Llywodraeth Cymru
Welsh Government

Welsh Government

Commercial Procurement and Supply Apprenticeship

Frequently Asked Questions

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This document was created by the Welsh Government's Commercial and Procurement, Capacity and Capability Team following the development of the Apprenticeship Pathway for Wales.

For further information in relation to this document, please contact: CommercialCapability@Gov.Wales

General Understanding

What is a Procurement Apprenticeship?

A Procurement Apprenticeship is a structured training programme that combines practical on-the-job experience with formal learning in procurement and supply chain management.

What levels of procurement apprenticeships are available in Wales?

Procurement apprenticeships in Wales are currently available at Levels 3 and 4.
The full pathway can be accessed here: **Commercial Procurement and Supply | Apprenticeships**

Who is the apprenticeship suitable for (new hires vs. existing staff)?

The apprenticeship is suitable for both new recruits and existing employees looking to upskill in procurement.

What are the benefits of hiring a procurement apprentice?

Benefits include developing a skilled workforce, improving procurement practices, and accessing government funding and support.

Employer Involvement

What is the employer's role in the apprenticeship?

Employers are responsible for recruitment, day-to-day supervision, mentoring, and support for the apprentice's development.

How much time will the apprentice spend on training vs. work?

Typically, apprentices spend 20% of their time on off-the-job training, with the remainder in their work role.

The time your apprentice will be out of the office varies by the Training Provider.

Engage with all Training Providers to establish the model that best suits your organisation, the

role, and the support you should provide.

Can I tailor the apprenticeship to suit my organisation's needs?

Yes, training providers can work with you to align the apprenticeship content with your business objectives.

Funding and Costs

What funding is available to support procurement apprenticeships?

The Welsh Government funds most of the training costs through its Apprenticeships Program.

Do I need to pay the apprentice's wages?

Yes, employers are responsible for paying the apprentice's salary.

Is there a guide on the recommended salary for an apprentice?

There is no standard recommended salary for an apprentice.

Each organisation will need to work within their Human Resources to define the appropriate salary.

Employers should consider their workforce strategy, how they intend to use the apprenticeship within their organisation, local workforce conditions, attracting the right talent, and future aspirations for the individuals they are recruiting.

Within the Welsh Government, apprenticeships are typically offered at Level 3 (Team Support £23,258 - £26,901) and Level 4 (Executive Officer £28,245 – £32,141), but this could vary depending on the role expectations and alignment with the apprenticeship pathway.

How do I apply for funding?

The contracted Training Providers receive their funding allocations to support all Welsh apprenticeships in the August of each year.

There is no set process for employers to secure an apprenticeship place, but you should engage with training providers as early as possible to ensure they build your need into their forecast.

Training and Support

What support am I provided as an employer looking to utilise the apprenticeship pathway?

Employers are encouraged to work with an approved training provider early in the process. These providers help with:

- Designing the apprenticeship programme
- Delivering training
- Accessing funding and incentives

All approved training providers can be located on the employers help section here: Apprenticeships - Medr

How do I recruit a procurement apprentice?

You can advertise through the Apprenticeship Vacancy Service or work with a training provider.

Progression and Outcomes

What qualifications will the apprentice gain?

Apprentices gain nationally recognised qualifications in procurement and supply.

Level 3:
Knowledge - CIPS Level 3: Procurement Certificate Advanced | CIPS
Competence - Level 3:Certificate in Procurement and Supply Operations (Wales)

Level 4:
Knowledge - CIPS Level 4: Diploma In Procurement Supply | CIPS
Competence - Level 4: Certificate in Procurement and Supply Chain Management (Wales)

Is the competency qualification the same as the CIPS qualification?

The competency qualifications at Level 3 and Level 4 are additional stand-alone qualifications that are completed in addition to the CIPS Level 3 Certificate or Level 4 CIPS Diploma.

The competency qualification at both levels closely aligns with the CIPS knowledge qualification to ensure transferable knowledge into application. For example, the CIPS Level 4 Core Module, Procurement and Supply in Practice (L4M8), teaches the application of the procurement cycle. The new competency qualification, Level 4 Procurement and Supply Chain Management, embeds the procurement cycle throughout the modules and guides a learner through a typical procurement process – planning a procurement, sourcing, contract management, as well as the enabling considerations such as digital and data, CSR, and strategy.

What career paths can a procurement apprentice follow?

Career paths are vast but include procurement officer, category manager, and supply chain analyst.

How can I support the apprentice's progression after completion?

You can offer further training, mentoring, or promotion opportunities.

It is important to consider the apprentice career pathway to support recruitment and retention of talent.