

# NEUPC

## Procurement Apprentices

A guide to our apprenticeship scheme



North Eastern Universities  
Purchasing Consortium

## What is an apprenticeship?

Contrary to popular belief, apprenticeships are no longer just for school leavers starting out on their career. With the introduction of the new Apprenticeship Levy, many people already working in Procurement roles will be able to study as part of their full time role. This will enable them to gain valuable qualifications, whilst retaining their current job role.

Apprenticeships are now based on occupational standards, developed by employers. The full apprenticeship programme will typically take 2 years. The first 18 months will focus on the CIPS qualification, with the remaining 6 months spent on the work based project (EPA).

## Who is it for?

The apprenticeship is suitable for the following job roles in any sector where specific procurement skills, knowledge and behaviours are required. It is aimed at existing or new procurement staff with no procurement qualifications or possibly Graduate Trainees.

Examples of job roles include:

- Purchasing Assistant
- Procurement Assistant
- Buyer / Assistant buyer
- Assistant contract officer
- Contract analyst
- Purchase to Pay Assistant
- Category Manager
- Graduate Trainee - Procurement

## What are the benefits?

Achieving the Level 4 Apprenticeship will enable you to use your breadth and depth of experience to position yourself as a fully effective commercially skilled professional with career options that span from public to private and charity sectors.

On successful completion of this apprenticeship you will be able to continue your studies towards achieving MCIPS by completing the:

- CIPS Level 5 Advanced Diploma in Procurement and Supply.
- CIPS Level 6 Professional Diploma in Procurement and Supply.

## Will it change my job title and responsibilities?

As an apprentice, you will retain your current job title and salary. However, you will be entitled to have 20% of working hours (excluding holidays) for the first 18 months as off the job study time.

Within that time, you will undertake your CIPS qualification & EPA workshops on a blended learning basis with 11 days of classroom study at the NEUPC offices and 62 hours of webinars. The additional time can be spent on revision, writing up your project report, undertaking relevant additional training, industry visits and conferences, work shadowing or being mentored.

## APPLY NOW!

If you are interested in finding out more about the apprenticeship scheme, how to apply, or advice on speaking to your manager about becoming an apprentice, you can contact our CIPS Centre Manager, [Rachel Lunn](#).

## What are the entry requirements?

If you are joining the apprenticeship scheme as a new employee we recommend that you hold two A-Levels at grades A-D. For existing employees we can be flexible on academic entry requirements, but please be aware that you will need to have good written skills, to prepare you for the written project.

In addition all apprentices must hold English and Maths GCSE grades A-C (or 4-9). If you don't hold these at the start of the apprenticeship they can be completed as functional skills qualifications during the apprenticeship period.

## Official Title and Register of Apprenticeship Training Providers

The current Public Sector Commercial Apprenticeship has been revised so that other industry sectors can use it and the title changed to **Level 4 Apprenticeship Standard for Procurement and Supply (Commercial Procurement and Supply Chain) ref ST0313/02**.

NEUPC is working in partnership with Leeds City College to deliver the procurement apprenticeships. After a rigorous assessment process we have also been appointed to the Register of Apprenticeship Training Providers as a supporting provider and were re-assessed in 2022.

## Will I become a member of CIPS?

As part of your study, You or your Employer will need to pay your CIPS membership fees and join as a student member. On successful completion of the apprenticeship you will be eligible for CIPS Diploma membership status, and consider continuing your learning journey to becoming MCIPS and beyond that to Chartered Status.

## What will it cost?

The apprenticeship funding band is set by the ESFA at **£9000**.

- All training costs, assessment costs and support costs are covered by your institution's Apprenticeship levy digital account.
- CIPS student membership fees should be paid direct to CIPS by the Apprentice or Employer.
- Any travel and expenses incurred by visiting the NEUPC office will be borne by the employer.

## How will I study?

NEUPC will supply the CIPS delivery through day release basis (11 days total over 18 months) and also support the development final assessment case study in conjunction with the employer.

CIPS themselves will do the final assessment and panel interview alongside the employer. Have a read of our CIPS Study Centre leaflet to find out more about the Level 4 CIPS qualification.

## What will I study?

Through NEUPC, the apprentice will undertake the full CIPS L4 Diploma and the Category Management Module from the L5 Advanced Diploma in the first 18 months of the apprenticeship.

- CIPS Level 4 Diploma in Procurement and Supply
  - Scope and Influence of Procurement and Supply
  - Defining Business Need
  - Whole Life Asset Management
  - Ethical and Responsible Sourcing
  - Supplier Relationships
  - Commercial Contracting
  - Commercial Negotiation
  - Procurement and Supply in Practice
- One Level 5 Module
  - Category Management in Procurement and Supply

In the final 6 months, the apprentice will agree and deliver a procurement project with their employer and academic support (NEUPC) that can be developed into a 5000-word project report, a presentation, and a questioning interview to be assessed by the CIPS assessor.

- Procurement Project
  - An on-the-job project that is agreed upon and delivered with your employer and CIPS.
  - Developed into a 5000-word project report and presentation/interview.
  - Assessed by an external CIPS Assessor, graded Distinction, Pass or Fail.

You will be supported by NEUPC to develop the academic skills needed to deliver the academic requirements of the assessment plan, support in the development of the report pre-submission, and prepare for the P&Q interview.



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FOR MORE INFORMATION GO TO:  
[NEUPC.AC.UK](https://www.neupc.ac.uk)