



VTCT Skills

END-POINT ASSESSMENT GUIDE

VTCT Skills Level 4 End-point Assessment for ST0313 –
Procurement and Supply Chain Practitioner v2.2

Please note, the contents of this booklet are subject to change at any time due to regulatory requirements. Therefore, it is imperative for the user of this document to verify they are in fact using the most up to date version. This can be done by checking it matches the version published on **epaPRO**, VTCT Skills online End-point Assessment booking platform.

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VTCT Skills Level 4 End-point Assessment for ST0313 – Procurement and Supply Chain Practitioner v2.2

Purpose

This End-point Assessment guidebook outlines the format and the requirements of the End-point Assessment for the VTCT Skills Level 4 Procurement and Supply Chain Practitioner v2.2 standard.

Prior to the End-point Assessment period, a full-time Apprentice will typically spend 18 months on programme (before the gateway) to complete the criteria included within the occupational standard.

All Apprentices must spend a minimum of 12 months on-programme. Once the on-programme requirements have been met, the Apprentice can proceed through the **Gateway Stage** to the End-point Assessment period.

The End-point Assessment will consist of three different Assessment Methods that must be delivered in the following order: Presentation with questions, Interview underpinned by portfolio of evidence and Case study test.

Level 4 Procurement and Supply Chain Practitioner

Apprenticeship Standard Summary Table

On-programme Stage <i>(typically 18 months)</i>	<p>The Apprentice must:</p> <ul style="list-style-type: none"> • receive training to develop the Knowledge, Skills and Behaviours (KSBs) of the occupational standard • receive training towards English and mathematics qualifications in line with the Apprenticeship funding rules • produce a portfolio of evidence • complete training towards the required qualification – CIPS L4 Diploma in Procurement and Supply
End-point Assessment Gateway Stage	<p>The employer must confirm that the Apprentice:</p> <ul style="list-style-type: none"> • is working at or above the occupational standard as a procurement and supply chain practitioner • has the evidence required to pass the gateway and is ready to take the End-point Assessment <p>The Apprentice must:</p> <ul style="list-style-type: none"> • achieve English and mathematics qualifications in line with the Apprenticeship funding rules • complete and pass the following units: <ul style="list-style-type: none"> - L4M1 Scope and influence of procurement and supply - L4M2 Defining business need - L4M3 Commercial contracting - L4M4 Ethical and responsible sourcing - L4M5 Commercial negotiation - L4M6 Supplier relationships - L4M7 Whole life asset management of the CIPS L4 Diploma in Procurement and Supply <p>The Apprentice must submit the following:</p> <ul style="list-style-type: none"> • a portfolio of evidence to underpin the interview

End-point Assessment (typically 4 months)	<p>Assessment Method 1: Presentation with questions</p> <ul style="list-style-type: none"> • Fail • Pass • Distinction <p>Assessment Method 2: Interview underpinned by portfolio of evidence</p> <ul style="list-style-type: none"> • Fail • Pass • Distinction <p>Assessment Method 3: Case study test</p> <ul style="list-style-type: none"> • Fail • Pass • Merit • Distinction <p>Overall End-point Assessment and Apprenticeship can be graded:</p> <ul style="list-style-type: none"> • Fail • Pass • Distinction
Professional recognition	<p>This Apprenticeship aligns with:</p> <ul style="list-style-type: none"> • Chartered Institute of Procurement and Supply for Diploma Membership (CIPS)
Re-sits and re-takes	<ul style="list-style-type: none"> • Re-take and re-sit grade cap: pass • Re-sit timeframe: typically 2 months • Re-take timeframe: typically 3 months

Procurement and Supply Chain Practitioner Apprenticeship Standard

Occupational Profile

Procurement and supply chain practitioners are found in organisations where there is a requirement to source and procure goods and/or services in line with national or international procurement laws, or internal governance processes. Procurement and supply chain practitioners are employed in small, medium, large, and multinational organisations in private, public and third sectors. For example, local authorities, central government, education, finance, construction, facilities, automotive, manufacturing, engineering, health, retail, food, hospitality and IT.

