

apprenticeship FRAMEWORK

Procurement (Wales)

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Framework summary

Procurement

Apprenticeship in Procurement

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
- Essential skills

Framework information

Information on the Publishing Authority for this framework:

Skills for Logistics

The Apprenticeship sector for occupations in freight logistics and Maritime.

Issue number: 1	This framework includes:
Framework ID: FR03071	Level 3
Date this framework is to be reviewed by: 31/12/2017	This framework is for use in: Wales

Short description

The apprenticeship in Procurement is designed with industry to provide apprentices with the skills and knowledge required to carry out their job role and support future progression in the sector. 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.

Following completion of the apprenticeship, 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. The duration of the apprenticeship is 12 months.

Contact information

Proposer of this framework

The development of this framework included both professional bodies, Trade Associations and employers including organisations such as Chartered Institute of Purchasing & Supply, the Road Haulage Association, Airbus, Department for Transport, NHS Wales, Dailycey, Benders, Iceland Frozen Foods, Norbert Dentressangle and JCB.

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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 essential 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.

SfL research (May 2014) in Wales also provides evidence of an ageing workforce, 52% are over 45 years old with only 7% under 25. The Logistics sector is likely to need a further 8000 workers between now and 2020. 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.

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 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 (Wales)

The aim of this 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 Apprentices to move into higher level jobs and gain higher level qualifications.

The objectives of this 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 and procurement.
- 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
- use technical and competence qualifications valued by employers to help their businesses grow.

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 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 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 2
- GCSE's
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Supply Chain Management Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Vocational or academic qualification(s) at Level 2
- Welsh Baccalaureate achievement which included specific occupational qualification(s) at level 2

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.

Essential Skills Wales

If applicants have GCSEs in English, Maths and ICT they still have to do Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

If applicants have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales, however, apprentices can be encouraged to complete Essential

Skills Wales at a higher level if appropriate.

Level 3

Title for this framework at level 3

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 (88 credits) made up as follows:

- Level 3 Diploma in Procurement & Supply (40 Credits)
- Level 3 Advanced Certificate in Procurement and Supply Operations (25 credits)
- Essential Skills Maths (6 Credits)
- Essential Skills English (6 Credits)
- Essential Skills ICT (6 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	UCASValue
C1b	601/3218/8	Open College Network Eastern Region trading as Gateway Qualifications	40	190-214	UCASValue

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	UCASValue

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Advanced Certificate in Procurement & Supply Operations provides the underpinning knowledge for the Diploma in Procurement & Supply.

Those Apprentices who have already achieved competence and/or knowledge qualifications before entry to this Apprenticeship must select options which will equip them with new skills and learning.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 APPRENTICESHIP

Progression into this framework can be from a wide 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 2
- GCSE's
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Supply Chain Management Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Vocational or academic qualification(s) at Level 2
- Welsh Baccalaureate achievement which included specific occupational qualification(s) at level 2
- Progression opportunities into this framework also exist for adult learners who have experience within procurement or logistics who are looking for a career change

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

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

- 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.
- Degrees in subjects such as Logistics, Supply Chain Management, Management, Business.
- 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2570/0 - OCR
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/6024/4 - CILT
- 600/7827/3 - NOCN
- 601/1592/0 - IMIAL
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the 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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

When applying for the Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit. If a learner has already completed the ERR Award in a Foundation Apprenticeship they will not be required to undertake this again but must retain the evidence of completion in their portfolio.

CERTIFICATION

The ACW Apprenticeship Declaration form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:
<http://acwcerts.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.
- Links with Jobcentre Plus Wales, 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 training (Wales)

Summary of on- and off-the-job training

This framework comprises a single level 3 pathway which has a total (on and off the job training) of 720 learning hours over a minimum duration of 12 months.

These learning hours include time spent on the qualifications in the pathway as well as time spent on activities such as induction, mentoring, Essential Skills Wales and Employee Rights and Responsibilities.

Training hours are delivered during contracted working hours under an Apprenticeship Agreement, or during a qualifying period ending on the date of application for a certificate. Both on and off the job training hours must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager and must allow training support via a tutor, teacher, mentor or manager. The methods of delivery of this training must be appropriate to the needs of individual candidates and employers, so a range of delivery methods should be considered including; individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study.

