VTCT Skills

Procurement and Supply Assistant
Level 3 - ST0810 / AP01
Apprenticeship Standard

End-point Assessment Toolkit

Contents Page

Introduction

VTCT Skills is an approved End-point Assessment Organisation (EPAO) for the Procurement & Supply Assistant apprenticeship Level 3 AP01 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 Skills will operate in accordance with the external quality assurance body appointed for this standard, Open Awards (Ofqual post 31st December 2021).

Abbreviations

EPA	End-point Assessment
EPAO	End-point Assessment Organisation
ESFA	Education and Skills Funding Agency
IEA	Independent End-point Assessor
LIEA	Lead Independent End-point Assessor
WBP	Work Based Project
P/Q&A	Presentation with Questions & Answers
I/PoE	Interview Underpinned by Portfolio of Evidence

The Procurement and Supply Assistant role

This occupation is found in all organisations where goods and / or services need to be sourced and purchased in line with national or international procurement laws, or internal governance processes. This occupation is found in the following sectors;

- public such as the NHS, the Emergencies Services, Local Authorities
- private such as Finance, Construction, Energy, Utilities, Entertainment and IT
- third including charities and other not for profit organisations

The broad purpose of the occupation is the process of procurement or buying low value goods and services. Procurement and Supply Assistant are vital for the smooth functioning of the procurement and supply department in any organisation. They are often responsible for ensuring data is correctly administered and maintained in accordance with legislation of the organisation's own procedures.

They will use their knowledge of procurement regulations / policies to support the wider procurement team in tasks such as quotation and / or tender response evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison. The individual will also often have purchasing requests and low risk contracts for which they will develop requests, quotes, or obtain prices and delivery. They will provide support in procurement to enable supplier selection, management and supplier closure and undertake a role in the management of supply delivery and quality assurance.

![VTCT Skills logo]

End-point Assessment Process

> **1. Provider signs VTCT Letter of Intent and Agreement.**

> **2. Apprentice is registered online via EPAPRO – preferably 3 months after the apprentice has been on-programme.**

> **3a*. Provider to upload completed Gateway Meeting form (Appendix 1) – whereby the employer provider and apprentice agree readiness.**

> **3b*. Provider to complete checklist on epaPRO, uploading relevant evidence i.e. Level 2 English and Maths, Advanced Certificate in Procurement & Supply Operations, project scope and title and portfolio of evidence.**

> **4. VTCT to agree the scope within 72 hours following gateway confirmation. Apprentice to complete and upload WBP to epaPRO within 14 weeks of issue date.**
>
> **Interview to take place with at least 20 working days' notice**

> **5. Apprentice to upload presentation documents 48 hrs prior to scheduled P&Q assessment being conducted.**

> **6. Marking, grading and moderation of assessments will takes place within 10 working days of completion.**
>
> **Overall grade confirmed after the last assessment.**

> **8. Overall grade and feedback sent to provider via epaPRO; if a re-sit is required, apprentice must complete both assessments within 6 months of each other. A retake declaration must be uploaded prior to new booking.**
>
> **Certificate applied for by VTCT.**

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

Gateway

The end-point assessment carried out by VTCT Skills 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 regards 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 Advanced Certificate in Procurement & Supply Operations. 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/procurement-and-supply-assistant-v1-0

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

Registering an apprentice

When registering an apprentice, the provider is required to submit the following information: ULN, full name, date of birth, standard, assessment type and expected EPA date. It is important to ensure that the apprentice's personal details are correct, as these will appear on their certificate. There will be costs associated with the request for a replacement certificate.

Booking an EPA

The EPA consists of 2 distinct assessment methods:

- ✓ Work-based project followed by a presentation with Q&A
- ✓ Interview underpinned by a portfolio of evidence

An apprentice's EPA can be booked via VTCT Skills' online system, epaPRO. Providers must confirm that the apprentice has completed all of the mandated components of the standard via completion of checklist on epaPRO.

- ✓ A preferred assessment date and time needs to be indicated; the VTCT Skills EPA team will seek to match an IEA to accommodate the request.
- ✓ VTCT Skills 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 Skills 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 completed via Microsoft Teams. You will receive the link to your teams meeting at the time of booking of the assessment via an automated email from epaPRO (please check your junk email). You will be made aware that the assessment is being recorded.