The broad purpose of this occupation is the process of procurement or buying of goods and services. Procurement and supply chain practitioners are vital for the smooth functioning of the procurement and supply department in any organisation. They are often responsible for ensuring contracts are correctly administered and maintained in accordance with legislation or organisational procedures. Procurement and supply chain practitioners will use their knowledge of procurement regulations and internal policies to support the wider procurement team in tasks such as market and supplier analysis, bid, quotation or tender construction and response evaluation, supplier database maintenance, purchase order review and conversion, spend analysis, and stakeholder liaison projects.

Procurement and supply chain practitioners will also often have purchasing requests and contracts for which they will personally develop requests, invitations to quote, or obtain prices, delivery, and other details from potential suppliers. They will contribute to procurement to enable supplier selection, onboarding, management, and closure and undertake a role in the management of supply delivery and quality assurance. Increasingly this occupation requires an awareness of the sustainability impacts of procurement and supply decisions on both upstream supply chain and use of materials, products, or applications over their lifetime.

Procurement and supply chain practitioners will work on their own and in a range of team settings. They work within agreed budgets and available resources, and report to senior managers. They may occasionally be responsible for decision making, but more often will guide or influence the decisions of others including collecting and interpreting data to find trends, updating databases, analysing spending and supplier performance, and identifying ways to save money and improve efficiency.

Typical job roles on completion of the Procurement and Supply Chain Practitioner:

- Assistant buyer
- Category buyer
- Commercial analyst
- Contract associate
- Performance monitoring officer

Occupational Duties for Supply Chain Practitioner

Duty	Knowledge, Skills and Behaviours covered
Duty 1 – Contribute to the formulation of the procurement category strategy with recommendations generated for their assigned portfolio of work.	K1 K3 K4 K15 K21 K22 S21 S22 B1 B4
Duty 2 – Contribute to, and where appropriate manage, all stages of the procurement process, within their portfolio of work, collaborating with stakeholders.	K1 K8 K12 K22 K23 K26 S2 S7 S8 S11 S17 S21 B2 B5
Duty 3 – Manage, advise and coach stakeholders on procurement processes, techniques and policies, procedures to ensure compliance with legal requirements, and to drive the best possible outcomes for the organisation.	K1 K2 K15 K22 S1 S17 S19 B3 B6
Duty 4 – Maintain a business or operational risk and opportunity register, for their own portfolio, in collaboration with stakeholders.	K2 K16 K22 K25 K26 S5 S8 S16 B4 B6
Duty 5 – Undertake supply market and supplier analysis to identify procurement opportunities and risks to inform the sourcing strategies within the assigned portfolio.	K3 K4 K22 K25 K26 S3 S4 S20 S22 B2 B6
Duty 6 – Identify and mitigate compliance risks to procurement processes, within their portfolio of work.	K2 K10 K22 S9 B5
Duty 7 – Deliver targeted management information to their stakeholder groups.	K3 K6 K20 K22 K25 K26 S1 S15 S21 S22 B1 B3
Duty 8 – Manage suppliers and stakeholders to ensure successful contractual delivery of purchased goods and services and take appropriate actions to address any shortfalls or excess in the assigned portfolio.	K7 K9 K10 K22 K24 S12 S13 S19 B4 B6
Duty 9 – Within their portfolio of work, undertake a total cost ownership analysis to ensure overall value is delivered over the contract term.	K5 K11 K19 K22 S8 B1 B4

Duty	Knowledge, Skills and Behaviours covered
Duty 10 – Contribute to the negotiation of the terms and conditions of the 3rd party supply	K9 K14 K22 S6 S10 B3 B5
Duty 11 – Undertake analysis of spend and review contracts and supplier performance, within their assigned portfolio of work, to ensure objectives are being achieved and maintained now and in the future.	K5 K10 K13 K16 K17 K22 K24 S12 S13 S14 B6
Duty 12 – Ensure accurate and up to date contractual information is maintained within the organisation’s guidelines.	K13 K22 S14 S15 S18 B3
Duty 13 – Monitor supplier performance and escalate if required.	K17 K18 K22 S16 S19 B5 B6

The Gateway Stage

To be eligible for the End-point Assessment Stage of the End-point Assessment, the Apprentice must meet the following Gateway requirements:

