

apprenticeship FRAMEWORK

Supply Chain Management (Wales)

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Supply Chain Management (Wales)

Contents

Framework summary	3
Framework information	5
Contact information	6
Revising a framework	7
Purpose of the framework	8
Entry conditions	10
Level 2: Supply Chain Operations	12
Pathway 1: Supply Chain Operations	13
Level 3: Supply Chain Management	22
Pathway 1: Supply Chain Management	23
Level 5: Supply Chain Management	33
Pathway 1: Supply Chain Specialist	34
Equality and diversity	44
On and off the job training	46
Wider key skills	51
Additional employer requirements	53

Framework summary

Supply Chain Management

Supply Chain Operations

Pathways for this framework at level 2 include:

Pathway 1: Supply Chain Operations

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Supply Chain Operations

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Supply Chain Management

Supply Chain Management

Pathways for this framework at level 3 include:

Pathway 1: Supply Chain Management

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Diploma in Supply Chain Management

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Supply Chain Management

Supply Chain Management

Pathways for this framework at level 5 include:

Pathway 1: Supply Chain Specialist

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 5 Diploma in Supply Chain Management

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: 3	This framework includes: Level 2 Level 3 Level 5
Framework ID: FR02112	
Date this framework is to be reviewed by: 31/12/2014	
This framework is for use in: Wales	

Short description

Every organisation has to buy goods and services and this means that Supply Chain people work everywhere from global corporations to market stalls. For many organisations, their biggest cost is the goods and services bought from third parties. This includes all the costs of managing supply including purchasing, expediting, inventory management, delivery and receipt of goods and quality control. Supply chains within and across all other sectors are reliant on the effectiveness of the people who work within them. Apprentices can work as Supply Chain Officers making sure goods are ordered and delivery of them is tracked. Advanced Apprentices may work as Supply Chain Managers, ensuring suppliers are supplying or delivering goods correctly. Higher Apprentices may work as Supply Chain Specialists and will be responsible for critical evaluation and analysis of suppliers and contracts.

Contact information

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Revising a framework

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Why this framework is being revised

To add 3 new ERR qualifications

Summary of changes made to this framework

To add 3 new ERR qualifications

Qualifications removed

N/A

Qualifications added

Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry:

- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Every organisation has to buy goods and services and this means that Supply Chain people work everywhere from global corporations to market stalls. For many organisations, their biggest cost (35% - 80%) is the goods and services bought from third parties. This includes all the costs of managing supply including purchasing, expediting, inventory management, delivery and receipt of goods and quality control.

For example, the public sector spends around £160 billion a year on bought in goods and services which means the impact of correct supply chain management on us all is colossal.

Supply chains within and across all other sectors are reliant on the effectiveness of the people who work within them. For example there are approximately 1.9 million people in England, Wales and Northern Ireland working within the logistics sector of which 1,559,900 individuals are either directly or indirectly employed in Freight Transport activities.

Local Government and regional development plans identify priority sectors within geographical areas considered vital to their local economy. Supply chains are integral to whichever sectors are identified. Skills for Logistics breaks down supply chains into groupings: Food and Drink; Chemicals and Petroleum; Automotive; Construction Industry; Electronics and Electrical; Pharmaceutical; Clothing and Footwear; Paperwork and Printing; Furniture and Furnishings; and Utilities. Wherever a priority sector is identified, supply chain management has a central role to play in that sector for it to be effective and efficient.

The Supply Chain Management Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship and its predecessor Purchasing & Supply Management have been used by employers since 2008. Consequently there is a significant demand for Frameworks for this important part of the Logistics sector and they will help to address the current and future skill demands required by employers.

This Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship builds on the previous Apprenticeship Framework by helping to address the skills gaps and shortages and, at the same time, contributes to meeting the skills priorities for Wales by:

- Incorporating Essential Skills Wales of Communication, Application of Number and ICT, thereby helping to improve the levels of basic literacy, numeracy and ICT skills in the workforce in Wales.
- Providing qualifications for competence and knowledge, approved by employers to meet the skills mix they require.
- Developing employability skills through the incorporation of induction and employee

rights and responsibilities components, recommending a minimum number of hours for these activities.

- Providing a progression pathway from level 2 to intermediate and higher -level skills, through to level 3, 4 and 5 Apprenticeships/Higher Apprenticeships
- Providing information about career pathways through the Logistics Professional Development Stairway and Delivering Your Future careers website.

Aims and objectives of this framework (Wales)

The aim of this Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship is to provide the Logistics Sector in Wales with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Apprentices to higher level jobs and qualifications.

The objectives of the framework are to:

1. attract more applicants, including women and those from under-represented groups into Level 3 and 5 jobs in the logistics sector in Wales with the skills and knowledge which employers are looking for;
2. provide flexible routes for those wishing to progress into Team Leading and Supervisory roles and progress to a range of higher level jobs, training and higher qualifications in logistics;
3. provide opportunities for existing staff to gain qualifications which recognise their knowledge and experience;
4. to replace staff who leave or retire.

Entry conditions for this framework

Employers are looking to attract applicants who have a keen interest in working in a Supply Chain role in the Logistics Sector. They must be willing to work shifts if required, as part of a team and be good timekeepers. Employers are also interested in applicants who have basic literacy, numeracy and ICT skills on which this Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship will build.

Applicants to this Foundation Apprenticeship/Apprenticeship/Higher 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
- any of the Essential Skills Wales or Wider Key Skills Wales
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Welsh Baccalaureate including the Retail Business Principal Learning Qualification which has a logistics content
- vocational or academic qualification(s)

RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

1. Essential Skills Wales

If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist. Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales (ESW), however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

2. Knowledge qualifications

If applicants already have one of the Level 2 KNOWLEDGE qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the apprenticeship certificate. For example they may have already achieved the KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

3. Competence qualifications

If applicants already have the Level 2 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace

4. Prior experience

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

5. Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience

Level 2

Title for this framework at level 2

Supply Chain Operations

Pathways for this framework at level 2

Pathway 1: Supply Chain Operations

Level 2, Pathway 1: Supply Chain Operations

Description of this pathway

Supply Chain Management (Supply Chain Operations) 50 credits

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

No specific entry requirements for this framework other than those referred to under the general entry conditions

Job title(s)	Job role(s)
Supply Chain Officer	To support the day-to-day ordering and delivery of materials and provision of services that have been agreed under the contracts with suppliers.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Certificate in Supply Chain Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4825/6	EAL	27	157-163	N/A
B1b	600/4826/8	Edexcel	27	157-163	N/A
B1c	600/5725/7	SFEDI	27	157-163	N/A

Notes on competence and knowledge qualifications (if any)

The Certificate in Supply Chain Operations Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASW.

This Pathway totals 50 credits which includes competence, knowledge, the ERR Award and the three Essential Skills Wales of Application of Number, Communication and IT. This framework exceeds the minimum of 37 credits set by the SASW.

The total Credits for this combined qualification is 27 credits made up as follows:

Mandatory Units

- Health, Safety and security at work (1 credit for competence and 2 for knowledge)
- Develop effective working relationships with colleagues in Logistics operations (2 credits for competence and 2 for knowledge)
- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)

Optional Units Group 1 (a minimum of two units must be achieved from this group)

- Obtain information on storage locations and facilities (1 credit for competence and 2 for knowledge)
- Obtain information on distribution requirements (1 credit for competence and 2 for knowledge)

- Obtain information on the supply chain (1 credit for competence and 2 for knowledge)
- Analyse information on the supply chain (2 credits for competence and 2 for knowledge)

Optional Units Group 2 (a minimum of two units must be achieved from this group)

