

THE COMMERCIAL PROCUREMENT & SUPPLY APPRENTICESHIP

ACCELERATE YOUR PROCUREMENT CAREER!



WHAT IS THE COMMERCIAL APPRENTICESHIP?

Apprenticeships have changed! They have been revamped with employer-designed “Trailblazer” standards, based around specific professions, job roles and detailed knowledge, skills and behavioural requirements.

The *Commercial Procurement & Supply Apprenticeship* is an exciting dynamic 24-month programme of learning where you will explore the foundations of professional procurement practice in your own work context.

Completing this programme will allow you to demonstrate your capability and prove your competence in procurement, as well as giving you a globally-recognised qualification in professional procurement practice.

WHO IS THE COMMERCIAL APPRENTICESHIP SUITABLE FOR?

This qualification is designed for individuals with some initial procurement experience – typically as a buyer, purchasing officer, sourcing manager or contract manager. The *Commercial Apprenticeship* is designed to boost your career prospects by embedding professional standards across a broad spectrum of procurement practices. It provides a structured pathway of development for anyone looking to step-up to professional procurement and management levels.

As a ‘Level 4’ qualification, the *Commercial Apprenticeship* provides the opportunity for you to upskill across a number of procurement disciplines, as well as providing a gateway to further your career progression, or simply to provide a proven standard of professional competence in your current role.

LEARNING JOURNEY

CIPS STUDY MODULES

Scope & Influence of Procurement & Supply

Defining Business Need

Commercial Contracting

Ethical & Responsible Sourcing

Commercial Negotiation

Supplier Relationships

Whole Life Asset Management

Procurement & Supply in Practice

GATEWAY BEFORE MOVING TO END-POINT ASSESSMENT

Level 2 English and Mathematics Qualifications (Equivalent to A* - C at GCSE)

CIPS Diploma in Procurement and Supply (Level 4)

END-POINT ASSESSMENT

Work-based Project
5000 words

Presentation and Question Session
(45 minutes)

18 MONTHS

6 MONTHS

WHAT IS INCLUDED IN THE COMMERCIAL APPRENTICESHIP?

PROFESSIONAL QUALIFICATION

A core element of the *Commercial Apprenticeship* is the completion of the Diploma in Procurement & Supply. This is a regulated Level 4 qualification awarded by the UK's Chartered Institute of Procurement & Supply (CIPS) and typically takes the first 12-18 months of your apprenticeship journey.

Cordie is a CIPS accredited "Centre of Excellence" with year-on-year 90%+ exam pass-rates. Our tutors will teach and coach you through each of the eight core study modules. You will also be supported by our excellent learning materials and digital solutions (e-learning tutorials, webinars and online question banks), as well as revision workshops and exam preparation.

LEARNING RECORD

As an apprentice you will be required to maintain a learning record throughout the *Commercial Apprenticeship*. This is needed to validate your experience, knowledge, skills and competence in procurement. It will include personal and professional development, on and off-the-job training, coaching and mentoring, and your progression against a recognized standard of professional competencies.

Skills and behaviors will be developed in partnership with your employer, either through internal or external training provision. Cordie offers a comprehensive training and coaching package to complement your internal line management and mentoring support. This includes face-to-face / virtual tuition, e-learning modules and specific development workshops.

Apprentices are encouraged to log their knowledge, skills and behavioral developments as they progress through the *Commercial Apprenticeship*. This will provide essential evidence for your End-Point Assessment.

LEARNER QUARTERLY CHECK-INS

You will be encouraged to reflect on your learning and development throughout your apprenticeship journey. Periodic 'check-ins' with our experienced Apprenticeship Programme Coordinator will help focus your professional development.

This will also help with coaching advice and problem-solving. These check-ins will provide essential guidance and preparation for your End-Point Assessment.