- A full time Apprentice will typically spend 18 months on-programme. All Apprentices must spend a minimum of 12 months on-programme
- Complete the on-programme stage of the Level 4 Procurement and Supply Chain Practitioner standard and consistently work at or above the level of the occupational standard
- Submit a portfolio of evidence which will underpin the interview
- Achieve English and mathematics qualifications in line with the Apprenticeship funding rules
- Completed and passed the following units:
 - L4M1 Scope and influence of procurement and supply
 - L4M2 Defining business need
 - L4M3 Commercial contracting
 - L4M4 Ethical and responsible sourcing
 - L4M5 Commercial negotiation
 - L4M6 Supplier relationships
 - L4M7 Whole life asset management of the CIPS L4 Diploma in Procurement and Supply

Note: Unit L4M8 Procurement and supply in practice, of the CIPS Level 4 Diploma in Procurement and Supply is mapped to the End-point Assessment Case study test Assessment Method and corresponding KSBs. An Apprentice **must not** take unit L4M8 before the gateway. In the unlikely event that an Apprentice has achieved unit L4M8 prior to starting the Apprenticeship, this would exclude them from undertaking the Apprenticeship.

Any person who believes they have prior learning is advised to check their eligibility for this Apprenticeship via the following website: <https://www.gov.uk/government/publications/Apprenticeships-recognition-of-priorlearning/Apprenticeships-initial-assessment-to-recognise-prior-learning>

The Apprentice's employer must formally sign off that they are satisfied that the Apprentice is consistently working at or above the level set out in the Procurement and Supply Chain Practitioner Occupational Standard, and that the Apprentice is deemed to have achieved occupational competence, before the gateway process can be implemented. The Apprentice must also confirm that they feel ready to move on to their End-point Assessment.

When making this decision, the employer may take advice from the Apprentice's training provider(s); however, the decision must ultimately be made solely by the Apprentice's employer. It is important to refer back to the assessment plan when approaching gateway in order to check that the Apprentice is able to demonstrate all of the required Knowledge, Skills and Behaviours and they can do so in a live End-point Assessment. A copy of the standard can be located through the following link: <https://www.instituteforApprenticeships.org/Apprenticeship-standards>

Only Apprentices who complete the gateway successfully can start the End-point Assessment.

Gateway evidence must be submitted to VTCT Skills, along with any organisation specific policies and procedures requested by VTCT Skills.

Assessment Method 1: Presentation with questions

There are no specific requirements at the Gateway Stage to upload evidence for the Presentation with questions Assessment Method.

Assessment Method 2: Interview underpinned by portfolio of evidence

For the Interview underpinned by a portfolio of evidence, the Apprentice will submit a portfolio of evidence. Which should be compiled during the on-programme period of the Apprenticeship. Evidence must be mapped against the KSBs set out in the Interview underpinned by portfolio of evidence Assessment Method.

Portfolio of evidence requirements for Gateway Stage

- The portfolio of evidence will typically contain **16 discrete pieces of evidence**
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- The portfolio of evidence can be in any format, as long as it is legible and can be uploaded electronically to epaPRO
- A Declaration of Authenticity form must be signed by the Apprentice, the training provider and the Employer. This form should be uploaded alongside the portfolio of evidence
- The portfolio of evidence must be submitted to VTCT Skills at the Gateway Stage
- A completed Portfolio of Evidence Mapping Document is required to be uploaded alongside the portfolio of evidence

Evidence sources may include:

- Workplace documentation and records, for example:
 - Workplace policies and procedures
 - Witness statements
 - Annotated photographs
 - Video clips with a maximum total duration of 10 minutes; the Apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance, for example, witness statements, rather than opinions. The evidence provided should be valid and attributable to the Apprentice; the portfolio of evidence should contain a statement from the employer and Apprentice confirming this.

VTCT Skills will not assess the portfolio of evidence directly as it underpins the interview. The Independent Assessor should review the portfolio of evidence to prepare questions for the interview. They are not required to provide feedback after their review.

Assessment Method 3: Case study test

There are no specific requirements at the Gateway Stage to upload evidence for the Case study test.

Scheduling

Registering an Apprentice for End-point Assessment

Providers/employers can register your Apprentices for End-point Assessment via epaPRO. Apprentices can be registered at any time during their Apprenticeship at no additional upfront cost.

Providers/employers will require the Apprentice's:

- Unique Learner Number (ULN)
- Name
- Date of birth

Further information on registering your Apprentices will be supplied once VTCT Skills has received your signed EPAO agreement.

