to attract applicants who have a keen interest in working in a Procurement role in the Logistics Sector. While the majority of roles are office based, the international nature of procurement and the 24 hour, 7 days a week nature of logistics means that some apprentices may be asked to work in shift patterns or work outside traditional office hours. All apprentices will work as part of a team and need to be good timekeepers. Employers are interested in applicants who have basic literacy, numeracy and ICT skills on which this Advanced Apprenticeship will build.

An Apprentice will need to be employed for a minimum of 30 hours per week and have an Apprenticeship Agreement which is signed by both the Apprentice and their employer.

Applicants to this Advanced Apprenticeship will be a mix of age and experience. As a guide, applicants may come from a range of routes including:

- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Foundation learning at level 1/ level2
- GCSE's
- Any of the Key Skills or Functional Skills
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Supply Chain Management Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- Vocational or academic qualification(s)

Initial Assessment

The purpose of initial assessment is to identify prior learning and experience to tailor the Apprentice's Individual Learning Plan, not for screening out applicants. Training providers and employers will identify the apprentice's learning and support needs and reflect these in the individual learning plan, recognising prior qualifications and experience. Where APL is recognised for existing competence or knowledge, the Apprenticeship programme must be tailored to allow the apprentice to undertake new learning, including learning at a higher level and develop new skills.

Level 3

Title for this framework at level 3

Advanced Apprenticeship in Procurement

Pathways for this framework at level 3

Pathway 1: Procurement and Supply

Level 3, Pathway 1: Procurement and Supply

Description of this pathway

Procurement and Supply (85 credits) made up as follows:

- Level 3 Diploma in Procurement & Supply (40 Credits)
- Level 3 Advanced Certificate in Procurement and Supply Operations (25 credits)
- Functional Skills Maths (5 Credits)
- Functional Skills English (5 Credits)
- Functional Skills ICT (5 Credits)
- Employee Rights and Responsibilities (5 Credits)

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions for the framework

Job title(s)	Job role(s)
Assistant Buyer	Your daily tasks may include you liaising directly with suppliers, generating purchase orders with UK and oversea suppliers, running appropriate reports against inventory target, maintaining purchase price files, sourcing new suppliers and raising credit requests.
Assistant Contract Officer	Your daily tasks may include placement of orders for goods and services, assisting in the compilation of tenders, assisting in the assessment of tenders and acceptance/placing of contracts, assisting in the day to day post contract management including developing and/or negotiating amendments.
Contract Analyst	Your duties may involve reviewing contracts before they are signed, analysing all clauses and liabilities, familiarity with contract laws to verify everything is in accordance with those laws and you may also be responsible for looking over contracts and finding ways to cut costs for the company.
Stock/inventory controller/planner	Your duties may involve receiving orders and forecasts, analysing data, creating shipping documents and controlling shipping records, inputting data accurately and monitoring progress, monitoring the system stock and actual physical stock, arranging deliveries of goods in time.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Procurement and Supply					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/3420/3	ABC Awards	40	190-214	
C1b	601/3218/8	Open College Network Eastern Region trading as Gateway Qualifications	40	190-214	

Knowledge qualifications available to this pathway

K1 - Level 3 Advanced Certificate in Procurement and Supply Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/8017/6	Chartered Institute of Purchasing and Supply	25	250	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Included

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 ADVANCED APPRENTICESHIP

Progression into this framework can be from a wide range of routes including:

- Work or work experience

- GCSE's
- Foundation learning level 1/level 2
- Training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Supply Chain Management Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- International Trade and Logistics Intermediate Apprenticeship
- Any of the Key Skills or Functional Skills
- Vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Those completing this Apprenticeship may progress into an appropriate Higher Apprenticeship, including any of the following:

- Supply Chain Management
- International Supply Chain Management
- Management
- Project Management
- Business and Administration

The Supply Chain Management Higher Apprenticeship is the most direct progression route for this Apprenticeship.

Other progression opportunities include:

- Foundation degree in logistics, transport planning, logistics operations and administration.
- Undergraduate Higher Education degrees in subjects such as Logistics, Supply Chain Management, Management, Business.
- Logistics career structure
- Employment in job roles such as Buyer, Procurement Specialist, Purchasing Executive or Logistics Planner

This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 5. For further information visit www.thestairway.org

For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/5724/5 - SFEDI
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ
- 601/2287/0 - Future (Awards & Qualifications) Ltd
- 600/7827/3 - NOCN
- 600/1592/0 - IMIAL
- 601/6616/2 - Gateway Qualifications

All Apprentices must receive an induction to the workplace and to the Advanced Apprenticeship programme. ERR will be covered through a separate QCF Award entitled Employee Rights and Responsibilities, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the Apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the Apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry,
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:
<http://acecerts.co.uk>

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Logistics Sector workforce is predominantly white male and despite progress in recent years, females, those from black and minority ethnic groups and people with a learning difficulty or disability are not being attracted to the industry and the ageing workforce means that more people are required to fill a range of logistics roles.

