

**Commercial Procurement and Supply Level 4  
ST0313 / AP03 Apprenticeship Standard**



**End-point Assessment Toolkit**

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## Introduction

VTCT is an approved End-point Assessment Organisation (EPAO) for the Commercial Procurement & Supply Apprenticeship Standard, Level 4 AP03 standard. This toolkit has been produced to help you understand our approach to the standard and to ensure that the apprentice meets the necessary requirements.

To ensure that our assessments are robust, credible and consistent, VTCT will operate in accordance with the external quality assurance body appointed for this standard, Ofqual.

## Abbreviations

<b>EPA</b>	End-point Assessment
<b>EPAO</b>	End-point Assessment Organisation
<b>ESFA</b>	Education and Skills Funding Agency
<b>The Institute</b>	Institute for Apprenticeships and Technical Education
<b>IEA</b>	Independent End-point Assessor
<b>LIEA</b>	Lead Independent End-point Assessor
<b>PR</b>	Project Report
<b>P&amp;Q</b>	Presentation & Questioning
<b>epaPro</b>	VTCT End-point Assessment system

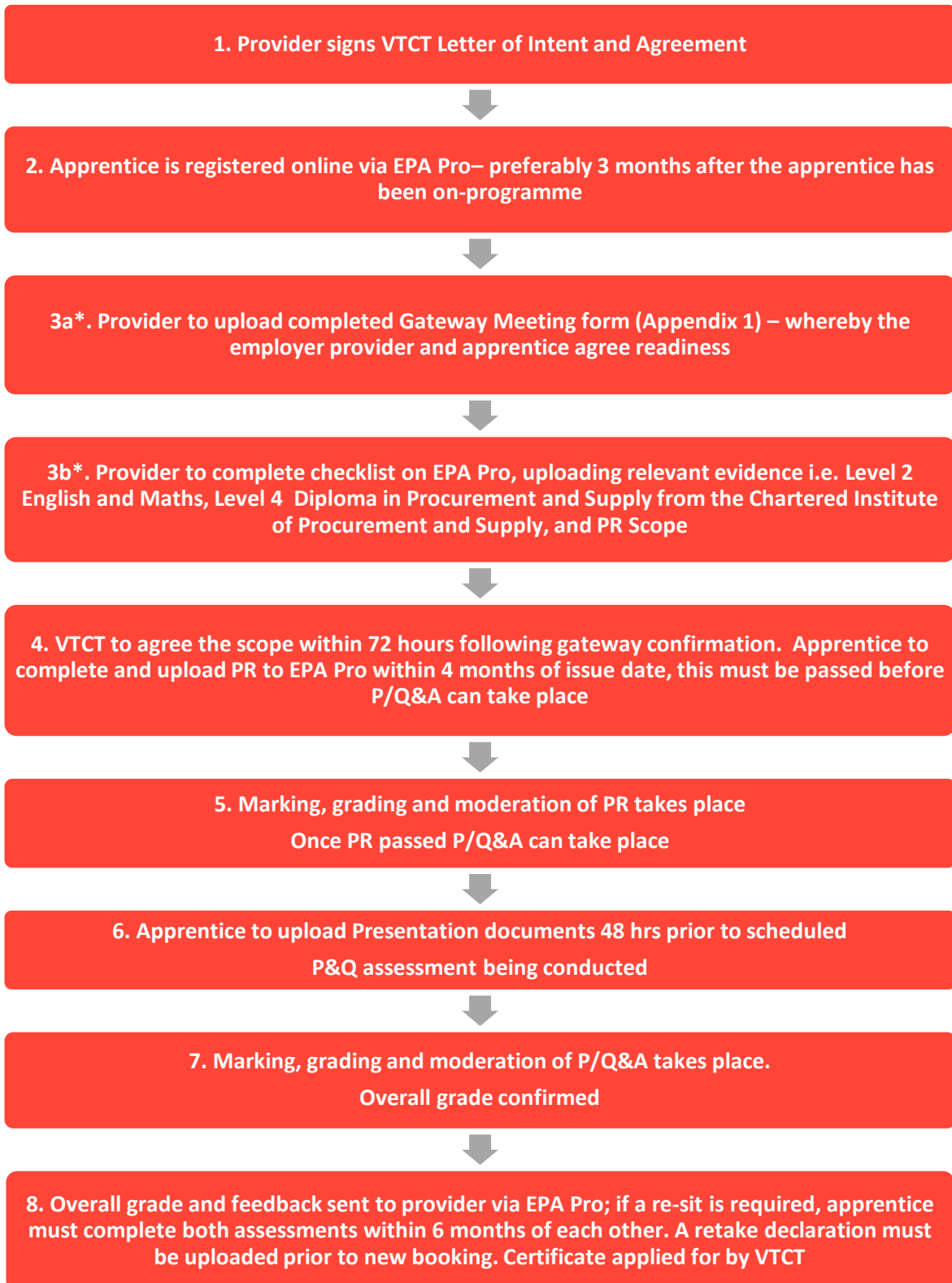
## The Commercial Procurement & Supply Role

The work of procurement and supply professionals includes the process of procurement, or buying goods and services; however, these roles can be much broader than just procurement. These roles can extend to a huge range of related commercial activities such as influencing policy, financial analysis, engaging in contract law, and developing a strategy to deliver services. The variety of goods and services that procurement professionals are responsible for is vast: goods could range from buying a plane to negotiating new stationery supply. Securing services could include: finding new and innovative IT systems, outsourcing translation services, or closing a deal on a construction project for a new building.

Encompassing the entire procurement cycle, achieving Level 4 in Procurement and Supply will enable an individual to use their breadth and depth of experience to position themselves as fully effective, commercially skilled professionals with transferable skills and career options that span the public, private and charitable sectors. This will be supported by the attainment of a Level 4 Diploma with the Chartered Institute of Procurement & Supply (CIPS).

Typical job roles in this area include commercial support, commercial analyst, sourcing executive, procurement operations support, buyer, assistant buyer, commercial relationship support, commissioning and performance monitoring officer, framework management support, contract associate, and contract support.

## End-point Assessment Process



***\*NB. Stage 3a, and 3b must be completed at the same time***

## Gateway

The end-point assessment carried out by VTCT can take place after a minimum of 12 months but this standard will typically take 18 months for an apprentice to complete. The employer, in conjunction with the provider, will formally sign off that the apprentice has met the minimum requirements in regard to the knowledge, skills and behaviours outlined in the Standard. The apprentice, employer, and provider will confirm that the apprentice has achieved Level 2 English and Maths, along with L4 Diploma in Procurement & Supply with the Chartered Institute of Procurement & Supply (CIPS). The apprentice must also confirm that they feel ready to complete their assessments.

A copy of the standard should be available during the gateway meeting to ensure all parties have a clear overview of what is required:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/commercial-procurement-and-supply-formerly-public-sector-commercial-professional-v2-0>

VTCT has a process in place to support apprentices who have any additional learning requirements. Please refer to the VTCT Reasonable Adjustments and Special Considerations policy for further information; this is available on our website.

## Registering an Apprentice

The Provider can register your Apprentices for EPA via VTCT's online registration and booking platform, epaPRO. They can be registered at any time during their apprenticeship at no additional upfront cost. You will need to use the Apprentices ULN when registering them via epaPRO along with their name and date of birth.

Further information on registering your Apprentices will be supplied once we have received your signed agreement and Letter of Intent.