Scheduling an Apprentice for End-point Assessment

Providers/employers must confirm that the Apprentice has completed all of the mandated components of the standard via the Apprentice checklist on the booking platform:

- End-point Assessment bookings must be made a minimum of 20 working days in advance of the desired assessment date(s) or within the standard requirement
- Providers/employers will need to indicate preferred dates of assessment on the epaPRO
- The End-point Assessment team will seek to match an Independent Assessor to your request
- The End-point Assessment team will formally confirm the booking by email and via epaPRO

Reasonable Adjustments

It is the responsibility of the providers/employers to apply for reasonable adjustments/access arrangements on behalf of the Apprentice prior to the End-point Assessment taking place. For more information on reasonable adjustments, please refer to the VTCT Skills Reasonable Adjustments and Special Considerations Policy or email epa@vtctskills.org.uk for more information.

Remote Assessments

Remote assessments will ordinarily be conducted via a video conferencing platform. The Apprentice will receive an automated email containing a link to their video conferencing platform within 72 hours of the assessment being booked. The Apprentice will need this link to enter the video conferencing platform and complete their assessment.

Planning End-point Assessment dates

Prior to the End-point Assessment taking place, providers/employers will receive automated emails with:

- Confirmed start time and expected duration of the assessments
- Access to all relevant systems and resources

ID requirements

VTCT Skills will verify the identity of the Apprentice before they undertake the assessment. All employers are therefore required to ensure that each Apprentice has photographic identification with them on the day of assessment.

VTCT Skills will accept the following as proof of identity:

- A valid passport
- A signed UK photo card driving licence
- Employee ID card or travel card

The Independent Assessor will certify that they have seen valid identification before proceeding with an End-point Assessment and confirm the correct spelling of the Apprentice's name in readiness for certification.

Cancellation

Under some circumstances, it may be necessary to cancel an End-point Assessment. Should this happen, providers/employers must contact the End-point Assessment team immediately. Please note that if a cancellation occurs within 10 working days of the assessment taking place, there will be a cancellation charge applied in line with our Cancellation Policy.

If the customer cancels the End-point Assessment:

- Prior to the date of the End-point Assessment, the customer must inform VTCT Skills by email (epa@vtctskills.org.uk)
- On the day of the End-point Assessment, the customer must inform VTCT Skills by telephone (02380 684502)

Cancellation of an End-point Assessment within 10 working days prior to the assessment taking place will incur the **full cost** of the End-point Assessment. For further details, the cancellation policy is available on the booking platform or on our website.

Should the Apprentice wish to re-sit later, a new booking form should be made on epaPRO.

Overview of the End-point Assessment Period

Once the Apprentice has submitted their evidence at the End-point Assessment Gateway Stage, they will then enter the End-point Assessment period.

The Procurement and Supply Chain Practitioner End-point Assessment consists of **3 Assessment Methods**:

Assessment Method	Assessed/Invigilated by	Overall Grading
Assessment Method 1 Presentation with questions	Independent Assessor	Fail/Pass/Distinction
Assessment Method 2 Interview underpinned by a portfolio of evidence	Independent Assessor	Fail/Pass/Distinction
Assessment Method 3 Case study test	Independent Assessor	Fail/Pass/Merit/Distinction

Length of End-point Assessment period

The End-point Assessment will be completed within a period lasting typically **4 months**, beginning when VTCT Skills has confirmed that all the gateway requirements have been met by the Apprentice.

If an End-point Assessment method is not achieved, the failed assessment method should be re-sat or retaken within the End-point Assessment period, and in accordance with the requirements outlined in the Procurement and Supply Chain Practitioner Assessment Plan.

Order of Assessment Methods

The Assessment Methods **must** be delivered in the following order:

1. Presentation with questions
2. Interview underpinned by portfolio of evidence
3. Case study test

The rationale is to ensure that the mandated CIPS qualification is completed at the same time as the End-point Assessment. This is to ensure an Apprentice does not complete the mandated qualification and withdraw from completing the End-point Assessment.

How the End-point Assessment is graded

The overall grade for the End-point Assessment will be based on the grades achieved in following 3 Assessment Methods: Presentation with questions, Interview underpinned by portfolio of evidence and Case study test.

All End-point Assessment methods must be passed for the End-point Assessment to be achieved overall.

Assessment Method 1: Presentation with questions

The Presentation with questions will be graded a Fail/Pass/Distinction against the grading criteria.

