

apprenticeship FRAMEWORK

Supply Chain Management (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Supply Chain Management (Wales)

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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: [6]	This framework includes:
Framework ID: [FR04434]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/>
Date this framework is to be reviewed by: [31/08/2020]	This framework is for use in: Wales

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. Apprentices may work as Supply Chain Managers, ensuring suppliers are supplying or delivering goods correctly. Higher Apprentices may work as Supply Chain Specialists and will be responsible for critical evaluation and analysis of suppliers and contracts.]

Contact information

Proposer of this framework

[The Apprenticeship sector for occupations in Freight Logistics and Maritime.]

Developer of this framework

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Who is making this revision [Jo-Anne Bryan]

Your organisation [Lantra]

Your email address: [apprenticeships@lantra.co.uk]

Revising a framework

Why this framework is being revised

[To update the framework in line with the SASW.]

Summary of changes made to this framework

- [Qualifications – removal of combined competence and knowledge qualifications which AO's have withdrawn
- update EAL Level 5 qualification from 60 credits to 100 credits]

Qualifications removed

[Level 2 Certificate in Supply Chain Management:

- 600/4826/8 - Pearson Edexcel

Level 3 Diploma in Supply Chain Management:

- 600/4829/3 - Pearson Edexcel

Level 5 Diploma in Supply Chain Management:

- 601/4697/7- Pearson Edexcel]

Qualifications added

[EAL Level 3 Diploma In Supply Chain Management - 600/4838/4]

Qualifications that have been extended

[N/A]

Purpose of this framework

Summary of the purpose of the framework

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. The Logistics sector 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 Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship and its predecessor Purchasing & Supply Management have been used by employers since 2008. 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.

This Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship builds on the previous Apprenticeship Framework by helping to address the skills gaps and shortages and, at the same time, contributes to meeting the skills priorities for Wales by:

- Incorporating Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills, thereby helping to improve the levels of basic literacy, numeracy and ICT skills in the workforce in Wales.
- Providing qualifications for competence and knowledge, approved by employers to meet the skills mix they require.
- Developing employability skills through the incorporation of induction and employee rights and responsibilities components, recommending a minimum number of hours for these activities.

- Providing a progression pathway from level 2 to intermediate and higher level skills, through to levels 3 and 5 Apprenticeships/Higher Apprenticeships.
- Providing information about career pathways through the Logistics Professional Development Stairway and Delivering Your Future careers website.

Aims and objectives of this framework (Wales)

The aim of this Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship is to provide the Logistics Sector in Wales with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Apprentices to higher level jobs and qualifications.

The objectives of the framework are to:

1. attract more applicants, including women and those from under-represented groups into Level 3 and 5 jobs in the logistics sector in Wales with the skills and knowledge which employers are looking for;
2. provide flexible routes for those wishing to progress into team leading and supervisory roles and progress to a range of higher level jobs, training and higher qualifications in logistics;
3. provide opportunities for existing staff to gain qualifications which recognise their knowledge and experience;
4. to replace staff who leave or retire.

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. They must be willing to work shifts if required, as part of a team and be good timekeepers. Employers are also interested in applicants who have basic literacy, numeracy and ICT skills on which this Foundation Apprenticeship/Apprenticeship/Higher Apprenticeship will build.

Applicants to this Foundation Apprenticeship/Apprenticeship/Higher 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
- any of the Essential Skills or Wider Key Skills
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Welsh Bacalaureate including the Retail Business Principal Learning Qualification which has a logistics content
- vocational or academic qualification(s)

RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

1. Essential Skills

For further information on acceptable alternative qualifications for essential skills, please refer to the link below:

<https://acwcerts.co.uk/web/wp-content/uploads/2013/06/ACW-Transferable-Skills-for-Starts-on-or-after-14th-October-2016-updated-Aug-2017.pdf>

2. Prior experience

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the combined competence and knowledge qualifications in this framework.

3. Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

]

Level 2

Title for this framework at level 2

Supply Chain Operations

Pathways for the framework at level 2:

Pathway 1: Supply Chain Operations

Level 2, Pathway 1: Supply Chain Operations

Description of this pathway

[Supply Chain Operations - 50 credits]

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

[No specific entry requirements for this framework other than those referred to under the general entry conditions.]

