

ST0313 Level 4 Procurement and supply chain practitioner

Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 procurement and supply chain professional apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

The assessment outcomes have been created to summarise the content that is not fully assessed by the qualification or qualifications mandated in the occupational standard. The qualification or qualifications assess the knowledge and skills statements that are not mapped here.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapping
AO1: Procurement Planning and Commercial Delivery Understands procurement lifecycle principles, commercial models, planning, forecasting, and project management techniques to support the delivery of procurement activities that	K1, K5, K19, K26

Assessment Outcome	Mapping
supports organisational objectives, budgets, and commercial priorities. Understands appropriate approaches to achieve value and support effective procurement outcomes.	
AO2: Contract and Supplier Performance Management Manages contracts and supplier performance throughout the contract lifecycle, maintaining appropriate documentation, monitoring performance measures, and working with stakeholders to address risks, issues, and service requirements. Applies contractual and category-specific requirements to support delivery of organisational objectives.	K17, K18 S12, S14, S16
AO3: Commercial Analysis and Market Intelligence Uses spend data, benchmarking, market information, and horizon-scanning activities to identify opportunities, trends, risks, and future requirements. Generates insights and recommendations that inform procurement decisions and support commercial and business strategies.	K20, K25 S4, S20 , S22
AO4: Governance, Compliance and Sustainable Procurement Practice Applies organisational policies, governance arrangements, legislative requirements, sustainability considerations, and information management processes throughout procurement and contract activities. Uses digital systems and tools to manage, maintain, and communicate procurement information appropriately.	K15 S15, S17, S18
AO5: Continuous Improvement and Operational Effectiveness Reviews procurement and contract management activities to identify opportunities for improvement, simplify processes, and eliminate inefficiencies. Applies continuous improvement	K6, K24 S19

Assessment Outcome	Mapping
principles to enhance performance, value delivery, and organisational effectiveness.	

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include **at least one professional discussion**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **portfolio**
- **presentation**
- **question and answer**
- **written assessment**
- **additional professional discussion**
- **knowledge test**

Assessment organisations must have due regard to any relevant standards, guidance or other documents that may be published by awarding organisations, professional bodies, and other representative groups.

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies sound application of theoretical and technical procurement and supply chain knowledge in a broad range of complex or technical work activities, performed in a variety of contexts.	Applies precise application of theoretical and technical procurement and supply chain knowledge in a broad range of complex or technical work activities, performed in a variety of contexts.
Applied Skills	Selects and applies practical skills consistently in a broad range of complex or technical work activities, performed in a variety of contexts. Solves complex and non-routine procurement and supply chain problems which are normally fairly well defined, with sound reasoning.	Adapts and applies practical skills with flexibility and operational fluency in a broad range of complex or technical work activities performed in a variety of contexts. Solves complex and non-routine procurement and supply chain problems which are normally fairly well defined, to improve outcomes.
Regulatory and Procedural Awareness	Analyses and interprets procurement legislation, regulation, and organisational procedures relevant to the role with sound judgement.	Applies evaluation of procurement legislation, regulation, and organisational procedures relevant to the role with insight and flexibility.
Communication and Collaboration	Communicates clearly and collaborates effectively with colleagues and stakeholders, adapting	Communicates confidently with

communication approaches to meet different needs or contexts. Contributes effectively to team working for a responsive customer service culture.

colleagues and stakeholders, tailoring communication approaches effectively for different needs or contexts. Actively supports team working for an improved customer service culture.

Information Use and Decision Making

Analyses and interprets **procurement and supply chain information** from diverse sources relevant to the role, making well supported conclusions with sound reasoning.

Applies evaluation of **procurement and supply chain information** from diverse sources relevant to the role, making informed conclusions, providing insightful justification for decisions that improve outcomes.

Responsibility and Autonomy

Takes responsibility for courses of action in a **procurement and supply chain** context, including, where relevant, taking responsibility for the work of others and allocation of resources. Exercises responsibility, autonomy and judgement within broad but generally well-defined parameters.

Proactively takes responsibility for courses of action in a **procurement and supply chain** context, with confident autonomy and sound judgement within broad but generally well-defined parameters.

Professional recognition

This apprenticeship aligns with the professional body recognition detailed in the occupational standard.

Please contact the relevant professional body for further information.

Additional qualification

The qualification detailed in the occupational standard must be completed before the end of the apprenticeship.