



# PROCUREMENT AND SUPPLY CHAIN PRACTITIONER

## Key information

- Proposal approved
- Occupational standard approved
- End-point assessment plan approved
- Funding approved

**Reference:** ST0313

**Level:** 4

**Typical duration to gateway:** 18 months

**Typical EPA period:** 4 months

**Route:** Sales, marketing and procurement

**Date updated:** 11/04/2024

**Lars code:** 222

**EQA provider:** Ofqual

## Details of the occupational standard

### Occupation summary

This occupation is found in small, medium, large, and multinational organisations in private, public and third sectors such as the Local Authorities, Central Government, Education, Finance, Construction, Facilities, Automotive, Manufacturing, Engineering, Health, Retail, Food, Hospitality, IT.

The procurement and supply chain practitioner are found in organisations where there is a requirement to source and procure goods and/or services in line with national or international procurement laws, or internal governance processes.

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

Procurement and supply chain practitioners will also often have purchasing requests and contracts for which they will personally develop requests, invitations to quote, or obtain prices, delivery, and other details from potential suppliers. They will contribute to procurement to enable supplier selection, onboarding, management, and closure and undertake a role in the management of supply delivery and quality assurance. Increasingly this occupation requires an

awareness of the sustainability impacts of procurement and supply decisions on both upstream supply chain and use of materials, products, or applications over their lifetime. For example, for procurement and supply decisions they may need to understand how to assess the Scope 3 emissions associated with the purchases that are being made. Procurement and supply decisions about raw materials may consider measures related to sustainable resource consumption, whole-life and circular economy thinking.

In their daily work, an employee in this occupation interacts with their own procurement team as well as colleagues from other internal departments such as operational functions, finance, legal, IT, sales, and marketing. This role also includes interaction with external stakeholders such as suppliers. This role may involve off site and supplier visits, where they will represent their organisation, and hybrid working.

Procurement and supply chain practitioners engage with internal and external stakeholders on behalf of their organisations. They may also engage with organisational sustainability teams, audit departments, the company secretary, or financial teams responsible for statutory and general reporting, including issues around managing and mitigating an organisations carbon footprint.

An employee in this occupation will be responsible for the work of procurement and supply chain professionals which include the process of procurement, or buying goods and services; however, these roles can be much broader than just procurement. These roles cover a range of related commercial activity such as influencing policy, financial analysis, engaging in contract law, and developing 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.

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

### Typical job titles include:

Assistant buyer 

Category buyer 

Commercial analyst 

Contract associate 

Performance monitoring officer 

### Entry requirements

Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved GCSE Maths and English on entry.

### Occupation duties

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

	B4 B6
<b>Duty 9</b> Within their portfolio of work, undertake a total cost ownership analysis to ensure overall value is delivered over the contract term.	K5 K11 K19 K22 S8 B1 B4
<b>Duty 10</b> Contribute to the negotiation of the terms and conditions of the 3rd party supply.	K9 K14 K22 S6 S10 B3 B5
<b>Duty 11</b> Undertake analysis of spend and review contracts and supplier performance, within their assigned portfolio of work, to ensure objectives are being achieved and maintained now and in the future.	K5 K10 K13 K16 K17 K22 K24 S12 S13 S14 B6
<b>Duty 12</b> Ensure accurate and up to date contractual information is maintained within the organisation's guidelines.	K13 K22 S14 S15 S18 B3
<b>Duty 13</b> Monitor supplier performance and escalate if required.	K17 K18 K22 S16 S19 B5 B6

## KSBs

### Knowledge

**K1:** Procurement life cycles and how they fit into the organisation's structure and budgets.

**K2:** Relevant regulations and legislation such as procurement, data protection, environmental, social and governance, and how they impact on the procurement process.

**K3:** How to collect and utilise market, supplier, and product intelligence to inform business strategies and optimise the procurement process.

**K4:** Market and product intelligence and supplier innovation support the development of business cases.

**K5:** How commercial models are applied to generate the best value for the organisation, and how they influence customer and supplier behaviour.

