

apprenticeship FRAMEWORK

Supply Chain Management (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 21 SEPTEMBER 2018

Modifications to SASE came into effect on 21 September 2018. Accordingly, SASE publication DFE-00236-2018 applies **both** to new Apprenticeship starts from 21 September 2018 **and** all Apprenticeships commenced before and not completed by 21 September 2018.

Latest framework version?

For any previous versions of this framework: https://acecerts.co.uk/framework_library

Issue date: 17 November 2015

Issued By:
Institute of the Motor Industry

Apprenticeship Certificates
England

https://acecerts.co.uk/framework_library

Document Status:
Issued

Supply Chain Management (England)

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Framework information

Information on the Issuing Authority for this framework:

Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts) and also occupations in freight logistics and maritime.

Issue number: 9	This framework includes:
Framework ID: FR03667	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2017	This framework is for use in: England

Short description

Every organisation has to buy goods and services and this means that Supply Chain people work everywhere from global corporations to market stalls. For many organisations, their biggest cost is the goods and services bought from third parties. This includes all the costs of managing supply including purchasing, expediting, inventory management, delivery and receipt of goods and quality control. Supply chains within and across all other sectors are reliant on the effectiveness of the people who work within them. Apprentices can work as Supply Chain Officers making sure goods are ordered and delivery of them is tracked. Advanced Apprentices may work as Supply Chain Managers, ensuring suppliers are supplying or delivering goods correctly.

Contact information

Proposer of this framework

The development of this framework included both professional bodies and employers. From the Professional body perspective the Chartered Institute of Purchasing and Supply and the Chartered Institute of Logistics and Transport were involved in the consultation and used their membership for support. From a direct employer perspective Nissan (UK), Airbus (UK) and Rolls Royce were among the leading supporters of the framework. The structure this Apprenticeship framework provides will enable employers within the sector to effectively plan to meet their needs for the future.

Developer of this framework

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Issuing Authority's contact details

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Issuer contact name:	Cara Taylor
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Revising a framework

Why this framework is being revised

To facilitate the addition and removal of qualifications covering Level 2, Level 3 and ERR.

To update the Developer and Issuing Authority contact information.

To update Awarding organisation information from Edexcel to Pearson Edexcel.

Summary of changes made to this framework

To facilitate the addition and removal of qualifications covering Level 2, Level 3 and ERR.

To update the Developer and Issuing Authority contact information.

To update Awarding organisation information from Edexcel to Pearson Edexcel.

Qualifications removed

Employee Rights and Responsibilities

- 600/1045/9 – EDI
- 600/2570/0 - OCR

Qualifications added

Level 3

- 601/6713/0 L3 Diploma in Supply Chain Management - Gateway Qualifications

Employee Rights and Responsibilities

- 601/6616/2 ERR - Gateway Qualifications

Qualifications that have been extended

None

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs. All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Every organisation has to buy goods and services and this means that Supply Chain people work everywhere from global corporations to market stalls. For many organisations, their biggest cost (35% - 80%) is the goods and services bought from third parties. This includes all the costs of managing supply including purchasing, expediting, inventory management, delivery and receipt of goods and quality control.

For example, the public sector spends around £160 billion a year on bought in goods and services which means the impact of correct supply chain management on us all is colossal.

Supply chains within and across all other sectors are reliant on the effectiveness of the people who work within them. For example there are approximately 1.9 million people in England, Wales and Northern Ireland working within the logistics sector of which 1,559,900 individuals are either directly or indirectly employed in Freight Transport activities.

Local Government and regional development plans identify priority sectors within geographical areas considered vital to their local economy. Supply chains are integral to whichever sectors are identified. Skills for Logistics breaks down supply chains into groupings: Food and Drink; Chemicals and Petroleum; Automotive; Construction Industry; Electronics and Electrical; Pharmaceutical; Clothing and Footwear; Paperwork and Printing; Furniture and Furnishings; and Utilities. Wherever a priority sector is identified, supply chain management has a central role to play in that sector for it to be effective and efficient.

The Supply Chain Management Intermediate and Advanced Apprenticeship and its predecessor Purchasing & Supply Management Apprenticeship have been used by employers since 2008 and currently there are around 300 new Apprentices starting this framework annually. Consequently there is a significant demand for Frameworks for this important part of the Logistics sector and they will help to address the current and future skill demands required by employers.