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 Skills by email (enquiries@skillsfirstassess.co.uk)
- ✓ on the day of the EPA, then the Customer must inform VTCT Skills 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 Skills are required to ensure that the person undertaking the assessment is the person they claim to be. As the assessments are completed remotely, via a virtual meeting, the apprentice will be required to show photo ID prior to the assessment taking place. VTCT Skills will accept the following as proof of the apprentices' identity:

- ✓ A valid passport
- ✓ A signed UK photocard 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.

Work-based project followed by a presentation with questions and answers

This assessment method has 2 components.

- ✓ Assessment method 1 component 1: Work-based project (WBP and P/Q&A)
- ✓ Assessment method 1 component 2: Presentation with questions and answers (P/QA)

Assessment Method	Weighting	Duration	Grades
WBP and P/Q&A	50%	14 weeks in total	Fail; Pass; Distinction

These components are marked holistically as 1 assessment so therefore the Apprentice has the opportunity to decide how best to evidence the KSBs between the two components, but all KSBs must be evidenced as a whole.

Apprentices must produce a project report based on a project completed in their workplace, VTCT Skills will agree the title and scope of an apprentice's project as a gateway requirement to ensure sufficient coverage of the assigned KSBs, it must also align with their business needs.

VTCT Skills will provide a generic specification for a range of qualifying projects, to enable the employer to select a project that will meet the requirements of the EPA. Note that the employer is not restricted to this selection; however, the project scope and title must be signed off at the gateway by the EPAO in conjunction with the employer.

The project is compiled after the apprentice has gone through the gateway process. The apprentice will have 14 weeks in total to complete their project once VTCT Skills has agreed the project title.

The employer must ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project.

Project scope and title criteria must:

- ✓ The brief summary is not assessed and will typically be no longer than 500 words
- ✓ be designed to demonstrate the application of knowledge, skills and behaviours as they would in occupational practice. Producing a report reflects normal practice in the workplace for a Procurement & Supply Assistant
- ✓ be significant and complex piece of work that thoroughly tests both higher and lower order knowledge, skills and behaviours
- ✓ must have a real business benefit and is a cost-effective assessment method

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).

The work-based project

The apprentice will have 12 weeks to complete the research for the project and 2 weeks to write the project report (14 weeks in total).

The project report must be a contextualised project report of 3000 words, making use of graphs and pictorial representations of findings (+ or - 10% at the apprentice's discretion) excluding annexes. It should be based on an area of work that the apprentice works in and can be electronic or paper based.

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

The work-based project must enable the following to be demonstrated:

- ✓ the application of knowledge, skills and behaviours mapped to this Assessment method
- ✓ the approach to planning and completion of the work-based project

The work-based project may be based on any of the following (these are examples):

- ✓ review how their organisation uses procurement systems to select their suppliers and make recommendations on how the organisation could improve these systems in order to improve efficiency and the way in which goods are ordered
- ✓ review the current practice of how they maintain, create and amend purchase orders and contract records in order to ensure tighter controls and cost savings, and evaluate the impact this has had on the purchasing system for the organisation
- ✓ evaluate the use of ad-hoc and low spend suppliers and make recommendations on how this can be used to improve responsible procurement in evaluating potential suppliers, quotes and tenders

In order to ensure the project report is robust and sufficiently covers the KSBs, the plan should include:

- ✓ Introduction
- ✓ Background
- ✓ Aims and Objectives
- ✓ Research
- ✓ Outcomes including business implications/procurement activities
- ✓ Conclusions
- ✓ Recommendations

The project report must include, in addition to the word count, an annex showing how the project maps to the KSBs that are being assessed by this method. The apprentice should complete their project unaided and be accompanied by a statement outlining the apprentice's contribution, signed by the apprentice and their employer.

The project report plus materials relating to the presentation must be submitted together after the gateway.

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

The apprentice must upload their completed project report (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 project report 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 worked independently and taken ownership of their project report.
- ✓ The apprentice has taken the opportunity to gain the highest grade possible.
- ✓ The evidence provided is authentic and is their own work (the IEA will check that the Declaration of Authenticity form has been completed and uploaded to epaPRO by the apprentice and employer at the same time as the project report. This is not included in the word count)

✓ The apprentice has kept within the word count and clearly recorded it within their work i.e. footer of document.

Presentation with questions and answers (P/Q&A)

A presentation with questioning involves the apprentice presenting to an IEA, followed by questioning from the IEA**.**

The apprentice will prepare and deliver a presentation that covers the KSBs assigned to this method of assessment. The presentation will be based on an overview of the project report previously uploaded to epaPRO, the IEA will have reviewed this in readiness for the P/Q&A session.

