

## Trade Supplier ST0334/V1.0

**2**

Level 2



12 Months



3 Months

### Assessment Methods



Knowledge Test



Practical Observation



Professional Discussion  
underpinned by a portfolio  
of evidence

### Gateway Requirements

- Achieved English & Mathematics at Level 1
- Portfolio of evidence
- Gateway Declaration Form
- Site Health & Safety and Risk Assessment Form

### Occupational Profile

Trade Suppliers will be dealing with customer sales at the trade counter and over the telephone, and will understand incoming deliveries, stock control and despatch. They will be familiar with processing customer orders and taking delivery of goods and the basic administration related to these functions. A key element of their role will be to have technical knowledge of the products and services offered together with the bespoke systems and equipment used in their trade business. They will communicate with a wide variety of internal and external customers to build relationships and provide a high-quality service that encourages repeat business.

### Grading

The standard is graded overall: Fail, Pass, Merit or Distinction

### End Point Assessment

#### Knowledge Test

The knowledge test consists of 15 multiple-choice questions and 5 short answer questions. The apprentice will have 60 minutes to complete the test. The multiple-choice knowledge test must be passed before the apprentice can take the practical observation and the professional discussion.

#### Practical Observation

The apprentice will have 3 hours to demonstrate the skills of a trade supplier in the workplace.

#### Professional Discussion underpinned by a Portfolio of Evidence

The professional discussion is between the apprentice and independent assessor. It is structured to enable the apprentice to demonstrate their competence and excellence of the KSBs assigned to the professional discussion. The apprentice may use their portfolio of evidence in support of their answers. The professional discussion will take place after the practical observation and will last a maximum of 60 minutes.

[Click here to view the Trade Supplier assessment plan](#)