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	N/A

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 SASW.

This Pathway totals 50 credits which includes competence, knowledge, the ERR Award, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills. This framework exceeds the minimum of 37 credits set by the SASW.

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)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

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

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

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

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills or Wider Key Skills
- Welsh Bacalaureate including any of the (14 - 19) principal learning qualifications, particularly Retail Business which has a logistics content.
- vocational or academic qualification (s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Apprenticeship in any of the following:

- Supply Chain Management 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

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

[N/A]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers 600/1361/8 - C&G

600/1217/1 - Pearson Edexcel 600/2246/2 - Skillsfirst Awards 600/3313/7 - HABC

600/4473/3 - NCFE

600/4380/5 - FDQ

600/4981/9 - EAL

600/4380/5 - CILT

600/8172/7 - IAO

All Apprentices must receive an induction to the workplace and to the Apprenticeship programme. ERR will be covered through a separate qualification entitled Employee Rights and Responsibilities in the Logistics Industry, 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 LearningSupport
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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

Level 3

Title for this framework at level 3

Supply Chain Management

Pathways for the framework at level 3:

Pathway 1: Supply Chain Management

Level 3, Pathway 1: Supply Chain Management

Description of this pathway

Supply Chain Management - 65 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	600/4838/4	EAL	42	218-229	N/A

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 SASW.

This Pathway totals 65 credits which includes competence, knowledge, the ERR Award, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills. This framework exceeds the minimum of 37 credits set by the SASW.

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 an 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)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

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

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

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

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- Supply Chain Operations Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- any of the Essential Skills or Wider Key Skills
- Welsh Bacalaureate including any of the (14 - 19) principal learning qualifications, particularly Retail Business which has a logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Supply Chain Specialist or with further development and training

- in-house/external development programme (CPD) accredited/non accredited into the following jobs: Supply Chain Analyst

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

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

e.g.

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

DELIVERY AND ASSESSMENT OF ERR

Apprentices who have already undertaken a Supply Chain Operations Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification again.

Qualification numbers: 600/1361/8 - C&G

600/1217/1 - Pearson Edexcel 600/2246/2 - Skillsfirst Awards 600/3313/7 - HABC

600/4474/3 - NCFE

600/4380/5 - FDQ

600/4981/9 - EAL

600/4380/5 - CILT

600/8172/7 - IAO

All Apprentices must receive an induction to the workplace and to the Apprenticeship programme. ERR will be covered through a separate qualification entitled Employee Rights and Responsibilities in the Logistics Industry, 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 LearningSupport.
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.
can recognise and form a view on issues of public concern that affect their organisation and industry.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

Level 5

Title for this framework at level 5

Supply Chain Management

Pathways for the framework at level 5:

Pathway 1: Supply Chain Management

Level 5, Supply Chain Management

Description of this pathway

Supply Chain Specialist - 83 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 Controller (External Contracts)	To manage the day to day elements of the external supply chain and to control internal stock levels. Operational lead on relationships with suppliers and co-ordinate improvement activity across supplier contracts with respect to quality, cost and delivery.
Supply Chain Controller (Internal Contracts)	To manage the day to day elements of the internal supply chain and to control internal material stock levels. Validation of proposed plans and work with the External Controller to ensure delivery of materials meets operational requirements.
Supply Chain Designer	To plan design and implement solutions for new products, modifications and change to existing products and materials and to plan new facilities within the supply chain. To define and implement transport, packaging, and warehousing for new and existing products and services.
Supply Chain Scheduler	To prepare schedules and programmes to meet production forecasts and to manage risk to business units. To develop and execute approved plans and assessments from both internal and external suppliers in line with organisational requirements.

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 5 Diploma in Supply Chain Management

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/4839/6	EAL	100	526	X.

Relationship between competence and knowledge qualifications

The Diploma in Supply Chain Management Level 5 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 SASW.

This Pathway totals 83 credits which includes competence, knowledge, the ERR Award, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills. This framework exceeds the minimum of 37 credits set by the SASW.

