

Purpose Statement

Open Awards Level 3 Certificate in Procurement and Supply Operations (Wales)

The primary purpose of this qualification is to enable you to demonstrate your competency in procurement and supply 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.

Who is it for?

This qualification is primarily designed to be used within the Welsh Apprenticeship Framework, for learners undertaking the Level 3 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 3 Advanced Certificate in Procurement and Supply Operations.

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 formalise your competence.

What does this qualification cover?

The qualification will take 190 hours to complete of which 60 hours of these will be guided with your assessor. You will need to complete and achieve a pass mark in all of the five mandatory units. The units content covers essential areas of competency which are:

- Working in a Procurement and Supply Environment
- Contributing to the Procurement Process
- Apply Ethical, Sustainable and Socially Responsible Procurement and Supply Processes
- Apply Professional Behaviours and Development in Procurement and Supply
- Using Data and Technology in Procurement and Supply

What are the entry requirements?

This qualification is suitable for learners aged 16+. 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.

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 current skills within the Procurement sector and prepare yourself for further learning opportunities and progression to a higher level. For example, the Level 4 Apprenticeship in Procurement, which includes the Open Awards Level 4 Certificate in Procurement and Supply Management (Wales).

You could progress to work roles such as Purchasing Clerk, Purchasing Assistant, Supply Chain Assistant, Assistant Buyer, Contracts Administrator, Assistant Contracts Officer, Assistant Category Officer, Buyer, Contracts Officer, Procurement Officer, Category Assistant and Supply Chain Officer.

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.