Assessment Method 2: Interview underpinned by Portfolio of Evidence

The Interview underpinned by portfolio of evidence will be graded a Fail/Pass/Distinction against the grading criteria.

Assessment Method 3: Case study test

The Case study test will be graded a Fail/Pass/Merit/Distinction in line with the CIPS mark bands below:

- Fail: 49 marks or less
- Pass: 50-59 marks
- Merit: 60-74 marks
- Distinction: 75 or more marks

Overall Grading

Performance in the End-point Assessment determines the overall Apprenticeship grade of:

- Fail
- Pass
- Distinction

The grades from each individual Assessment Method are combined to determine the overall grade. If the Apprentice fails one or more Assessment Methods, they will be awarded an overall End-point Assessment Fail.

To achieve an overall pass, the Apprentice must achieve at least a Pass in the Assessment Methods. To achieve an overall EPA distinction, the Apprentice must achieve a Distinction in all Assessment Methods.

Grades from the individual Assessment Methods will be combined in the following way to determine the overall grade of the End-point Assessment:

Presentation with questions	Interview underpinned by portfolio of evidence	Case study test	Overall grading
Any grade	Fail	Fail	Fail
Fail	Any grade	Fail	Fail
Pass	Pass	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Pass	Merit	Pass
Distinction	Distinction	Merit	Pass
Distinction	Distinction	Distinction	Distinction

Assessment Method 1: Presentation with questions



Assessment Method 1: Presentation with questions

An Apprentice will prepare and deliver a presentation to an Independent Assessor based on a set topic.

The purpose of the presentation with questions is to allow the Apprentice to demonstrate their competence against the grading descriptors.

Delivery of the Presentation with questions

The presentation with questions must be structured to give an Apprentice the opportunity to demonstrate the KSBs mapped to this Assessment Method to achieve the highest available grade.

The presentation must cover **one** of the following topic areas:

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

VTCT Skills can add further topic areas, these will provide coverage of the relevant KSBs and give the Apprentice adequate opportunity to meet the grade descriptors.

The Apprentice must submit any presentation materials to VTCT Skills by **the end of week 4** of the End-point Assessment period. The Apprentice must notify VTCT Skills at that point of any technical requirements for the presentation.

During the Presentation, the Apprentice must have access to (if required):

- Audio-visual presentation equipment
- Flip chart and writing and drawing materials
- Computer
- Any other requirements as previously notified to VTCT Skills

Following the presentation the Independent Assessor must ask a **minimum of 5 questions**. Follow up questions are allowed where clarification is required.

The Independent Assessor must have at least 2 weeks to review any presentation materials, before the presentation is delivered by the Apprentice, to allow them to prepare questions. VTCT Skills must give the Apprentice at least 1 weeks' notice of the presentation assessment.

Collectively the Presentation with questions must last **45 minutes**. This will typically include a **presentation of 20 minutes** and **questioning lasting 25 minutes**. The Independent Assessor will use the full time available for questioning. The Independent Assessor can increase the total time of the Presentation with questions by up to **10%**. This time is to allow the Apprentice to complete their last point or respond to a question if necessary.

The purpose of the questioning is to confirm the Apprentice's understanding of the presentation and how it demonstrates the relevant Knowledge, Skills, and Behaviours.

VTCT Skills Independent Assessor will conduct and assess the presentation with questions and make the final grading decision.

The Apprentice may choose to end this Assessment Method early. The Apprentice must be confident they have demonstrated competence against the assessment requirements for this Assessment Method.

Venue

The End-point Assessment Presentation with questions must take place in a suitable venue selected by the End-point Assessment Organisation (for example, the employer's premises). The Presentation with questions can be conducted by video conferencing. The Presentation with questions should take place in a quiet room, free from distractions and influence.

Knowledge, Skills and Behaviours

The End-point Assessment for the Presentation with questions will cover the following Knowledge, Skills and Behaviours.

Knowledge

Knowledge reference	Knowledge criteria
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.

Knowledge, Skills and Behaviours

Skills

Skill reference	Skill criteria
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.

Behaviours

Behaviour reference	Behaviour criteria
B1	Role models ethical behaviour and practices.
B3	Takes responsibility, shows initiative, and is organised.
B4	Considers the “big” picture and the detail together.

