

Purpose Statement

Open Awards Level 4 Certificate in Procurement and Supply Management (Wales)

The primary purpose of this qualification is to enable you to demonstrate your further competency in procurement and supply chain operations. It prepares you to take your skills to a higher level and enhance your professional development. The qualification focuses on the essential skills required to fulfil a role within Procurement and Supply.

The qualification focuses on applying your understanding, knowledge and skills within your role in Procurement and Supply, in practice.

Who is it for?

This qualification is primarily designed to be used within the Welsh Apprenticeship Framework, for those undertaking the Level 4 Apprenticeship in Procurement. This Apprenticeship is due to be approved in Spring 2024.

This qualification is designed to complement the other qualification that will sit within the Framework, which is the Chartered Institute of Procurement and Supply (CIPs) qualification entitled CIPs Level 4 Diploma in Procurement and Supply.

The qualification may be used independently if you are either new to the role or have some experience in an entry level role within Procurement and Supply and would like to progress your competence.

What does this qualification cover?

The qualification will take 330 hours to complete of which 90 hours of these will be guided with your assessor. You will need to complete and achieve a pass mark in all of the seven mandatory units. The units content covers essential areas of competency which are:

- Understanding the Role of Procurement and Supply
- Planning for the Procurement and Supply Process
- Engaging in the Sourcing Process within Procurement and Supply
- Delivering Positive Procurement and Supply Outcomes Through Contract Management.
- Working to enable Positive Procurement and Supply Outcomes
- Using Data and Technology in Procurement and Supply*
- Contributing to Corporate Social Responsibility in Procurement and Supply Management

The Unit marked * is from the Level 3 Certificate and may be credited as Accredited Prior Achievement for this qualification

What are the entry requirements?

This qualification is suitable for learners aged 18+. You will need to have a role within an organisation's procurements or supply department/team. It is advisable that you have GCSE English and Maths or Level 2 equivalent to support your studies.

You may have achieved the Open Awards Level 3 Certificate in Procurement and Supply Operations (Wales), but this is not a mandatory requirement.

What are the assessment methods?

You will complete a portfolio of evidence which will include a range of evidence such as,

- Witness testimonies
- Work product
- Workplace observations
- Witness statements
- Professional discussions.

What are the progression opportunities?

By achieving this qualification, you will enhance your competence within the Procurement sector and prepare yourself for further learning opportunities and progression to a higher level.

For example, you could progress onto the Level 5 Apprenticeship in Procurement (Wales) or higher CIPS qualifications.

You could progress into work roles such as a Buyer, Contracts Officer, Procurement Officer, Category Assistant, Supply Chain Officer, Senior Buyer, Chief Buyer, Category Manager, Contract Manager, Contract Officer, Logistics Manager and Supply Chain Executive.

Who supported the development of this qualification?

This qualification is supported and has been collaboratively written in conjunction with:

ALS Training, Apprenticeship Policy Team, Bangor Management Centre/Grwp Llandillo Menai, Caerphilly County Borough Council, Driver & Vehicle Licensing Agency, Mid and West Wales Fire and Rescue, NHS Wales Shared Services Partnership, Procurement Services, Newport City Homes, North Wales Economic Ambition Board, Powys Council, Qualification Wales, South Wales Police, Tata Steel UK, Commercial and Procurement Directorate, Welsh Government and the University of South Wales.