

Apprentice Preparation Guide



End-point Assessment Procurement and Supply Chain Practitioner

Assessment Method: Presentation with questions

Preparing for your End-point Assessment

This document is designed to support you in preparing for the **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 a Presentation with questions.

The Presentation with questions must be the first Assessment Method delivered

Purpose of the Presentation with questions

The presentation with questions is one of the assessment methods that will be used within the Procurement and Supply Chain Practitioner Standard End-point Assessment. It has been designed to enable you to demonstrate the Knowledge, Skills and Behaviours (KSBs) mapped to this assessment method.

Overview of the Presentation with questions

For the presentation with questions assessment method, you will be required to deliver a presentation to an Independent Assessor on a set topic area. Following the presentation, the Independent Assessor will ask you questions for clarification purposes where required and assess your competence against the grading descriptors.

Delivery of the Presentation with questions

You **must** submit any presentation materials to VTCT Skills by the **end of week 4 of the EPA period**. You must notify VTCT Skills, at that point, of any technical requirements for the presentation.

During the presentation, you must have access to:

- audio-visual presentation equipment
- flip chart and writing and drawing materials
- computer
- any other requirements that you have previously notified VTCT Skills

The presentation with questions must:

- be conducted and assessed by an Independent Assessor, either remotely or face to face
- be completed in an appropriate environment which is free from distractions and influence
- last for a duration of **45 minutes**

The Presentation with questions will include:

- A **presentation** on your set topic **lasting 20 minutes** followed by **questioning** from an Independent Assessor **lasting 25 minutes**
- The Independent Assessor will ask you a **minimum of 5 questions** following your presentation. The purpose of these questions is to gain clarification where required and assess your competence against the grading descriptors.
- The Independent Assessor can increase the total time of the presentation and questioning by up to 10%. This time is to allow you to complete your last point or respond to a question if necessary.
- You may choose to end the assessment method early. However, you must be confident that you have demonstrated competence against the assessment requirements for the assessment method.

Topic coverage for the Presentation with questions

The presentation with questions must cover **one** of the following topics areas:

- a presentation of a project or programme that you have led or contributed to. You must describe your personal role in the project, your approach to the wider project, including any challenges you came across, and the impact your contribution had on the project.
- a presentation of a tendering project you have led or contributed to. You must describe the stages you were involved in from planning and market engagement, through tendering to contract implementation.
- a presentation of a project that you have led or contributed to, that had a distinct social value or sustainability element. You must describe your personal role in the project and your approach to implementing social value and sustainability and the resulting benefit.

VTCT Skills can add further topic areas.

Where will the Presentation with questions take place

The presentation with questions will take place in a suitable venue, for example, the employer's premises, and may be conducted face to face or by video conferencing. The presentation with questions should take place in a quiet room, free from distractions and influence.

How is the Presentation with questions graded

The Independent Assessor will use the grading criteria to assess the presentation with questions.

Presentation with questions

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 presentation with questions and all of the Pass criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
Procurement and supply chain outcomes K18, K19, K26, S2, S12, S21	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. (K18, S2, S21)
	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. (K19, K26, S12)
Stakeholder engagement S1, B1, B3	Explains how they take responsibility for managing stakeholder relationships in an ethical way to reach a positive outcome. (S1, B1, B3)
Financial management K5, S4, S9	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. (K5, S4, S9)
Local, global, and sustainable sourcing strategies K3, K4, K11, S5, B4	Describes the strategies they use to collect and utilises intelligence to support the development of business cases that optimise the procurement process. (K3, K4)
	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. (K11, S5, B4)
Innovation tools and techniques K24, S15, S20	Explains how they use systems and tools to identify relevant data and implement improvements to procurement and contract management processes. (K24, S20)
	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. (S15)
Negotiation and risk management S16, S17	Facilitates discussions with stakeholders to resolve any issues or risks while analysing sustainability challenges and risks at each stage of the process. (S16, S17)

Presentation with questions

Distinction criteria

You will achieve a Distinction grade for the presentation with questions if you provide evidence to meet all the Pass criteria and also **all** of the Distinction criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
Procurement and supply chain outcomes S12, S21	Evidences how they monitor and manage contracts to meet objectives and analyses and evaluates data to identify issues and support decision making. (S12, S21)
Stakeholder engagement S1, B1, B3	Justifies how their ethical approach to developing and maintaining collaborative stakeholder relationships benefits their organisation. (S1, B1, B3)
Innovation tools and techniques K24, S20	Evaluates a range of technologies explaining how they can benefit their organisation. (K24, S20)
Negotiation and risk management S16, S17	Justifies the approach they have taken with stakeholders to resolve any issues or risks identified at each stage of the process. (S16, S17)

Please follow the guide outlined below to support your preparation

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

Planning and Preparing for your Presentation with questions

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Knowledge		
K3	How to collect and utilise market, supplier, and product intelligence to inform business strategies and optimise the procurement process.	
K4	Market and product intelligence and supplier innovation support the development of business cases.	
K5	How commercial models are applied to generate the best value for the organisation, and how they influence customer and supplier behaviour.	
K11	Ethical and sustainability risks and opportunities related to sourcing decisions.	
K18	Category specific knowledge of contracts, market, and legislative requirements to ensure goods or services are procured in a compliant and sustainable way.	
K19	How to conduct planning and forecasting which support the business decisions and the delivery of procurement.	
K24	The principles of continuous improvement and how to identify and implement opportunities for improvement within the procurement and contract management process.	
K26	Project management tools and techniques.	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Skills		
S1	Manage relationships with stakeholders.	
S2	Interpret business requirements by assessing the demand for the product or service.	
S4	Conduct benchmarking to evaluate costs against industry standards.	
S5	Prepare or contribute to the drafting of a sourcing plan which meets business needs, including corporate social responsibility factors.	
S9	Analyse the financial implications of decisions and identify cost-saving opportunities.	
S12	Monitor and manage contract performance to meet time, costs, service, and quality objectives.	
S15	Use IT and software to produce spreadsheets and presentation packages to communicate information.	
S16	Identify, raise, and facilitate discussions with stakeholders to resolve any issues or risks.	
S17	Analyses sustainability challenges and risks at each stage of the product or contract life cycle.	

S20	Use available systems and tools to identify relevant data.	
S21	Interpret, analyse, and evaluate data through questioning to drive actionable intelligence and support decision making.	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Behaviours		
B1	Role models ethical behaviour and practices.	
B3	Takes responsibility, shows initiative, and is organised.	
B4	Considers the “big” picture and the detail together.	

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.

Document History

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