The total Credits for this combined qualification is 60 credits made up as follows:

Mandatory Units

- Provide leadership in supply chain management or a logistics operation (2 credits 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)
- Ensure compliance with legal, ethical and social requirements in logistics operations (2 credits for competence and 1 for knowledge)
- Develop productive working relationships with colleagues and stakeholders in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)

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

- Develop a strategic business plan in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Implement a strategic business plan in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)
- Plan change in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Implement change in supply chain management or a logistics operation (4 credits for competence and 3 for knowledge)
- Analyse information on the supply chain (2 credits for competence and 2 for knowledge)
- Develop and implement operational plans in supply chain management or a logistics operation (3 credits for competence and 2 for knowledge)

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

- Manage business processes in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)
- Manage a programme in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Manage finance for supply chain management or logistics operation (3 credits for competence and 3 for knowledge)
- Manage finance for own area of responsibility in supply chain management or a logistics operation (2 credits for competence and 2 for knowledge)

Optional Unit Group 3 (a minimum of three units must be achieved from this group)

- Build own organisations understanding of its markets and customers in supply chain management or a logistics operation (3 credits for competence and 3 for knowledge)
- Map the logistics environment in which own organisation operates (3 credits for competence and 3 for knowledge)
- Develop the culture of own organisation in the supply chain 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)
- Establish strategic relationships within the supply chain (3 credits for competence and 3 for knowledge)

for knowledge)

- Minimise the environmental impact of 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)
- Optional Unit Group 4 (a minimum of two units must be achieved from this group)

Plan the workforce in supply chain management or a 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)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)
- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

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

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

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

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 5 HIGHER APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- Supply Chain Management Apprenticeship
- Warehousing and Storage Apprenticeship
- Driving Goods Vehicles Apprenticeship

PROGRESSION FROM THIS LEVEL 5 HIGHER APPRENTICESHIP:

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

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

DELIVERY AND ASSESSMENT OF ERR

Apprentices who have already undertaken a Supply Chain Operations Foundation Apprenticeship or Supply Chain Management Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification again.

Qualification numbers: 600/1361/8 - C&G

- 600/1217/1 - Pearson Edexcel 600/2246/2 - Skillsfirst Awards
- 600/3313/7 - HABC
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4981/9 - EAL
- 600/4380/5 - CILT
- 600/8172/7 - IAO

All Apprentices must receive an induction to the workplace and to the Apprenticeship programme. ERR will be covered through a separate qualification entitled Employee Rights and Responsibilities in the Logistics Industry, 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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.

Logistics is seen as a job for males and this perception is being challenged in a number of ways, such as:

Awareness of Logistics as a profession is being raised through the Welsh Baccalaureate Principal Learning Qualification in Retail Business, which has logistics content and through promotional leaflets aimed at 14 – 19 year olds in schools. Amongst these leaflets is "Getting more girls into Logistics and Retail" which will help to promote the range of jobs in logistics.

Another initiative which aims to attract applicants from a diverse population is:

- <https://careerready.org.uk/programme/think-logistics>

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the Logistics Sector and action plans are in place to increase the number of apprenticeships by a minimum of 10% each year. 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.
- Links with Jobcentre Plus, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute for Logistics and Transport (CILTUK).
- Developing an entry to employment programme aimed at difficult to reach groups. Raising the profile of Logistics at careers events.

The industry expects providers and employers to abide by the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the sector using the 9 protected characteristics of :

1. Age
2. Disability
3. Gender
Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or Belief
Sex or sexual orientation]

On and off the job training

Summary of on- and off-the-job training

[For the Level 2 Foundation Apprenticeship pathway - 437 hours

For the Level 3 Apprenticeship pathway - 498 hours

For the Level 5 Higher Apprenticeship pathway - 658 hours]

Off-the-job training

[Off-the job training hours for the Level 2 Foundation Apprenticeship pathway is 297 hours for the 12 month programme. Off-the job training hours for the Level 3 Apprenticeship pathway is 317 hours for the 12 month programme.

Off-the job training hours for the Level 5 Higher Apprenticeship pathway is 305 hours for the first year and 100 hours for the second year of this 2 year programme.