## Booking an EPA

The EPA consists of 2 distinct assessment methods:

- ✓ project report
- ✓ presentation & questioning

An apprentice's EPA can be booked via VTCT's online system, epaPRO. Providers must confirm that the apprentice has completed all mandated components of the standard via completion of the checklist on epaPRO and upload the scope of the project for agreement with VTCT.

A preferred assessment date and time needs to be indicated; the VTCT EPA team will seek to match an IEA to accommodate the request. VTCT will formally confirm the booking by email and via epaPRO.

The EPA will typically be completed over a period of 6 months after the apprentice has met the EPA gateway requirements. The apprentice must gain a pass or distinction in the project report before undertaking the presentation & questioning assessment. The knowledge, skills, and behaviours (KSBs) will be assessed by each assessment method.

## Planning Assessments

Prior to the assessment taking place, the Training Provider will be contacted by VTCT EPA team to:

- ✓ Establish a named contact to liaise with
- ✓ Share contact details
- ✓ Confirm deadline date for project report and expected duration of the assessments
- ✓ Discuss resource requirements i.e. connectivity for presentation & questioning

## Remote Assessments

The EPA will be conducted via Microsoft Teams, a video conferencing platform provided through epaPRO. The apprentice will receive automated emails containing a link to their Teams meeting at the time of the assessment being booked. Each link is required by the apprentice to complete the relevant assessment.

## Cancellation

Under some circumstances it may be necessary to cancel an EPA. Should this happen, you must contact the EPA team immediately. Please note, 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 EPA:

- ✓ prior to the date of the EPA then the Customer must inform VTCT by email ([enquiries@skillsfirstassess.co.uk](mailto:enquiries@skillsfirstassess.co.uk))
- ✓ on the day of the EPA, then the Customer must inform VTCT by telephone (0121 270 5100)

Cancellation of an EPA within 10 working days prior to the assessment taking place will incur full cost of the EPA. For further details you can locate our Cancellation Policy via epaPRO or our website. Should the apprentice wish to re-sit at a later date a new booking form will be required.

## ID Requirements

VTCT are required to ensure that the person undertaking the assessment is the person they claim to be. As the Presentation & Questioning assessment is completed remotely, via a virtual meeting, the apprentice will be required to show photo ID prior to the assessment taking place. VTCT will accept the following as proof of the apprentices' identity:

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

The IEA will certify they have seen ID before proceeding with an assessment and confirm correct spelling of name in readiness for certification.

## Project Report (PR)

Assessment Method	Weighting	Duration	Grades
Project Report	50%	Up to 4 months to complete	Fail; Pass; Distinction

Apprentices must produce a project report based on a project completed in their workplace, after the EPA gateway. VTCT will agree the title and scope of an apprentice's project as a gateway requirement with the employer ensuring that it aligns with their business / business needs. This will be confirmed via email.

Apprentices must complete the project and submit the project report to VTCT within 4 months of agreement of the project title and scope.

Project scope criteria must:

- ✓ be broad enough to enable the application of KSBs that will be assessed by this assessment method
- ✓ be based around an appropriate process or problem within the workplace that will enable the apprentice to develop solutions and recommendations for improvement. These will be based on and underpinned by the application of their theoretical and technical knowledge of commercial procurement and supply
- ✓ focus on a minimum of two elements of the procurement cycle of; understanding needs, market options, developing strategy/plan, pre-market engagement, developing documentation, supplier selection to participate, bid evaluation and awarding, logistics, supplier performance review and management, and end-of-life/lessons learned

The apprentice should complete their project proposal unaided. When the project proposal is submitted, the apprentice and their employer must verify that the submitted project proposal is the apprentice's own work by uploading the signed declaration to epaPRO (Appendix 3).

Project report criteria must:

- ✓ have a maximum word limit of 5000 words (+/- 10%)
- ✓ be presented as a formal business report including: an executive summary (this will not be included in word count)
- ✓ have an introduction
- ✓ have a literature review
- ✓ research and findings
- ✓ recommendations and conclusions
- ✓ be referenced using a recognised standard such as the Harvard Referencing System

Further supporting evidence may be included and are encouraged, such as; line manager reports, achievement logs completed by the apprentice as part of regular performance management with their training provider, line manager and / or peer reviews and supplier and customer feedback to demonstrate communication and collaborative skills, as well as commitment to delivering quality services (these are not included in word count and not marked as it is evidence to support main piece of work and demonstrate it is the apprentice's own work).

There is no limit on the amount of supporting evidence that can be submitted, however we would expect to see quality evidence and not copious amount of none related supporting evidence. It is the Providers responsibility to ensure the apprentice knows what quality supporting evidence is appropriate.

The final word count must be added to the footer of the apprentice's assignment; any words above the 10% word count threshold will not be marked.

## Supplementary Evidence – examples

Evidence type	Points to consider
<b>Witness statement</b> <i>Written or verbal</i>	<ul style="list-style-type: none"> <li>Completed by person who is familiar to the Apprentice</li> <li>Who, what, where, when, why and how?</li> <li>Specific, work-related examples</li> </ul>
<b>Manager statement</b> <i>Written or verbal</i>	<ul style="list-style-type: none"> <li>Who, what, where, when, why and how?</li> <li>Specific, work-related examples</li> </ul>
<b>Customer feedback</b> <i>Written or verbal</i>	<ul style="list-style-type: none"> <li>Methods for recording feedback i.e. email, surveys, questionnaires, social media recommendations / endorsements, service review evidence</li> </ul>
<b>Performance reviews (Mid and end)</b> <i>Written or verbal</i>	<ul style="list-style-type: none"> <li>Methods of performance review i.e. self-evaluation, 360-degree feedback, behavioural checklist, ratings scale, one to one recording/documentation, evidence of meeting targets, apprenticeship feedback / reviews – Employer / Training Provider</li> </ul>
<b>Work product</b> <i>Written or digital</i>	<ul style="list-style-type: none"> <li>Email; screen shots; documents; reports; projects; meeting minutes, agendas; diaries; database entries, social media posts</li> <li>Work product should meet GDPR requirements</li> <li>Blank forms, templates and documents <b>do not</b> lead to the effective provision of evidence</li> <li>The work product should demonstrate your ability to perform the skills and behaviours within the standards</li> </ul>

**Supporting evidence: Please make sure evidence is presented as one screen shot per word document (this is to ensure quality and readability).**

The project report will be marked by an IEA using the grading criteria.

The apprentice must upload their completed PR (in PDF format) to epaPRO for marking and grading within the deadline agreed at booking. This gives the apprentice some flexibility to complete the assignment at their own pace and allows for work commitments. Failure to upload the completed PR within this timescale will result in an automatic fail grade being awarded.

### What the IEA will be looking for in the Project Report

- ✓ The apprentice has taken ownership of their PR.
- ✓ The apprentice has taken the opportunity to gain the highest grade possible.
- ✓ The apprentice has worked independently.
- ✓ The evidence provided is authentic and is their own work (the IEA will check that the Declaration of Authenticity form has been completed by the apprentice and employer and uploaded to epaPRO).
- ✓ The apprentice has kept within the word count and clearly recorded it within their work i.e. footer of document.
- ✓ Quality supporting evidence accepted
- ✓ The apprentice has taken key points from the brief and a clear thought process has been undertaken.

**The apprentice must gain pass or distinction in the project report before undertaking the presentation and questioning assessment**



## Presentation & Questioning (P/Q&A)

Having successfully completed and passed their PR, apprentices must complete a P&Q assessment; the dates will already have been agreed through the booking process.