- Monitor the flow of supplies in the supply chain (2 credits for competence and 1 for knowledge)
- Monitor the distribution of supplies (2 credits for competence and 1 for knowledge)
- Monitor the flow of returned supplies (2 credits for competence and 1 for knowledge)
- Monitor the transportation of supplies (2 credits for competence and 1 for knowledge)
- Place and monitor orders with suppliers (2 credits for competence and 1 for knowledge)

Optional Units Group 3 (a minimum of one unit must be achieved from this group)

- Process customs documentation for goods (1 credit for competence and 1 for knowledge)
- Process transport documentation for goods (1 credit for competence and 1 for knowledge)
- Process financial documentation for goods (1 credit for competence and 1 for knowledge)
- Organize the preparation of documentation for the transportation of goods (2 credit for competence and 1 for knowledge)

Optional Units Group 4 (a minimum of one unit must be achieved from this group)

- Select suppliers in the supply chain or logistics operation (2 credits for competence and 1 for knowledge)
- Procure supplies or services in the supply chain or logistics operation (2 credits for competence and 1 for knowledge)
- Control supplies to storage locations and facilities (2 credits for competence and 1 for knowledge)
- Administer contracts (2 credits for competence and 1 for knowledge)

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Welsh Bacalaureate including any of the (14 - 19) principal learning qualifications, particularly Retail Business which has a logistics content.
- vocational or academic qualification (s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Apprenticeship in any of the following:

- Supply Chain Management Apprenticeship

Into a job as a supply chain manager or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Supply Chain Specialist

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 2 Foundation Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Delivery and assessment of 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
- 6002246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4473/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

All Apprentices must receive an induction to the workplace and to the Intermediate 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/wales>

RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to Skills for Logistics when applying for the Intermediate Apprenticeship completion certificate.

Level 3

Title for this framework at level 3

Supply Chain Management

Pathways for this framework at level 3

Pathway 1: Supply Chain Management

Level 3, Pathway 1: Supply Chain Management

Description of this pathway

Supply Chain Management (65 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)
Supply Chain Manager	To manage the day to day ordering and delivery of materials and provisions of services that have been arranged under the contracts with suppliers. To monitor and evaluate the performance of suppliers against the service level agreement for the appropriate contract.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 3 Diploma in Supply Chain Management					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4829/3	Edexcel	42	218-229	
B1b	600/4838/4	EAL	42	218-229	
B1c	600/5727/0	SFEDI	42	218-229	

Notes on competence and knowledge qualifications (if any)

The Diploma in Supply Chain Management Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASW.

This Pathway totals 65 credits which includes competence, knowledge, the ERR Award and the three Essential Skills Wales of Application of Number, Communication and IT. This framework exceeds the minimum of 37 credits set by the SASW.

The total Credits for this combined qualification is 42 credits made up as follows:

Mandatory Units

- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 credit for knowledge)
- Make and effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)

Optional Unit Group 1 (a minimum of four units must be achieved from this group)

- Ensure compliance with Legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)
- Ensure an effective organisational approach to health, safety and security in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Apply improvements to the supply chain (2 credits for competence and 2 for knowledge)
- Plan the workforce in supply chain management or a logistics operation (2 credits for

- competence and 2 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Manage risk in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Encourage innovation in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)
- Implement change in supply chain management or a logistics operation (4 credits for competence and 3 for knowledge)

Optional Unit Group 2 (a minimum of two units must be achieved from this group)

- Schedule logistics operations to meet customer requirements (2 credits for competence and 2 for knowledge)
- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)
- Control supplies at storage locations and facilities (2 credits for competence and 1 for knowledge)
- Plan change in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Select suppliers in the supply chain or a logistics operation (2 credits for competence and 1 for knowledge)
- Procure supplies or services in the supply chain or a logistics operation (2 credits for competence and 1 for knowledge)

Optional Unit Group 3 (a minimum of two units must be achieved in this group)