The apprentice must also upload a copy of the actual presentation 48 hours prior to the session taking place so that the project report and presentation can be reviewed holistically, the IEA can then prepare questions before this assessment.

As these components are graded holistically, it is important that those KSBs for this assessment method that were not evidenced within the project report are clearly evidenced within the apprentice's P/Q&A session.

The P/Q&A will be completed via Microsoft Teams. You will receive the link to your teams meeting at the time of booking of the assessment via an automated email from epaPRO (please check your junk email). The apprentice will be made aware that the assessment will be recorded.

Presentation & questioning criteria:

✓ The presentation of the project and questioning will last for 45 minutes (+10%, at the discretion of the IEA). The presentation will typically last for 20 minutes and questioning will typically last for 25 minutes. The apprentice will be asked to stop after 22 mins unless additional time given for any Reasonable Adjustment requested and approved by VTCT Skills
✓ The Apprentice can use presentation tools such as PowerPoint, video clips, flip charts,
✓ work products etc. to support their Presentation.
✓ The assessment must take place in a suitable location i.e. quiet space free from distraction and influence. The apprentice will be asked to show a 360 view of their surroundings

What the IEA will be looking for:

✓ Apprentice uses a range of practical examples to illustrate their responses, to showcase their knowledge and demonstrate how they have applied this learning in the work environment
✓ The apprentice has taken the opportunity to gain the highest grade possible.
✓ The apprentice is a confident, assertive and persuasive communicator, to build a picture of their performance.

Example questions
How did you approach effectively researching and analysing demand?
What have you learned from your experiences with different stakeholders?
Give me examples of how you have demonstrated focussed on the detail in any procurement activity?

The question and answers

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.

Interview underpinned by a Portfolio of Evidence (I/PoE)

Assessment Method	Weighting	Duration	Grades
I/PoE	50%	60 mins	Fail; Pass; Distinction

This assessment will take the form of an Interview which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. The Interview will assess the KSBs assigned to this assessment method and the apprentice may use their portfolio to support their responses.

The underpinning portfolio will have been submitted in line with VTCT Skills requirements and at the gateway where it will be uploaded to epaPRO. The portfolio must evidence all of the KSBs mapped to this assessment method. The IEA can use the contents of the portfolio to identify discussion areas for the interview. The apprentice and the IEA will have access to their own copies of the portfolio throughout the interview and both can refer to it as needed, this will require a well organised portfolio with index and referencing for ease of use.

The portfolio underpins the interview and will not be assessed or graded. Within the portfolio, the IEA will be looking for proof that:

- the apprentice has taken ownership of their portfolio of evidence
- the apprentice has the opportunity to gain the highest grade possible
- the apprentice has worked independently
- the evidence provided is authentic and is the apprentice's own work

The portfolio should contain written accounts of activities that have been completed and referenced against the KSBs by appropriate evidence, such as:

- ✓ Video/audio extracts (these should be a maximum of 5 minutes in length)
- ✓ Written statements
- ✓ Project plans, reports, minutes
- ✓ Presentations
- ✓ Feedback from managers, supervisors or peers
- ✓ Other evidence is allowed
- ✓ Reflective accounts and self-evaluation **cannot** be included as evidence

There must be at least one piece of evidence relating to each of the KSBs mapped to this assessment method. One piece of evidence can be referenced against more than one knowledge, skill or behavioural requirement. It is expected that it will typically contain 15 discrete pieces of evidence.

The interview will be completed via Microsoft Teams. The Apprentice will receive the link to their teams meeting at the time of the assessment being booked via an automated email from epaPRO.

The Interview

The apprentice will be made aware that the Interview will be recorded at the time of assessment. Should there be any technical difficulties, contingencies will be put in place to allow the assessment to continue.

The interview must last for 60 minutes. The IEA has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last answer. Further time may be granted for apprentices with appropriate needs in line with the VTCT Skills Reasonable Adjustment Policy.

During this assessment, the IEA must combine open ended questions from VTCT Skills question bank and those generated by themselves for clarification purposes and to allow the apprentice the opportunity to cover the KSBs mapped to this assessment method. A minimum of 6 questions will be asked, with follow up questions for clarification purposes.