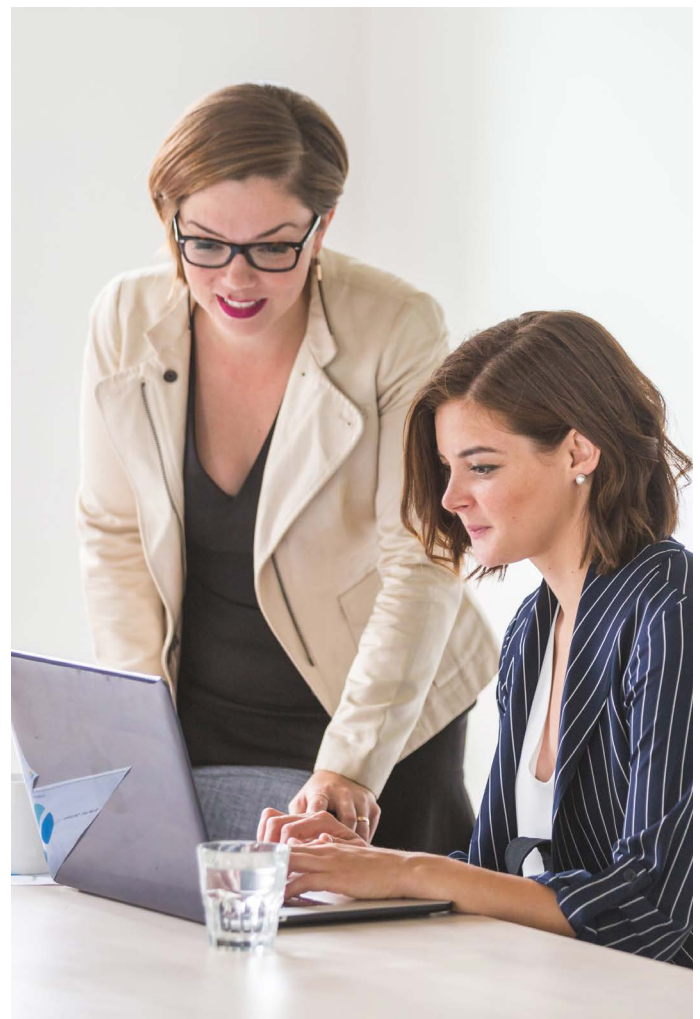
WHAT DOES THE END-POINT ASSESSMENT INCLUDE?