Aims and objectives of this framework (England)

The aim of this Intermediate and Advanced Apprenticeship is to provide the Logistics Sector with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Intermediate Apprentices to move into higher level jobs and gain higher level qualifications.

The objectives of this Intermediate and Advanced Apprenticeship are to:

- attract more applicants, including women and applicants from under-represented groups into Level 2 and Level 3 jobs in the logistics sector with the skills and knowledge which employers are looking for.
- provide flexible routes for those wishing to get into Supply Chain roles and progress to a range of higher level jobs, training and higher qualifications in logistics.
- provide opportunities for existing staff to gain Level 2 or 3 qualifications which recognise their knowledge and experience.
- to replace staff who leave or who are retiring

Entry conditions for this framework

Employers are looking to attract applicants who have a keen interest in working in a Supply Chain role in the Logistics Sector. While the majority of roles are office based, the international nature of supply chains and the 24 hour, 7 days a week nature of logistics means that some apprentices may be asked to work in shift patterns or work outside traditional office hours. All apprentices will work as part of a team and need to be good timekeepers. Employers are interested in applicants who have basic literacy, numeracy and ICT skills on which this Intermediate and Advanced Apprenticeship will build.

Applicants to this Intermediate and Advanced Apprenticeship will be a mix of age and experience. As a guide, applicants may come from a range of routes including:

- work or work experience
- training and/or experience which could include a portfolio showing what they have done
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- vocational or academic qualification(s)

Initial Assessment

The purpose of initial assessment is to identify prior learning and experience to tailor the Apprentice's Individual Learning Plan, not for screening out applicants.

Training providers and employers will identify the apprentice's learning and support needs and reflect these in the individual learning plan, recognising prior qualifications and experience. Where APL is recognised for existing competence or knowledge, the Apprenticeship programme must be tailored to allow the apprentice to undertake new learning, including learning at a higher level and develop new skills.

Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship in Supply Chain Operations

Pathways for this framework at level 2

Pathway 1: Supply Chain Operations

Level 2, Pathway 1: Supply Chain Operations

Description of this pathway

Supply Chain Management (Supply Chain Operations) 47 credits made up as follows:

- Level 2 Certificate in Supply Chain Operations (27 Credits)
- Functional Skills Maths (5 Credits)
- Functional Skills English (5 Credits)
- Functional Skills ICT (5 Credits)
- Employee Rights and Responsibilities (5 Credits)

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions **or Framework Editor to state any additional requirements**

Job title(s)	Job role(s)
Supply Chain Officer	To support the day-to-day ordering and delivery of materials and provision of services that have been agreed under the contracts with suppliers.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Certificate in Supply Chain Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4825/6	EAL	27	157-163	
B1b	600/4826/8	Pearson Edexcel	27	157-163	
B1c	600/5725/7	SFEDI	27	157-163	
B1d	601/6712/9	Gateway Qualifications	27	157-163	

Relationship between competence and knowledge qualifications

The Certificate in Supply Chain Operations Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE.

This Pathway totals 47 credits which includes competence, knowledge, the ERR Award and the three Functional Skills of English, Math's and ICT. This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 14

The minimum number of credits for Knowledge for this qualification is 13

The total Credits for this combined qualification is 27 credits made up as follows:

Mandatory Units

- Health, Safety and security at work (1 credit for competence and 2 for knowledge)
- Develop effective working relationships with colleagues in Logistics operations (2 credits for competence and 2 for knowledge)
- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)

Optional Units Group 1 (a minimum of two units must be achieved from this group)

- Obtain information on storage locations and facilities (1 credit for competence and 2 for knowledge)
- Obtain information on distribution requirements (1 credit for competence and 2 for knowledge)
- Obtain information on the supply chain (1 credit for competence and 2 for knowledge)
- Analyse information on the supply chain (2 credits for competence and 2 for knowledge)

Optional Units Group 2 (a minimum of two units must be achieved from this group)