Example questions
• Describe when you have had to develop and manage key stakeholder relationships such as the internal customer and supplier
• Give example of when you had to determine the most economically advantageous tender criteria to the evaluation of quotes, and tenders to support the recommendation at the award.
• Give examples of when you have been enthusiastic and passionate when adhering to company values
• Describe when you have been self-motivated to develop and learn within your role

The IEA will ensure that the interview remains focused and effective, by actively summarising the points covered and that encouraging questioning is applied to probe for further information, or to clarify certain points of the discussion

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. This final overall grade will be provided input onto epaPRO once moderation complete.

Both assessment methods are weighted equally in their contribution to the overall EPA grade. The marks, which already include the weighting for each component, will then be combined to give the final grading:

Work-based project followed by a presentation with questions and answers	Professional discussion underpinned by a portfolio of evidence	Overall grading
Fail	Pass	Fail
Fail	Distinction	Fail
Pass	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Fail	Fail
Distinction	Pass	Pass
Distinction	Distinction	Distinction

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

Professional Recognition and Progression (Chartered Institute of Procurement and Supply).

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 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 Skills 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. This can be done through the VTCT Skills website.

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

Re-sitting / Retaking End-point Assessment

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action. A re-sit does not require further learning, whereas a re-take does.

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

Apprentices should have a supportive action plan to prepare for a re-sit or a re-take. The timescales for a re-sit/re-take is agreed between the employer and EPAO. A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification

Re-sit – an apprentice will be able to undertake a re-sit where there are circumstances which will impact on the assessment grade e.g. illness, accident on the way to the test, or not uploading project on time

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.

VTCT Skills will ensure that apprentices complete a different project and have a different question set for any assessment that requires a re-take.

The assessment methods must be taken within a 6-month period, otherwise the entire EPA must be re-taken/re-sat.

Re-sit / Retake fees

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

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 Skills Appeals Policy, which is available via epaPRO or alternatively on the website.

Appendix 1

Gateway Meeting form

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

Appendix 2

Guidance for Apprentices

The purpose of this document is to ensure you know about the requirements within Procurement and Supply Assistant apprenticeship standard. This will help you to meet the assessment requirements.

VTCT Skills (VTCT Skills) 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 Procurement and Supply Assistant 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. They will also provide you with a provisional grade for each assessment, which is subject to our moderation process.

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 Skills and will be sent directly to your employer from the Institute.

Abbreviations

EPA	End-point Assessment
EPAO	End-point Assessment Organisation
ESFA	Education and Skills Funding Agency
IEA	Independent End-point Assessor
LIEA	Lead Independent End-point Assessor
WBP	Work Based Project Report
P/Q&A	Presentation with Questions & Answers
I/PoE	Interview underpinned by Portfolio of Evidence
EpaPRO	VTCT Skills End-point Assessment system

Your identification (ID) requirements

VTCT Skills 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 Skills 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.

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 take typically take 18-months and you must achieve Level 2 English and Maths, an Advanced Certificate in Procurement & Supply Operations.

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 EPA and the 'Gateway Meeting form' will be completed and uploaded to epaPRO.

The EPA

The EPA is the final assessment of your knowledge, skills and behaviours; the Procurement and Supply Assistant 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 show to achieve a pass or distinction.

Methods of assessment

The Procurement and Supply Assistant apprenticeship standard, is made up of the following:

Work-based project followed by a presentation with questions and answers

Assessment Method	Weighting	Duration	Grades
WBP and P/Q&A	50%	14 weeks in total	Fail; Pass; Distinction

These components are marked holistically as one assessment; therefore, you have the opportunity to decide how best to evidence the KSBs between the two components, but all KSBs must be evidenced as a whole.

You must produce a project report based on a project completed in your workplace, VTCT Skills will agree the title and scope of your project as a gateway requirement to ensure sufficient coverage of the assigned KSBs, it must also align with the business needs. The project scope and title must be signed off at the gateway by VTCT Skills.

The project is compiled after you have gone through the gateway process. You will have 14 weeks in total to complete your project once VTCT Skills has agreed the project title.

Your employer must ensure that you have sufficient time and the necessary resources, within this period, to plan and undertake the project.

Project scope criteria must:

- ✓ be designed to demonstrate the application of knowledge, skills and behaviours as they would in occupational practice. Producing a report reflects normal practice in the workplace for a Procurement & Supply Assistant
- ✓ be significant and complex piece of work that thoroughly tests both higher and lower order knowledge, skills and behaviours
- ✓ must have a real business benefit and is a cost-effective assessment method

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).