- Manage a budget in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Manage contracts in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Manage finance in own area of responsibility on supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage business processes in the supply chain or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage a project in supply chain management or a logistics operation (1 credit for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of two units must be achieved from this group)

- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Map the logistics environment in which own organisation operates (3 credits for competence and 3 for knowledge)

- Build own organisations understanding of its markets and customers in supply chain management or logistics operation (3 credits for competence and 3 for knowledge)

Optional Unit Group 5 (a minimum of two units must be achieved from this group)

- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Provide leadership in own area of responsibility in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Build and manage teams in logistics operations (2 credits for competence and 2 for knowledge)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)
- Manage own professional development on logistics operations (1 credit for competence and 1 for knowledge)
- Establish strategic relationships within the supply chain (3 credits for competence and 3 for knowledge)

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 THREE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- Supply Chain Management Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- any of the Essential Skills Wales or Wider Key Skills Wales
- Welsh Bacalaureate including any of the (14 - 19) principal learning qualifications, particularly Retail Business which has a logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Apprenticeship/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Supply Chain Specialist or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Supply Chain Analyst

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- 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)

Delivery and assessment of 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
- 600/2246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

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/wales>

RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to Skills for Logistics when applying for the Advanced Apprenticeship completion certificate.

Level 5

Title for this framework at level 5

Supply Chain Management

Pathways for this framework at level 5

Pathway 1: Supply Chain Specialist

Level 5, Pathway 1: Supply Chain Specialist

Description of this pathway

Supply Chain Management (Supply Chain Specialist) 83 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)
Supply Chain Controller (External Contracts)	To manage the day to day elements of the external supply chain and to control internal stock levels. They are also to be the operational lead on relationships with suppliers and coordinate improvement activity across supplier contracts with respect to quality, cost and delivery.
Supply Chain Controller (Internal Contracts)	To manage the day to day elements of the internal supply chain and to control internal material stock levels. They will also validate proposed plans and work with the External Controller to ensure delivery of materials meets operational requirements.
Supply Chain Designer	To plan design and implement solutions for new products, modifications and change to existing products and materials and to plan new facilities within the supply chain. To define and implement transport, packaging, and warehousing for new and existing products and services.
Supply Chain Scheduler	To prepare schedules and programmes to meet production forecasts and to manage risk to business units. To develop and execute approved plans and assessments from both internal and external suppliers in line with organisational requirements.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 5 Diploma in Supply Chain Management					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4828/1	Edexcel	60	328-336	
B1b	600/4839/6	EAL	60	328-336	
B1c	600/5726/9	SFEDI	60	328-336	

Notes on competence and knowledge qualifications (if any)

The Diploma in Supply Chain Management Level 5 is a combined qualification incorporating competence and knowledge, which are separately assessed. Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASW.

This Pathway totals 83 credits which includes competence, knowledge, the ERR Award and the three Essential Skills Wales of Application of Number, Communication and IT. This framework exceeds the minimum of 37 credits set by the SASW.

The total Credits for this combined qualification is 60 credits made up as follows

Mandatory Units

- Provide leadership in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Ensure an effective organisational approach to health, safety and security in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Ensure compliance with legal, ethical and social requirements in logistics operations (2 credits for competence and 1 for knowledge)
- Develop productive working relationships with colleagues and stakeholders in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)

Optional Unit Group 1 (a minimum of three units must be achieved from this group)

- Develop a strategic business plan in supply chain management or a logistics operation (3

- credits for competence and 3 for knowledge)
- Implement a strategic business plan in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)
- Plan change in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Implement change in supply chain management or a logistics operation (4 credits for competence and 3 for knowledge)
- Analyse information on the supply chain (2 credits for competence and 2 for knowledge)
- Develop and implement operational plans in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)

Optional Unit Group 2 (a minimum of two units must be achieved from this group)

- Manage business processes in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage a programme in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Manage finance for supply chain management or logistics operation (3 credits for competence and 3 for knowledge)
- Manage finance for own area of responsibility in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)