Assessment Method	Weighting	Duration	Grade Available
Presentation & Questioning	50%	(P) 10 minutes (+ / - 1 minute) (Q) 30-35 minutes	Fail; Pass; Distinction

Apprentices must complete a presentation and questioning with an IEA. The apprentice is required to provide photographic ID to the IEA when requested at the start of the P&Q. This should be formal photographic identity e.g. driving licence, passport or national identity card.

The IEA is solely responsible for grading the presentation and questioning

Presentation & questioning criteria:

- ✓ apprentices must give a 10-minute (+ / - 1 minute) presentation on their work role and responsibilities relating to commercial procurement and supply.
- ✓ the presentation must be followed by questioning by the IEA. The IEA must ask 6 open questions from the question bank relating to procurement and supply practice, within a 30-35-minute period; follow up questions are allowed to seek clarification. These 6 questions must include a minimum of 1 question from each of the knowledge, skills and behaviours sections.
- ✓ it must take place in a suitable location i.e. quiet space free from distraction and influence. It must be completed face-to-face. This can be requested in person at workplace or via Microsoft Teams.

Example questions
How do you approach achieving the combination of quality and value for money?
What have you learned from your experiences with different stakeholders?
How will you use this experience as part of your continued career and professional development?

What the IEA will be looking for in the Presentation & Questioning

- ✓ The Apprentices understanding of the Procurement Cycle and how they have developed their knowledge and practical experience in each of the areas (this does not require the apprentice to explain each step of the Procurement Cycle, rather provide evidence that they understand the Cycle and how the different stages are linked and that they have developed knowledge and experience in each area)
- ✓ Any challenges that the apprentice has experienced
- ✓ What value the apprentice has contributed to their organisation
- ✓ The apprentice has given real-life examples of how they have applied knowledge and understanding whilst carrying out their job role.
- ✓ The apprentice is a confident, assertive, and persuasive communicator, to build a picture of their performance.
- ✓ The apprentice has taken the opportunity to gain the highest grade possible.

Presentation material such as PowerPoint is not mandatory but may be used to assist the apprentice with their overall presentation if preferred. The Apprentice will be asked to upload their presentation document as evidence in epaPRO48 hours before they scheduled P&Q assessment.

## **The Questions**

The 6 questions that the apprentices will be asked will be in line with the KSB criteria and therefore it is important that apprentices have read and fully understood all of the KSBs and identified how they will try to evidence these within their answers. The 6 questions will be 'open' in style, allowing apprentices the opportunity to develop their responses to reflect their knowledge, skills and behaviours.

Apprentices should use a range of practical examples to illustrate their responses, so that they can showcase their knowledge and how they have applied this learning in the work environment. The questions will be pre-selected from a question bank and will therefore not be the same for each apprentice; however, each set of questions will cover the KSBs outlined in the Assessment Plan.

In addition to the 6 main questions, the IEA may ask supplementary questions to provide further opportunities for the apprentice to evidence the KSBs. The questions are structured to provide apprentices with the opportunity to explain how they have met the KSB criteria.

## **Grading**

The IEA is responsible for grading each of the assessment methods in accordance with the EPA Grading Criteria and combining the results to determine an overall grade, according to the requirements set out in the EPA Plan (noting that an apprentice can only progress to P&Q once PR has been passed). This final overall grade will be input onto epaPRO once moderation complete.

- ✓ To achieve a PASS, apprentices must achieve a PASS or DISTINCTION in both assessment methods.
- ✓ To achieve a DISTINCTION, apprentices must achieve a DISTINCTION in both assessment methods.

Restrictions on grading apply where apprentices re-sit / retake an assessment method.

## **Professional Recognition and Progression**

Completion of CIPS L4 gains eligibility for equivalent membership of the Institute. CIPS L4 is a pre- requisite for MCIPS (L6) and the full professional licence and offers the potential for Chartered status.

## **Feedback**

The IEA will provide a summary of the assessment taken place and allow the apprentice the opportunity to ask questions, comment on the session or provide feedback should they wish to. If the apprentice asks any questions / comments or provides feedback, the IEA should record this on the record.

However, the IEA will not provide the apprentice (or their manager) with a preliminary grade, as it will be subject to the internal quality assurance processes. VTCT will aim to confirm the apprentice's final and overall grade approximately 10 working day following the last assessment.

## **Access arrangements**

It is important that apprentices are able to access assessments. Where apprentices have disabilities, learning difficulties or temporary injuries that may disadvantage them, a reasonable adjustment can be applied.

It is the responsibility of the provider to apply for these arrangements on behalf of the apprentice prior assessments taking place. For more information on access arrangements, please refer to the VTCT Reasonable Adjustment and Special Consideration policy on our website.

## **Re-sitting / Retaking End-point Assessment**

Apprentices who fail one or more assessment methods will be offered the opportunity to retake the assessment/s. Re-sits / retakes must not be offered to apprentices wishing to move from pass to distinction.

Apprentices who re-sit an assessment will not be eligible for the overall award of a distinction, unless VTCT identifies extenuating circumstances accounting for the fail, in which case the apprentice may be approved to re-take the assessment and the grade will not be capped.

**Re-sit** – an apprentice will be able to undertake a re-sit where there are extenuating circumstances which will impact on the assessment grade e.g. illness, accident on the way to the test, or not uploading PR on time. The apprentice must provide evidence in order for a re-sit decision to be made and the apprentice’s employer will need to agree with that a re-sit is an appropriate course of action.

**Retake** – an apprentice will be able to retake an assessment but must evidence additional learning has taken place - A re-take declaration is required for those apprentices that fail an assessment (Appendix 4). This must be uploaded prior to new booking being sent to bookings. . The assessments must be passed within 6 months of each other; otherwise the entire EPA must be retaken

VTCT will ensure that apprentices complete a different project and have a different question set for the P&Q when taking a re-take.

## **Re-sit / Retake fees**

The Re-sit and Retake fees will be agreed with the Head of Assessment Services at VTCT and the provider / employer. They can also be found on the VTCT website and within the signed provider agreement.

## **Results**

Following the completion of an assessment, the IEA will send the completed mark scheme and feedback reports to the LIEA, who will then moderate and provide a final grade. The overall final grade will be submitted to the ESFA, who will issue an Apprenticeship completion certificate for the standard; a copy of the certificate number provided by ESFA will be input onto the apprentice’s record on epaPRO by VTCT.

The certificate will confirm that the apprentice has passed the assessments and has demonstrated full competency across the standard. This will be sent to the employer for distribution and celebration. We would advise providers to check with employers that the certificate has been received and a copy has been taken for their records.

## **Appeals**

Should an apprentice or employer wish to appeal the grade received, please refer to the VTCT Appeals Policy, which is available via epaPRO or alternatively on the website.

## Additional Information

In addition to the guidance set out in the Assessment Plan, it is important to note the following:  
The project should focus on a minimum of two elements of the procurement cycle:

- understanding needs
- market options
- developing strategy/plan
- pre-market engagement
- developing documentation
- supplier selection to participate
- bid evaluation and awarding
- logistics
- supplier performance review and management
- end-of-life/lessons learned.

For some projects 2 stages will be suitable whilst for other projects the apprentice may need to select more than 2 stages.

The particular stages selected (and combination of those stages) need to enable the apprentice to showcase application of ALL of the KSBs that will be assessed by the project report – those KSBs are shown with an x against them in annex 1 of the assessment plan:

[st0313\\_commercial-procurement-and-supply\\_l4-published-version\\_-28-11-17.pdf \(instituteofapprenticeships.org\)](#).

Note, **17** of the 20 Knowledge, all **12** of the Skills and **3** of the 7 Behaviours will need to be evidenced in the report.