- Monitor the flow of supplies in the supply chain (2 credits for competence and 1 for knowledge)
- Monitor the distribution of supplies (2 credits for competence and 1 for knowledge)
- Monitor the flow of returned supplies (2 credits for competence and 1 for knowledge)
- Monitor the transportation of supplies (2 credits for competence and 1 for knowledge)
- Place and monitor orders with suppliers (2 credits for competence and 1 for knowledge)

Optional Units Group 3 (a minimum of one unit must be achieved from this group)

- Process customs documentation for goods (1 credit for competence and 1 for knowledge)
- Process transport documentation for goods (1 credit for competence and 1 for knowledge)
- Process financial documentation for goods (1 credit for competence and 1 for knowledge)
- Organize the preparation of documentation for the transportation of goods (2 credit for competence and 1 for knowledge)

Optional Units Group 4 (a minimum of one unit must be achieved from this group)

- Select suppliers in the supply chain or logistics operation (2 credits for competence and 1 for knowledge)
- Procure supplies or services in the supply chain or logistics operation (2 credits for competence and 1 for knowledge)
- Control supplies to storage locations and facilities (2 credits for competence and 1 for knowledge)
- Administer contracts (2 credits for competence and 1 for knowledge)

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

For the current list of acceptable English qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require English achievement above the minimum SASE requirement?

YES

NO

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

For the current list of acceptable Maths qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require Maths achievement above the minimum SASE requirement?

YES

NO

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** **NO**

ICT

For the current list of acceptable ICT qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require ICT achievement above the minimum SASE requirement

YES

NO

If YES, please state the grade/level required for ICT:

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

(no information)

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- any of the Key Skills or Functional Skills

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Advanced Apprenticeship in any of the following:

- Supply Chain Management Advanced Apprenticeship

Into a job as a supply chain manager or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Supply Chain Specialist

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration.
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 2 Intermediate Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/5724/5 - SFEDI
- 600/6024/4 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ
- 601/2287/0 - Future (Awards & Qualifications) Ltd
- 600/5724/5 - NOCN
- 600/1592/0 - IMIAL
- 601/6616/2 - Gateway Qualifications

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF Award entitled Employee Rights and Responsibilities, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the Apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the Apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:
<http://acecerts.co.uk>

Level 3

Title for this framework at level 3

Advanced Level Apprenticeship in Supply Chain Management

Pathways for this framework at level 3

Pathway 1: Supply Chain Management

Level 3, Pathway 1: Supply Chain Management

Description of this pathway

Supply Chain Management (62 credits) made up as follows:

- Level 3 Diploma in Supply Chain Management (42 Credits)
- Functional Skills Maths (5 Credits)
- Functional Skills English (5 Credits)
- Functional Skills ICT (5 Credits)
- Employee Rights and Responsibilities (5 Credits)

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions for the framework

Job title(s)	Job role(s)
Supply Chain Manager	To manage the day to day ordering and delivery of materials and provisions of services that have been arranged under the contracts with suppliers. To monitor and evaluate the performance of suppliers against the service level agreement for the appropriate contract.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 3 Diploma in Supply Chain Management					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4829/3	Pearson Edexcel	42	218-229	
B1b	600/4838/4	EAL	42	218-229	
B1c	600/5727/0	SFEDI	42	218-229	
B1d	601/6713/0	Gateway Qualifications	42	218-229	UCASValue

Relationship between competence and knowledge qualifications

The Diploma in Supply Chain Management Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE.

This Pathway totals 62 credits which includes competence, knowledge, the ERR Award and the three Functional Skills of English, Math's and ICT. This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 22

The minimum number of credits for Knowledge for this qualification is 20

The total Credits for this combined qualification is 42 credits made up as follows:

Mandatory Units

- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 credit for knowledge)
- Make and effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)

Optional Unit Group 1 (a minimum of four units must be achieved from this group)

- Ensure compliance with Legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)
- Ensure an effective organisational approach to health, safety and security in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Apply improvements to the supply chain (2 credits for competence and 2 for knowledge)
- Plan the workforce in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Manage risk in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Encourage innovation in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)
- Implement change in supply chain management or a logistics operation (4 credits for competence and 3 for knowledge)

Optional Unit Group 2 (a minimum of two units must be achieved from this group)

