



APPRENTICESHIP REQUIREMENTS

- Aged 16+ years.
- Typically candidates will have achieved a grades 4-9 in at least 5 GCSEs including English and maths.
- Passionate about a career in Procurement and Supply.

COMMERCIAL PROCUREMENT & SUPPLY

Level 4, Apprenticeship Standard

The work of procurement and supply professionals include the process of procurement, or buying goods and services; however, these roles can be much broader than just procurement. These roles can extend to a huge range of related commercial activity such as influencing policy, financial analysis, engaging in contract law, and developing strategy to deliver services.

The variety of goods and services that procurement professionals are responsible for is vast: goods could range from buying a plane to negotiating new stationary supply. Securing services could include: finding new and innovative IT systems, outsourcing translation services or closing a deal on a construction project for a new building.

Encompassing the entire procurement cycle, achieving the Level 4 in Procurement and Supply will enable an individual to use their breadth and depth of experience to position themselves as a fully effective commercially skilled professional with transferable skills and career options that span the public, private and charitable sectors.



TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Commercial Support, Commercial Analyst, Sourcing Executive, Procurement Operations Support, Buyer, Assistant Buyer, Commercial Relationship Support, Contract Support.

PROGRESSION ROUTE:



KEY FACTS:

Delivery location	Various locations including Manchester Airport Academy.	
Study mode/frequency	Day release plus workplace visits.	
Apprenticeship Standard	Upon completion the Apprentice will receive a Level 4 Diploma in Procurement and Supply with the Chartered Institute of Procurement and Supply (CIPS).	
Knowledge and skills	<ul style="list-style-type: none"> • Context of procurement and supply • Pre-procurement and early market engagement • Sourcing and contract agreements • Supplier management • Category management 	
Competency/skills or behaviours	<ul style="list-style-type: none"> • Be responsive • Innovative • Commitment • Self-motivated • Create 	<ul style="list-style-type: none"> • Maintain and secure professional working relationships • Make informed decisions • Time management and punctuality • Meet stakeholder needs and objectives
Functional Skills	Functional Skills will be required for English and Maths at level 2 if haven't got GCSE at grade C or above (or equivalent).	
Assessment	The program is assessed via a synoptic end-test including a project report; presentation and professional, reflective discussion / questioning to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.	

For further information contact START on **0161 886 7461** or email start@tcg.ac.uk
Stockport, Trafford, Apprenticeship, Recruitment Team



THE
**TRAFFORD
COLLEGE**
GROUP