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the Apprentice. The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification. Off the job hours are made up as follows:

Off the job hours for the Level 2 pathway are made up as follows:

- 52 hours for the knowledge element of the Level 2 Certificate in Supply Chain Operations
- 55 hours for the Level 1 Essential Application of Number Skills
- 55 hours for the Level 1 Essential Communication Skills
- 55 hours for the Level 1 Essential Digital Literacy Skills
- 40 hours for ERR and Induction (to reflect the % of time in 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)

Off the job hours for the Level 3 pathway are made up as follows:

- 72 hours for the knowledge element of the Level 3 Diploma in Supply Chain Management
- 55 hours for the Level 2 Essential Application of Number Skills
- 55 hours for the Level 2 Essential Communication Skills
- 55 hours for the Level 2 Essential Digital Literacy Skills
- 40 hours for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

Off the job hours for the Level 5 pathway are made up as follows:

-60 hours (per year) for the knowledge element of the Level 5 Diploma in Supply Chain Management

-55 hours for the Level 2 Essential Application of Number Skills

-55 hours for the Level 2 Essential Communication Skills

-55 hours for the Level 2 Essential Digital Literacy Skills

-40 hours for ERR and Induction (to reflect the % of time for induction and ERR

delivered/completed off the job)

-40 hours minimum (per year) for mentoring (or at least one hour a week for the duration of the programme)

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF/RQF credit transfer for achievements within the QCF/RQF; or through recording of exemptions for certificated learning outside of the QCF/RQF, for example Principal Learning qualifications. For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Foundation Apprenticeship Certificate.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised (see QCF/RQF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF/RQF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For Apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within 3 years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for 12 months duration.

Off-the-job training needs to:

-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, guided study and induction.

-Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer.]

On-the-job training

[On-the job training is defined as skills, knowledge and competence gained within normal work duties.

- For this framework the amount of on-the-job training for the Level 2 pathway is 140

hours.

- For this framework the amount of on-the-job training for the Level 3 pathway is 181 hours.
- For this framework the amount of on-the-job training for the Level 5 pathway is 253 hours.

How this requirement will be met

On the job training hours may vary depending on previous experience and attainment of the Apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF/RQF credit transfer, QCF/RQF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

On the job training for this framework for the Level 2 pathway is made up as follows:

- 105 hours on the job for the 12 month programme as part of the competence element of the Level 2 Certificate in Supply Chain Operations.

• 20 hours related to the on the job elements of induction and ERR
• 15 hours on the job to practice the three Essential Skills

On the job training for this framework for the Level 3 pathway is made up as follows:

- 146 hours on-the-job for the 12 month programme as part of the competence element of the Level 3 Diploma in Supply Chain Management.
- 20 hours related to the on the job elements of induction and ERR.
- 15 hours on the job to practice the three Essential Skills.

On the job training for this framework for the Level 5 pathway is made up as follows:

- a minimum of 109 hours on-the-job (per year) for the 24 month programme as part of the competence element of the Level 5 Diploma in Supply Chain Management.
- 20 hours related to the on the job elements of induction and ERR.
- 15 hours on the job to practice the three Essential Skills.

How this requirement will be met

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an Apprentice can claim (e.g. 45% or more hours) towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the Apprentice's learning programme should include 'customisation'. Training providers are

encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF/RQF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for 1 year. Job roles within logistics operations require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by either the assessor, employer, mentor, training provider.

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to ACW when applying for the completion certificate for the Level 2 pathway is:

- Level 2 Certificate in Supply Chain Operations
- Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills at level 1

ACW Apprenticeship Certificate Claim form

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to ACW when applying for the completion certificate for the Level 3 pathway is:

- Level 3 Diploma in Supply Chain Management
- Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills at level 2
- ACW Apprenticeship Certificate Claim form

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to ACW when applying for the completion certificate for the Level 5 pathway is:

- Level 5 Diploma in Supply Chain Management
- Essential Skills Wales for Communication, Application of Number and Essential Digital Literacy Skills at level 2
- ACW Apprenticeship Certificate Claim form]

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

Improving own learning and performance

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

Working with others

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

Problem solving

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

apprenticeship FRAMEWORK

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