- Schedule logistics operations to meet customer requirements (2 credits for competence and 2 for knowledge)
- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)
- Control supplies at storage locations and facilities (2 credits for competence and 1 for knowledge)
- Plan change in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Select suppliers in the supply chain or a logistics operation (2 credits for competence and 1 for knowledge)
- Procure supplies or services in the supply chain or a logistics operation (2 credits for competence and 1 for knowledge)

Optional Unit Group 3 (a minimum of two units must be achieved in this group)

- Manage a budget in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Manage contracts in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Manage finance in own area of responsibility on supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage business processes in the supply chain or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage a project in supply chain management or a logistics operation (1 credit for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of two units must be achieved from this group)

- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Map the logistics environment in which own organisation operates (3 credits for competence and 3 for knowledge)
- Build own organisations understanding of its markets and customers in supply chain management or logistics operation (3 credits for competence and 3 for knowledge)

Optional Unit Group 5 (a minimum of two units must be achieved from this group)

- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Provide leadership in own area of responsibility in supply chain management or logistics operation (2 credits for competence and 2 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Build and manage teams in logistics operations (2 credits for competence and 2 for knowledge)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)
- Manage own professional development on logistics operations (1 credit for competence and 1 for knowledge)
- Establish strategic relationships within the supply chain (3 credits for competence and 3 for knowledge)

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

For the current list of acceptable English qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require English achievement above the minimum SASE requirement?

YES

NO

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

For the current list of acceptable Maths qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require Maths achievement above the minimum SASE requirement?

YES

NO

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** **NO**

ICT

For the current list of acceptable ICT qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the www.gov.uk website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require ICT achievement above the minimum SASE requirement

YES

NO

If YES, please state the grade/level required for ICT:

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or... *	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

(no information)

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 ADVANCED APPRENTICESHIP

Progression into this framework can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Supply Chain Management Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Those completing this Apprenticeship may progress into an appropriate Higher Apprenticeship, including any of the following:

- Supply Chain Management
- Management
- Project Management
- Business and Administration

The Supply Chain Management Higher Apprenticeship is the most direct progression route for this Apprenticeship. Note that there is no Level 4 qualification in the Higher Apprenticeship, the combined Supply Chain Management qualification being Level 5. This reflects the job role defined by employers for the Higher Apprenticeship and the outcome of the credit rating and leveling of the qualification created to support that job role.

Apprentices may progress into a job as a Supply Chain Specialist or with further development and training such as an in-house or external development programme, (which may be accredited or non accredited) they may progress into a role as a Supply Chain Analyst.

Other progression opportunities include:

- Foundation degree in logistics, transport planning, logistics operations and administration.
- Undergraduate Higher Education degrees in subjects such as Logistics, SupplyChain Management, Management, Business.

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 5. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/5724/5 - SFEDI
- 600/6024/4 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ
- 601/2287/0 - Future (Awards & Qualifications) Ltd
- 600/7827/3 - NOCN
- 600/1592/0 - IMIAL
- 601/6616/2 - Gateway Qualifications

All Apprentices must receive an induction to the workplace and to the Advanced Apprenticeship programme. ERR will be covered through a separate QCF Award entitled Employee Rights and Responsibilities, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the Apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the Apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and

career.

8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:
<http://acecerts.co.uk>

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Logistics Sector workforce is predominantly white male and despite progress in recent years, females, those from black and minority ethnic groups and people with a learning difficulty or disability are not being attracted to the industry and the ageing workforce means that more people are required to fill a range of logistics roles.

These negative perceptions of employment in Logistics are being challenged in a number of ways, such as:

- Delivering Your Future careers website illustrating non stereotypical roles www.deliveringyourfuture.co.uk
- Made in China, a free teaching resource to support Maths and Enterprise in schools using the journey of an MP3 player from China to the UK. www.madeinchinaresources.co.uk

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the Logistics Sector. Actions to widen participation and increase diversity in the Logistics workforce include:

- Flexible entry conditions for this framework to attract a wide range of applicants.
- Incorporating guidance on initial assessment to ensure the framework does not discriminate against applicants to this framework.
- Working with the Logistics lead at the National Apprenticeship Service (NAS) to promote logistics as a priority sector.
- Links with Jobcentre Plus, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute of Logistics and Transport (CILTUK).
- Developing an entry to employment programme aimed at difficult to reach groups.
- Raising the profile of Logistics at careers events.