Where a particular KSB includes multiple elements, the report must contain application of all those elements. For example, one of the Knowledge items under Supplier Management is ‘- **Both national and international contractual and procedural procurement law. Recognise the use of legal terms that regulate commercial agreements.**’ The report therefore needs to showcase the apprentices’ understanding of **both** national and international contractual and procedural procurement law.

Where the KSB provides examples, such as the Knowledge item under Sourcing and Contract Agreements states - ‘**Different procurement and contractual models e.g. use of SMEs, mutual and joint ventures**’, procurement and contracting models other than those stated can be applied.

**If any of the assessed KSBs are missing from, or only partially covered in the report, then the report will fail, regardless of how well the other KSBs are covered.**

To assist the Apprentice and Line Manager, it is suggested that:

- when selecting a project, review Annex 1 of the Assessment Plan to ensure that project idea being considered (and the associated stages of the procurement cycle stages) will provide the opportunity to apply all of the assessed KSBs.
- when project planning, use the assessed KSBs to identify all the tasks that will need to be undertaken.
- when writing the report include a mapping document (as an annex) which sets out all the assessed KSBs, detailing how they have been applied and stating which page or section of the report they appear.

**Appendix 1**
**Gateway Meeting form**

Commercial Procurement & Supply - Gateway Meeting			
Apprentice Name			
ULN		Date of Birth	
<b>Apprentice has achieved all criteria for the standard</b>	Yes / No	<b>Is the Apprentice ready for EPA</b>	Yes / No
<b>Prerequisite requirement on standard</b>	<b>Achieved</b>	<b>Date</b>	<b>Evidence uploaded</b>
Diploma in Procurement and Supply level 4			
Achieved English Level 2			
Achieved Maths Level 2			
Exemption evidence uploaded to epaPRO			
Project Scope			
<b>Please confirm that the above-named apprentice consents to VTCT applying for their Apprenticeship Certificate on their behalf.</b>			
	<b>Signature</b>	<b>Meeting Date</b>	
Apprentice signature			
Employer Signature			
Provider Signature			

## Appendix 2

### Guidance for Apprentices

VTCT (VTCT) is an End-point Assessment Organisation (EPAO); you will be assessed by an Independent End-point Assessor (IEA) to ensure that you meet the requirements of the Commercial Procurement and Supply apprenticeship standard. The IEA will independently assess your competency after you have completed the on-programme training and learning and following your employer and provider confirming you are ready to complete the assessments.

The assessments will be carried out by an IEA, who is an assessment expert and has the required occupational expertise within the sector. IEAs will carry out the range of required assessments remotely, in a secure and safe manner.

#### Abbreviations

<b>EPA</b>	End-point Assessment
<b>EPAO</b>	End-point Assessment Organisation
<b>ESFA</b>	Education and Skills Funding Agency
<b>the Institute</b>	Institute for Apprenticeships and Technical Education
<b>IEA</b>	Independent End-point Assessor
<b>LIEA</b>	Lead Independent End-point Assessor
<b>PR</b>	Project Report
<b>P/Q</b>	Presentation with Questioning
<b>epaPRO</b>	VTCT End-point assessment system
<b>VTCT</b>	VTCT

#### Your identification (ID) requirements

VTCT are required to ensure that the person undertaking the assessment is the person they claim to be. As all assessments are remote, via a virtual meeting room, you will be required to show your identification prior to the assessment starting.

VTCT will accept the following as proof of your identity:

- ✓ A valid passport
- ✓ A signed UK photocard driving licence
- ✓ Employee ID card

The IEA will certify they have seen ID before proceeding with the assessment. Failure to do so may result in the assessment being cancelled and a charge being incurred by your employer and provider.

Successful completion of EPA demonstrates that you are competent in your role and will result in the award of the apprenticeship certificate from the Institute. This certificate will be applied for by VTCT and will be sent directly to your employer from the Institute.

The purpose of this document is to ensure you, the apprentice, knows about the requirements within the Commercial Procurement and Supply Apprenticeship standard. This will help you to meet the assessment requirements.

The apprenticeship standard comprises of the following:

### **On programme training and learning**

On programme training and learning must meet the requirements set out in the apprenticeship standard. Your employer and provider will support you throughout your apprenticeship; this should typically take 18-months and you must achieve Level 2 English and Maths, and a Diploma in Procurement and Supply level 4.

### **Gateway to EPA**

Once you have completed the relevant on-programme training and learning, you, your employer and provider will confirm that you are ready to complete the assessments and the 'Gateway Meeting form' will be completed and uploaded to epaPRO.

### **EPA**

The EPA is the final assessment of your knowledge, skills and behaviours; the Commercial Procurement and Supply Apprenticeship Standard, is made up of two assessment methods, the IEA will grade these as a fail, pass or distinction. We have provided your employer and provider with guidance regarding what you will need to know and demonstrate to achieve a pass or distinction.

### **Methods of assessment**

The Commercial Procurement and Supply Apprenticeship Standard, is made up of the following assessments:

#### **Project Report (PR)**

<b>Assessment Method</b>	<b>Weighting</b>	<b>Duration</b>	<b>Grades</b>
Project Report	50%	Up to 4 months to complete	Fail, Pass, Distinction

You must gain pass or distinction in the project report before undertaking the presentation & questioning assessment.

You must produce a project report based on a project completed in your workplace, **after** the EPA gateway. VTCT will agree the title and scope of your project as a gateway requirement with the employer ensuring that it aligns with your business / business needs.

You must complete the project and submit the project report to VTCT within 4 months of agreement of the project title and scope.

Project scope criteria must:

- ✓ be based around an appropriate process or problem within the workplace that will enable you to develop solutions and recommendations for improvement, based on and underpinned by the application of your theoretical and technical knowledge of commercial procurement and supply
- ✓ focus on a minimum of two elements of the procurement cycle of; understanding needs, market options, developing strategy/plan, pre-market engagement, developing documentation, supplier selection to participate, bid evaluation and awarding, logistics, supplier performance review and management, and end-of-life/lessons learned

You should complete your project proposal unaided. When the project proposal is submitted, you and your employer must verify that the submitted project proposal is your own work by uploading the signed declaration to epaPRO. (Appendix 3)

Project report criteria must:

- ✓ have a maximum word limit of 5000 words (+/- 10%)
- ✓ be presented as a formal business report including: an executive summary (this will not be included in word count)
- ✓ have an introduction
- ✓ have a literature review
- ✓ research and findings
- ✓ recommendations and conclusions
- ✓ be referenced using a recognised standard such as the Harvard Referencing System

The final word count must be added to the footer of your assignment, any words above the 10% wordcount threshold will not be marked.

Further supporting evidence may be included and is encouraged, such as; line manager reports, achievement logs completed by yourself as part of regular performance management with your training provider, line manager and/or peer reviews and supplier and customer feedback to demonstrate communication and collaborative skills, as well as commitment to delivering quality services (these are not included in word count and not marked as it is evidence to support main piece of work and demonstrate it is your own work).

There is no limit on the amount of supporting evidence that can be submitted, however we would expect to see quality evidence and not copious amount of none related supporting evidence. For example, evidence should be presented as one screen shot per Word document (this is to ensure quality and readability) and one page per manager/witness statement.

You must upload your completed PR (in PDF format) to epaPRO for marking and grading. Failure to upload the completed PR within this timescale will result in an automatic fail grade being awarded.