The work-based project

You will have 12 weeks to complete the research for the project and 2 weeks to write the project report (14 weeks in total). The project report must be a contextualised project report of 3000 words, making use of graphs and pictorial representations of findings (+ or - 10% at your discretion) excluding annexes. It should be based on an area of work that you work in and be electronic or paper based.

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

The work-based project may be based on any of the following (these are examples):

- ✓ review how your organisation uses procurement systems to select their suppliers and make recommendations on how the organisation could improve these systems in order to improve efficiency and the way in which goods are ordered
- ✓ review the current practice of how the employer maintain, create and amend purchase orders and contract records in order to ensure tighter controls and cost savings, and evaluate the impact this has had on the purchasing system for the organisation
- ✓ evaluate the use of ad-hoc and low spend suppliers and make recommendations on how this can be used to improve responsible procurement in evaluating potential suppliers, quotes and tenders

In order to ensure the project report is robust and sufficiently covers the KSBs, the plan should include:

- ✓ Introduction
- ✓ Background
- ✓ Aims and Objectives
- ✓ Research
- ✓ Outcomes including business implications/procurement activities
- ✓ Conclusions
- ✓ Recommendations

The project report must include, in addition to the word count, an annex showing how the project maps to the KSBs that are being assessed by this method. The evidence must be attributable to you and must be accompanied by a statement outlining your contribution, signed by yourself and your employer.

You must upload the completed PR (in PDF format) to epaPRO for marking and grading within the deadline agreed at booking. This gives you some flexibility to complete the assignment at your 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

- ✓ You have worked independently and taken ownership of the project report.
- ✓ You have taken the opportunity to gain the highest grade possible.
- ✓ The evidence provided is authentic and is your own work (the IEA will check that the Declaration of Authenticity form has been completed by yourself and employer and uploaded to epaPRO at the same time as the project report. (this is not included in the word count)
- ✓ You have kept within the word count and clearly recorded it within your work i.e. footer of document.

Presentation with questions and answers (P/Q&A)

A presentation with questioning involves you presenting to an IEA, followed by questioning from the same IEA.

You will prepare and deliver a presentation that covers the KSBs assigned to this method of assessment. The presentation will be based on an overview of the project report previously uploaded to epaPRO, the IEA will have reviewed this in readiness for the P/Q&A session.

You are required to upload a copy of the actual presentation 48 hours prior to the session taking place so that the project report and presentation can be reviewed holistically, the IEA can then prepare questions before this assessment.

As these components are graded holistically, it is important that those KSBs for this assessment method that were not evidenced within the project report are clearly evidenced within your P/Q&A session.

The P/Q&A will be completed via Microsoft Teams. You will receive the link to your teams meeting at the time of booking of the assessment via an automated email from epaPRO (please check your junk email). You will be made aware that the assessment is being recorded.

Presentation & questioning criteria:

✓ The presentation of the project and questioning will last for 45 minutes (+10%, at the discretion of the IEA). The presentation will typically last for 20 minutes and questioning will typically last for 25 minutes. You will be asked to stop after 22 mins unless additional time given for any Reasonable Adjustment requested and approved by VTCT Skills
✓ You can use presentation tools such as PowerPoint, video clips, flip charts, work products etc. to support your presentation.
✓ The assessment must take place in a suitable location i.e. quiet space free from distraction and influence. You will be asked to show a 360 view of your surroundings.

What the IEA will be looking for:

✓ You have used a range of practical examples to illustrate your responses, to showcase your knowledge and demonstrate how you have applied this learning in the work environment
✓ You are a confident, assertive and persuasive communicator, to build a picture of your performance.
✓ You have taken the opportunity to gain the highest grade possible.

The question and answers

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

You should use a range of practical examples to illustrate your responses, so that you can showcase your knowledge and how you have applied this learning in the work environment. In addition, the IEA may ask supplementary questions to provide further opportunities for you to evidence the KSBs.

Interview underpinned by a portfolio of evidence (I/PoE)

Assessment Method	Weighting	Duration	Grades
I/PoE	50%	60 mins	Fail; Pass; Distinction

This assessment will take the form of an interview which must be appropriately structured to draw out the best of your competence and excellence and cover the KSBs assigned to this assessment method. The underpinning portfolio will have been submitted at gateway to VTCT Skills.

