



PLANNING AND PURCHASING

Youth apprentices learn planning and purchasing fundamentals. They provide product and service information, process claims, plan orders, maintain order and receipt schedules, and monitor order status.

Length of Apprenticeship: One year. Youth apprentices must have completed Supply Chain Assistant prior to beginning this youth apprenticeship.

OCCUPATIONAL COMPETENCIES

Youth apprentices must complete a **total of 11** competencies. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Competencies
1. Provide product and service information
2. Process claims
3. Compile customer and order information
4. Plan customer order
5. Process customer sales order
6. Purchase raw materials and services
7. Maintain order and receipt schedules
8. Process supplier invoices
9. Monitor customer order status
10. Compile information for status reports
11. Maintain internal and external relationships

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Supply Chain Management
- Supply Management
- Transportation - Logistics