Presentation with questions

Pass criteria

The Apprentice will achieve a Pass grade if they provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Presentation with questions and all the Pass criteria below:

Theme – Procurement and supply chain outcomes		
Grading criteria	Fail	Pass
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)		

Theme – Stakeholder engagement		
Grading criteria	Fail	Pass
Explains how they take responsibility for managing stakeholder relationships in an ethical way to reach a positive outcome. (S1, B1, B3)		

Theme – Financial management		
Grading criteria	Fail	Pass
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)		

Theme – Local, global and sustainable sourcing strategies		
Grading criteria	Fail	Pass
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)		

Theme – Innovation tools and techniques		
Grading criteria	Fail	Pass
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)		

Theme – Negotiation and risk management		
Grading criteria	Fail	Pass
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

The Apprentice will achieve a Distinction grade in the Presentation with questions if they provide evidence to meet all the Pass criteria and all the Distinction criteria below:

Theme – Procurement and supply chain outcomes	
Grading criteria	Distinction
Evidences how they monitor and manage contracts to meet objectives and analyses and evaluates data to identify issues and support decision making. (S12, S21)	

Theme – Stakeholder engagement	
Grading criteria	Distinction
Justifies how their ethical approach to developing and maintaining collaborative stakeholder relationships benefits their organisation. (S1, B1, B3)	

Theme – Innovation tools and techniques	
Grading criteria	Distinction
Evaluates a range of technologies explaining how they can benefit their organisation. (K24, S20)	

Theme – Negotiation and risk management	
Grading criteria	Distinction
Justifies the approach they have taken with stakeholders to resolve any issues or risks identified at each stage of the process. (S16, S17)	

Assessment Method 2: Interview underpinned by portfolio of evidence



Assessment Method 2: Interview underpinned by portfolio of evidence

In the Interview underpinned by portfolio of evidence, a VTCT Skills Independent Assessor will ask the Apprentice questions. This gives the Apprentice the opportunity to demonstrate the KSBs mapped to this Assessment Method.

Delivery of the Interview underpinned by portfolio of evidence

The interview must be structured to give the Apprentice the opportunity to demonstrate the KSBs mapped to this Assessment Method to the highest available grade.

A VTCT Skills Independent Assessor must conduct and assess the interview.

The purpose of the interview is to assess the Apprentice's 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

The Apprentice must have access to their portfolio of evidence during the interview. The Apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence however, the portfolio of evidence is not directly assessed.

The interview must last for **60 minutes**. The Independent Assessor can increase the time of the interview by up to 10%. This time is to allow the Apprentice to respond to a question if necessary.

The Independent Assessor must ask a **minimum of 6 questions**. Follow-up questions are allowed where clarification is required.

VTCT Skills must give an Apprentice 2 weeks' notice of the interview.

The Independent Assessor must have at least 2 weeks to review the supporting documentation.

The Apprentice may choose to end this Assessment Method early. The Apprentice must be confident they have demonstrated competence against the assessment requirements for the Assessment Method.

Venue

The End-point Assessment Interview underpinned by portfolio of evidence must take place in a suitable venue selected by the End-point Assessment Organisation (for example, the employer's premises). The Interview underpinned by portfolio of evidence can be conducted by video conferencing. The Interview underpinned by portfolio of evidence should take place in a quiet room, free from distractions and influence.

Knowledge, Skills and Behaviours

The End-point Assessment Interview underpinned by portfolio of evidence will cover the following Knowledge, Skills and Behaviours:

Knowledge

Knowledge reference	Knowledge criteria
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.

Skills

Skill reference	Skill criteria
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.

Behaviours

Behaviour reference	Behaviour criteria
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.

Interview underpinned by portfolio of evidence

Pass criteria

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

Theme – Infrastructure and governance		
Grading criteria	Fail	Pass
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)		

Theme – Financial management		
Grading criteria	Fail	Pass
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)		

Theme – Procurement and supply chain outcomes		
Grading criteria	Fail	Pass
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)		

Theme – Management of procurement and the supply chain		
Grading criteria	Fail	Pass
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)		

Theme – Sustainability		
Grading criteria	Fail	Pass
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)		

Theme – Development of the team and individual		
Grading criteria	Fail	Pass
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

The Apprentice will achieve a Distinction grade in the Interview underpinned by portfolio of evidence if they provide evidence to meet all the Pass criteria and all the Distinction criteria below:

Theme – Infrastructure and governance	
Grading criteria	Distinction
Evaluates the extent to which the methods used to support contract award meet the organisation's processes and policies. (K15, S11)	