The IEA can use the contents of the portfolio to identify discussion areas for the interview. You and the IEA will have access to your own copies of the portfolio throughout the interview and both can refer to it as needed, this will require a well organised portfolio with index and referencing for ease of use.

The portfolio underpins the interview and will not be assessed or graded.

Within the portfolio, the IEA will be looking for proof that you have:

- ✓ taken ownership of the portfolio of evidence
- ✓ the opportunity to gain the highest grade possible
- ✓ worked independently
- ✓ provided evidence that is authentic and is your own work

The portfolio should contain written accounts of activities that have been completed and referenced against the KSBs by appropriate evidence, such as:

- ✓ Video / audio extracts (these should be a maximum of 5 minutes in length)
- ✓ Written statements
- ✓ Project plans, reports, minutes
- ✓ Presentations
- ✓ Feedback from managers, supervisors or peers
- ✓ Other evidence is allowed
- ✓ Reflective accounts and self-evaluation **cannot** be included as evidence

There must be at least one piece of evidence relating to each of the KSBs mapped to this assessment method. One piece of evidence can be referenced against more than one knowledge, skill or behavioural requirement. It is expected that it will typically contain 15 discrete pieces of evidence.

The interview will be completed via Microsoft Teams. You will receive the link to your teams meeting at the time of booking of the assessment via an automated email from epaPRO (please check your junk email). You will be made aware that the assessment is being recorded.

The Interview

You will be made aware that the interview will be recorded. Should there be any technical difficulties, contingencies will be put in place to allow the assessment to continue.

The interview must last for 60 minutes. The IEA has the discretion to increase the time of the interview by up to 10% to allow you to complete your last answer.

During this assessment, the IEA must combine open ended questions from VTCT Skills question bank and those generated by themselves for clarification purposes and to allow you the opportunity to cover the KSBs mapped to this assessment method.

Re-sitting / retaking an End-point Assessment

Should you fail one or more assessment method, you 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 Skills identifies extenuating circumstances accounting for the fail, in which case you may be approved to be able to retake the assessment and the grade will not be capped.

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

Good luck with your End-point Assessment!

Appendix 3: Assessment Method 1: Work-based project followed by a presentation with questions and answers

KSBs Group	Pass (The apprentice must meet all of the pass descriptors)	Distinction (The apprentice must meet all of the distinction descriptors)
K4 / K8 K11 / K12 K13 / K14 S3 / S4 S5 / S7 S8 / S10 S12 / S16 B3 / B5	Justifies their analysis and forecasting techniques used in the project when evaluating historical usage of databases and spreadsheets to identify demand and spend management with suppliers and stakeholders (K4) Explains why it is important to be attentive to detail when developing and evaluating requests for quotes and tenders ensuring correct use of terms, conditions and templates used by their organisation (K8, B5) Illustrates the use of responsible procurement techniques to evaluate suppliers, quotes and tenders to ensure that their decisions are based on evidence provided (K11, S12) Summarises the research methods used for procurement and how they are used to select suppliers for the most appropriate products and services for purchases within their remit and placing purchase orders for the products (K12, S8) Recognises the legal and regulatory environment affecting procurement and explains why these must be adhered to, especially in their organisation's contractual obligations with suppliers (K13, K14) Interprets, compares and evaluates information when using the relevant procurement systems and databases to create, maintain and amend purchase orders and contract records and produces spreadsheets to detail historical spending with suppliers (S3, S4, S7) Demonstrates the research methods used and analysis they have undertaken to review demand, spend, trends of potential suppliers and present findings and data in all formats relevant to the project (S5, S10) Demonstrates their reliability and openness when considering the impact of the decision-making process when interacting with their supply chain, being open and respectful of their concerns (S16, B3)	Reviews the impact of their procurement decisions and how these impact on the environment and social elements in their supply chain and when evaluating potential suppliers and tenders (K11, S12) Analyses and justifies the decisions they have made when selecting suppliers and why the particular suppliers were considered the correct suppliers for the product including the impact on the procurement system if an incorrect supplier had been selected (S8) Interprets the contractual obligations of the business in order to make recommendations to changes to suppliers within their area of responsibility and the impact of service this will have on their organisation (K13, S16)

