



Oxford Cambridge and RSA

OCR Level 2 NVQ Certificate in Team Leading – Unit 13

Unit Title:	Procure supplies (E15)
OCR Unit Number:	13
Unit Number:	L/600/9734
Level:	3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit will ensure that learners are able to identify required supplies, procure supplies and monitor their delivery.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to identify requirements for supplies.	1.1 Select colleagues to agree requirements for supplies. 1.2 Produce a specification for supply requirements.	This may include: <ul style="list-style-type: none">• Procurement specialists• Legal specialists• Financial specialists• Team members involved in use of supplies. This may include: <ul style="list-style-type: none">• Levels of units delivered• Terms of delivery• Cost• Consequences if either party fails to meet contract conditions.
2 Be able to evaluate suppliers that meet identified requirements.	2.1 Identify suppliers that meet resource, organisational and legal requirements. 2.2 Evaluate suppliers against requirements.	This may include: <ul style="list-style-type: none">• Supplies meet resource requirements of organisation• Suppliers are able to meet exacting procurement specification. This may include: <ul style="list-style-type: none">• Quality of product• Cost• Timeliness• Reliability.

Learning Outcomes	Assessment Criteria	Exemplification
3 Be able to select suppliers and obtain supplies.	3.1 Select supplier(s) that best meet requirements. 3.2 Explain how to agree with contractual terms with selected supplier(s)	This may include: <ul style="list-style-type: none"> • An optimal mix of, quality of product, cost, time-bound delivery and reliability. This may include: <ul style="list-style-type: none"> • Costs • Timescales • Terms and conditions.
4 Be able to monitor supplier performance.	4.1 Identify how to monitor supplier performance and delivery against agreed contractual terms. 4.2 Explain the procedure for dealing with breaches of contract.	This may include: <ul style="list-style-type: none"> • Performance in relation to contractual terms agreed. This may include: <ul style="list-style-type: none"> • Failure to meet agreed performance in relation to contractual terms and conditions.

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- Professional discussion with your assessor in respect of procurement management
- Your plan for procurement management within your organisation
- Cost benefit analyses that you have conducted
- Reports you have written in respect of the impact on securing required supplies

Details of relationship between the unit and national occupational standards

This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit E15 Procure supplies

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk

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Evidence Record Sheet

Unit 13 Procure supplies (E15)

I confirm that the evidence provided is a result of my own work.

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1		LO2		LO3		LO4	
			1.1	1.2	2.1	2.2	3.1	3.2	4.1	4.2

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____ Name (in block capitals): _____ Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____ Countersignature of qualified IV (if required) and date: _____

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