### What the IEA will be looking for in the Project Report

- ✓ You have taken ownership of their PR and have worked independently
- ✓ The evidence provided is authentic and is your own work (the IEA will check that the Declaration of Authenticity form has been completed by you and employer and uploaded to epaPRO)
- ✓ You have kept within the word count and clearly recorded it within their work i.e. footer of document
- ✓ You have taken key points from the brief and a clear thought process has been undertaken
- ✓ You have uploaded appropriate supplementary evidence of a high standard

### Presentation & Questioning

Assessment Method	Weighting	Duration	Grade Available
Presentation & Questioning	50%	(P) 10 minutes (+ / - 1 minute) (Q&A) 30-35 minutes	Fail; Pass; Distinction

Having successfully completed and passed your PR, you must complete a P&Q assessment; the dates will already have been agreed through your provider and VTCT.

#### Presentation & Questioning criteria:

- ✓ you must give a 10-minute (+ / - 1 minute) presentation on your work role and responsibilities relating to commercial procurement and supply.
- ✓ you will be asked 6 open questions from the question bank relating to procurement and supply practice, within a 30-35-minute period; follow up questions are allowed to seek clarification.
- ✓ it must take place in a suitable location i.e., quiet space free from distraction and influence

#### What the IEA will be looking for in the Presentation & Questioning:

- ✓ you understand the Procurement Cycle and how you have developed your knowledge and practical experience in each of the areas
- ✓ any challenges that the you have experienced
- ✓ what value you have contributed to your organisation
- ✓ you have given real-life examples of how you have applied knowledge and understanding whilst carrying out your job role.
- ✓ you are confident, assertive and persuasive communicator, to build a picture of your performance.

Presentation material such as PowerPoint is not mandatory, but may be used to assist you with your overall presentation if preferred. You will be asked to upload your presentation document as evidence in epaPRO 48 hours before your scheduled P&Q assessment.

**Re-sitting / retaking an End-point Assessment**

Should you fail one or more assessment method will be offered the opportunity to retake the assessment/s. However, you will not be eligible for the overall award of a distinction, unless VTCT identifies extenuating circumstances accounting for the fail, in which case you may be approved to retake the assessment and the grade will not be capped.

Should you fail an assessment/s, VTCT will ensure that you complete a different project and have a different question set for the P&Q when taking a retake.

Good luck with your End-point Assessment!

**Appendix 3**
**Knowledge, Skills & Behaviours assessed by each assessment method**

<b>Knowledge</b>	<b>What All Commercial Procurement Professionals Must Know and Understand</b>	<b>Project Report</b>	<b>Presentation &amp; Questioning</b>
<b>Context of procurement and supply</b>	How an organisation's money is spent, including the organisation's own rules on managing budgets.	X	
	The difference between public and private sector procurement life-cycles and how they fit into the organisation's structure		X
<b>Pre-procurement and early market engagement</b>	Show understanding of the market, regulatory environment, supplier and service landscape before beginning the tendering process. Whilst knowing about the ability to utilise market and commodity intelligence, including supplier innovation, customer requirement and how the use of internal and external data can support the development of a robust business case.	X	
	Cost and pricing models and commercial concepts and how they influence supplier/customer behaviours.	X	
	Financial awareness that enables a focus on achieving efficiencies and continuous improvement.	X	
	Recognise business needs that shape decisions, for example financial restrictions or time requirements. Show how such business objectives are articulated in procurement specifications using a set of appropriate tools/techniques e.g. LEAN sourcing.	X	
<b>Sourcing and contract agreements</b>	The principles and purpose of commercial contracting and how contract terms, conditions and obligations affect delivery and supplier performance. Successful negotiation.	X	
	Understand sustainability risks and opportunities associated with sourcing decisions. Know that these decisions assist with conducting pre-procurement market engagement to make sure the requirement is deliverable, clear and attractive to suppliers whilst also offering maximum value for money.	X	
	Different procurement and contractual models e.g. use of SMEs, mutual and joint ventures	X	
	The use of the different types of documentation and terminology that frequently form part of the commercial contract process, e.g. the contract and its appendices.	X	X
	The aims of and tactics and techniques for successful negotiation.	X	
<b>Supplier management</b>	The organisation's commercial strategy and policies, procedures and governance mechanisms.	X	
	The principles and purpose of contract governance, risk management and the internal controls within their own organisation and conduct work within those frameworks.	X	

	A range of supplier performance monitoring, management and reporting techniques to ensure that cost, service, quality and sustainability objectives are being achieved.	X	
	The need to develop strong collaborative relationships with customer, supplier and stakeholders		X
	What techniques to use to add value through building positive commercial relationships and trust.		X
	How to forecast and plan requirements with internal stakeholders and suppliers to ensure the supply of goods and services matches demand taking into account actual demand.	X	
	Both national and international contractual and procedural procurement law. Recognise the use of legal terms that regulate commercial agreements.	X	
<b>Category management</b>	How specific areas of procurement spend can be organised into appropriate categories.	X	
	The main components, benefits and constraints to taking a category management approach across all stages of the commercial procurement life-cycle.	X	
<b>Skills</b>	<b>What all Commercial Procurement Professionals Must Be Able To Do</b>	<b>Project Report</b>	<b>Presentation &amp; Questioning</b>
	Identify approaches to achieve agreements with external and internal organisations and stakeholders including developing the communication skills that can influence positive negotiated outcomes	X	X
	Use a range of contract and supplier performance monitoring, management and reporting techniques to ensure that cost, service, quality and sustainability objectives are being achieved and maintained.	X	
	To be able to carry out cost management, including the cost base, and variances from budget.	X	
	Use appropriate software, spreadsheet, word processing and presentation packages plus specialist programmes and systems associated with the organisation to convey information.	X	
	Clearly and concisely raise items for discussion and negotiation in order to resolve an issue that may be with customers, suppliers or colleagues.	X	
	Recognise the impact that decision-making has on costs and identify opportunities to save money or deliver services in the most effective or efficient way	X	
	Evaluate costs by comparison with industry standards or high performers (benchmarking).	X	
	Confidently display supplier/customer relationship management skills with a range of stakeholders, keeping key stakeholders and	X	X

	customers appropriately informed		
	Take responsibility for activities such as change control, managing contractual obligations, risk management and measurement and delivering to the required performance standard.	X	
	Use selection and award criteria commonly applied when sourcing requirements from external suppliers and evidence how supplier bids are evaluated against these criteria.	X	
	Use the different types of documentation and terminology that frequently form part of the commercial procurement process for the supply of goods and services	X	X
	Liaise, negotiate and undertake proactive actions with suppliers and stakeholders to ensure successful delivery of purchased goods and services, taking appropriate actions to address any shortfalls or excess.	X	
<b>Behaviours</b>	<b>How all Commercial Procurement Professionals Must Behave</b>	<b>Project Report</b>	<b>Presentation &amp; Questioning</b>
	Maintain an economic, long-term focus whilst considering the objective of achieving value for money in combination to maximising quality in all activities.	X	X
	Be responsive, innovative and seek out opportunities to create effective change.		X
	Have a strong commitment and be self-motivated to develop and learn		X
	Create and maintain positive, professional and trusting working relationships with a wide range of internal, external and connected stakeholders. Maintain effective partnerships with suppliers and customers through the commercial process to achieve business objectives		X
	Show consideration for objective and accurate judgments using sound evidence and knowledge.	X	
	Work to appropriate timescales and take responsibility and accountability for quality outcomes		X
	Always take into account diverse stakeholder needs and requirements.	X	X

