

## Foundation Procurement Apprenticeship

- ❖ Level 3 Procurement & Supply Assistant Apprenticeship including CIPS industry recognised certifications
- ❖ CIPS Membership
- ❖ Employed by an NHS lead employer on a fixed term, 24-month contract
- ❖ Agenda for Change Band 2 Annex 21 trainee contract ie. £14,923 - £15,989 (figures correct as of April 2023)
- ❖ Day release comprising a combination of classroom and virtual training throughout the programme
- ❖ Programme facilitated by the NW Skills Development Network with training delivered by Encompass Training

L3 Procurement & Supply Assistant Apprenticeship
CIPS L3 Advanced Certificate in Procurement & Supply Operations
Procurement and Supply Environments
Ethical Procurement and Supply
Contract Administration
Socially Responsible Procurement
Team Dynamics and Change

For further information or to be part of this programme please contact:  
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# Foundation Procurement Apprenticeship Programme

## Level 3 Procurement & Supply Assistant



The Network's Foundation Apprenticeship is a programme aimed at school and college leavers supporting health service employers to develop the workforce of the future.

The 24-month Level 3 Procurement & Supply Assistant Apprenticeship is intended for individuals commencing roles within a Procurement function; typical job roles include procurement administrator/supply chain assistant.

### What the Programme Includes:

#### Recruitment

- Attraction, screening and assessment of potential apprentices
- Upfront employability skills training
- Work experience placement
- Employment via a lead employer

#### Development

- Induction
- Day release, classroom training in Liverpool or Manchester
- Online learning materials
- Coaching
- Development Days
- Student Conference
- CIPS membership

#### Support

- Regular meetings in the workplace with a Training Adviser/Coach
- Face-to-face and remote support from the Network's Pastoral Officer
- Mentoring

#### Programme Management

- Co-ordination of programme content and delivery
- Training provider quality reviews
- Learner management
- Employer Forum

### Programme Pre-requisites:

- 4 GCSE's A-C / 9-4, including English and maths
- Desire to learn
- Good communication skills, both written and verbal
- Good organisational and administrative skills
- Basic IT literacy

### What the Learning Involves:

On programme apprentices will be provided with training on the following CIPS units:

- Procurement and Supply Environments
- Ethical Procurement and Supply
- Contract Administration
- Team Dynamics and Change
- Socially Responsible Procurement

As well as classroom learning apprentices will be expected to undertake independent study in order to adequately prepare them for the exam at the end of each unit.

### What End Point Assessment (EPA) Entails:

The purpose of the EPA is to assess an apprentice's competency in the role.

Apprentices are put forward for EPA when they have:

- Achieved the CIPS L3 qualification
- Completed the CIPS ethics test
- Completed at least 20% 'off the job' training
- Produced a portfolio of work-based evidence

The EPA consists of the following components:

- Professional discussion with an independent assessor in relation to the portfolio of evidence and work experience gained.
- Work based project report demonstrating the application of knowledge, skills and behaviours.
- Presentation of work-based project and Q&A session.

On completion a final grade of either Pass or Distinction is awarded to recognise achievement.

In addition to the L3 Procurement & Supply Assistant Apprenticeship individuals who successfully complete the programme will also gain the CIPS L3 Advanced Certificate in Procurement & Supply Operations.

### Programme Duration & Costs:

- The programme takes 24 months to complete during which time apprentices are employed by a lead employer on a fixed term contract.
- Apprentices are paid Agenda for Change Band 2 (£20,270 - £21,318) Annex 21 trainee contract rates:
  - 1-2 years prior to completion of training: 70% of pay band maximum
  - Less than 12 months prior to completion of training: 75% of pay band maximum
- Apprentices have to be enrolled as student members of CIPS whilst on programme at a cost of £187 plus VAT per year; fees cannot be paid from the apprenticeship levy.
- The cost of training, paid via the levy, is £6,000.

### Progression:

On completion apprentices could progress on to the L4 Commercial Procurement & Supply Chain Apprenticeship subsequently undertaking further procurement study in order to achieve MCIPS professional licence status.