



JC Training & Consultancy



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COMPANY

Profile

About Us

Based in the East Midlands, JC training & Consultancy specialise in the delivery of Apprenticeships across a range of sectors. We understand the importance of learning and how Apprenticeships ensure the development and growth of knowledge, skills and behaviours which is why we focus our pathways to meet sector specific aims and goals, maximising your learning and development through robust teaching, learning and assessment.

Our tutors and delivery team have vast sector knowledge and experience and deliver teaching and learning tailored to your individual needs and learning styles whilst maximising all learning opportunities on and off the job.

3



Profile

As part of our Apprenticeship offer, we deliver following pathways

Business:

- Business Administrator Level 3
- Business Improvement Technician Level 3
- Business Improvement Practitioner Level 4
- Business Improvement Specialist Level 5
- Business Improvement Leader Level 6
- Quality Practitioner Level 4
- Team Leader Level 3
- Operations/Department Manager Level 5
- Senior Leader Level 7
- Senior People Professional Level 7

Finance:

- Payroll Administrator Level 3
- Payroll Manager Level 5

Sales, Marketing & Procurement:

- Digital Marketer Level 3
- Marketing Assistant Level 3
- Marketing Executive Level 4
- Marketing Manager Level 6
- Sales Executive Level 4
- PR & Communications Level 4
- Procurement & Supply Level 3
- Bid & Proposal Co-Ordinator Level 3
- Customer Service Practitioner Level 2
- Customer Service Specialist Level 3
- Retailer Level 2
- Retail team Leader level 3
- Retail manager Level 4

Education:

- Learning Mentor Level 3
- Learning & Development Practitioner Level 4
- Assessor/Coach Level 4
- Employability Practitioner Level 4
- Coaching Professional Level 5
- Learning & Skills Teacher Level 5



OUR CORE VALUES

1

Learner Aspirations

Learning that goes beyond boundaries to create lifelong impact, that ensures pathways are achieved that meets our learners' aspirations.

2

Customer Delight

We Satisfy and Delight Our Customers, our customers are the lifeblood of our business and our most important stakeholder. We strive to meet or exceed their expectations in every aspect of our services. To honor our commitment and act with responsibility in all our relationships. Quality in Method and Design enables us to tailor our approach to sector and industry standards

3

Integrity

We are committed to right first time and on time in full principals across all aspects of the business, ensuring that the quality of services meets with customer expectation and beyond. We believe that nothing is more important than our reputation and behaving with the highest levels of integrity is fundamental to who we are

4

Transparency

Our business is run with clear and open communications with learners, client and employees that forms transparent transactions and delivery of high-quality training. We are one team and it's when we share our skills, knowledge and experience, ensuring that diversity makes us strong.

5

Passion

To excel through quality and to enjoy our work. To address sector developments ahead of the curve, that enables us to provide timely training for our clients and learners. To learn from our experiences, to encourage new ideas and try new possibilities

4

PROCUREMENT & SUPPLY LEVEL

3

Duration of apprenticeship:

Typically 18 months.

Maximum funding: £6000

Professional recognition

This standard aligns with the following professional recognition:

- Chartered Institute Procurement & Supply

The broad purpose of the occupation is the process of procurement or buying low value goods and services. Procurement and supply assistants are vital for the smooth functioning of the procurement and supply department in any organisation. They are often responsible for ensuring data is correctly administered and maintained in accordance with legislation of the organisation's own procedures. They will use their knowledge of procurement regulations/policies to support the wider procurement team in tasks such as quotation and/or tender response evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison. The individual will also often have purchasing requests and low risk contracts for which they will develop requests, quotes, or obtain prices and delivery. They will provide support in procurement to enable supplier selection, management and supplier closure and undertake a role in the management of supply delivery and quality assurance.

In their daily work, an employee in this occupation interacts with their procurement teams as well as colleagues from other internal departments such as operational functions, finance, legal, IT, sales and marketing. This role also includes interaction with external stakeholders such as suppliers. This role may involve off site and supplier visits, however it will be mainly office based.



KNOWLEDGE

K1: The role of Procurement within the organisation and the relevant organisational procurement regulations, policies and processes which must be followed, such as, procedures for obtaining quotes and tenders, purchase order processing and purchase to pay.

K2: Value for money concepts including the balancing of quality, price and sustainable considerations or most economically advantageous tender (meat), whole lifecycle costing, 5 rights of procurement and added value opportunities.

K3: Supplier approval process and the importance of due diligence checks including legal entity checks, financial appraisal, quality checks and relevant sector approvals, certification and policies.

K4: Demand and spend management, analysis and forecasting techniques including quantitative methods such as historical usage, spend and trend analysis, inventory records and re-order levels or qualitative techniques based on stakeholders estimates using internal databases and spreadsheets.

K5: The importance of developing and managing key stakeholder relationships such as the internal customer and supplier and the need for prompt and effective communication to support efficient and effective procurement.

K6: The need for accurate specifications of requirements which reflect the organisations needs and provides equality of opportunity for suppliers when providing quotes and tenders.

K7: Levels of authority and autonomy both for self and other internal stakeholders and how that relates to the relevant procurement procedure and when issues should be escalated to senior procurement colleagues.

K8: Development and evaluation of requests for quotes and tenders and use of appropriate terms, conditions and templates



KNOWLEDGE

K9: The importance of maintaining accurate records and files for procurement in line with organisational and regulatory requirements and for audit purposes.

K10: Effective and appropriate communication methods according to organisational requirements, service level agreements and the degree of risk involved and appropriate to the task required e.g. expediting supplies, resolving invoice queries and supplier review meetings.

