

Mock Assessment Form

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

Assessment Method: Interview underpinned by portfolio of evidence

This Mock Assessment Form has been developed to support the tutor in preparing the Apprentice for their Interview during their End-point Assessment for Procurement and Supply Chain Practitioner - **ST0313 v2.2**.

Grading criteria

Theme: Infrastructure and governance			
Grading criteria		Achieved Yes/No	Comments
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)		
Distinction	Evaluates the extent to which the methods used to support contract award meet the organisation's processes and policies (K15, S11)		

Sample Questions: Pass Criteria
K15, S11

Can you explain the steps you take when supporting a contract award or a supplier briefing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How do you ensure that you meet your organisation's commercial strategy, policies, and processes when supporting a contract award or a supplier briefing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sample Questions: Distinction Criteria
K15, S11

Can you discuss a time when you have evaluated the methods used to support a contract award, meeting your organisation's processes and policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you explain a time when you have evaluated the contract award process and suggested improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Theme: Financial management

Grading criteria		Achieved Yes/No	Comments
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)		
Distinction	Critically evaluates how collaboration between functions improves outcomes during the procurement lifecycle (K1, K7)		

Sample Questions: Pass Criteria
K1, K7, B5

Describe how your collaboration between the Procurement, Finance, and other business functions within your organisation is important.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please describe how your procurement role links to other departments within your organisation, ensuring a consolidated approach to decision making.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sample Questions: Distinction Criteria
K1, K7

Please explain how your collaboration with other business function, improves the outcomes for the procurement lifecycle.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you explain how different internal stakeholders work collaboratively to support the procurement lifecycle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Theme: Procurement and supply chain outcomes

Grading criteria		Achieved Yes/No	Comments
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)		
Pass	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)		
Distinction	Evaluates their approaches to developing selection and award criteria and explains how they have instigated improvements to better meet business needs (K8, S8)		

Sample Questions: Pass Criteria
K8, S8

Describe the tools and resources you use to effectively source, select and award suppliers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please discuss how you ensure specifications are fair, impartial and fit for purpose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

S6, S10

Provide an example when you used your negotiation skills, to secure the appropriate supply of services or goods in line with business requirements.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When consulting with suppliers, what steps do you take to ensure contractual terms and conditions do not affect delivery, supply and expected outcomes for your organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sample Questions: Distinction Criteria
K8, S8

Please describe the steps you use to evaluate the selection and award criteria.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you discuss a time when you have consulted with other stakeholders to evaluate selection and award criteria, and explain the outcome of this consultation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Theme: Management of procurement and the supply chain

Grading criteria		Achieved Yes/No	Comments
Pass	Influences the contract award process using negotiation techniques to reach agreement and notify suppliers of proposal requirements (K14, K23, S7)		
Pass	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)		
Pass	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)		
Pass	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)		
Distinction	Critically analyses their use of the procurement and supply chain cycle s and the longer-term impact of these on aligning with the overall commercial contract process (K21, K23)		

Sample Questions: Pass Criteria
K14, K23, S7

How do you consult with suppliers to propose requirements, negotiate and secure agreements to meet procurement needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What techniques can you use to influence suppliers to secure a mutually beneficial deal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

K6, K21, S13, S14, S19

Please provide an overview of the work processes you follow to monitor, review, and manage contract performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you explain the performance measurement processes that can be used to manage and influence supplier compliance during a contract lifetime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

K9, K13

Can you describe a situation where the principles of commercial contracting were not followed and the actions you took to rectify this?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What strategies do you use to work collaboratively and flexibly to ensure commercial contract processes are followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

K22, S3, S18

Can you explain the different types of digital and software tools used in procurement and supply chain management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How do you manage information correctly when undertaking market analysis and describe the steps you to take to establish potential routes to market?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sample Questions: Distinction Criteria
K21, K23

Tell me the steps you follow to ensure the supply chain or procurement cycle, successfully aligns with the overall commercial contract process.

Yes ☐

No ☐

Can you explain how the procurement and supply chain cycles support in the overall contract process?

Yes ☐

No ☐

Theme: Sustainability			
Grading criteria		Achieved Yes/No	Comments
Pass	Describes how they work collaboratively with others to drive "social value" and sustainability when managing contracts and diverse suppliers (K12, B6)		
Pass	Identifies current and future needs of the sector and procurement landscape and makes suggestions for future change, underpinned by horizon scanning (K25, S22)		
Distinction	Critically evaluates their use of horizon scanning in identifying change which has transformed the procurement services of their organisation (K25, S22)		

Sample Questions: Pass Criteria

K12, B6

How do you ensure that sustainability and social values are managed within your organisation and with external suppliers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you share some insights on how you work collaboratively with diverse suppliers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

K25, S22

What steps would you take to identify the current and future needs of the sector and procurement landscape?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please discuss how you use horizon scanning within your job role to futureproof business needs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sample Questions: Distinction Criteria

K25, S22

Discuss the methods you use to evaluate data from horizon scanning, to identify any changes to the procurement services within your organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What steps do you take to ensure horizon scanning data is accurate, when transforming procurement services within your organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Theme: Development of the team and individual			
Grading criteria		Achieved Yes/No	Comments
Pass	Identifies learning and development needs, and improvement opportunities, for themselves, to enable both personal and professional development (B2)		

Sample Questions: Pass Criteria			
B2			
Discuss the process you follow to identify learning opportunities and maintain continuous professional development.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you identify a recent opportunity that helped improve your professional development?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Document History

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