2024-2025

LEVEL 3 APPRENTICESHIP

SUPPLY CHAIN PRACTITIONER

academyIncorporating CP Training Services

supply chain

THIS DELIVERY MODEL IS BASED ON AN AVERAGE OF 2 FULL-DAY WORKSHOPS EACH MONTH

MONTH 1

- ONBOARDING: SKILLSCAN, INITIAL ASSESSMENTS & ELIGIBILITY CHECKS
- ENROLMENT
- LEARNER HANDBOOK ACTIVITY
- LEARNER ACTIVITY SURVEY

MONTH 3

- WORKSHOP 3: CUSTOMER GROUPS (B-2-B & RETAIL)
- WORKSHOP 4: CUSTOMER GROUPS (E-COMMERCE & WHOLESALE)
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY
- PROGRESS REVIEW

MONTH 5

- WORKSHOP 7: BASIC BUSINESS OPERATIONS & INTRODUCTION TO SALES & MARKETING
- WORKSHOP 8: HEALTH & SAFETY 1&2
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 7

- WORKSHOP 11: INTRODUCTION TO PROCUREMENT & SUPPLIER SELECTION
- WORKSHOP 12: MONITORING SUPPLIERS & ETHICAL PROCUREMENT & MODERN SLAVERY
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 9

- WORKSHOP 15: TRANSPORTATION & PORTS AND SHIPPING
- WORKSHOP 16: TRANSPORT PLANNING OPERATIONS & LOGISTIC COSTS
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY
- PROGRESS REVIEW

MONTH 11

- WORKSHOP 19: PRODUCTION PLANNING & SUPPLY PLANNING
- WORKSHOP 20: CAPACITY PLANNING & KEY DRIVES OF SUPPLY CHAIN PERFORMANCE
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- MID-POINT SKILL SCAN
- LEARNER WORKSHOP SURVEY

MONTH 2

- WORKSHOP 1: INTRODUCTION TO SUPPLY CHAIN MANAGEMENT 1&2
- WORKSHOP 2: STAKEHOLDERS & STAKEHOLDER COMMUNICATION
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 4

- WORKSHOP 5: CUSTOMER SERVICE & ORDER MANAGEMENT
- WORKSHOP 6: CIRCULAR ECONOMY MANAGING RETURNS & SUSTAINABILITY
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 6

- WORKSHOP 9: INTRODUCTION TO PRODUCTION AND MANUFACTURING & NEW PRODUCTS
- WORKSHOP 10: PRODUCT COSTING & VALUE FOR MONEY
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

PROGRESS REVIEW

MONTH 8

- WORKSHOP 13: INVENTORY MANAGEMENT & INTRODUCTION TO WAREHOUSING 1
- WORKSHOP 14: INTRODUCTION TO WAREHOUSING 2 & INTRODUCTION TO INTERNATIONAL TRADE
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
 LEARNER WORKSHOP SURVEY

MONTH 10

- WORKSHOP 17: INTRODUCTION TO SUPPLY CHAIN PLANNING
 & DEMAND PLANNING
- WORKSHOP 18: INTRODUCTION TO FORECASTING & NEW PRODUCT FORECASTING
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 12

- WORKSHOP 21: BENCH MARKING AND KPIS & SALES AND OPERATIONS PLANNING (S&OP)
- WORKSHOP 22: STANDARD OPERATING PROCEDURES &
 QUALITY ASSURANCE
- WORKPLACE ASSIGNMENTS (2 DAYS)
 OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY
- PROGRESS REVIEW

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MONTH 13

- WORKSHOP 23: SUPPLY CHAIN RISK & MITIGATING RISK
- WORKSHOP 24: DELIVERY FAILURE & SUPPLIER RISK
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 15

- WORKSHOP 27: INFORMATION TECHNOLOGY & SUPPLY CHAIN SYSTEMS 1& 2
- WORKSHOP 28: LEADERSHIP SKILLS 1&2
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY
- PROGRESS REVIEW

MONTH 17

- WORKSHOP 31: CONTINUOUS IMPROVEMENT: INTRODUCTION & CAUSE AND EFFECT ANALYSIS
- WORKSHOP 32: CONTINUOUS IMPROVEMENT: PDCA CYCLE & 8 Ds OF PROBLEM SOLVING
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 19

- WORKSHOP 35: PRESENTATION SKILLS 1&2
- WORKSHOP 36: PRESENTATION SKILLS 3&4
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 21

- WORKSHOP 39: PORTFOLIO BUILDING & PROJECT BEST PRACTICE
- WORKSHOP 40: KSB REVIEW & EPA REVISION
- END OF LEARNING SURVEY
- GATEWAY REVIEW MEETING
- SUBMIT EPA WORKPLACE PROJECT SUMMARY



MONTH 14

- WORKSHOP 25: EMERGING TECHNOLOGIES: BLOCK CHAIN &
 AI
- WORKSHOP 26: EMERGING TECHNOLOGIES: IoT & BIG DATA ANALYTICS
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 16

- WORKSHOP 29: INTRODUCTION TO PROBLEM SOLVING & DECISION MAKING TECHNIQUES
- WORKSHOP 30: CHANGE MANAGEMENT & CHAIRING MEETINGS
- WORKPLACE ASSIGNMENTS (2 DAYS)
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY

MONTH 18

- WORKSHOP 33: CONTINUOUS IMPROVEMENT: PRINCIPLES OF LEAN 1&2
- WORKSHOP 34: EPA OVERVIEW & PRESENTATION SKILLS
- OFF THE JOB LEARNING JOURNAL
- LEARNER WORKSHOP SURVEY
- PROGRESS REVIEW

MONTH 20

- WORKSHOP 37: PROJECT MANAGEMENT 1&2
- WORKSHOP 38: PROJECT MANAGEMENT 3&4
- OFF THE JOB LEARNING JOURNAL
- SKILLSCAN
- LEARNER WORKSHOP SURVEY

MONTH 22-24

END POINT ASSESSMENT:

- KNOWLEDGE TEST EPAI
- WORKPLACE PROJECT & PRESENTATION EPAIL
 INTERNAL & PORTEON OF STATE AND ADDRESS EPAIL
- INTERVIEW & PORTFOLIO OF EVIDENCE EPAIII