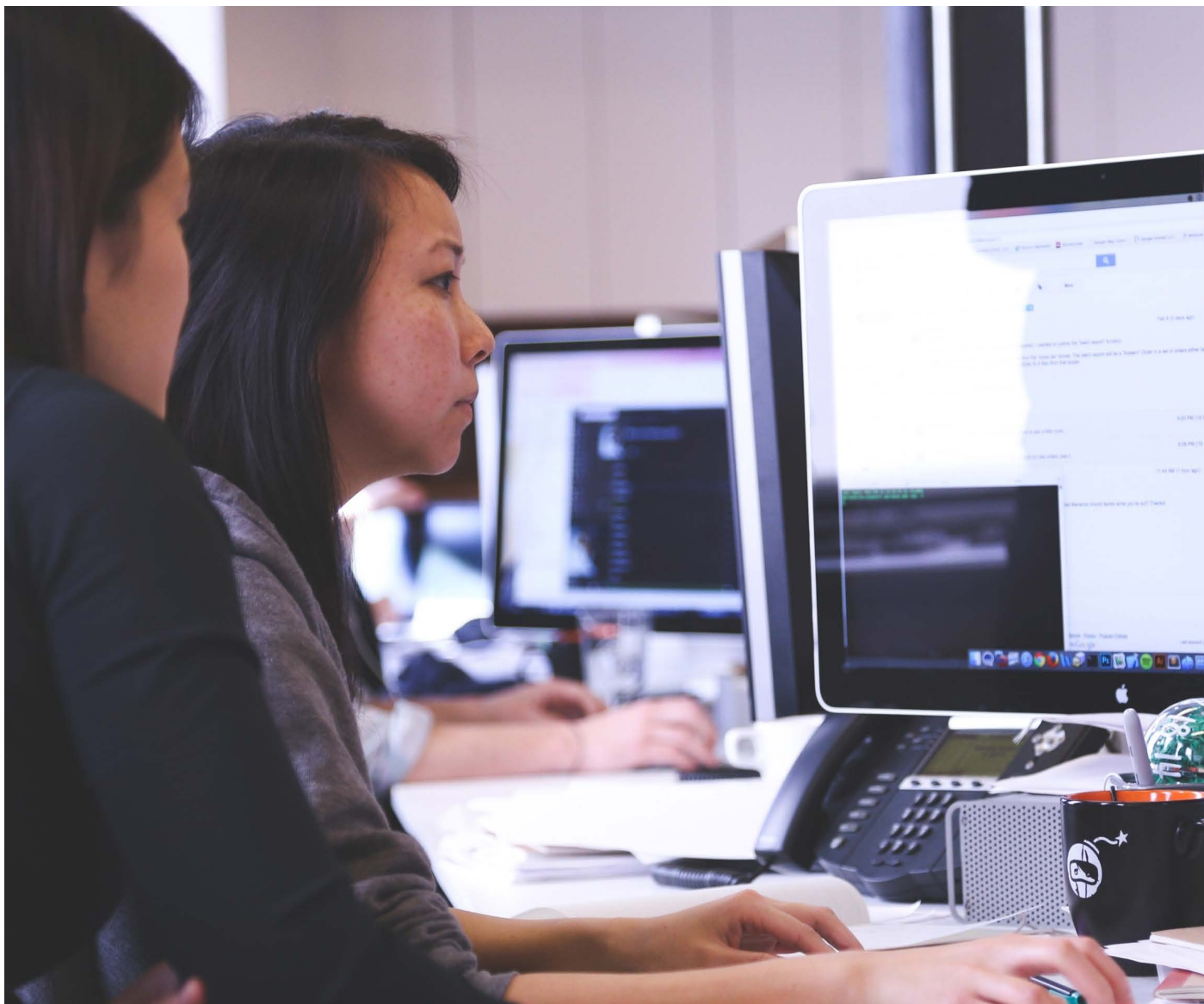
1. THE WORK-BASED PROJECT

The project is a 5,000 word assignment that is to be based around a practical scenario within your day to day role. This could include, for example: tendering, inventory management or a plan for continuous improvement. The assignment will require you to apply the knowledge, skills and behaviours that you have acquired during the first 18-months of the Commercial Apprenticeship while attaining your CIPS Level 4 Diploma. Your project is marked by an independent assessor.

2. PRESENTATION AND QUESTION SESSION

Your presentation and question session will conclude the End-Point Assessment. The session will last approximately 45 minutes and focus on you demonstrating, to an independent assessor, how you have practically applied your knowledge, skills and behaviours to your role. This is also your opportunity to reflect on your time as an apprentice and highlight your key achievements, added value to your employer and also the challenges you faced along the way.





HOW DO I GET FUNDING?

The *Commercial Procurement & Supply Apprenticeship* is a recognised UK Apprenticeship Standard at Level 4 and as such attracts a £9,000 funding cap from the UK Government. If your employer is a Levy payer, this means that up to this maximum amount can be withdrawn from your Levy fund for this apprenticeship.

As an accredited ROATP training provider of apprenticeships, Cordie will work with you to deliver the *Commercial Apprenticeship* in partnership with the End-Point Assessor. If you are not a registered Employer Provider, talk to us about how you can access your funding and enjoy the maximum from the *Commercial Apprenticeship* and our expert tuition.

FURTHER INFORMATION & ADVICE:

Contact us directly on **01590 676787** for further information or advice about the *Commercial Procurement & Supply Apprenticeship* – we look forward to working with you!



www.cordie.co.uk