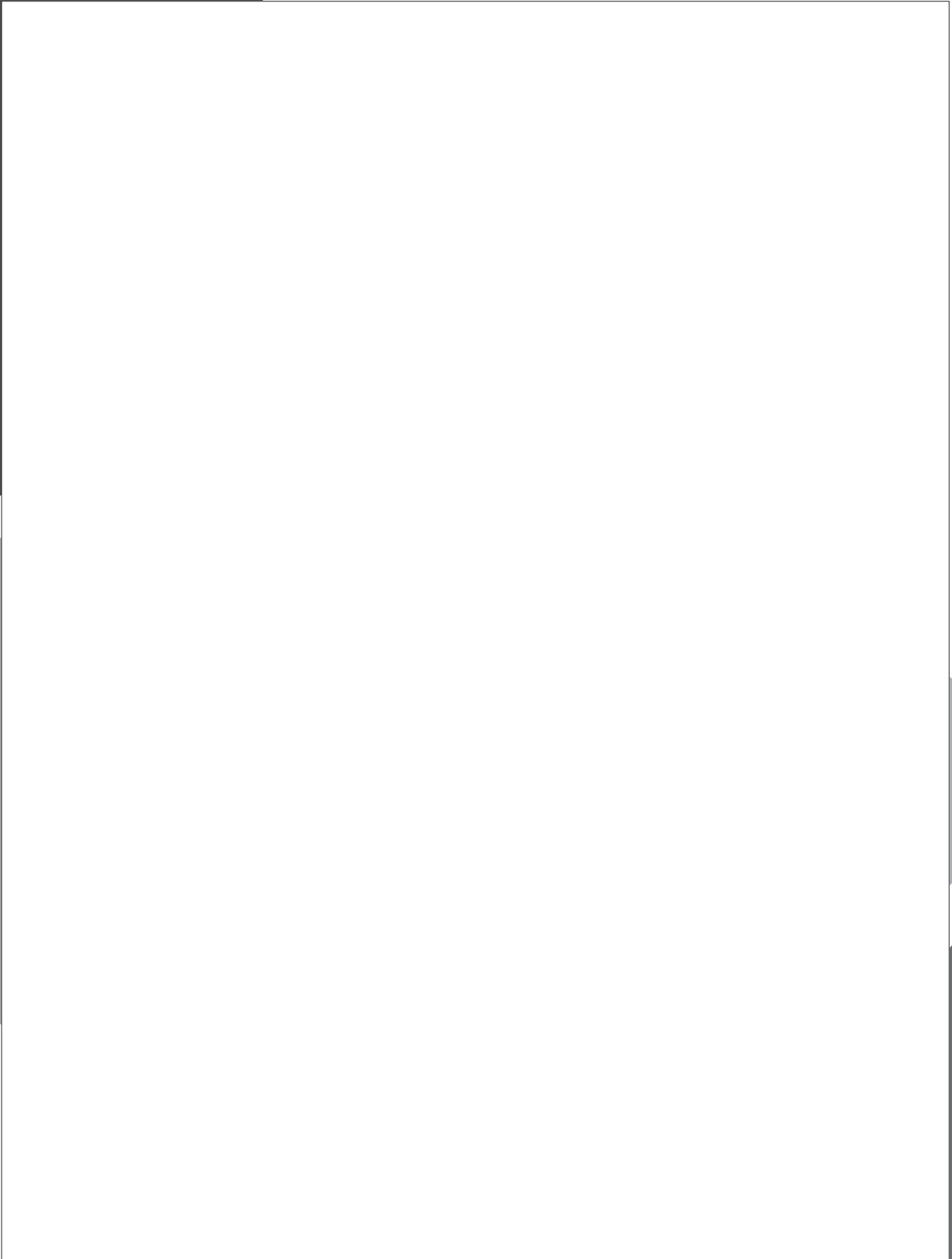
Theme – Financial management	
Grading criteria	Distinction
Critically evaluates how collaboration between functions improves outcomes during the procurement lifecycle. (K1, K7)	

Theme – Procurement and supply chain outcomes	
Grading criteria	Distinction
Evaluates their approaches to developing selection and award criteria and explains how they have instigated improvements to better meet business needs. (K8, S8)	

Theme – Management of procurement and the supply chain	
Grading criteria	Distinction
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)	

Theme – Sustainability	
Grading criteria	Distinction
Critically evaluates their use of horizon scanning in identifying change which has transformed the procurement services of their organisation. (K25, S22)	

Notes



Assessment Method 3: Case study test



Assessment Method 3: Case study test

In the Case study test, the Apprentice answers questions in a controlled and invigilated environment. This gives the Apprentice the opportunity to demonstrate the KSBs mapped to this Assessment Method.

