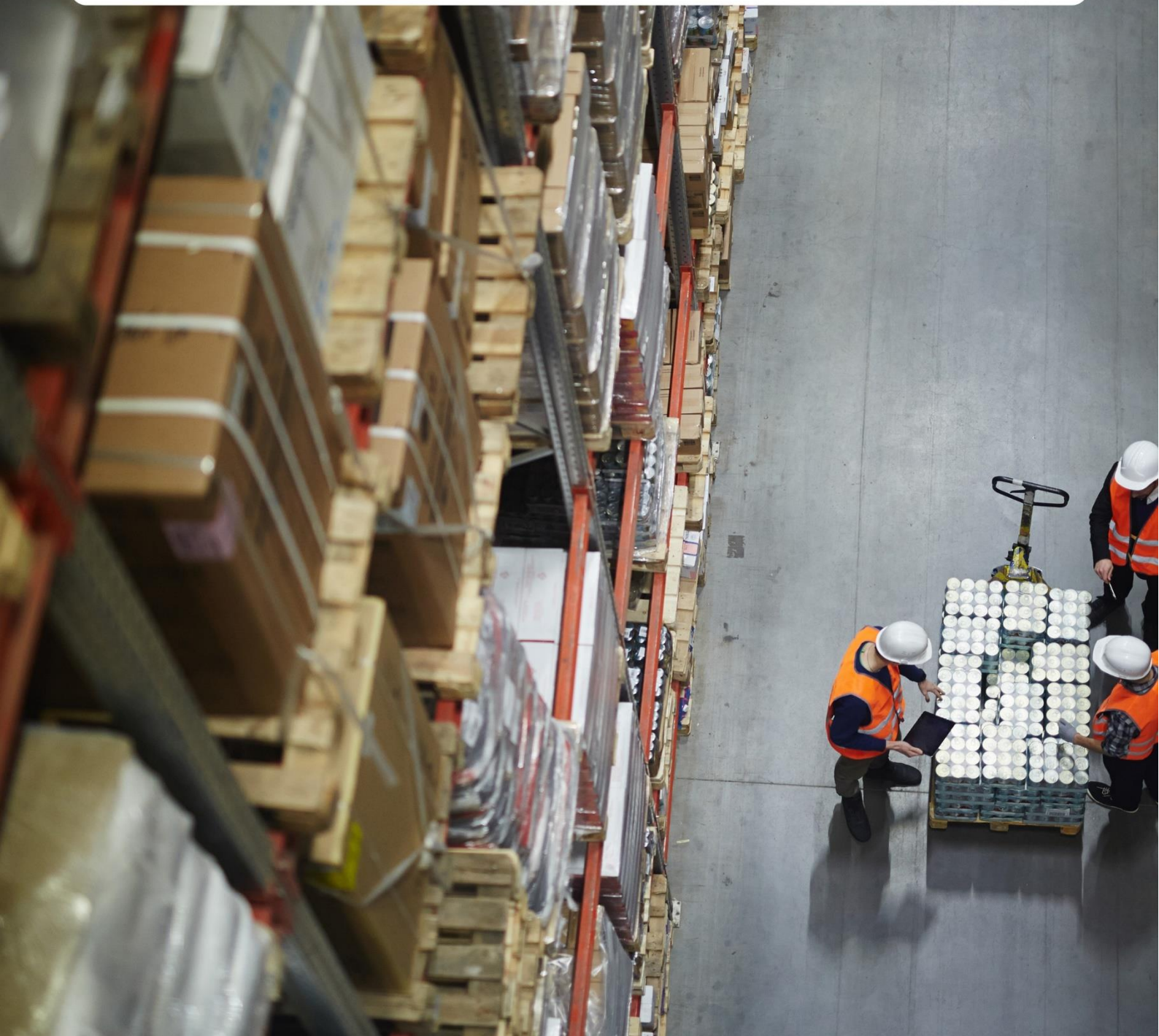


Apprentice Preparation Guide



End-point Assessment Procurement and Supply Chain Practitioner v2.2

Assessment Method: Interview underpinned by portfolio of evidence

Preparing for your End-point Assessment

This document is designed to support you in preparing for the **VTCT Skills Level 4 Procurement and supply chain practitioner v2.2** End-point Assessment.