Skills for Logistics expects employers and training providers to respect the protected characteristics of the Equality Act 2010 which places a duty on employers and providers to comply with the Act.

Guidance on how to meet the provisions of the Equality Act 2010 is available at:

www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/

Skills for Logistics will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement.

On and off the job guided learning (England)

Total GLH for each pathway

Total GLH for the Level 2 Apprenticeship pathway:

The total amount of Guided Learning Hours (GLH) for the Level 2 Intermediate Apprenticeship which includes both on and off-the-job guided learning is 407 GLH over a minimum duration of 12 months for this programme.

Total GLH for the Level 3 Advanced Apprenticeship pathway:

The total amount of Guided Learning Hours (GLH) for the Level 3 Advanced Apprenticeship which includes both on and off-the-job guided learning is 468 GLH over a minimum duration of 12 months for this programme.

Duration of this Apprenticeship

For apprentices aged:

- between 16 - 18 years old, the Apprenticeship must last at least 12 months;
- 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning.

Guided Learning Hours (GLH)

GLH are delivered during contracted working hours and:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study,
- Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice;
- completed in relation to accredited components of the framework achieved prior to the apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month

period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship.

Minimum off-the-job guided learning hours

Off the job GLH

For the Level 2 Intermediate Apprenticeship an apprentice will need to complete a minimum of 267 GLH off-the-job which exceeds the 30% or 100 GLH per year set by SASE for this 12 month programme.

Off the job minimum per year for the Level 2 pathway is as follows:

- 52 GLH per year for the knowledge element of the Level 2 Certificate in Supply Chain Operations
- 45 GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key skill in Application of Number)
- 45 GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key skill in Communication)
- 45 GLH Level 1 Functional Skill in ICT (alternatively apprentices can complete Level 1 Key skill in ICT)
- 40 GLH for ERR and Induction (to reflect the % time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour per week for the duration of the programme)

For the Level 3 Advanced Apprenticeship an apprentice will need to complete a minimum of 287 GLH off-the-job which exceeds the 30% or 100 GLH per year set by SASE for this 12 month programme.

Off-the-job minimum GLH per year for the Level 3 pathway is as follows:

- 72 GLH per year for the knowledge element of the Level 3 Diploma in Supply Chain Management
- 45 GLH Level 2 Functional Skill in Maths (alternatively apprentices can complete Level 2 Key skill in Application of Number)
- 45 GLH Level 2 Functional Skill in English (alternatively apprentices can complete Level 2 Key skill in Communication)
- 45 GLH Level 2 Functional Skill in ICT (alternatively apprentices can complete Level 2 Key skill in ICT)
- 40 GLH for ERR and Induction (to reflect the % time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour per week for the duration of the programme)

How this requirement will be met

Delivery and recording of off the job GLH:

Off the job GLH must be recorded and apprentices can do this using diary or a portfolio. Activities that apprentices will take part in off the job and away from the immediate pressures of the workplace in order to develop the knowledge required for the job role can include; access to a computer during working hours, day release, block release, web based learning and mentoring.

Evidence of completion of the total of off the job GLH

Evidence of off the job GLH for the Level 2 Intermediate Apprenticeship is:

- Level 2 Certificate in Supply Chain Operations
- Level 1 Functional skills Certificates for Maths, English and ICT or Level 1 Key Skills Certificates for Communication, Application of Number and ICT
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Evidence of off the job GLH for the Level 3 Advanced Apprenticeship is:

- Level 3 Diploma in Supply Chain Management
- Level 2 Functional skills Certificates for Maths, English and ICT or Level 2 Key Skills Certificates for Communication, Application of Number and ICT
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Minimum on-the-job guided learning hours

For this Level 2 Intermediate Apprenticeship the on the job GLH totals 140 GLH

The on the job total for the Level 2 pathway is as follows:

- a minimum of 105 GLH on-the-job for the 12 month programme as part of the competence element of the Level 2 Certificate in Supply Chain Operations
- 20 GLH related to the on-the-job elements of induction and ERR
- 15 GLH on-the-job to practice the three Key/Functional Skills

