

## Purpose Statement

### ABC Level 3 Certificate in Procurement and Supply (601/3363/6)

This qualification is part of a suite of vocational qualifications (Level 3 – Level 6) that supersede the current Supply Chain Management (SCM) NVQs. This Level 3 Certificate in Procurement and Supply has been developed in partnership with the NVQ Providers Association (NVQPA) and Skills for Logistics (Sector Skills Council) to satisfy the current market for a professionally recognised non-examination route for procurement practitioners. This qualification has specifically been designed to provide an access route into the Procurement and Supply sector.

### Overview

#### What does this qualification cover?

The ABC Level 3 Certificate in Procurement and Supply (601/3363/6) provides you with the opportunity to gain an understanding and appreciation of the practical skills required to work in this exciting and fast paced industry, along with the technical knowledge needed to excel. This qualification will enable you to specialise in the following job roles: supply chain officer, contracts officer, buyer, and supervisor.

#### Benefits for learners

Undertaking this qualification allows you to:

- undertake a flexible vocational learning route into a wide variety of job roles within the procurement and supply industry and into higher levels of training and education
- develop knowledge related to the industry
- develop skills in procurement and supply
- develop your own personal growth and engagement in learning
- demonstrate the achievement of knowledge, skills and understanding needed to carry out a particular role and work in a the field of procurement and supply
- achieve a nationally recognised Level 3 qualification that is vocationally focused.

#### Who is this qualification for?

This Level 3 Certificate in Procurement and Supply has been designed for learners aged 16+ and is of relevance to:

- Those with delegated procurement responsibility, not necessarily working in a formal procurement and supply environment. By completing this qualification, it will ensure recognition of your industrial experience and competency.
- Those already in employment who wish to further their career development by developing and gaining experience of procurement and supply. Your employer may use the qualification to upskill you and address any skills gaps they may have within their businesses, ensuring that processes and practices are up-to-date.
- Those interested or just embarking on a career in the procurement sector and who may wish to proceed onto an Advanced Apprenticeship in Procurement.

There are no specific qualification requirements for entry onto the Level 3 Certificate in Procurement and Supply. However, it would be advisable to have some prior knowledge of office skills/working. Vocational qualifications that might be useful include:

### Further Education

- Financial administration
- Business administration
- Logistics
- Warehousing and administration
- Warehousing and storage

### Work-based learning

- Intermediate Apprenticeship in Business and Administration
- Intermediate Apprenticeship in Warehousing and Storage
- Intermediate Apprenticeship in International Trade and Logistics
- Intermediate Apprenticeship in Logistics Operations
- Intermediate Apprenticeship in Traffic Office
- Level 2 Supply Chain Management NVQ

ABC would recommend that you receive appropriate advice and guidance on the suitability of the qualification before embarking on any learning at level 3.

### What does the qualification cover?

This 21 credit qualification has three mandatory units: one 5 credits and two 4 credit units, with a further 8 credits from optional units. All are vocational and relate to the sector in the title. This qualification is 100% vocational in its content.

The content of the qualification will support you to develop and expand your procurement and supply skills, knowledge and understanding, at Level 3.

You will cover aspects of:

### Mandatory units

- Relationships in Procurement and Supply Stakeholder
- Procurement and Supply Environment The
- Information about Procurement and Supply Analyse

### Optional Units

- Manage Own Professional Development within Procurement and Supply
- Determine Requirements for Procurement and Supply Identify and Appraise Potential Suppliers of Non-Critical Supplies
- Place and Expedite Orders with Suppliers
- Administer Contracts
- Manage a Procurement in Accordance with EU Public Procurement Rules
- Monitor the Performance of Suppliers
- Negotiate for Supplies
- Administer a stock control system
- Customer Service in Own Area

You will produce a portfolio of evidence for example; observations, witness statements, group discussion observation sheets, case studies, reports/notes.

### What could this qualification lead to?

Will the qualification lead to employment, and if so, in which job role and at what level?

The ABC Level 3 Certificate in Procurement and Supply qualification provides you with the specialist practical skills and knowledge that the industry requires, enabling you to possibly progress into the following examples of job roles:

- Procurement assistant
- Procurement support officer

### **Will the qualification lead to further learning?**

On completion of the ABC Level 3 Certificate in Procurement and Supply you can progress to a Level 3 Diploma in Procurement and Supply, which forms part of the framework for the Advanced Apprenticeship in Procurement. Alternatively you could progress to the ABC Level 4 Diploma in Procurement.

### **If there are larger and/or smaller versions of this qualification or it is available at different skills levels, why should a student take this particular one?**

This qualification is part of a suite of ABC Procurement qualifications from Levels 3 to 6:

- ABC Level 3 Certificate in Procurement and Supply
- ABC Level 3 Diploma in Procurement and Supply
- ABC Level 4 Diploma in Procurement
- ABC Level 5 Diploma in Procurement
- ABC Level 6 Diploma in Procurement

The reason for having varying sizes of qualification in the suite at Level 3 is to meet the various needs of you the learner. You can top-up, or build up knowledge and skills before moving to the next level of learning, if procurement is your career decision.

The **Level 3 Certificate in Procurement and Supply** is suitable for you if you are new to the sector or possibly not working in a formal procurement environment as it has a broad introduction to procurement and supply at this level. This qualification provides you with an excellent grounding before committing to the more substantial Level 3 Diploma.

The **Level 3 Diploma in Procurement and Supply** provides a comprehensive and challenging programme of study for those who have an interest and aptitude to progress in Procurement. Throughout this qualification you will develop and expand your practical skills and competencies.

The Level 3 Diploma in Procurement and Supply is included within the current Procurement Advanced Apprenticeship framework and by undertaking a relevant knowledge qualification, both components will form the foundation of work-based learning for any future career developments within Procurement and Supply sector.

### **Who Supports This Qualification?**

#### **Employers**

- New Charter Building Company
- Food Standards Agency
- East Midlands Strategic Commercial Unit, Notts Police
- Viridian Housing
- Asra Housing Group
- University of Warwick

#### **Providers**

- Greenlite Solutions Ltd (NVQ Providers Association [NVQPA] Member)
- Qube Vocational Development Ltd (NVQ Providers Association [NVQPA] Member)
- Commercial Skills (NVQ Providers Association [NVQPA] Member)

## **FURTHER INFORMATION**

Further information on the qualification can be found at:

<http://www.abcawards.co.uk/Business-and-Administration>