**Annex 3a – EPA Grading Criteria**
**Project Report**

<b>Knowledge</b>	<b>Fail - Unable to evidence all of the following:</b>	<b>Pass - evidences all of the following:</b>	<b>Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:</b>
<b>Context of Procurement</b>	Understanding of organisation’s procurement strategy, including how money is spent	Their organisation’s procurement strategy and the governance mechanisms behind this, how different procurement activities inter-relate, including how money is spent and managing budgets	Full conversant with organisation commercial strategy and procurement policies, procedures, processes and governance mechanisms and is able to advise and support colleagues in their application  The main drivers, effects, risks and regulations of globalisation in supply chains.
<b>Pre-procurement and Early Market Engagement</b>	Understanding of the market, regulatory environment, supplier and service landscape Ability to utilise market and commodity intelligence, including customer requirement How cost/pricing models and commercial concepts influence supplier/customer behaviours Details on business needs and articulating them in specifications using a set of appropriate tools/techniques Financial awareness.	Understanding of the market, regulatory environment, supplier and service landscape before beginning the tendering process whilst knowing about the ability to utilise market and commodity intelligence, including supplier innovation and customer requirement Cost and pricing models and commercial concepts and how they influence supplier/customer behaviours Recognising business needs that shape decision and articulate them in specifications using a set of appropriate tools/techniques e.g. LEAN sourcing. Financial awareness that enables a focus on achieving efficiencies and continuous improvement The main internal and external stakeholders and how they influence activity.	How to use early market engagement and robust internal and external data to inform decisions on appropriate commercial models and when creating a business case Understanding the requirement, the market place and the potential solutions – is able to use this knowledge to provide recommendations or to challenge if necessary Understanding of the different supplier management approaches associated with managing strategic and non-strategic suppliers Understanding of macro and supply market economics e.g. supply and demand, inflation, market trends, competition etc.
<b>Sourcing and Contract Agreements</b>	Main types of contractual agreements Commercial and contractual models e.g. use of SMEs, mutuals and joint ventures Using the different types of documentation and terminology that frequently form part of the commercial contract process Effective negotiation skills and what tactics can be used Using legal terms, conditions and obligations	The main types of contractual agreements e.g. frameworks, mini competitions, call offs, service contracts, one off purchases etc.  Aware of commercial and contractual models e.g. use of SMEs, mutuals and joint ventures The use of the different types of documentation and terminology that frequently form part of the commercial contract process, e.g. the contract and its appendices The risks that can arise from inadequate specifications	How business needs are captured and shape commercial decisions; be aware of how such business objectives are articulated in contractual agreement and procurement specifications Sources of competitive advantages e.g. low cost, sources of differential advantage e.g. innovation, brand image etc. How effective procurement activity impacts on creating savings and efficiencies for the organisation Cost and pricing models and associated financial commercial concepts and how they influence supplier behaviours, e.g.

	<p>that should regulate commercial agreements, and how it affects delivery and supplier performance</p> <p>Commercial and sustainability risks/opportunities associated with decisions in work</p> <p>The importance of formal contractual variations, and how this relates to achieving value for money.</p>	<p>and the use of environmental and social criteria</p> <p>Awareness of the importance of developing effective negotiation skills and when/how and what tactics can be used</p> <p>Recognises the use of legal terms, conditions and obligations that should regulate commercial agreements, and how it affects delivery and supplier performance</p> <p>Commercial and sustainability risks/opportunities associated with decisions</p> <p>Aware of and understands the internal approvals process relating to contract award</p> <p>The importance of formal contractual variations, and how this relates to achieving value for money.</p>	<p>profit, open book accounting etc.</p> <p>The impact of specific legal agreements in procurements and the impact on the relationships between stakeholders and the ultimate delivery e.g. confidentiality negligence, assignment and subcontracting</p> <p>Awareness of both national and EU contractual and procedural procurement law, as well as any category specific legislation</p> <p>Regulations surrounding bribery and corruption.</p>
<p><b>Supplier Management</b></p>	<p>Organisation’s strategy and policies, procedures and governance mechanisms</p> <p>Working understanding of the principles and purpose of contract governance, risk management and the internal controls within their own organisation</p> <p>Range of supplier performance monitoring, management and reporting techniques</p> <p>Benefits of changing their approach to market over time, and the need to develop strong collaborative relationships with all stakeholders</p> <p>Ability to forecast and plan requirements with internal stakeholders and suppliers</p> <p>Knowledge of national and international contractual and procurement law. Recognise the use of legal terms that regulate commercial agreements.</p>	<p>Organisation’s strategy and policies, procedures and governance mechanisms</p> <p>Understanding of the principles and purpose of contract governance, risk management and the internal controls within their own organisation and conduct work within those frameworks</p> <p>A range of supplier performance monitoring, management and reporting techniques to ensure that cost, service, quality and sustainability objectives are being achieved and understands typical Key Performance Indicators (KPI)</p> <p>Awareness of the benefits of changing your approach to market over time, and the need to develop strong collaborative relationships with all stakeholders</p> <p>How to forecast and plan requirements with internal stakeholders and suppliers to ensure the supply of goods and services matches demand taking into account actual demand</p> <p>Both national and international contractual and procurement law. Recognises the use of legal terms that regulate commercial agreements</p> <p>Basic understanding of exit procedures, contract</p>	<p>The move from contract award to contract management mobilisation, related activities and stakeholders</p> <p>The value that can be achieved by continuous improvement of quality, creating innovation, promoting sustainable procurement</p> <p>The main types of contractual and supply chain risks and difficulties that may arise and appropriate mitigation strategies</p> <p>Understanding different parts of a contract and how the terms and conditions of a contract affect the suppliers’ deliverables and how a plan must be developed to manage this</p> <p>Understanding of basic dispute resolution procedures and strategies</p> <p>The main remedies in the situation where a supplier has defaulted on or breached a contract.</p>

		extensions and renewals.	
<b>Category Management</b>	<p>How specific areas of procurement spend can be organised into appropriate categories (groups of similar requirements, e.g. IT, estates etc.)</p> <p>Appreciation of the main components, benefits and constraints to taking a category management approach across all three stages of the procurement life-cycle.</p>	<p>How specific areas of procurement spend can be organised into appropriate categories (groups of similar requirements, e.g. IT, estates etc.)</p> <p>The objectives and components of category management and the appreciation of the main components, benefits and constraints to taking a category management approach across all stages of the procurement life-cycle.</p>	<p>The importance of the whole category management cycle and appreciates the value of the inclusion of this view from the start of the process</p> <p>The value to be gained from operating a category model through standardisation, volume, innovations and leveraging suppliers</p> <p>How category management approach may be appropriate in some situations and not others</p> <p>Established models and methodology for the adoption of category management e.g. CIPS category management model.</p>
<b>Skills</b>	<b>Fail - Unable to evidence all of the following:</b>	<b>Pass - evidences all of the following:</b>	<b>Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:</b>
<b>Pre-procurement and Early Market Engagement</b>	<p>Developing, analysing and interpreting market and commodity intelligence, making use of internal and external data</p> <p>Use of clear and effective communication methods when dealing with suppliers and customers</p> <p>Assisting with conducting pre-procurement market engagement ensuring the requirement is deliverable, clear and attractive to suppliers whilst also offering the maximum value for money</p> <p>Use of the different types of documentation and terminology that frequently form part of the procurement process.</p>	<p>How to develop, analyse and interpret market and commodity intelligence, making use of internal and external data</p> <p>Use of clear and effective communication methods, both verbal and written, when dealing with suppliers and customers</p> <p>Assisting with conducting pre-procurement market engagement ensuring the requirement is deliverable, clear and attractive to suppliers whilst also offering the maximum value for money</p> <p>Use of the different types of documentation and terminology that frequently form part of the commercial procurement process for the supply of goods and services.</p>	<p>Uses relevant market information to develop commercial strategy</p> <p>Shapes output / outcome-based requirement taking opportunity to capture views or innovation and structure requirements into lots as necessary to ensure that requirements are effectively allocated to meet the agreed strategy</p> <p>Use of analytical and problem-solving skills to understand the key information from market intelligence and customer requirements and use this analysis to support the development of a robust business case</p> <p>Conducting pre-negotiation research preparing relevant reports for use during negotiation e.g. supplier profiles and market analysis.</p>
<b>Sourcing and Contract Agreements</b>	<p>Using appropriate software, spreadsheet, word processing and presentation packages plus specialist programmes and systems associated with the organisation to convey information</p> <p>Using selection and award criteria commonly applied when sourcing requirements from external suppliers and how supplier bids are</p>	<p>Use appropriate software, spreadsheet, word processing and presentation packages plus specialist programmes and systems associated with the organisation to convey information</p> <p>Use selection and award criteria commonly applied when sourcing requirements from external suppliers and how supplier bids are evaluated against these criteria –</p>	<p>The application of setting appropriate tools/techniques that procurement professionals use e.g. LEAN sourcing, specifications, Invitations to Tender etc. to help develop ideas, make decisions and manage risks; and be able to apply these to real contracting situations</p> <p>Financial awareness that enables a focus on achieving financial efficiencies and continuous improvement</p>