During your End-point assessment, **one** of the **three** assessment methods that you will undertake is an Interview underpinned by portfolio of evidence*.

***Must be the second Assessment Method delivered**

Purpose of the Interview underpinned by portfolio of evidence

The interview underpinned by portfolio of evidence is one of the assessment methods within the Procurement and Supply Chain Practitioner Apprenticeship Standard End-point Assessment. It is structured to cover the Knowledge, Skills and Behaviours (KSBs) assigned to this assessment method and will focus on coverage of prior learning achieved during the on-programme stage of the apprenticeship standard.

The interview underpinned by a portfolio of evidence will allow Knowledge, Skills and Behaviours (KSBs), which may not naturally occur as part of the case study test or presentation with questions, to be assessed.

You will use the portfolio of evidence from the on-programme stage of the apprenticeship standard, which is submitted at the Gateway stage, to support the interview underpinned by portfolio of evidence.

Overview of Interview underpinned by portfolio of evidence

The interview underpinned by portfolio of evidence is an assessment method which is structured, conducted and assessed by the Independent Assessor. The Independent Assessor will ask you questions, which is an effective way for you to demonstrate the KSBs mapped to this assessment method.

Delivery of the Interview underpinned by portfolio of evidence

The interview underpinned by portfolio of evidence will be conducted as follows:

- a 1:1 interview, with no other parties involved
- completed in a quiet room which is free from distractions and influence
- you and the Independent Assessor may refer to your portfolio of evidence to support the interview

Where will the Interview underpinned by portfolio of evidence take place?

The interview underpinned by portfolio of evidence will take place in your employer's workplace or your training provider's premises. The interview underpinned by portfolio of evidence may be conducted remotely by video conferencing.

The interview underpinned by portfolio of evidence should take place in a quiet room, free from distractions and influence, in a controlled environment.

- **What is a controlled environment?** *A controlled environment for an assessment refers to a setting where specific conditions are monitored to ensure fairness, security, and reliability in the assessment process across apprentices.*

The Interview underpinned by portfolio of evidence will include:

- An interview lasting **60 minutes (with a 10% +/- tolerance)** with you and your Independent Assessor who will conduct this assessment either remotely or face to face, in a controlled environment. You may choose to end the assessment early; you must be confident you have demonstrated competence against the assessment requirements for the Interview underpinned by portfolio of evidence.
- The Independent Assessor has the discretion to increase the time **by up to 10%** for the interview to allow you to finish a response to a question, where applicable.
- The Independent Assessor will ask you a **minimum of 6 questions** to assess your competence against the following themes:
 - Infrastructure and governance
 - Financial management
 - Procurement and supply chain outcomes
 - Management of procurement and the supply chain
 - Sustainability
 - Development of team and individual

You can refer to and illustrate your answers with evidence from your portfolio of evidence however, the portfolio of evidence is not directly assessed

Please note: the interview underpinned by portfolio will be recorded.

Portfolio of Evidence

The portfolio of evidence that you complete during the on-programme stage is not assessed or graded by the Independent Assessor; however, it is used to inform your interview. The portfolio will typically contain **16** individual pieces of evidence.

The criteria for the portfolio of evidence is as follows:

- The content must be sufficient to evidence that you can demonstrate all of the Knowledge, Skills and Behaviours mapped to the interview underpinned by portfolio assessment method. An example of how the evidence can be mapped to the Knowledge, Skills and Behaviours, can be found in Appendix 1
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- Your portfolio of evidence can be in any format, as long as it is legible and can be uploaded electronically to epaPRO
- Your portfolio of evidence should contain written accounts of activities that you have completed and mapped against the Knowledge, Skills and Behaviours
- Evidence sources may include workplace documentation and records, for example, workplace policies and procedures, witness statements, annotated photographs and video clips with a maximum total duration of 10 minutes, you must be in view and identifiable. This is not a definitive list; other evidence sources can be included
- A Declaration of Authenticity Form must be signed by yourself, your training provider and your employer alongside the portfolio of evidence submitted

