



NEUPC PROCUREMENT APPRENTICES

A guide to the new apprenticeship scheme

June 2017

What is an Apprenticeship?

Contrary to popular belief, apprenticeships are no longer just for school leavers starting out on their career. With the introduction of the new Apprenticeship Levy, many people already working in Procurement roles will be able to study as part of their full time role. This will enable them to gain valuable qualifications, whilst retaining their current job role.

Who is it for?

The apprenticeship is suitable for the following job roles in any sector where specific procurement skills, knowledge and behaviours are required. It is aimed at existing or new procurement staff with no procurement qualifications or possibly Graduate Trainees. Examples of job roles include:

- Purchasing Assistant
- Procurement Assistant
- Assistant buyer
- Assistant contract officer
- Contract analyst
- Buyer
- Category Manager
- Graduate Trainee –Procurement

How long will it take?

The full apprenticeship programme will typically take 2 years. The first 18 months will focus on the CIPS qualification, with the remaining 6 months spent on the work based project.

What are the benefits?

Achieving the Level 4 Apprenticeship will enable you to use your breadth and depth of experience to position yourself as a fully effective commercially skilled professional with career options that span from public to private and charity sectors.

On successful completion of this apprenticeship you will be able to continue your studies towards achieving MCIPS by completing the;

- CIPS Level 5 Advanced Diploma in Procurement and Supply
- CIPS Level 6 Professional Diploma in Procurement and Supply

What will I study?

Through NEUPC, the apprentice will undertake the full CIPS L4 Diploma and the Category Management Module from the L5 Advanced Diploma in the first 18 months of the apprenticeship. In the final 6 months, the apprentice will agree and deliver a procurement project with their employer and academic support (NEUPC) that can be developed into a 6000 word project report and a presentation/viva voce interview to be assessed jointly by the employer and a CIPS assessor. NEUPC will provide academic support to develop the academic skills needed to deliver the academic requirements of the assessment plan, support in development of the report pre-submission and preparation for the viva voce interview.

If the apprentice does not have English and maths at level 2 (GCSE or equivalent), it will be necessary for them to complete those qualifications during the apprenticeship period.

Will it change my job title and responsibilities?

As an apprentice, you will retain your current job title and salary. However, you will be entitled to have 20% of your working hours as off the job study time. Within that time, you will undertake your CIPS qualification with 20 days as classroom study at the NEUPC offices. The additional time can be spent on revision, writing up your project report, undertaking additional training in Procurement or academic skills (supplied by the employer, NEUPC or external bodies), industry visits and conferences, work shadowing or being mentored.

How will I study?

NEUPC will supply the CIPS delivery through day release basis (6 modules with 3 days per module) and also support the development final assessment case study in conjunction with the employer. CIPS themselves will do the final assessment and panel interview alongside the employer. Have a read of our CIPS Study Centre leaflet to find out more about the Level 4 CIPS qualification.

What will it cost?

All training costs, assessment costs and support costs are covered by your institution Apprenticeship levy digital account and saves £2435 (course fees, exams fees and student membership) on doing the CIPS L4 diploma on its own without the apprenticeship. It also will cover 1 module of the CIPS L5 Advanced Diploma which will give you a reduction of £421 if the learner goes on to complete L5.

What will I study?

CIPS Level 4 Diploma in Procurement and Supply

- Contexts of Procurement and Supply
- Business Needs in Procurement and Supply
- Sourcing in Procurement and Supply
- Negotiating and Contracting in Procurement and Supply
- Managing Contracts and Relationships in Procurement and Supply

One Module from the Level 5 Advanced Diploma in Procurement and Supply

- Category Management in Procurement & Supply
- *If you continue on to do the full Level 5 Advanced Diploma, this will reduce the cost of the Level 5 course by approx. £425*

Procurement Project

- An on-the-job project that is agreed and delivered with your employer
- Developed into a 6,000 word project report and presentation/interview. You will be supported by NEUPC to develop the academic skills needed to deliver this
- Assessed jointly by your employer and a CIPS assessor

Will I become a member of CIPS?

As part of your study, you will join CIPS free of charge as a student member. On successful completion of the apprenticeship you will be eligible for CIPS Diploma level of membership, and have the potential to continue their learning journey to becoming MCIPS and beyond to Chartered Status.

Official title of the scheme

The current Public Sector Commercial Apprenticeship has been revised so that other industry sectors can use it and the title changed to **Level 4 Apprenticeship Standard for Procurement and Supply (Commercial Procurement and Supply Chain Executive)**. Both the new standard and the funding band have been approved and the revised assessment plan is due to be approved in the 2nd week in August in time for September CIPS enrolments.

How to find out more and apply

If you are interested in finding out more about the apprenticeship scheme, how to apply, or advice on speaking to your manager about becoming an apprentice, you can speak to our CIPS Centre Manager, Debbie Shore.

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