Portfolio of Evidence Mapping Document

ST0313 Level 4 Procurement and Supply Chain Practitioner v2.2

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the portfolio of evidence for each apprentice. Please refer to the End-point Assessment Guidebook and the Interview Underpinned by Portfolio of Evidence Apprentice Preparation Guidance Document when completing this Portfolio of Evidence Mapping Document.

Please note: It is a requirement of the training provider to submit all the evidence electronically, via the 'Documents tab' on the apprentice's dashboard within the epaPRO system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT Skills will not accept a link to an apprentice's individual e-portfolio.

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
Example:				
1	**K15**	*The organisation's commercial strategy and policies, procedures, and governance processes.*	*Workplace policies and procedures*	*1.1*
2	**B5**	*Works flexibly and adapts to circumstances.*	*Performance review documentation*	*1.2*
Evidence number	**KSBs:**	**Knowledge, Skills and Behaviours criteria:**	**Type of evidence submitted:**	**Reference number:**
	K1	Procurement life cycles and how they fit into the organisation's structure and budgets.		
	K6	The principles of achieving efficiencies and continuous improvement.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K7	The importance of collaboration between the Procurement, Finance, and other business functions.		
	K8	Incorporate business objectives and needs into procurement specifications by utilising tools and techniques to create solutions.		
	K9	The principles and purpose of commercial contracting.		
	K12	The use of procurement to drive "social value" and sustainability, such as emissions reduction, use of diverse suppliers (SMEs, Ethnic Minority Business), addressing human rights in the supply chain, and combatting environmental harm.		
	K13	The documentation and terminology that form part of the commercial contract process such as the contract and its appendices.		
	K14	The procurement negotiation techniques required to reach a mutually beneficial agreement.		
	K15	The organisation's commercial strategy and policies, procedures, and governance processes.		
	K21	The components, benefits, and constraints of taking a category management approach throughout the procurement life cycle.		
	K22	The digital and software tools used in procurement and supply chain management, such as "source to contract" platforms, supply chain finance tools, complex sourcing, and auctions, spend analytics, AI, risk tools and guided buying.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K23	The organisation's contract award process.		
	K25	The use of horizon scanning to identify the current and future needs of the sector and procurement landscape.		
	S3	Undertake market analysis to establish potential routes to market.		
	S6	Use the organisation's documentation designed for commercial procurement processes for the supply of goods and services.		
	S7	Notify potential suppliers of proposal requirements.		
	S8	Use selection and award criteria to source requirements from external suppliers evidencing how supplier bids are evaluated against them.		
	S10	Liaise and negotiate with suppliers and stakeholders to ensure the timely delivery of purchased goods and services.		
	S11	Support contract award and briefing of suppliers in line with the organisations processes and governance.		
	S13	Manage contract performance and advise suppliers on any areas for improvement.		
	S14	Maintain contract documentation such as change control, version control.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	S18	Manage information in accordance with policy and processes.		
	S19	Continuously review work processes to identify and eliminate inefficiencies and simplify workflow.		
	S22	Use horizon scanning to identify future changes in procurement and contracting.		
	B2	Seeks learning opportunities and continuous professional development.		
	B5	Works flexibly and adapts to circumstances.		
	B6	Works collaboratively with others across the organisation and external stakeholders.		

Declaration of Authenticity

The work submitted for the portfolio of evidence must be the apprentice's own work. Should this evidence be copied from someone else or plagiarised in any other way, the apprentice's End-point Assessment result may be void.

Apprentice Declaration

I confirm that all of the evidence submitted to VTCT Skills for my portfolio of evidence is my own work.

Apprentice name:	
Apprentice signature:	
Date:	

Training Provider/Employer Declaration

The following declaration can be provided by the training provider or the employer.

I have authenticated the apprentice's work, and I am satisfied that to the best of my knowledge, the work submitted is solely that of the apprentice.

Training provider/ employer name:	
Training provider/ employer signature:	
Date:	

Document History

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