

## Factsheet 21

# Purchase and Supply Management

National Apprenticeship Service

### Overview

Purchase and Supply Management is part of the logistics sector which is a vital part of the business economy. It is responsible for the employment (directly and indirectly) of approximately 1.9 million people.

The role of operators within the supply chain function is primarily to ensure the purchasing and supply of goods and services are of the appropriate quality, quantity and price from a suitable source and to make sure they are delivered to the right place at the right time.

The Purchasing and Supply Management Apprenticeship is for all people who contribute to the management of supply chain activities across the economy.

This framework offers apprentices the opportunity to progress to a Level 4 NVQ qualification through a structured program of learning pathways, 45% of those currently working in Purchasing and Supply roles hold a qualification at NVQ Level 4 or above.

Starting salary (once qualified):  
£13,500.

### What is an Apprenticeship

An Apprenticeship is a mix of real work and learning. Apprentices earn a wage and get experience whilst working towards a number of qualifications. An Apprenticeship follows a Level 2 programme and can lead onto an Advanced Apprenticeship which is a Level 3 programme.

### Example Job Roles as an Apprentice

- Delivery Driver
- Purchasing Clerk
- Logistics
- Driver of goods
- Traffic Officer
- Warehousing Operative

### Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- competence based element
- technical element
- skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

## Competence Element

**Apprenticeship** – Supply Chain Management Level 2

**Advanced** – Supply Chain Management Level 3

**Higher** – Supply Chain Management Level 4

## Technical Element

**Apprenticeship, Advanced and Higher** – Technical Certificate

CIPS Introductory Certificate in Purchasing and Supply Level 2, 3 or 4

## Skills Element

**Apprenticeship** –

Application of Number Level 1

Communication Level 1

**Advanced and Higher** –

Application of Number Level 2

Communication Level 2

## Other Additional Study

Employment Rights and Responsibilities

## Apprenticeships Available

- Apprenticeship ✓
- Advanced Apprenticeship ✓
- Higher Apprenticeship ✓

## Progression Routes

- Established Operative
- Management
- Foundation Degree in Logistics  
See [www.thestairway.org](http://www.thestairway.org) for more information and specific routes
- Membership of Chartered Institute of Purchasing and Supplies (CIPS)
- Chartered Institute of Logistics and Transport (CILT)

## Options within the Framework

A range of mandatory qualifications with some choice over units linked to your role

## Already Employed?

Are you currently employed but not working towards qualifications? Speak to your employer about converting to an Apprenticeship and ask them to call 08000 150 600 for more information.

## For more Information and to Apply Visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.thestairway.org.uk](http://www.thestairway.org.uk)

[www.skillsforlogistics.org](http://www.skillsforlogistics.org)

If you require further advice or support on Apprenticeships please contact your local Connexions or Careers Advice Service.