For this Level 3 Advanced Apprenticeship the on the job GLH totals 181 GLH

The on the job total for the Level 3 pathway is as follows:

- a minimum of 146 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Diploma in Supply Chain Management
- 20 GLH related to the on-the-job elements of induction and ERR
- 15 GLH on-the-job to practice the three Key/Functional Skills

How this requirement will be met

Delivery and recording of on the job GLH

Apprentices will take part in a range of on the job activities in order to demonstrate occupational competence and an understanding of the workplace e.g. embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence, the building of portfolios, keeping diaries/logs and peer review discussions.

On the job GLH must be recorded and apprentices can do this using a diary or a portfolio.

On the job GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework; be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers and guided study.

Evidence for on-the-job GLH for the Level 2 pathway is:

- Level 2 Certificate in Supply Chain Operations
- Functional Skills Maths, English and ICT at level or Key Skills Application of Number, Communications and IT at level 1
- Certificate showing achievement of the ERR Award

Evidence for on-the-job GLH for the Level 3 pathway is:

- Level 3 Diploma in Supply Chain Management
- Functional Skills Maths, English and ICT at level or Key Skills Application of Number, Communications and IT at level 2
- Certificate showing achievement of the ERR Award

There is no requirement under SASE for achievement of GLH to be evidenced at point of claiming the Apprenticeship completion certificate. The Universal Declaration and Authorisation Form requires apprentices to tick to acknowledge that they have received the minimum levels of GLH as required by t

Certification Requirements for GLH

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the apprentice's Apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Apprentices must be introduced to PLTS during induction so that they learn to recognise for themselves when and where they are practicing these skills.

Skills for Logistics has mapped all of the PLTS to all units within ALL competence and knowledge units. Skills for Logistics provides a transferable skills evidence record sheet which Apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated. This must be kept in the Apprentices portfolio and is subject to audit.

To download the evidence record sheets,

visit <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

or email apprenticeships@skillsforlogistics.org

Creative thinking

People think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Generate ideas and explore possibilities;
- Ask questions to extend their thinking;
- Connect their own and others' ideas and experiences in inventive ways; Question their own and others' assumptions;
- Try out alternatives or new solutions and follow ideas through; Adapt ideas as circumstances change.

Independent enquiry

People process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Skills, behaviours and personal qualities for apprentices:

- Identify questions to answer and problems to resolve;
- Plan and carry out research, appreciating the consequences of decisions; Explore issues, events or problems from different perspectives;
- Analyse and evaluate information, judging its relevance and value;
- Consider the influence of circumstances, beliefs and feelings on decisions and events; Support

conclusions, using reasoned arguments and evidence.

Reflective learning

People evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Assess themselves and others, identifying opportunities and achievements;
- Set goals with success criteria for their development and work;
- Review progress, acting on the outcomes;
- Invite feedback and deal positively with praise, setbacks and criticism; Evaluate experiences and learning to inform future progress;
- Communicate their learning in relevant ways for different audiences.

Team working

People work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Collaborate with others to work towards common goals;
- Reach agreements, managing discussions to achieve results;
- Adapt behaviour to suit different roles and situations, including leadership roles; Show fairness and consideration to others;
- Take responsibility, showing confidence in themselves and their contribution;
- Provide constructive support and feedback to others.

Self management

People organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Seek out challenges or new responsibilities and show flexibility when priorities change;
- Work towards goals, showing initiative, commitment and perseverance;
- Organise time and resources, prioritising actions;
- Anticipate, take and manage risks;
- Deal with competing pressures, including personal and work-related demands;
- Respond positively to change, seeking advice and support when needed;
- Manage their emotions, and build and maintain relationships.

Effective participation

People actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Discuss issues of concern, seeking resolution where needed;
- Present a persuasive case for action;
- Propose practical ways forward, breaking these down into manageable steps;
- Identify improvements that would benefit others as well as themselves;
- Try to influence others, negotiating and balancing diverse views to reach workable solutions;
- Act as an advocate for views and beliefs that may differ from their own.

apprenticeship **FRAMEWORK**

For more information visit-
www.acecerts.co.uk/framework_library