- The portfolio of evidence must be submitted to the epaPRO system at the Gateway stage
- VTCT Skills will send the portfolio of evidence to the Independent Assessor at least two weeks prior to the Interview
- You cannot include reflective accounts or self-evaluation documentation as evidence within your portfolio of evidence
- A completed VTCT Skills Portfolio of Evidence Mapping Document is required and must be uploaded alongside your portfolio of evidence (Appendix 1)

Preparation for an Interview underpinned by portfolio of evidence

During the interview, you must demonstrate your competence against the specified themes and the related Knowledge, Skills and Behaviours outlined in the End-point Assessment Plan.

To prepare for the interview, it is essential that the grade descriptors on pages 5-7 are considered. The grade descriptors include areas that must be covered throughout the interview.

During the interview, the Independent Assessor will allow you to make reference to your portfolio of evidence. The Independent Assessor will ask questions that you will be required to respond to. You can refer to your portfolio of evidence to support your answers.

How is the Interview underpinned by portfolio of evidence graded?

The Independent Assessor will use the grading criteria to assess the interview underpinned by portfolio.

Interview underpinned by portfolio of evidence

Pass criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the interview underpinned by portfolio and all of the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
Infrastructure and governance K15, S11	Explains the actions they take to support contract award and supplier briefing in line with the organisation's commercial strategy, policies, and processes. (K15, S11)
Financial management K1, K7, B5	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. (K1, K7, B5)
Procurement and supply chain outcomes K8, S6, S8, S10	Uses tools and techniques to ensure that procurement specifications incorporate selection and award criteria to evaluate how well suppliers meet business objectives and needs. (K8, S8)
	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. (S6, S10)
Management of procurement and the supply chain K6, K9, K13, K14, K21, K22, K23, S3, S7, S13, S14, S18, S19	Influences the contract award process using negotiation techniques to reach agreement and notify suppliers of proposal requirements. (K14, K23, S7)
	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. (K6, K21, S13, S14, S19)
	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. (K9, K13,)
	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. (K22, S3, S18)

Sustainability K12, K25, S22, B6	Describes how they work collaboratively with others to drive "social value" and sustainability when managing contracts and diverse suppliers. (K12, B6)
	Identifies current and future needs of the sector and procurement landscape and makes suggestions for future change, underpinned by horizon scanning. (K25, S22)
Development of the team and individual B2	Identifies learning and development needs, and improvement opportunities, for themselves, to enable both personal and professional development. (B2)

Interview underpinned by portfolio of evidence

Distinction criteria

You will achieve a Distinction grade for the interview underpinned by portfolio if you provide evidence to meet all the Pass criteria and also all of the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
Infrastructure and governance K15, S11	Evaluates the extent to which the methods used to support contract award meet the organisation's processes and policies. (K15, S11)
Financial management K1, K7	Critically evaluates how collaboration between functions improves outcomes during the procurement lifecycle. (K1, K7)
Procurement and supply chain outcomes K8, S8	Evaluates their approaches to developing selection and award criteria and explains how they have instigated improvements to better meet business needs. (K8, S8)
Management of procurement and the supply chain K21, K23	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. (K21, K23)
Sustainability K25, S22	Critically evaluates their use of horizon scanning in identifying change which has transformed the procurement services of their organisation. (K25, S22)