	<p>evaluated against these criteria</p> <p>The impact that decision-making has on costs and identify opportunities to save money or deliver services in the most effective or efficient way</p> <p>Evaluating costs by comparison with industry standards, high performers, previous contracts etc. in order to benchmark costs.</p> <p>Identification of approaches to achieve negotiated agreements with external and internal organisations and internal stakeholders including developing the main communication skills that can be used to positive effect in a commercial negotiation</p>	<p>including the appreciation and articulation of key stakeholder requirements, incorporating them into commercial decision making at relevant points</p> <p>Recognises the impact that decision-making has on costs and identify opportunities to save money or deliver services in the most effective or efficient way</p> <p>Evaluates costs by comparison with industry standards, high performers, previous contracts etc. in order to benchmark costs</p> <p>Identification of approaches to achieve negotiated agreements with external and internal organisations and internal stakeholders including developing the main communication skills that can be used to positive effect in a commercial negotiation.</p>	<p>Actively challenges costs to ensure value for money and effective cost management</p> <p>Develops and advise on strategy options for sourcing</p> <p>Operating in compliance with relevant legislation and codes of practice and is able to recognise non- compliance issues and can escalate these in the appropriate way</p> <p>Recommends appropriate negotiation strategies using an understanding of all parties’ positions, strength and weaknesses to ensure the most effective leverage</p> <p>Consults with specialists to inform negotiation strategy e.g. engineering specialists, health etc.</p>
<p><b>Supplier Management</b></p>	<p>Display of supplier/customer relationship management skills and inability to keep key stakeholders and customers appropriately informed</p> <p>Carrying out cost management, including the cost base, and variances from budget</p> <p>Raising items for discussion in order to resolve an issue that may be with customers, suppliers or colleagues</p> <p>Taking responsibility for activities such as change control, managing contractual obligations, risk management and measurement and delivering to the required performance standard</p> <p>Liaising and undertaking proactive actions with suppliers and stakeholders to ensure successful delivery of purchased goods and services, taking appropriate actions to address any shortfalls or excess</p> <p>Range of contract and supplier performance monitoring, management and reporting</p>	<p>Confidently displays supplier/customer relationship management skills with a range of stakeholders, keeping key stakeholders and customers appropriately informed</p> <p>To be able to carry out cost management, including the cost base, and variances from budget</p> <p>Clearly and concisely raise items for discussion and negotiation in order to resolve an issue that may be with customers, suppliers or colleagues</p> <p>Take responsibility for activities such as maintaining contract administration records/schedules, change control, managing contractual obligations, risk management and measurement and delivering to the required performance standard</p> <p>Liaise, negotiate and undertake proactive actions with suppliers and stakeholders to ensure successful delivery of purchased goods and services, taking appropriate actions to address any shortfalls or excess</p> <p>Use a range of contract and supplier performance monitoring, management and reporting techniques to ensure cost, service, quality and sustainability objectives are being achieved against business case</p>	<p>Recognises the need for involving the contract management function and the internal stakeholders in the sourcing phase to ensure early preparations for contract management are factored into the plan</p> <p>Applies performance measures to contracts and utilise thresholds and targets – liaise with suppliers regarding contract performance metrics and management information as part of agreed measurement approach</p> <p>Actively monitors KPI’s against baselines and uses management information to develop strategies for improving contract and supplier performance, analysing and drawing conclusions from data</p> <p>Developing opportunities to incentivise contract delivery and continuous performance improvement</p> <p>Developing performance measures and determine thresholds and targets and agree improvement plans</p> <p>Leading performance discussions with suppliers and is able to make recommendations for remedial action if suppliers aren’t meeting performance requirements</p> <p>Articulation and identification of commercial risks and working with stakeholders to mitigate or manage risks that</p>

	techniques to ensure cost, service, quality and sustainability objectives are being achieved.	objectives/business requirements.	<p>can impact commercial contracts</p> <p>Working with stakeholders to avoid corruption and fraud in supply chains</p> <p>Completing a typical reporting cycle, producing management reports</p> <p>Preparing contract management plans</p> <p>Liaising with legal teams to manage the development of contracts to achieve commercial objectives</p> <p>Articulates and manages commercial risks, applying mitigation techniques.</p>
<b>Behaviours</b>	<b>Fail - Unable to evidence all of the following:</b>	<b>Pass - evidences all of the following:</b>	<b>Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:</b>
	<p>Maintaining an economic, long-term focus whilst considering the objective of achieving value for money</p> <p>Taking account of diverse customer needs and requirements.</p>	<p>Maintaining an economic, long-term focus whilst considering the objective of achieving value for money, maximising quality in all activities</p> <p>Always taking account of diverse customer needs and requirements</p>	<p>Demonstrating experience of gathering and collating lessons learned from broader commercial teams to feed into future procurement projects</p> <p>The use of analytic skills to examine complex information and apply when decision making</p> <p>The objective of delivering and improving a quality service at the forefront of decision-making</p> <p>Developing proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.</p>