Optional Unit Group 3 (a minimum of three units must be achieved from this group)

- Build own organisations understanding of its markets and customers in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Map the logistics environment in which own organisation operates (3 credits for competence and 3 for knowledge)
- Develop the culture of own organisation in the supply chain or a logistics operation (3 credits for competence and 3 for knowledge)
- Encourage innovation in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)
- Establish strategic relationships within the supply chain (3 credits for competence and 3 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Manage risk in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)

Optional Unit Group 4 (a minimum of two units must be achieved from this group)

- Plan the workforce in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)

- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)
- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)

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 FIVE HIGHER APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- Supply Chain Management Apprenticeship
- Warehousing and Storage Apprenticeship
- Driving Goods Vehicles Apprenticeship

PROGRESSION FROM THIS LEVEL 5 HIGHER APPRENTICESHIP:

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 5 Apprenticeship sits in the Logistics Professional Development Stairway at Step 7/8. 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)

Delivery and assessment of 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
- 6002246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

All Apprentices must receive an induction to the workplace and to the Higher 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/wales>

RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to Skills for Logistics when applying for the Higher Apprenticeship completion certificate.

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.

Logistics is seen as a job for males and this perception is being challenged in a number of ways, such as:

Awareness of Logistics as a profession is being raised through the Welsh Baccalaureate Principal Learning Qualification in Retail Business, which has logistics content and through promotional leaflets aimed at 14 – 19 year olds in schools. Amongst these leaflets is "Getting more girls into Logistics and Retail" which will help to promote the range of jobs in logistics.

Other initiatives which aim to attract applicants from a diverse population developed by Skills for Logistics are:

- 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.
<http://www.madeinchinaresources.co.uk/>

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the Logistics Sector and action plans are in place to increase the number of apprenticeships by a minimum of 10% each year. 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, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute for 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 providers and employers to abide by the Equality Act 2010 to ensure

that applicants are not discriminated against in terms of entry to and promotion within, the sector using the 9 protected characteristics of :

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion or Belief
9. Sex or sexual orientation

Skills for logistics will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

On and off the job training (Wales)

Summary of on- and off-the-job training

For the Level 2 Foundation Apprenticeship pathway - 437 hours

For the Level 3 Apprenticeship pathway - 498 hours

For the Level 5 Higher Apprenticeship pathway - 658 hours

Off-the-job training

Off-the job training hours for the Level 2 Foundation Apprenticeship pathway is 297 hours for the 12 month programme.

Off-the job training hours for the Level 3 Apprenticeship pathway is 317 hours for the 12 month programme.

Off-the job training hours for the Level 5 Higher Apprenticeship pathway is 305 hours for the first year and 100 hours for the second year of this 2 year programme.

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the Apprentice. The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification. Off the job hours are made up as follows:

Off the job hours for the Level 2 pathway are made up as follows:

- 52 hours for the knowledge element of the Level 2 Certificate in Supply Chain Operations
- 55 hours for the Level 1 Essential Skills Wales in Application of Number
- 55 hours for the Level 1 Essential Skills Wales in Communication
- 55 hours for the Level 1 Essential Skills Wales in IT
- 40 hours for ERR and Induction (to reflect the % of time in 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)

Off the job hours for the Level 3 pathway are made up as follows:

- 72 hours for the knowledge element of the Level 3 Diploma in Supply Chain Management
- 55 hours for the Level 2 Essential Skills Wales in Application of Number
- 55 hours for the Level 2 Essential Skills Wales in Communication
- 55 hours for the Level 2 Essential Skills Wales in IT
- 40 hours for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

Off the job hours for the Level 5 pathway are made up as follows:

- 60 hours (per year) for the knowledge element of the Level 5 Diploma in Supply Chain Management
- 55 hours for the Level 2 Essential Skills Wales in Application of Number
- 55 hours for the Level 2 Essential Skills Wales in Communication
- 55 hours for the Level 2 Essential Skills Wales in IT
- 40 hours for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum (per year) for mentoring (or at least one hour a week for the duration of the programme)

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications. For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Foundation Apprenticeship Certificate.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For Apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within 3 years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for 12 months duration.