Off-the-job training

The off the job training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the Apprentice, if for example they already hold some of the framework qualifications The amount of off the job training required to complete the Apprenticeship may then be reduced accordingly, provided that the total number of off the job hours can be verified for Apprenticeship certification.

The minimum, total off the job training hours for this framework are 495. This comprises:

- 250 hours for the Level 3 Advanced Certificate in Procurement & Supply Operations
- 55 hours for the Level 3 Essential Skills Wales in Application of Number
- 55 hours for the Level 3 Essential Skills Wales in Communication
- 55 hours for the Level 3 Essential Skills Wales in ICT
- 40 hours for ERR and Induction including the ERR qualification

- 40 hours minimum for mentoring- which should be at least one hour per week for the duration of the programme

How this requirement will be met

In order to meet the significant requirements for off the job learning in this framework, Apprentices must be given opportunities to learn away from the immediate workplace. In order to complete the Advanced Certificate in Procurement, candidates will need to be offered day or block release or web-based learning. Apprentices will need access to a mentor who will help them relate learning to their job role and facilitate access to learning resources, for example enabling use of the internet during working hours.

Off the job training hours must be formally recorded either through a diary or a portfolio or verified by attendance records.

Evidence of completion of the off the job training hours

Evidence for off the job learning which must be uploaded to ACW in order to apply for an apprenticeship completion certificate is:

- Level 3 Advanced Certificate in Procurement & Supply Operations
- Essential Skills Wales for Application of Number, Communication and ICT at Level 2

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an Apprentice can claim (e.g. 45% or more hours) towards the off the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the Apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional off the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW-recognised body, or Essential Skills at a level higher than that specified in the framework, or include one or more of the Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

Apprentices who have already achieved the Advanced Certificate in Procurement & Supply Operations or other knowledge qualifications required by the framework, must have been certificated within 5 years of the date of application for the Apprenticeship Certificate or have been continuously employed in the industry for 1 year.

Wider Key Skills (WKS) achieved as part of the Welsh Baccalaureate can be accepted, but when applying for an apprenticeship completion certificate, the WKS certificate must state that these have been achieved as the Baccalaureate certificate does not show the WKS

separately; A declaration signed by the apprentice and provider that the off the job training hours have been completed, must be provided as evidence when applying for an apprenticeship completion certificate.

On-the-job training

The total on the job training hours for this framework is 225 hours. This comprises:

- 190 hours for the Level 3 Diploma in Procurement & Supply
- 20 hours for the on the job elements of induction and the ERR Award
- 15 hours on the job to practice the three Essential Skill Wales

How this requirement will be met

On the job training hours must be recorded though a diary or portfolio maintained by the apprentice.

On the job training hours may vary depending on the previous experience and attainment of the Apprentice. Where a learner enters the Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning can be recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures. The amount of on the job training required to complete the Apprenticeship may then be reduced accordingly.

A wide range on the job activities will provide opportunities for on the job learning and demonstrate occupational competence and an understanding of the workplace. These include embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence, the building of portfolios, keeping diaries or logs and peer review discussions.

Evidence of completion of the total on the job training hours

Evidence for on the job learning which must be uploaded to ACW in order to apply for an apprenticeship completion certificate is:

- Level 3 Diploma in Procurement & Supply
- Essential Skills Wales for Application of Number, Communication and ICT at Level 2

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an Apprentice can claim (e.g.45% or more hours) towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the Apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional on the job training programmes that customise the learning

to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW-recognised body, or Essential Skills at a level higher than that specified in the framework, or include one or more of the Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

Apprentices who have already achieved the Level 3 Diploma in Procurement & Supply qualification required by the framework, must have been certificated within 5 years of the date of application for the Apprenticeship Certificate or have been continuously employed in the industry for 1 year. This must be accompanied by a declaration signed by the apprentice and provider that the on the job training hours have been completed and this declaration must be submitted as evidence when applying for an apprenticeship completion certificate.

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role. However, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.

Working with others

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role. However, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.

Problem solving

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role. However, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.

Additional employer requirements

This Apprenticeship framework has no additional employer requirements

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org