**Annex 3b – EPA Grading Criteria**
**Presentation & Questioning**

<b>Knowledge</b>	<b>Fail - Unable to evidence all of the following:</b>	<b>Pass - evidences all of the following:</b>	<b>Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:</b>
	<p>The difference between public and private sector procurement life-cycles</p> <p>How each stage of the cycle fits into the organisation's structure</p> <p>Using the different types of documentation and terminology that frequently form part of the commercial contract process</p> <p>Knowledge of 'adding value' through commercial relationships.</p>	<p>The difference between public and private sector procurement life-cycles, the terminology surrounding these stages and how they fit into the organisation's structure</p> <p>The use of the different types of documentation and terminology that frequently form part of the commercial contract process, e.g. the contract and its appendices</p> <p>The need to develop strong collaborative relationships with customer, supplier and stakeholders</p> <p>What techniques to use to add value through building positive commercial relationships and trust</p>	<p>Full conversant with organisation commercial strategy and procurement policies, procedures, processes and governance mechanisms and is able to advise and support colleagues in their application</p> <p>The impact of specific legal agreements in procurements and the impact on the relationships between stakeholders and the ultimate delivery e.g. confidentiality negligence, assignment and subcontracting</p> <p>Understanding of the use of partnerships with key suppliers to share risks, benefits and service costs.</p>
<b>Skills</b>	<b>Fail - Unable to evidence all of the following:</b>	<b>Pass - evidences all of the following:</b>	<b>Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:</b>
	<p>Use of terminology that frequently form part of the procurement process</p> <p>Identification of approaches to achieve negotiated agreements with external and internal organisations and internal stakeholders including developing the main communication skills that can be used to positive effect in a commercial negotiation</p> <p>Display of supplier/customer relationship management skills and inability to keep key stakeholders and customers appropriately informed.</p>	<p>Use terminology that frequently form part of the commercial procurement process for the supply of goods and services</p> <p>Identification of approaches to achieve negotiated agreements with external and internal organisations and internal stakeholders including developing the main communication skills that can be used to positive effect in a commercial negotiation</p> <p>Confidently displays supplier/customer relationship management skills with a range of stakeholders, keeping key stakeholders and customers appropriately informed.</p>	<p>Shapes output/outcome based requirement taking opportunity to capture views or innovation and structure requirements into lots as necessary to ensure that requirements are effectively allocated to meet the agreed strategy</p> <p>Develops and advises on strategy options for sourcing</p> <p>Recommends appropriate negotiation strategies using an understanding of all parties' positions, strength and weaknesses to ensure the most effective leverage</p> <p>Consults with specialists to inform negotiation strategy e.g. engineering specialists, health etc.</p> <p>Leading performance discussions with suppliers and is able to make recommendations for remedial action if suppliers aren't meeting performance requirements</p> <p>Articulation and identification of commercial risks and working with stakeholders to mitigate or manage risks that can impact commercial contracts</p> <p>Liaising with legal teams to manage the development of contracts to achieve commercial objectives.</p>

Behaviours	Fail - Unable to evidence all of the following:	Pass - evidences all of the following:	Distinction - in addition to all of the pass criteria evidences 1 (in each section) or more of the following:
	<p>Maintaining an economic, long-term focus whilst considering the objective of achieving value for money</p> <p>Responsiveness, innovation and ability to seek out opportunities to create effective change</p> <p>Strong commitment and self-motivated to develop and learn</p> <p>Positive, professional working relationships</p> <p>Maintains effective (or evidence no) partnerships with suppliers and customers through the commercial process</p> <p>Making objective and accurate judgments, or fails to use evidence to make these decisions</p> <p>Working with pace to appropriate timescales and does not take responsibility and accountability for quality outcomes</p> <p>Taking account of diverse customer needs and requirements.</p>	<p>Maintaining an economic, long-term focus whilst considering the objective of achieving value for money, maximising quality in all activities</p> <p>Being responsive, innovative and seek out opportunities to create effective change</p> <p>Having a strong commitment and be self-motivated to develop and learn</p> <p>Creating and maintaining positive, professional and trusting working relationships with a wide range of stakeholders</p> <p>Maintaining effective partnerships with suppliers and customers through the commercial process to achieve business objectives</p> <p>Making objective and accurate judgments using sound evidence and knowledge</p> <p>Working with pace to appropriate timescales and take responsibility and accountability for quality outcomes</p> <p>Always taking account of diverse customer needs and requirements</p> <p>The seeking of feedback from other to improve one's own efficiency and effectiveness.</p>	<p>Interacting confidently and effectively as an intelligent and credible customer with suppliers and other commercial teams</p> <p>Demonstrating experience of gathering and collating lessons learned from broader commercial teams to feed into future procurement projects</p> <p>Recognising the need for change, challenge existing practices when necessary, encourage team commitment to positive changes and utilise technology where appropriate</p> <p>Finding ways to improve systems and structures to deliver with more streamlined resources</p> <p>Proactivity in engaging, consulting and sharing knowledge with others from outside own immediate team when this will be beneficial to business objectives</p> <p>The use of analytic skills to examine complex information and apply when decision making</p> <p>The objective of delivering and improving a quality service at the forefront of decision-making</p> <p>Readily shares resources with other teams within the organisation to support shared goals and priority of organisation</p> <p>Awareness of own scope of authority for decision making and empower other team members to make decisions</p> <p>Invites challenges to own decisions in order to present the most robust recommendations</p> <p>When necessary challenging the misuse of resources in delivering services</p> <p>Developing proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.</p>

**Appendix 4**

## Template for Title and Scope of Project Proposal

### Commercial Procurement and Supply Level 4 - ST0313 / AP03

VTCT will agree the title and scope of an apprentice’s project as a gateway requirement with the employer ensuring that it aligns with their business / business needs.

Apprentices must complete the project and submit the project report to VTCT within 4 months of agreement of the project title and scope. A brief summary of what the project will cover should be uploaded at the gateway. This should demonstrate that the project will provide sufficient opportunity for the apprentice to cover the KSBs mapped to this method. If the scope does not have potential to meet all KSBs, VTCT will disallow the scope and contact the employer within 72 hours of upload.

<b>Apprentice Name:</b>	<b>Date:</b>
<b>Employer:</b>	
<b>Project Title:</b>	
<i>Focus on a minimum of two elements of the procurement cycle of; understanding needs, market options, developing strategy / plan, pre-market engagement, developing documentation, supplier selection to participate, bid evaluation and awarding, logistics, supplier performance review and management, and end-of-life / lessons learned</i>	
<b>Employer Agreement that the Project Title and Scope align with the business / business needs</b>	
<b>Name</b> (on behalf of the employer)	
<b>Signature</b>	
<b>Date</b>	

If you have any queries regarding the above or about End-point Assessment with VTCT, please do not hesitate to contact the VTCT team on 0121 270 5100 (option 3) or via email at [enquiries@skillsfirstassess.co.uk](mailto:enquiries@skillsfirstassess.co.uk)

<b>(Internal Use only) VTCT will / do not agree the title and scope of an apprentice's project aligns with their business / business needs.</b>
<b>Comments</b>
<b>Proceed Yes or No (delete accordingly before uploading to epaPRO)</b>
<b>Name / Signature:</b> <b>Job Title:</b>

**Appendix 5**
**Declaration of Authenticity**

<b>Apprenticeship Standard</b>	Commercial Procurement & Supply
<b>Component</b>	Project Report (PR)

I confirm that the work / evidence uploaded is my own work and has been personally created by me and demonstrates my knowledge, skills and competence.

I understand that the grade awarded may be invalidated, if it is found work / evidence that does not belong to me has been uploaded.

All work / evidence uploaded towards this assessment of the standard is current.

<b>Apprentice name</b>	
<b>Apprentice signature</b>	
<b>Date</b>	

I confirm that the PA work / evidence is that of the above member of staff

<b>Employer name</b>	
<b>Employer signature</b>	
<b>Date</b>	

**\*\*\* Please upload this form at the same time as uploading the PR to epaPRO\*\*\***

**Appendix 6**
**Commercial Procurement & Supply L4 Retake Declaration**

<b>Apprentice Name</b>	
<b>ULN Number</b>	
<b>Date of Retake</b>	
<b>Name of Assessment/s</b>	

This is to confirm that the apprentice has undertaken a period of additional learning in the following area/s of the Commercial Procurement & Supply L4 standard:

<b>Area/s of additional learning covered (Please list)</b>

**Declaration:**

Apprentice: I can confirm that I am now ready to retake my End-point Assessment

**Name:**

**Date:**

**Signature:**

Provider: I confirm that the apprentice is now ready to retake their End-point Assessment

**Name:**

**Date:**

**Signature:**

**Post Held:**

Employer: I confirm that the apprentice is now ready to retake their End-point Assessment

**Name:**

**Date:**

**Signature:**

**Post Held:**