Ofsted Good Provider

OXFORD PROFESSIONAL EDUCATION

Procurement and Supply Assistant Apprenticeship

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The Procurement and Supply Assistant Apprenticeship is the ideal starting point for those looking to enter the procurement and supply field. Through this Level 3 programme, you will gain the essential skills to support the procurement and supply department effectively. Focused on ensuring smooth operations, you will learn how to tender evaluations, liaise with suppliers, and manage purchase orders.

Alongside the apprenticeship, you will also gain the Level 3 Advanced Certificate Diploma in Procurement & Supply with the Chartered Institute of Procurement and Supply (CIPS).

Who Is It For

This apprenticeship is designed for those who are new to supply chain management, or those in junior roles such as Purchasing Assistants and Procurement Coordinators.

The programme will equip you with the fundamental knowledge to support procurement and supply operations effectively.

"I'm always learning something new as Procurement is a whole new world to me! I would definitely recommend this apprenticeship to others.

I enjoy learning alongside my job role and having the time to study. The OxPE team are supportive and are always available for questions. There are lots of helpful resources to help me study. The apprenticeship provides me with the knowledge, theory and understanding to excel in the work-place. My studies also help me think of new ideas and sug-gestions to apply to my role."

Laura Rose

Apprenticeship Structure & Delivery

Month 1	Induction and Introduction to Procurement
Months 2 & 3	Procurement and Supply Environments
Months 4 & 5	Ethical Procurement and Supply
Months 6 & 7	Additional Elements of Apprenticeship Content
Months 8 & 9	Contract Administration
Months 10 & 11	Additional Elements of Apprenticeship Content
Months 12 & 13	Team Dynamics and Change
Months 14 & 15	Socially Responsible Procurement
Months 16 & 17	Project Report Mock Presentation and Gateway
Months 18 - 23	End Point Assessment

Our apprenticeships are delivered through a blend of virtual and face to face sessions, led by subject specialists. Our flexible delivery mode and small cohort sizes enable us to tailor apprenticeship programmes to your unique requirements.

The Procurement and Supply Assistant Apprenticeship includes the CIPS Level 3 Advanced Certificate in Procurement and Supply. This means you will automatically gain the CIPS Advanced Certificate by completing your apprenticeship.

Details Of The Programme

Upon completion of the apprenticeship, Procurement and Supply Assistant apprentices will gain the following knowledge and skills, and will be able to exhibit the following behaviours:

Knowledge

- **Procurement Processes and Regulations –** Understand organisational procurement regulations, policies, and processes, as well as the legal and regulatory environment affecting procurement.
- **Value Optimisation and Analysis –** Knowledge of value for money concepts including the balancing of quality, most economically advantageous tender (MEAT), and whole lifecycle costing.
- **Procurement Documentation and Evaluation –** How to maintain accurate records and files for procurement in line with organisational and regulatory requirements and for audit purposes.

Skills

- **Stakeholder Communication –** Stakeholder Communication – Communicate with internal stakeholders and suppliers to develop effective relationships.
- **Contract Management -** Support contract negotiations and mini competitions with suppliers. Own low risk value projects and contribute to higher risk activities.
- **Data Analysis and Presentation -** Interpret, evaluate, and present procurement information and data.

Behaviours

- **Relationship Building -** Establish strong relationships with internal and external stakeholders.
- **Attention to Detail -** Be precise and thorough when dealing with procurement and negotiation activities.
- **Positive Attitude -** Be enthusiastic and passionate about adhering to company values and personal development.

Entry Requirements

GCSEs at grade 4-9 (A-C) or above (or equivalent) including Maths and English.

Assessment

During Your Apprenticeship

You will be required to provide evidence of activities to demonstrate a variety of knowledge, skills, and behaviours required by the apprenticeship.

End Point Assessment (EPA)

Your EPA will showcase the knowledge, skills, and behaviours you have attained during your programme. The EPA consists of 2 distinct assessment methods: a Project Report and Presentation & Questioning.

Career Progression

The Procurement and Supply Assistant Apprenticeship with Oxford Professional Education will enable you to kickstart your procurement career. This apprenticeship can support career progression towards the following roles:

PURCHASING DIRECTOR
Average full-time salary **£113,000**

PROCUREMENT SPECIALIST
Average full-time salary **£55,000**

SUSTAINABILITY SPECIALIST
Average full-time salary **£38,000**

SUPPLY CHAIN COORDINATOR/ANALYST
Average full-time salary **£33,000**

PROCUREMENT ASSISTANT/OFFICER
Average full-time salary **£25,000**

About Oxford Professional Education

We are a global education provider that delivers exceptional training and support across a range of industries, including project management, marketing, procurement, management, and HR. As an Ofsted Good provider, we deliver a wide range of exceptional apprenticeships that focus on adding real value to businesses and upskilling employees.

With over twenty years of experience delivering professional qualifications, we're passionate about empowering individuals with the knowledge and skills they need to succeed in today's ever-changing business.

Contact Us

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