

LEVEL 4 APPRENTICESHIP

PROCUREMENT & SUPPLY CHAIN PRACTITIONER



SUPPORT SUPPLY CHAIN TEAMS WITH STRATEGIC, FORWARD-THINKING LEADERS

On this apprenticeship, learners will develop skills in managing the procurement process, collaborating with stakeholders, cost ownership analysis and identifying and mitigating compliance risks to procurement processes. This programme develops commercial acumen and understanding of strategic approaches to procurement and supply chain negotiation.

Apprentices will be able to analyse spend, ensure contractual information is maintained, contribute to the formulation of the procurement strategy, and manage and advise stakeholders on supply chain processes, techniques and policies. They'll be taught how to consider ethical and sustainability risks and opportunities related to sourcing decisions and how use procurement to drive value beyond product. They'll also be able to monitor supplier performance and analyse how that impacts service, quality and sustainability in the business.

- Future-proof your procurement function with confident, capable professionals
- Strengthen compliance in your supply chain processes and commercial value
- Develop knowledge of procurement lifecycles, regulations and legislation, and negotiation techniques

DURATION: 18 MONTHS

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IN PARTNERSHIP WITH
**FASHION
RETAIL
ACADEMY**

For more information, please contact sara.harris@efitraining.ac.uk

COURSE CONTENT & ASSESSMENT

Procurement Strategy & Lifecycle

- Procurement life cycles and alignment with organisational budgets and structure.
- Category management approach and its impact on procurement.
- Horizon scanning for current and future sector needs.
- Planning, forecasting, and market intelligence to support business strategies.
- Continuous improvement and efficiencies in procurement processes.

Regulations, Compliance & Ethics

- Relevant legislation: procurement, data protection, ESG, sustainability.
- Ethical sourcing, social value, human rights, diverse supplier inclusion.
- Contract governance, risk management, internal controls.
- Ethical behaviour, sustainability risks, and organisational policies.

Commercial Contracting & Supplier Management

- Contract principles, terms, conditions, and obligations.
- Supplier performance monitoring and reporting (service, quality, sustainability).
- Contract documentation, award processes, and change/version control.
- Negotiation techniques and supplier relationship management.

Market Analysis & Sourcing

- Market analysis, benchmarking, and sourcing plans.
- Use of selection and award criteria to evaluate supplier bids.

- Financial analysis and cost-saving identification.
- Collaboration between procurement, finance, and other business functions.

Data & Digital Tools

- Use of procurement software and digital tools (e.g. source-to-contract, spend analytics).
- Data analysis to generate recommendations and support decision-making.
- Managing procurement information in line with policy.
- Use of IT for reporting, communication, and presentations.

Communication & Stakeholder Engagement

- Managing relationships with internal and external stakeholders.
- Facilitating discussions to resolve issues or risks.
- Briefing suppliers and supporting contract awards.
- Working collaboratively across the organisation.

Professional Development & Work Ethic

- Ethical role modelling and responsibility.
- Organised, proactive, and adaptable working style.
- Seeking learning and professional growth opportunities.
- Considering both strategic overview and detailed execution.

End-point assessment

- For the Level 4 Procurement & Supply Chain Practitioner apprenticeship, end-point assessment typically takes 3 months to complete.
- EPA includes presentation with Q&A, interview supported by portfolio of evidence and case study test