**K6:** The principles of achieving efficiencies and continuous improvement.

**K7:** The importance of collaboration between the Procurement, Finance, and other business functions.

**K8:** Incorporate business objectives and needs into procurement specifications by utilising tools and techniques to create solutions.

**K9:** The principles and purpose of commercial contracting.

**K10:** How contract terms, conditions and obligations affect delivery, supplier performance and outcomes for the organisation.

**K11:** Ethical and sustainability risks and opportunities related to sourcing decisions.

**K12:** The use of procurement to drive “social value” and sustainability, such as emissions reduction, use of diverse suppliers (SMEs, BAME owned firms), 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.

**K16:** Principles and purpose of the organisations contract governance, risk management, and internal controls.

**K17:** Supplier performance monitoring, management, and reporting techniques which impact on, service, quality, and sustainability objectives.

**K18:** Category specific knowledge of contracts, market, and legislative requirements to ensure goods or services are procured in a compliant and sustainable way.

**K19:** How to conduct planning and forecasting which support the business decisions and the delivery of procurement.

**K20:** Analyse spend data and generate recommendations to feed into business and commercial strategies.

**K21:** The components, benefits, and constraints of taking a category management approach throughout the procurement life cycle.

**K22:** The digital and software tools used in procurement and supply chain management, such as “source to contract” platforms, supply chain finance tools, complex sourcing, and auctions, spend analytics, AI, risk tools and guided buying.

**K23:** The organisation's contract award process.

**K24:** The principles of continuous improvement and how to identify and implement opportunities for improvement within the procurement and contract management process.

**K25:** The use of horizon scanning to identify the current and future needs of the sector and procurement landscape.

**K26:** Project management tools and techniques.

## Skills

**S1:** Manage relationships with stakeholders.

**S2:** Interpret business requirements by assessing the demand for the product or service.

**S3:** Undertake market analysis to establish potential routes to market.

**S4:** Conduct benchmarking to evaluate costs against industry standards.

**S5:** Prepare or contribute to the drafting of a sourcing plan which meets business needs, including corporate social responsibility factors.

**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.

**S9:** Analyse the financial implications of decisions and identify cost-saving opportunities.

**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.

**S12:** Monitor and manage contract performance to meet time, costs, service, and quality objectives.

**S13:** Manage contract performance and advise suppliers on any areas for improvement.

**S14:** Maintain contract documentation such as change control, version control.

**S15:** Use IT and software to produce spreadsheets and presentation packages to communicate information.

**S16:** Identify, raise, and facilitate discussions with stakeholders to resolve any issues or risks.

**S17:** Analyses sustainability challenges and risks at each stage of the product or contract life cycle.

**S18:** Manage information in accordance with policy and processes.

**S19:** Continuously review work processes to identify and eliminate inefficiencies and simplify workflow.

**S20:** Use available systems and tools to identify relevant data.

**S21:** Interpret, analyse, and evaluate data through questioning to drive actionable intelligence and support decision making.

**S22:** Use horizon scanning to identify future changes in procurement and contracting.

## Behaviours

**B1:** Role models ethical behaviour and practices.

**B2:** Seeks learning opportunities and continuous professional development.

**B3:** Takes responsibility, shows initiative, and is organised.

**B4:** Considers the “big” picture and the detail together.

**B5:** Works flexibly and adapts to circumstances.

**B6:** Works collaboratively with others across the organisation and external stakeholders.

## Qualifications

### English and Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship’s English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

### Other mandatory qualifications

#### CIPS L4 Diploma in Procurement and Supply

Level: 4

## Professional recognition

This standard aligns with the following professional recognition:

- Chartered Institute of Procurement and Supply for Diploma Membership

## Version log

Version	Change detail	Earliest start date	Latest start date	Latest end date
Revised version awaiting implementation	In revision	Not set	Not set	Not set
2.1	End-point assessment plan revised	13/04/2023	Not set	Not set
2.0	Standard and End-point assessment plan revised.	09/09/2017	12/04/2023	Not set
1.0	Approved for delivery	03/02/2016	08/09/2017	Not set

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