Assessment method 2: Interview underpinned by a portfolio of evidence

KSBs Group	Pass (The apprentice must meet all of the pass descriptors)	Distinction (The apprentice must meet all of the distinction descriptors)
K1 / K2 K3 / K5 K6 / K7 K9 / K10 K15 S1 / S2	Explains the role of procurement within the organisation and shows how they monitor and order products and services using the correct procurement methods (K1, S1). Describes the value for money concepts used by their organisation and how they are used to determine added value when evaluating quotes and tenders to support recommendations for awards (K2, S6)	Outlines the role of procurement within their organisation and the impact of what they do in order to ensure that procurement regulations and policies are followed detailing the implications if these are not adhered to (K1)

S6 / S9 S11 / S13 S14 / S15 S17 B1 / B2 B4 /B6 B7	Discusses the supplier approval process including the importance of due diligence checks and when they have used these to support the contract negotiations and mini competitions with suppliers ensuring that they are professional, impartial and unbiased in their advice (K3, S17, B6)	Categorises the importance of due diligence checks and illustrates how they communicate these to key stakeholders recommending areas of improvement for the organisation (K3, S2)
	Describes their approach to the appraisal of ad hoc and low spend suppliers when setting them up on the purchasing system (S9)	Analyses how they manage difficulties with a key stakeholder and justifies the actions they took to resolve the issues to the satisfaction of the stakeholder and the organisation (K5, B6)
	Describes the importance of developing and establishing key stakeholder relationships and why there is a need for both prompt and effective communication to support procurement with them (K5, S2, B2)	Describes how they address attention to detail when monitoring and reviewing, anticipating and resolving issues within the limits of their responsibilities (S14)
	Explains when they have investigated and resolved queries, understanding their own level of authority and giving an example of when it is appropriate to escalate to senior colleagues (K7, S13)	
	Discusses the importance of developing accurate specifications and requests for quotes/tenders that reflect their organisation's needs in a procurement exercise which provides equality of opportunity for all suppliers providing quotes and tenders (K6, S11)	
	Describes why it is important to maintain accurate records and files for procurement which meet both organisational and regulatory requirements, and for audit purposes (K9)	
	Describes the communication methods that are used for the organisation's requirements ensuring they are appropriate to the task and the risk involved with these (K10)	
	Describes the 4 processes of negotiation and how they use these to own their low risk projects and contribute to higher risk activities when reviewing orders and stock control (K15, S14)	
	Describes how they maintain their knowledge on open orders and their status' in order to provide assistance to the purchasing team and where they have amended their practices in response to a change in the process (S15, B1)	
	Acts independently and is self-motivated in order to learn (B7)	
	Operates within their organisations values and uses these to engage in their own personal development (B4)	

Appendix 4

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 1: Work-based project followed by a presentation with questions and answers

Knowledge
K4 Demand and spend management, analysis and forecasting techniques including quantitative methods such as historical usage, spend and trend analysis, inventory records and re-order levels orqualitative techniques based on stakeholders' estimates using internal databases and spreadsheets.
K8 Development and evaluation of requests for quotes and tenders and use of appropriate terms,conditions and templates
K11 Responsible procurement practices, in making procurement decisions, consideration of the impact of those decisions during the full procurement process on the environment (planet) and social(people) elements across the supply chain.
K12 Research methods for Procurement including market, supplier and sector research which may include subscription databases, market reports, internet research, trade bodies, press and events, use of market 'experts', supplier engagement events etc.
K13 The legal and regulatory environment effecting procurement, including the supply of goods andservices act and/or public contract regulations.
K14 Awareness of the organisation's contractual obligations towards suppliers e.g. payment terms.
Skills
S3 Create, maintain and amend purchase order and contract records
S4 Interpret, evaluate and compare procurement information such as historical spend and usageusing databases and spreadsheets.
S5 Present findings and data in all formats e.g. mathematically, written and oral.
S7 Utilise relevant Procurement computer systems or internal databases.
S8 Select the supplier of the most appropriate products and services for purchases within their remitand place purchase order.
S10 Effectively research and analyse demand, spend, trends, potential suppliers and industriesutilising qualitative and quantitative methods.
S12 Apply considerations of responsible procurement in evaluating potential suppliers, quotes andtenders.
S16 Able to consider the impact of the decision-making process when interacting with the supplychain.
Behaviours
B3 Be open, honest, respectful and reliable.
B5 Be attentive to the detail in any procurement activity.

