



Invest in procurement futures

CIPS offers the full package as a training provider for apprenticeships in procurement and supply.

We provide mentor training for line managers, one-to-ones for apprentices, revision sessions, dedicated programme managers, and more – all designed to get the best results from your apprentices.

Apprenticeships

www.cips.org/employers



Why employ apprentices?

Apprenticeships are an exciting option for both apprentice and employer.

You can employ apprentices at different levels, from school leavers and university graduates, to people who want to further their careers or change career direction completely - you can hire someone new or upskill an existing employee. Grow talent and develop a motivated, skilled and qualified workforce that will deliver direct, positive results into your organisation.

Funding an apprenticeship

Employing an apprentice is simple and straightforward. You can access government funding or use your apprenticeship levy funds to train new apprentices or existing employees.

- The amount of government funding you get depends on whether you pay the apprenticeship levy or not.
- You pay the levy if you're an employer with a pay bill over £3 million each year.

Using your apprenticeship levy

- The government will apply a 10% top up to the funds you have in your account.
- If you don't have enough funds, you just pay 5% of the outstanding balance and the government will pay the rest.
- If you do not pay the apprenticeship levy, you pay just 5% towards the total cost of training an apprentice and the government will pay the rest.

The benefits

- **Dedicated support** from a programme manager to support your apprentices throughout.
- **Location** All training and one-to-ones will take place at a convenient location or virtually, no matter where you are.
- **Funding** Costs are supported by the apprenticeship levy/government funding.
- **Study materials and resources** such as books and eLearning to accompany each module.
- **Complete package** includes workshops, revision sessions, exam fees, tutor one-to-ones and EPA mentoring.

How and where?

We'll run programmes for up to 16 apprentices at a time, either from a single organisation or from more than one. If the whole group is from a single organisation, training and one-to-ones will take place on site, otherwise it will be arranged in consultation with the various parties.

Apprentices must be aged over 18, have GCSEs in Maths and English at grade C or above, and not have studied procurement at Level 4 before.

Why CIPS?

We're rated Good Provider by Ofsted with over 1,000 students sitting 5,000 exams per year, CIPS Corporate Study Centre is one of the largest providers of CIPS qualifications. We have been awarded Centre of Excellence status in recognition of our quality, student care, and results.

We'll provide a complete package of training, revision, course books, exams fees, eLearning, mentoring and one-to-ones with tutors, all designed to get the best results from the apprentices. We'll use our network of tutors, all experienced procurement professionals, to deliver a blend of face-to-face and online support. Training will be delivered at your site or at an alternative convenient location.

Where to start

Procurement and Supply Assistant Apprenticeship Level 3

The Level 3 apprenticeship is suitable for all organisations, sectors and industries. It is ideal for individuals completely new to procurement or those that have limited procurement knowledge, and/or responsibilities for low-risk procurement activities.

Part 1: CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

- L3M1 Procurement and Supply Environments
- L3M2 Ethical Procurement and Supply
- L3M3 Contract Administration
- L3M4 Team Dynamics and Change
- L3M5 Socially Responsible Procurement

Part 2: Questioning Interview supported by Portfolio of Evidence

Part 3: Work Based Project (3,000 words), followed by presentation, question and answers

Total duration: 19 months

Procurement and Supply Chain Practitioner Apprenticeship Level 4

The Level 4 apprenticeship is suitable for all organisations, sectors and industries. It is ideal for individuals with limited commercial/procurement experience or people who are completely new to their role and possibly operating at a more senior level.

Part 1: CIPS Level 4 Diploma in Procurement and Supply x 7 units

- L4M1 Scope and Influence of Procurement and Supply
- L4M2 Defining Business Need
- L4M3 Commercial Contracting
- L4M4 Ethical and Responsible Sourcing
- L4M5 Commercial Negotiation
- L4M6 Supply Relationships
- L4M7 Whole Life Asset Management

Part 2: Presentation and questioning interview

Part 3: Professional discussion underpinned by a portfolio of evidence

Part 4: L4M8 Exam - Procurement and Supply in Practice

Total duration: 22 months

What our apprentices say



The skills I have gained through my apprenticeship have already helped me gain a promotion to Assistant Procurement Manager. ”

Rachel Collier, Assistant Procurement Manager



My apprenticeship has given me exposure to different industries and ways of working which I can carry over and adapt into my own role to bring innovation to the department. ”

Dilraj Singh Bharj, Apprentice Assistant Buyer



I have been given the chance to build an extensive procurement skillset and knowledge base by completing my apprenticeship, which will in turn put me in an advantageous position when applying for future roles. ”

Ruby Burns, Procurement Apprentice



CIPS being the globally recognised standard for Procurement means that all of the skills that I pick up are applicable to different types of industries across the world. ”

Dilraj Singh Bharj, Apprentice Assistant Buyer

How can CIPS help?

No matter where you are in the world or what sector you operate in, CIPS can help to ensure that your Procurement and Supply teams:

- Have the skills to spend your organisation's funds wisely and manage suppliers effectively
- Comply with relevant legislation
- Have the tools to build ethical and sustainable supply chains
- Continually evolve and deliver results against increasingly challenging targets
- Add value to the business and get the recognition they deserve

Want to see how we can develop your Procurement and Supply Team?

Get in touch with us: corporate.solutions@cips.org

www.cips.org/employers