Please follow the guide outlined below to support your preparation

What can I do to prepare for my End-point Assessment?	Completed Yes/No
1. Access and familiarise yourself with the Mock Assessment Form for the interview underpinned by portfolio of evidence.	
2. Refer to the Knowledge, Skills and Behaviours that may be assessed during the interview underpinned by portfolio of evidence. These are outlined in the table below.	
3. Collate pieces of evidence for your portfolio of evidence that demonstrate the relevant Knowledge, Skills and Behaviour which will be discussed in your interview.	
4. Collaborate with others to seek constructive feedback on your performance.	
5. Practice questions and answers with peers/assessors in preparation for your interview using the sample questions provided.	
6. Incorporate any feedback from your peers/assessors to enhance your approach and to address any identified areas for improvement in readiness for your interview.	
7. Practise effective time management during the interview. Take time to answer each question fully.	
8. Approach the interview with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
9. Stay calm under pressure and communicate effectively throughout the interview.	
10. Remember to bring your identification with you on the day of your End-point Assessment. This can be one of the following: <ul style="list-style-type: none"> • Driving licence • Employee ID • Passport 	

Planning and Preparing for your Interview underpinned by portfolio of evidence

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to remember?
Knowledge		
K1	Procurement life cycles and how they fit into the organisation's structure and budgets.	
K6	The principles of achieving efficiencies and continuous improvement.	
K7	The importance of collaboration between the Procurement, Finance, and other business functions.	
K8	Incorporate business objectives and needs into procurement specifications by utilising tools and techniques to create solutions.	
K9	The principles and purpose of commercial contracting.	
K12	The use of procurement to drive "social value" and sustainability, such as emissions reduction, use of diverse suppliers (SMEs, Ethnic Minority Business), addressing human rights in the supply chain, and combatting environmental harm.	
K13	The documentation and terminology that form part of the commercial contract process such as the contract and its appendices.	
K14	The procurement negotiation techniques required to reach a mutually beneficial agreement.	
K15	The organisation's commercial strategy and policies, procedures, and governance processes.	
K21	The components, benefits, and constraints of taking a category management approach throughout the procurement life cycle.	

K22	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.	
K23	The organisation's contract award process.	
K25	The use of horizon scanning to identify the current and future needs of the sector and procurement landscape.	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to remember?
Skills		
S3	Undertake market analysis to establish potential routes to market.	
S6	Use the organisation's documentation designed for commercial procurement processes for the supply of goods and services.	
S7	Notify potential suppliers of proposal requirements.	
S8	Use selection and award criteria to source requirements from external suppliers evidencing how supplier bids are evaluated against them.	
S10	Liaise and negotiate with suppliers and stakeholders to ensure the timely delivery of purchased goods and services.	
S11	Support contract award and briefing of suppliers in line with the organisations processes and governance.	
S13	Manage contract performance and advise suppliers on any areas for improvement.	
S14	Maintain contract documentation such as change control, version control.	
S18	Manage information in accordance with policy and processes.	

S19	Continuously review work processes to identify and eliminate inefficiencies and simplify workflow.	
S22	Use horizon scanning to identify future changes in procurement and contracting.	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to remember?
Behaviours		
B2	Seeks learning opportunities and continuous professional development.	
B5	Works flexibly and adapts to circumstances.	
B6	Works collaboratively with others across the organisation and external stakeholders.	

Following your End-point Assessment:

What happens following my End-point Assessment?	You will receive the results from your End-point Assessment within 10 working days.
What happens if I do not achieve my End-point Assessment?	If you do not achieve a pass result within this assessment method, you will be able to re-sit this assessment.

Appendix 1 – Portfolio of Evidence Mapping Document

Portfolio of Evidence Mapping Document

ST0313 Level 4 Procurement and Supply Chain Practitioner v2.2

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the portfolio of evidence for each apprentice. Please refer to the End-point Assessment Guidebook and the Professional Discussion Apprentice Preparation Guidance Document when completing this Portfolio of Evidence Mapping Document.

Please note: It is a requirement of the training provider to submit all the evidence electronically, via the 'Documents tab' on the apprentice's dashboard within the [epaPRO](#) system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT Skills will not accept a link to an apprentice's individual e-portfolio.

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
Example:				
1	K13	Principles of change management and continuous improvement.	Slide presentation	1.1
2	S7	Review work processes to identify opportunities to improve performance and for continuous improvement.	Performance review documentation	1.2
Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K1	Procurement life cycles and how they fit into the organisation's structure and budgets.		
	K6	The principles of achieving efficiencies and continuous improvement.		

Document History

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