These negative perceptions of employment in Logistics are being challenged in a number of ways, such as:

- Delivering Your Future careers website illustrating non stereotypical roles www.deliveringyourfuture.co.uk
- Made in China, a free teaching resource to support Maths and Enterprise in schools using the journey of an MP3 player from China to the UK. www.madeinchinaresources.co.uk

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the Logistics Sector. Actions to widen participation and increase diversity in the Logistics workforce include:

- Flexible entry conditions for this framework to attract a wide range of applicants.
- Incorporating guidance on initial assessment to ensure the framework does not discriminate against applicants to this framework.
- Working with the Logistics lead at the National Apprenticeship Service (NAS) to promote logistics as a priority sector.
- Links with Jobcentre Plus, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute of Logistics and Transport (CILTUK).
- Developing an entry to employment programme aimed at difficult to reach groups.
- Raising the profile of Logistics at careers events.

Skills for Logistics expects employers and training providers to respect the protected characteristics of the Equality Act 2010 which places a duty on employers and providers to comply with the Act.

Guidance on how to meet the provisions of the Equality Act 2010 is available at: www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/

Skills for Logistics will monitor take up and achievement of all Apprenticeships and take steps

to address any barriers to take up and achievement.

On and off the job guided learning (England)

Total GLH for each pathway

Total GLH for the Level 3 Advanced Apprenticeship pathway:

The total amount of Guided Learning Hours (GLH) for the Level 3 Advanced Apprenticeship which includes both on and off-the-job guided learning is 690 GLH over a minimum duration of 12 months for this programme.

Duration of this Apprenticeship

For apprentices aged:

- between 16 - 18 years old, the Apprenticeship must last at least 12 months;
- 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning.

Guided Learning Hours (GLH)

- GLH are delivered during contracted working hours and:
- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study,
- Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice;
- completed in relation to accredited components of the framework achieved prior to the apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship

Minimum off-the-job guided learning hours

For the Level 3 Advanced Apprenticeship an apprentice will need to complete a minimum of 465 GLH off-the-job which exceeds the 30% or 100 GLH per year set by SASE for this 12 month programme.

Off-the-job minimum GLH per year for the Level 3 pathway is as follows:

- 250 GLH per year for the Level 3 Certificate in Procurement and Supply Operations
- 45 GLH Level 2 Functional Skill in Maths
- 45 GLH Level 2 Functional Skill in English
- 45 GLH Level 2 Functional Skill in ICT
- 40 GLH for ERR and Induction (to reflect the % time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour per week for the duration of the programme)

How this requirement will be met

Delivery and recording of off the job GLH:

Off the job GLH must be recorded and apprentices can do this using diary or a portfolio.

Activities that apprentices will take part in off the job and away from the immediate pressures of the workplace in order to develop the knowledge required for the job role can include; access to a computer during working hours, day release, block release, web based learning and mentoring.

Evidence of completion of the total of off the job GLH

Evidence of off the job GLH for the Level 3 Advanced Apprenticeship is:

- Level 3 Advanced Certificate in Procurement and Supply Operations
- Level 2 Functional Skills Certificates for Maths, English and ICT
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Minimum on-the-job guided learning hours

For this Level 3 Advanced Apprenticeship the on the job GLH totals 225 GLH

The on the job total for the Level 3 pathway is as follows:

- a minimum of 190 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Diploma in Supply Chain Management
- 20 GLH related to the on-the-job elements of induction and ERR
- 15 GLH on-the-job to practice the three Functional Skills

How this requirement will be met

Delivery and recording of on the job GLH

Apprentices will take part in a range of on the job activities in order to demonstrate occupational competence and an understanding of the workplace e.g. embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence, the building of portfolios, keeping diaries/logs and peer review discussions.

On the job GLH must be recorded and apprentices can do this using a diary or a portfolio.

On the job GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework; be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers and guided study.

Evidence for on-the-job GLH for the Level 3 pathway is:

- Level 3 Diploma in Procurement and Supply
- Functional Skills Maths, English and ICT at level 2
- Certificate showing achievement of the ERR Award

There is no requirement under SASE for achievement of GLH to be evidenced at point of claiming the Apprenticeship completion certificate. The Universal Declaration and Authorisation Form requires apprentices to tick to acknowledge that they have received the minimum levels of GLH as required by their framework but ACE does not require this to be evidenced.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Apprentices must be introduced to PLTS during induction so that they learn to recognise for themselves when and where they are practicing these skills.

Skills for Logistics has mapped the PLTS the units within the competence and knowledge qualifications. Skills for Logistics provides a transferable skills evidence record sheet which Apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated. This must be kept in the Apprentices portfolio and is subject to audit.

To download the evidence record sheets, visit <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/> or email apprenticeships@skillsforlogistics.org

Creative thinking

Creative Thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through adapting ideas as circumstances change.

Independent enquiry

Independent Enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence.

Reflective learning

Reflective Learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences

Team working

Team Working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others.

Self management

Self Management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands
- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships

Effective participation

Effective Participation involves:

- discussing issues of concern, seeking resolution where needed presenting a persuasive case for action
- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself

- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own

Additional employer requirements

none

apprenticeship
FRAMEWORKS ONLINE

For more information visit
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