Assessment method 2: Interview underpinned by a portfolio of evidence

Knowledge
K1 The role of Procurement within the organisation and the relevant organisational procurementregulations, policies and processes which must be followed, such as, procedures for obtaining quotes and tenders, purchase order processing and purchase to pay.
K2 Value for money concepts including the balancing of quality, price and sustainable considerationsor most economically advantageous tender (meat), whole lifecycle costing, 5 rights of procurement and added value opportunities.

K3 Supplier approval process and the importance of due diligence checks including legal entity checks, financial appraisal, quality checks and relevant sector approvals, certification and policies.

K5 The importance of developing and managing key stakeholder relationships such as the internal customer and supplier and the need for prompt and effective communication to support efficient and effective procurement.

K6 The need for accurate specifications of requirements which reflect the organisations needs and provides equality of opportunity for suppliers when providing quotes and tenders.

K7 Levels of authority and autonomy both for self and other internal stakeholders and how that relates to the relevant procurement procedure and when issues should be escalated to senior procurement colleagues.

K9 The importance of maintaining accurate records and files for procurement in line with organisational and regulatory requirements and for audit purposes.

K10 Effective and appropriate communication methods according to organisational requirements, service level agreements and the degree of risk involved and appropriate to the task required e.g. expediting supplies, resolving invoice queries and supplier review meetings.

K15: Understand the 4 processes of negotiation (preparation, opening, bargaining and closure).

Skills

S1 Monitor and order products, stock, equipment and services at appropriate times using the appropriate procurement method.

S2 Communicate to procurement's internal stakeholders, suppliers and other stakeholders in order to develop effective relationships and networks.

S6 Determine value for money (VFM) and added value through the use of Total Cost of Ownership during the evaluation process and apply the most economically advantageous tender (MEAT) criteria to the evaluation of quotes and tenders to support the recommendation at award.

S9 Undertake appraisal of ad hoc and low spend suppliers including setting them up on the purchasing system.

S11 Develop specifications of requirements and requests for quotes/tenders in line with organisational requirements.

S13 Investigate and resolve purchase order, delivery and invoice queries.

S14 Own low risk value projects such as supply contracts for stationery, PPE or other consumables, and contribute to higher risk activities such as contracts for building services or machinery, and track, log, expedite and review outstanding orders and stock availability where applicable.

S15 Maintain knowledge on all open orders and their status' and provide assistance to all purchasing staff e.g. expediting and feeding information back to the relevant stakeholders.

S17 Able to support the contract negotiations and mini competitions with suppliers.

Behaviours

B1 Be open to change, amend working practices in response to changes in process with a positive attitude.

B2 Establish strong relationships with internal and external stakeholders.

B4 Be enthusiastic and passionate when adhering to company values and engaging in your personal development.

B6 Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues.

B7 Be self-motivated to develop and learn.

Appendix 5

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Template for the Project subject, title and scope
Procurement & Supply Assistant Level 3 - ST0810 / AP01

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

Apprentices must complete the project and submit the project report to VTCT Skills within 14 weeks 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 Skills will disallow the scope and contact the employer within 72 hours of upload.

Apprentice Name:	**Date:**
Employer:	
Project subject, title and scope:	
The work-place project may be based on any of the following (these are examples): • *review how their organisation uses procurement systems to select their suppliers and make recommendations on how the organisation could improve these systems in order to improve efficiency and the way in which goods are ordered* • *review the current practice of how they maintain, create and amend purchase orders and contract records in order to ensure tighter controls and cost savings, and evaluate the impact this has had on the purchasing system for the organisation* • *evaluate the use of ad-hoc and low spend suppliers and make recommendations on how this can be used to improve responsible procurement in evaluating potential suppliers, quotes and tenders*	

Employer Agreement that the Project Title and Scope align with the business / business needs	
Name (on behalf of the employer)	
Signature	
Date	

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

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

Appendix 6

Declaration of Authenticity

Apprenticeship Standard	Procurement & Supply Assistant L3
Component	

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.

Apprentice name	
Apprentice signature	
Date	

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

Employer / Provider name	
Employer / Provider signature	
Date	

*** Please upload this form at the when uploading the Portfolio of Evidence/Project and Presentation to epaPRO***

VTCT Skills

Appendix 7

Procurement & Supply Assistant L3 Retake Declaration

Apprentice Name	
ULN Number	
Date of Retake	
Name of Assessment/s	

This is to confirm that the apprentice has undertaken a period of additional learning in the following area/s of the Procurement & Supply Assistant apprenticeship standard L3:

Area/s of additional learning covered (Please list)

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: