

## Apprentice Assessment Planning Worksheet

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

#### Assessment Method: Interview underpinned by portfolio of evidence

This worksheet has been developed to support you in preparation for your Interview underpinned by portfolio of evidence with the Independent Assessor during your End-point assessment.

For your Interview underpinned by portfolio of evidence, 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 Interview Underpinned by Portfolio of Evidence 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 Interview underpinned by portfolio of evidence. To achieve a distinction for the Interview underpinned by portfolio of evidence, 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: Infrastructure and governance			
Grade Descriptors	KSB reference		What do I need to consider?
<b>P1</b> Explains the actions they take to support contract award and supplier briefing in line with the organisation's commercial strategy, policies, and processes	<b>K15</b>	The organisation’s commercial strategy and policies, procedures, and governance processes	
	<b>S11</b>	Support contract award and briefing of suppliers in line with the organisations processes and governance	
<b>D1</b> Evaluates the extent to which the methods used to support contract award meet the organisation’s processes and policies	<b>K15</b>	The organisation’s commercial strategy and policies, procedures, and governance processes	
	<b>S11</b>	Support contract award and briefing of suppliers in line with the organisations processes and governance	

Theme: Financial management				
Grade Descriptors		KSB reference		What do I need to consider?
<b>P2</b> Describes how they work flexibly and collaboratively with other functions in the organisation to ensure procurement processes fit into the organisation's structure and budgets	<b>K1</b>	Procurement life cycles and how they fit into the organisation’s structure and budgets		
	<b>K7</b>	The importance of collaboration between the Procurement, Finance, and other business functions		
	<b>B5</b>	Works flexibly and adapts to circumstances		
<b>D2</b> Critically evaluates how collaboration between functions improves outcomes during the procurement lifecycle	<b>K1</b>	Procurement life cycles and how they fit into the organisation’s structure and budgets		
	<b>K7</b>	The importance of collaboration between the Procurement, Finance, and other business functions		

**Theme: Procurement and supply chain outcomes**

Grade Descriptor	KSB reference	What do I need to consider?
<b>P3</b> Uses tools and techniques to ensure that procurement specifications incorporate selection and award criteria to evaluate how well suppliers meet business objectives and needs	<b>K8</b>	Incorporate business objectives and needs into procurement specifications by utilising tools and techniques to create solutions
	<b>S8</b>	Use selection and award criteria to source requirements from external suppliers evidencing how supplier bids are evaluated against them
<b>P4</b> Secures the timely delivery of purchased goods and services through communication and negotiation with suppliers, ensuring all relevant contractual documentation is completed in line with their organisation's policies, procedures, and processes	<b>S6</b>	Use the organisation's documentation designed for commercial procurement processes for the supply of goods and services
	<b>S10</b>	Liaise and negotiate with suppliers and stakeholders to ensure the timely delivery of purchased goods and services

<b>D3</b> Evaluates their approaches to developing selection and award criteria and explains how they have instigated improvements to better meet business needs	<b>K8</b>	Incorporate business objectives and needs into procurement specifications by utilising tools and techniques to create solutions	
	<b>S8</b>	Use selection and award criteria to source requirements from external suppliers evidencing how supplier bids are evaluated against them	

Theme: Management of procurement and the supply chain				
Grade Descriptor		KSB reference		What do I need to consider?
P5 Influences the contract award process using negotiation techniques to reach agreement and notify suppliers of proposal requirements	K14	The procurement negotiation techniques required to reach a mutually beneficial agreement		
	K23	The organisation's contract award process		
	S7	Notify potential suppliers of proposal requirements		

<b>P6</b> Monitors, reviews, and manages work processes and contract performance to identify inefficiencies and advise on areas for improvement and ways of achieving efficiencies, ensuring contract documentation is maintained and updated	<b>K6</b>	The principles of achieving efficiencies and continuous improvement	
	<b>K21</b>	The components, benefits, and constraints of taking a category management approach throughout the procurement life cycle	
	<b>S13</b>	Manage contract performance and advise suppliers on any areas for improvement	
	<b>S14</b>	Maintain contract documentation such as change control, version control	
	<b>S19</b>	Continuously review work processes to identify and eliminate inefficiencies and simplify workflow	

<b>P7</b> Describes the principles and purpose of commercial contracting, and documentation and terminology that form part of the commercial contract process such as the contract and its appendices and how they work collaboratively and flexibly to meet these	<b>K9</b>	The principles and purpose of commercial contracting	
	<b>K13</b>	The documentation and terminology that form part of the commercial contract process such as the contract and its appendices	
<b>P8</b> Explains how they use digital and software tools to undertake market analysis to establish potential routes to market and manage information in accordance with company policy and process	<b>K22</b>	The digital and software tools used in procurement and supply chain management, such as “source to contract” platforms, supply chain finance tools, complex sourcing, and auctions, spend analytics, AI, risk tools and guided buying	
	<b>S3</b>	Undertake market analysis to establish potential routes to market	
	<b>S18</b>	Manage information in accordance with policy and processes	

<b>D4</b> Critically analyses their use of the procurement and supply chain cycles and the longer-term impact of these on aligning with the overall commercial contract process	<b>K21</b>	The components, benefits, and constraints of taking a category management approach throughout the procurement life cycle	
	<b>K23</b>	The organisation's contract award process	

Theme: Sustainability				
Grade Descriptor		KSB reference		What do I need to consider?
P9 Describes how they work collaboratively with others to drive "social value" and sustainability when managing contracts and diverse suppliers		K12	The use of procurement to drive “social value” and sustainability, such as emissions reduction, use of diverse suppliers (SMEs, BAME owned firms), addressing human rights in the supply chain, and combatting environmental harm	
		B6	Works collaboratively with others across the organisation and external stakeholders	
P10 Identifies current and future needs of the sector and procurement landscape and makes suggestions for future change, underpinned by horizon scanning		K25	The use of horizon scanning to identify the current and future needs of the sector and procurement landscape	
		S22	Use horizon scanning to identify future changes in procurement and contracting	

<b>D5</b> Critically evaluates their use of horizon scanning in identifying change which has transformed the procurement services of their organisation	<b>K25</b>	The use of horizon scanning to identify the current and future needs of the sector and procurement landscape	
	<b>S22</b>	Use horizon scanning to identify future changes in procurement and contracting	

Theme: Development of the team and individual			
Grade Descriptor	KSB reference		What do I need to consider?
<b>P11</b> Identifies learning and development needs, and improvement opportunities, for themselves, to enable both personal and professional development	<b>B2</b>	Seeks learning opportunities and continuous professional development	

## Document History

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