

# SCOPE TRAINING



## CERTIFICATE IV IN PROCUREMENT & CONTRACTING PSP40616

### Overview

Procurement is at the core of business operations; it dictates the products and services utilised in delivering value to respective customers, shareholders or tax payers. In the complexity of the constantly evolving marketplace, procurement skills are being heavily sought after in delivering value for money, sustainable solutions and collaborative partnerships.

Our Certificate IV in Procurement and Contracting has been specifically designed to recognise the skills of those working in procurement and contract roles. It covers the broad range of skills required to operate without supervision in a procurement and contracting environment.

### Entry Requirements

There are no formal requirements to gain entry into this qualification. Students are required to have access to a workplace, this may include a previous workplace, as long as the skills can still be applied in a simulated manner. If you would like to discuss your acceptance into our workshops based upon your existing experience, please contact our friendly team.

### Delivery Methods

There are three delivery methods and these can be blended

#### . Face to face workshop

Customised in-house corporate courses are available and tailored to suit the individual organisation. Our workshops can be run over varying time schedules, however, we currently recommend 5 face to face days plus assessments.

This is a great solution for those wanting to gain further experience or understanding of the industry.

Individual units or skill sets can be organised.

#### . Online Studies

Students can commence at anytime and have up to 12 months to complete their assessments with ongoing staff support.

#### . Recognised Prior Learning

Students can use their previous work experience and qualifications to gain the qualification.

### Student Support

All of our students are assigned to a staff member for ongoing support via phone, email, Skype or as available, face to face meetings in metro Perth as required. When our staff are interstate they will let their students know; students are welcome to organise to meet them. We encourage students to contact our staff to get the most out of their studies, that is what we are here for.

### Benefits

Upon successful completion of 15 units, made up of 9 core units and 6 elective units, participants will be awarded the Certificate IV in Procurement and Contracting PSP40616.

This program will provide the skills and knowledge to enable participants to effectively and confidently work in a procurement role.

The key benefits will include an understanding of the public sector environment, practical skills in research, planning and implementing procurement, as well as provide participants with a working knowledge of contracts and contract management.

### Time Investment

We provide students with the ability to complete the qualification over a one year period (12 months); however we find that the average time is between 3 to 6 months. During that time there is a large variance in the amount of time each student spends working on the qualification. Please contact our staff if you would like an estimate based upon your individual situation.

### Assessments

When completion is via a workshop, assessments are designed to be incorporated within the face to face workshop as much as possible.

Please expect some assessment work post workshop.

There is no formal exam required for this qualification.

All assessments are a mixture of theory and practical based activities which are applied to a case study and/or your workplace.

“The course was very informative and enjoyable. It gave me a new perspective on procurement.”



## Units of Competency

This qualification is made up of nine (9) core units and six (6) elective units. In some cases, alternate elective units can be selected in consultation with our staff.



### Core Units

#### **PSPETH002 Uphold and support the values and principles of public service**

This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct in others - colleagues or supervised staff. It includes contributing to an ethical public sector workplace and participating in ethical decision making.

#### **PSPGEN038 Identify and treat risks**

This unit covers the identification and treatment of risk using the organisation's risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector.

#### **PSPGEN042 Exercise delegations**

This unit describes the skills required to exercise delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines.

#### **PSPGEN043 Apply government processes**

This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols Legislation/regulations applying across the public sector, such as equal employment opportunity, equity and diversity.

#### **PSPLEG002 Encourage compliance with legislation in the public sector**

This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance.

### Elective Units

#### **BSBMKG408 Conduct market research**

This unit describes the skills and knowledge required to conduct market research using interview and survey methodologies (excluding specialist statistical design and analysis) and report on findings.

#### **BSBPMG522 Undertake project work**

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

#### **BSBLDR503 Communicate with influence**

This unit covers the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.

#### **PSPPCM004 Plan procurement**

This unit describes the skills required to plan, justify and approve of procurement requirements to achieve the required outcome. It includes defining and justifying the need, researching potential impact and risks, and securing organisational support to proceed with procurement activity

#### **PSPPCM005 Develop and distribute requests for offers**

This unit describes the skills required to develop and disseminate a request for offers to fulfil procurement requirements. It includes specifying the requirement, developing the formal request for offer documents and developing the offer evaluation plan.

#### **PSPPCM006 Select providers and develop contracts**

This unit describes the skills required to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

#### **PSPPCM007 Manage contracts**

This unit describes the skills required to manage contracts. It includes undertaking preparations, establishing and maintaining contract management arrangements, monitoring and maintaining contract performance, and completing and reviewing contracts.

#### **BSBLEG415 Apply the principles of contract law**

This unit describes the skills and knowledge required to analyse and evaluate information from a variety of sources and supply solutions to contractual issues in a legal environment.

#### **BSBPUR402 Negotiate contracts**

This unit describes the skills and knowledge required to negotiate terms of contracts with suppliers, and prepare and finalise contracts. It applies to individuals who negotiate contracts as part of a broad purchasing role but are not specialist legal practitioners.

#### **BSBPUR401 Plan purchasing**

This unit describes the skills and knowledge required to prepare invitations to offer, identify suppliers, issue invitations to offer, and prepare purchase recommendations.