K11: Responsible procurement practices, in making procurement decisions, consideration of the impact of those decisions during the full procurement process on the environment (the circumstances, objects, or conditions by which they operate in) and social (people or groups they work with) elements across the supply chain.

K12: Research methods for Procurement including market, supplier and sector research which may include subscription databases, market reports, internet research, trade bodies, press and events, use of market 'experts', supplier engagement events etc.

K13: The legal and regulatory environment effecting procurement, including the supply of goods and services act and/or public contract regulations.

K14: Awareness of the organisation's contractual obligations towards suppliers e.g. payment terms

K15: Understand the 4 processes of negotiation (preparation, opening, bargaining and closure).



SKILLS

- S1:** Monitor and order products, stock, equipment and services at appropriate times using the appropriate procurement method.
- S2:** Communicate to procurement's internal stakeholders, suppliers and other stakeholders in order to develop effective relationships and networks
- S3:** Create, maintain and amend purchase order and contract records.
- S4:** Interpret, evaluate and compare procurement information such as historical spend and usage using databases and spreadsheets.
- S5:** Present findings and data in all formats e.g. mathematically, written and oral.
- S6:** Determine value for money (VFM) and added value through the use of Total Cost of Ownership during the evaluation process, and apply the most economically advantageous tender (MEAT) criteria to the evaluation of quotes and tenders to support the recommendation at award.
- S7:** Utilise relevant Procurement computer systems or internal databases.
- S8:** Select the supplier of the most appropriate products and services for purchases within their remit and place purchase order.
- S9:** Undertake appraisal of adhoc and low spend suppliers including setting them up on the purchasing system.
- S10:** Effectively research and analyse demand, spend, trends, potential suppliers and industries utilising qualitative and quantitative methods.
- S11:** Develop specifications of requirements and requests for quotes/tenders in line with organisational requirements.
- S12:** Apply considerations of responsible procurement in evaluating potential suppliers, quotes and tenders.
- S13:** Investigate and resolve purchase order, delivery and invoice queries.
- S14:** Own low risk value projects such as supply contracts for stationery, personal protective equipment (PPE) or other consumables, and contribute to higher risk activities such as contracts for building services or machinery, and track, log, expedite and review outstanding orders and stock availability where applicable.
- S15:** Maintain knowledge on all open orders and their status' and provide assistance to all purchasing staff e.g. expediting and feeding information back to the relevant stakeholders.
- S16:** Able to consider the impact of the decision making process when interacting with the supply chain.
- S17:** Able to support the contract negotiations and mini competitions with suppliers.



BEHAVIOURS

B1: Be open to change, amend working practices in response to changes in process with a positive attitude.

B2: Establish strong relationships with internal and external stakeholders

B3: Be open, honest, respectful and reliable..

B4: Be enthusiastic and passionate when adhering to company values and engaging in your personal development

B5: Be attentive to the detail in any procurement and negotiation activity.

B6: Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues.

B7: Be self-motivated to develop and learn.

DELIVERY METHOD

- **Experience/educational attainment required to undertake the course?**

There are no formal entry requirements however as part of the apprenticeship, the apprentice would need to achieve Functional Skills Level 2 in Maths and English unless prior attainment of this is provided but the tutor would fully support as part of the learning journey.

- **How the apprenticeship is studied towards**

As part of the teaching and learning journey, we use a blended approach to support and facilitate the learning cycle whilst maximising the learning opportunities.

To do this, we complete teaching and learning on a face to face basis (prior agreement of dates and times with yourself as the employer), remote and online so that the apprentice can take advantage of receiving face to face teaching whilst using the remote and online to supplement the areas taught

We use an e-portfolio where all teaching and learning resources will be provided and the designated line manager will have access to the portfolio through their very own log in where they are able to support the apprentice, provide feedback and complete witness testimonies etc.

This encourages a full triangulated approach between us as the provider, the employer and apprentice

We ensure that apprentices have the opportunity to have enrichment to their learning through away days (planned & agreed with employer) along with our very own apprentice platform designed to experience others views within the same apprenticeship pathway operating as a forum to share ideas, opinions and experiences whilst gaining peer support

- **What support we can expect from you?**

We ensure that the triangulated approach is enacted and that regular reviews are completed on a monthly basis to measure your progression, learning, achievements and distance travelled and communicate this with you on a monthly basis where you can discuss these areas and any concerns or adaptations you require.

We ensure that your feedback is captured and you are then able to add your review feedback to the portfolio directly, again showing an employer journey throughout, keeping you involved and engaged to support you.

All we require in order to perform this is the designated manager to allocate monthly meeting times per month at a suitable date and time to them to complete this process.

ONBOARDING

We tailor our approach to all employers and apprentices needs which is why we are able to complete onboarding and preferred start dates anytime of the academic year and is based upon your request.

We complete stage gates for our onboarding, induction and official start date of the Apprenticeship which consists of:

Stage 1:

Employer Analysis

- Completion of Organisational Training Needs for the organisation

Stage 2:

Onboarding

Onboarding where our Apprenticeship Engagement Officer will meet with the employer/manager and apprentice to complete all onboarding actions which include:

- The entirety of the Apprenticeship overview including expectations
- Delivery Methods
- Introduction & Overview of the tutor
- Resources
- Online Portfolios

Stage 3:

Start of Apprenticeship Journey

- Planned official start date where the apprentice will meet with the tutor to complete their first teaching and learning



**"WE BELIEVE IN
MAKING A REAL
DIFFERENCE TO
PEOPLES LIVES**

"That's why we only provide
the best for our clients. "

Jennifer Crook

Managing Director of JC Training & Consultancy



CONTACT US

For Further Information

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