

# CIPS Apprenticeship Programme Tutor

## Job Description

<b>Job</b>	<i>Tutor – Apprenticeship Programmes</i>
<b>Location</b>	<i>UK (Remote &amp; On-site Delivery)</i>
<b>Contract type</b>	<i>Freelance / Consultant</i>
<b>Reports to</b>	<i>Tutor Operations Manager</i>
<b>Department</b>	<i>Teaching, Learning &amp; Quality</i>

CIPS recognises the impact that high quality Apprenticeship Programmes have on both the individual and the organisation. We work with a high impact delivery capacity of tutors to ensure CIPS Apprenticeship Programmes consistently attain the highest quality standards. The learner's experience is at the heart of everything we do. A vital part of the process of on-boarding new trainers is to ensure that the tutors have the absolute best training skills, technical knowledge, experience, and a passion for inspiring learners.

In most instances, it is unlikely that applicants with little experience would be able to deliver to such high standards which is why we expect all applicants to have a minimum of two years' full-time teaching/training experience, along with substantial procurement experience.

We would love to hear from high quality procurement and supply professionals to join our team of expert freelance Apprenticeship tutors. The need for tutors is dependent on demand.

## About the Role

- To teach, assess, coach and mentor apprentices on CIPS Levels 3 and 4 Apprenticeships to meet the gateway for EPA.
- To be responsible for ensuring timely achievement for every apprentice on caseload across all components of the apprenticeship programme from initial sign up to gateway and completion.
- To ensure rapid progression of all learners through effective teaching, accurate monitoring, Progress Reviews, assessment, and coaching across all components
- To liaise and communicate progress with internal staff, learners and employers as required.

## Key Responsibilities

1. To teach effectively on CIPS Level 3 and 4 Apprenticeship programmes.
2. To deliver in accordance with the Curriculum, Schemes of Work and Lesson Plans developed by the Curriculum Lead.
3. Be responsible for assessing a caseload of apprentices individually or in groups, in the workplace or remotely, ensuring they make good progress and develop the skills, knowledge and behaviours set out in the Standard they are following.
4. Conduct initial assessment of skills (“Skill Scans”) for apprentices recognising prior skills to inform the individual learning plan.
5. Complete and document allocated elements of the individual learning plan mapping against the requirements of the standards, identify delivery milestones and preparation activity for gateway ensuring every apprentice is ready for end point assessment
6. Communicate with employers when required, throughout the apprenticeship including progress of the apprentice, advising on their role in the off the job training, gateway preparation, end point assessment.
7. Carry out assessment of apprentices’ acquired skills, knowledge and behaviours via the assigned activities on Bud. Record the outcomes of such assessments in detail using the Bud e-portfolio system.
8. Referring to the initial assessment information and liaising with functional skills provider if applicable, embed maths and English to extend knowledge throughout the apprentices’ programme.
9. Provide feedback to apprentices on their skills development including vocational and behaviours as to whether they are competent within the requirements and identify areas for improvement.
10. Conduct and document 12-weekly Progress Reviews with Learner and Employer to assess and record Learner progress and maintain robust audit trail for all stakeholders. Progress Reviews may be remote or face to face with the learner at the Employer's premises, depending on the cohort.

11. Ensure assignments and any other paperwork and/or electronic records of learners' initial assessment, enrolment; individual learning plan; learning planning; feedback; progress; learning activity; outcomes of assessment, are completed accurately and within specified timescales.
12. Engage with the use of online platforms ("Bud" and "Cognassist").
13. Work and liaise with employers to confirm when the apprentice is ready to proceed past the gateway to EPA.
14. Assist as required, with the communications required with employer, apprentice, Apprenticeship team to support the accurate booking for appropriate EPA requirements.
15. Liaise with employers, curriculum teams, and other stakeholders on vocational issues developing appropriate two-way communication.
16. In liaison with the Apprenticeship Team if appropriate, support apprentices with varying barriers to learning ensuring accurate records of this activity are maintained for funding claims.
17. Meet targets for timely and overall success rates ensuring every apprentice's achievement and success is timely.
18. Attend standardisation and/or quality assurance meetings as required by the Teaching and Learning Department.
19. Report potential leads and issues relating to employers to the Apprenticeship team.
20. Work with Apprenticeship Team to ensure the actions in the QIP are carried out within an agreed timescales.
21. Take part in, and log, CPD to maintain professional occupational competence.
22. Share and contribute to the CIPS' vision, mission and values and communicate them through management of expected apprenticeship behaviours, as detailed within the Standard.
23. Actively promote and model good practice in equality and diversity, safeguarding and health and safety and notify Apprenticeship Team of any issues identified.
24. Liaise with other teams across curriculum delivery where relevant.

**General:**

The role holder may be required to perform duties other than those given in the job description for the role. The particular duties and responsibilities attached to roles may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The role holder must comply with and implement relevant health, safety, security and welfare processes as required by the relevant statutory or CIPS procedures.

## Essential Criteria

To be considered for this opportunity, you must:

- Be a member (MCIPS or FCIPS) of CIPS.
  - Need to demonstrate considerable relevant experience in a Procurement and Supply role.
  - You will need to possess strong teaching and communicating skills and have a Level 3 teaching qualification or above.
  - You will need to be able to effectively explain complex concepts, models, engage learners, and facilitate learning.
  - You will need to have a commitment to professional development to stay up to date with the latest trends and best practices.
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## Application Process

1. Initial Application – Ensure you meet all essential criteria before applying.
  2. Micro-Teach Session – Shortlisted applicants will be invited to deliver a 45-minute virtual teaching session to a CIPS panel.
  3. Feedback & Offer – Constructive feedback and outcome shared within 5 working days hours.
  4. Onboarding – Successful candidates will complete a Skills Matrix and agree availability.
  5. Tutor Induction – Includes shadowing, quality checks, and discussions with the Tutor Operations Manager.
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## Contractual and Compliance Requirements

- Signed Tutor Agreement (including CIPS Code of Ethics and confidentiality clauses)
  - Maintain Professional Indemnity Insurance (min. £1,000,000)
  - Submit documentation: Supplier Agreement, Conflict of Interest form, proof of right to work (UK only), annual CPD statement, and Ethics e-learning certificate
  - Undergo DBS checks where applicable (UK only, e.g., Apprenticeships)
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## Ways of Working

- Maintain professionalism: punctuality, dress code, and learner rapport
  - Prepare lesson plans and adapt sessions for different learner needs
  - Stay up to date with procurement trends and CIPS resources
  - Attend at least one unpaid tutor training event per year (expenses covered)
  - Provide and receive peer feedback as part of quality assurance
  - Embrace digital delivery tools and meet minimum tech standards
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### **Why Join CIPS as a Tutor?**

- Be part of a global network of expert trainers
  - Deliver high-impact training that shapes the procurement profession
  - Flexible freelance assignments to suit your schedule
  - Opportunities to contribute to content development and innovative delivery
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### **Ready to Apply?**

If you meet the essential criteria and are passionate about supporting learners in procurement and supply, we'd love to hear from you.

[Apply now](#) and take the next step in your career as a CIPS Apprenticeship Programme Tutor.