

## Apprentice Assessment Planning Worksheet

### Level 4 End-point Assessment for Procurement and Supply Chain Practitioner

#### Assessment Method: Presentation with questions

This worksheet has been developed to support you (the Apprentice) in preparation for your Presentation with questions with the Independent Assessor during your End-point assessment.

For your Presentation with questions, you will be required to cover the Knowledge, Skills, and Behaviours (KSBs) assessment requirements that are outlined within the assessment plan for Procurement and Supply Chain Practitioner - **ST0313 v2.2**. You will be assessed against the grading criteria outlined in your Presentation with Questions Preparation Guide. You can use this worksheet to make notes about each of the KSBs and criteria and ensure you are confident discussing each one.

You must achieve all of the Pass criteria to achieve a pass for the Presentation with questions. To achieve a distinction for the Presentation with questions, you must achieve all of the Pass criteria *and* all of the Distinction criteria. Pass criteria are indicated in this document by the reference “**P1, P2, P3...**”. Distinction criteria are indicated by the reference “**D1, D2, D3...**”.

**Theme: Procurement and supply chain outcomes**

Grade Descriptors	KSB reference	What do I need to consider?
<b>P1</b> Explains how they procure goods or services to meet business requirements and demand in a compliant and sustainable way, drawing on their category specific knowledge and their analysis and evaluation of data and intelligence	<b>K18</b>	Category specific knowledge of contracts, market, and legislative requirements to ensure goods or services are procured in a compliant and sustainable way
	<b>S2</b>	Interpret business requirements by assessing the demand for the product or service
	<b>S21</b>	Interpret, analyse, and evaluate data through questioning to drive actionable intelligence and support decision making

<b>P2</b> Explains how they monitor and manage contract performance to ensure time, costs, service, and quality objectives are met, with reference to their use of project management tools to conduct planning and forecasting activities	<b>K19</b>	How to conduct planning and forecasting which support the business decisions and the delivery of procurement	
	<b>K26</b>	Project management tools and techniques	
	<b>S12</b>	Monitor and manage contract performance to meet time, costs, service, and quality objectives	
<b>D1</b> Evidences how they monitor and manage contracts to meet objectives and analyses and evaluates data to identify issues and support decision making	<b>S12</b>	Monitor and manage contract performance to meet time, costs, service, and quality objectives	
	<b>S21</b>	Interpret, analyse, and evaluate data through questioning to drive actionable intelligence and support decision making	

Theme: Stakeholder engagement			
Grade Descriptors	KSB reference		What do I need to consider?
<b>P3</b> Explains how they take responsibility for managing stakeholder relationships in an ethical way to reach a positive outcome	<b>S1</b>	Manage relationships with stakeholders	
	<b>B1</b>	Role models ethical behaviour and practices	
	<b>B3</b>	Takes responsibility, shows initiative, and is organised	
<b>D2</b> Justifies how their ethical approach to developing and maintaining collaborative stakeholder relationships benefits their organisation	<b>S1</b>	Manage relationships with stakeholders	
	<b>B1</b>	Role models ethical behaviour and practices	
	<b>B3</b>	Takes responsibility, shows initiative, and is organised	

Theme: Financial management		
Grade Descriptor	KSB reference	
<b>P4</b> Justifies the financial and commercial models they apply to influence customer and supplier behaviour, explaining how they conduct benchmarking to evaluate costs and identify cost saving opportunities when analysing the financial implications of their decisions	<b>K5</b>	How commercial models are applied to generate the best value for the organisation, and how they influence customer and supplier behaviour
	<b>S4</b>	Conduct benchmarking to evaluate costs against industry standards
	<b>S9</b>	Analyse the financial implications of decisions and identify cost-saving opportunities
What do I need to consider?		

**Theme: Local, global, and sustainable sourcing strategies**

Grade Descriptor	KSB reference		What do I need to consider?
<b>P5</b> Describes the strategies they use to collect and utilises intelligence to support the development of business cases that optimise the procurement process	<b>K3</b>	How to collect and utilise market, supplier, and product intelligence to inform business strategies and optimise the procurement process	
	<b>K4</b>	Market and product intelligence and supplier innovation support the development of business cases	
<b>P6</b> Explains how ethical and sustainable risks and opportunities are related to sourcing decisions and how they prepare or contribute to the drafting of a sourcing plan which meets both business needs and considers the "big" picture together	<b>K11</b>	Ethical and sustainability risks and opportunities related to sourcing decisions	
	<b>S5</b>	Prepare or contribute to the drafting of a sourcing plan which meets business needs, including corporate social responsibility factors	
	<b>B4</b>	Considers the “big” picture and the detail together	

**Theme: Innovation tools and techniques**

Grade Descriptor	KSB reference		What do I need to consider?
<b>P7</b> Explains how they use systems and tools to identify relevant data and implement improvements to procurement and contract management processes	<b>K24</b>	The principles of continuous improvement and how to identify and implement opportunities for improvement within the procurement and contract management process	
	<b>S20</b>	Use available systems and tools to identify relevant data	
<b>P8</b> Uses spreadsheets and presentation software to communicate information to internal and external stakeholders, explaining how they tailor their approach to meet the needs of different audiences	<b>S15</b>	Use IT and software to produce spreadsheets and presentation packages to communicate information	
<b>D3</b> Evaluates a range of technologies explaining how they can benefit their organisation	<b>K24</b>	The principles of continuous improvement and how to identify and implement opportunities for improvement within the procurement and contract management process	
	<b>S20</b>	Use available systems and tools to identify relevant data	

Theme: Negotiation and risk management			
Grade Descriptor	KSB reference		What do I need to consider?
<b>P9</b> Facilitates discussions with stakeholders to resolve any issues or risks while analysing sustainability challenges and risks at each stage of the process	<b>S16</b>	Identify, raise, and facilitate discussions with stakeholders to resolve any issues or risks	
	<b>S17</b>	Analyses sustainability challenges and risks at each stage of the product or contract life cycle	
<b>D4</b> Justifies the approach they have taken with stakeholders to resolve any issues or risks identified at each stage of the process	<b>S16</b>	Identify, raise, and facilitate discussions with stakeholders to resolve any issues or risks	
	<b>S17</b>	Analyses sustainability challenges and risks at each stage of the product or contract life cycle	



## Document History

Version	Issue Date	Changes	Role
1	18/3/25	First published	Qualification Development Manager