Delivery of the Case study test

The subject of the Case study test is different for each exam window. Currently, there are four exam windows throughout a 12 month period (March, May, July and November).

The Case study test involves the Apprentice answering **four essay style questions**. Each question covering one of the following learning objectives:

Learning objective 1.0 – Demonstrate the application of the procurement cycle:

- 1.1 Apply the stages of the procurement cycle to the practical procurement and supply contexts. (The practical application of the CIPS procurement cycle) Equity, diversity and inclusion

Learning objective 2.0 – Demonstrate the application of the key stages of the sourcing process:

- 2.1 Apply the pre-contract stages (stages 1-8) of the CIPS Procurement Cycle to the practical procurement and supply environment
- 2.2 Apply the post-contract stages (stages 9-13) of the CIPS Procurement Cycle to the practical procurement and supply environment
- 2.3 Calculation and assessment of performance indicators. (Stages of the sourcing process)

Learning objective 3.0 – Demonstrate the application of whole life asset management:

- 3.1 Apply whole-life asset management principles in a range of sectors and industries

Learning objective 4.0 – Demonstrate the application of ethical and responsible sourcing within an organisation:

- 4.1 Apply environmental, social and governance principles

The Case study test will be structured to give the Apprentice the opportunity to demonstrate the Knowledge criteria mapped to this Assessment Method to achieve the highest available grade.

The Apprentice will have **180 minutes/3hours** to complete the Case study test. The Case study test will consist of **4 long answer questions (LAQs)** which are open-ended questions used to assess depth of knowledge. LAQs require an extended factual interpretive (application of concepts or knowledge) and/or evaluative answer.

The case study test is closed book which means that the Apprentice cannot refer to reference books or materials whilst taking the case study test.

Venue

The End-point Assessment Case study test must be taken in the presence of an invigilator, who is the responsibility of CIPS. The Case study test can take place at a study centre/exam venue or it may be conducted remotely. CIPS must have processes in place to verify the identity of the Apprentice and ensure the Apprentice is not being aided. The environment must be quiet and free from distractions and influence.

Knowledge

The End-point Assessment Case study test will cover the following Knowledge criteria.

Knowledge

Knowledge reference	Knowledge criteria
K2	Relevant regulations and legislation such as procurement, data protection, environmental, social and governance, and how they impact on the procurement process.
K10	How contract terms, conditions and obligations affect delivery, supplier performance and outcomes for the organisation.
K16	Principles and purpose of the organisations contract governance, risk management, and internal controls.
K17	Supplier performance monitoring, management, and reporting techniques which impact on, service, quality, and sustainability objectives.
K20	Analyse spend data and generate recommendations to feed into business and commercial strategies.

Case study test grading

Theme	Fail	Pass	Merit	Distinction
Case study test K2, K10, K16, K17, K20	Apprentice has achieved 49 marks or less	Apprentice has achieved 50-59 marks	Apprentice has achieved 60-74 marks	Apprentice has achieved 75 or more marks

Notes

Re-sits and Retakes

An Apprentice who fails one or more Assessment Method(s) (including the CIPS Case study test) can take a re-sit or a re-take at their employer's discretion. The Apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.

An Apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and VTCT Skills will agree on the timescale for a re-sit or re-take. A re-sit is typically taken within 2 months of the End-point Assessment outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the End-point Assessment outcome notification.

If an Apprentice fails the Presentation with questions Assessment Method 1, they will be given a new subject to deliver a presentation on. Failed Assessment Methods must be re-sat or re-taken within a 6-month period from the End-point Assessment outcome notification, otherwise the entire End-point Assessment will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an Apprentice wishing to move from pass to a higher grade.

An Apprentice will get a maximum End-point Assessment grade of pass for a re-sit or re-take, unless VTCT Skills determines there are exceptional circumstances.

Document history

Version	Details of amendments	Date
1	First Published	18/03/2025



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