

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.

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 Business Alignment Interprets business requirements and demand, integrates organisational objectives, budgets, and forecasts into procurement planning, and supports informed decision-making through spend and financial analysis.	K1, K7, K8, K19, K20 S1, S2, S9

Assessment Outcome	Mapping
<p>AO2: Market, Category, and Commercial Intelligence</p> <p>Analyses and applies market, supplier, category, and future intelligence gathering to inform sourcing strategies, business cases, and commercial recommendations.</p>	<p>K3, K4, K18, K21, K25</p> <p>S3, S4, S22</p>
<p>AO3: Commercial Sourcing and Contract Formation</p> <p>Supports and delivers sourcing activity by developing sourcing plans, engaging the supply market, evaluating bids, applying commercial models, negotiating with suppliers, and contributing to contract award in line with governance requirements.</p>	<p>K5, K9, K13, K14, K23, K26</p> <p>S5, S6, S7, S8, S10, S11</p>
<p>AO4: Performance Management and Monitoring</p> <p>Managing contract performance through contributing to supplier relationships, maintaining contractual documentation, addressing issues, and supporting continuous improvement across cost, service, quality, and sustainability outcomes.</p>	<p>K10, K17, K24</p> <p>S12, S13, S14, S16, S19</p>
<p>AO5: Governance, Risk, Ethics, and Sustainability in Procurement</p> <p>Applies relevant legislation, organisational policies, and governance controls to procurement and contract activities, managing ethical, sustainability, social value, and risk considerations across the procurement life cycle.</p>	<p>K2, K11, K12, K15, K16</p> <p>S17, S18</p>
<p>AO6: Stakeholder Engagement, Digital Tools, and Continuous Improvement</p> <p>Engages effectively with stakeholders, uses digital systems and procurement tools to manage information and data, communicates insights, and identifies opportunities to improve procurement processes and ways of working.</p>	<p>K6, K22</p> <p>S15, S20, S21</p>

Assessment Outcome	Mapping

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**
- **project**
- **presentation**
- **question and answer**
- **written assessment**
- **additional professional discussion**
- **observation**

Assessment organisations must have due regard to any relevant guidance that may be published by CIPS.

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	Demonstrates sound application of procurement and supply chain knowledge to address well-defined but complex and non-routine problems, producing appropriate, generally effective outcomes that meet organisational or sector expectations.	Applies procurement and supply chain knowledge with confidence and precision, consistently producing high-quality outputs in response to well-defined but complex and non-routine problems, with solutions that enhance outcomes or procurement processes.
Applied Skills	Identifies and applies suitable cognitive and practical procurement skills to complete work activities, adapting as necessary to meet requirements. Methods selected are generally appropriate, with results that meet organisational or sector expectations.	Adapts and applies cognitive and practical procurement skills with a high degree of flexibility and operational fluency, ensuring methods are effective and optimised for quality and efficiency of procurement and supply outcomes.
Regulatory and Procedural Awareness	Applies relevant procurement legislation, governance requirements, and organisational procedures with sound judgement, adapting appropriately to varied and occasionally complex situations within the procurement life cycle.	Interprets and applies procurement regulatory and procedural requirements with insight and appropriate flexibility, identifying implications and making informed decisions in varied and occasionally complex situations.
Communication and Collaboration	Communicates clearly and collaborates effectively with colleagues and stakeholders to contribute to service delivery, supporting shared understanding and effective working relationships within procurement activities.	Communicates and collaborates with confidence and insight, tailoring approaches to diverse stakeholder needs and contributing to improved collaboration and service outcomes across procurement activities.

Information Use and Decision Making

Analyses and interprets relevant procurement information to make informed decisions, demonstrating adequate awareness of the occupational context and the broader scope of the procurement role.

Analyses, interprets, and evaluates procurement information from a range of sources, providing insightful justification for decisions and showing strong awareness of broader implications within the procurement and supply chain context.

Responsibility and Autonomy

Takes responsibility for actions and decisions within set parameters, managing own work and coordination of others where relevant, with adequate awareness of risks, priorities, and procurement objectives.

Proactively takes responsibility for actions and decisions within set parameters, managing own work and coordination of others, and independently uses sound judgment about risks and priorities in managing procurement activities and resources.

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.