Off-the-job training needs to:

- 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, guided study and induction.
- Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor

and employer.

On-the-job training

On-the job training is defined as skills, knowledge and competence gained within normal work duties.

For this framework the amount of on-the-job training for the Level 2 pathway is 140 hours.

For this framework the amount of on-the-job training for the Level 3 pathway is 181 hours.

For this framework the amount of on-the-job training for the Level 5 pathway is 253 hours.

How this requirement will be met

On the job training hours may vary depending on previous experience and attainment of the Apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

On the job training for this framework for the Level 2 pathway is made up as follows:

- 105 hours on the job for the 12 month programme as part of the competence element of the Level 2 Certificate in Supply Chain Operations.
- 20 hours related to the on the job elements of induction and ERR
- 15 hours on the job to practice the three Essential Skills Wales

On the job training for this framework for the Level 3 pathway is made up as follows:

- 146 hours on-the-job for the 12 month programme as part of the competence element of the Level 3 Diploma in Supply Chain Management.
- 20 hours related to the on the job elements of induction and ERR.
- 15 hours on the job to practice the three Essential Skills Wales.

On the job training for this framework for the Level 5 pathway is made up as follows:

- a minimum of 109 hours on-the-job (per year) for the 24 month programme as part of the competence element of the Level 5 Diploma in Supply Chain Management.
- 20 hours related to the on the job elements of induction and ERR.
- 15 hours on the job to practice the three Essential Skills Wales

How this requirement will be met

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 follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for 1 year. Job roles within logistics operations require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by either the assessor, employer, mentor, training provider. These records of hours may need to be submitted to the Certifying Authority when applying for an Apprenticeship completion certificate.

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to Skills for Logistics when applying for the completion certificate for the Level 2 pathway is:

- level 2 Certificate in Supply Chain Operations
- Evidence of completion of the ERR Award
- Essential Skills Wales for Communication, Application of Number and IT at level 1

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to Skills for Logistics when applying for the completion certificate for the Level 3 pathway is:

- level 3 Diploma in Supply Chain Management
- Evidence of completion of the ERR Award
- Essential Skills Wales for Communication, Application of Number and IT at level 2

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to Skills for Logistics when applying for the completion certificate for the Level 5 pathway is:

- level 5 Diploma in Supply Chain Management
- Evidence of completion of the ERR Award
- Essential Skills Wales for Communication, Application of Number and IT at level 2

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

Employers consulted do not require these separate Wider Key Skills at this time. However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future

Skills for Logistics recognises improving own learning and performance is an individual process and although no specific unit has been identified as a source of evidence guidance material has been developed

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales/>

Working with others

Employers consulted do not require these separate Wider Key Skills at this time. However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future

Skills for Logistics has identified the following mandatory unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

For the Level 2 Pathway - Y/601/9456 - Make an effective contribution to a business in the logistics sector

For the Level 3 Pathway - Y/601/9456 - Make an effective contribution to a business in the logistics sector

For the Level 5 Pathway - M/601/7602 – Ensure compliance with legal, ethical and social requirements in logistics operations

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales/>

Problem solving

Employers consulted do not require these separate Wider Key Skills at this time. However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future.

Skills for Logistics has identified the following mandatory unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

For the Level 2 Pathway - K/502/1072 Health, Safety and Security at work

For the Level 3 Pathway - A/601/7179 - Develop productive working relationships with colleagues in Logistics operations

For the Level 5 Pathway - K/503/7689 - Develop productive working relationships with colleagues and stakeholders in supply chain management or a logistics operation

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales/>

Additional employer requirements

N/A

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org