

DIPLOMA OF BUSINESS [PROCUREMENT] BSB51518



Overview

Our Diploma of Business (Procurement) 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 manage operations within procurement and contracting environments.

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.

There are two main pathways into this qualification

Relevant qualification

There are no pre-requisite qualifications required for this course. However, there are a number of other qualifications from industry areas such as Business, Health and Safety etc where units can be used to supplement the requirements. If you have completed any courses at a Certificate IV or Diploma level please notify Scope Admin upon your enrolment.

Work Experience

Many students enter this qualification without holding an existing qualification. As the programs are designed based upon the work environment, experience within that environment is an acceptable point of entry. Typical positions which suit this qualification are roles such as administration officers, purchasing/procurement officers, or those wanting to migrate into procurement/contracting roles.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience (find out more on how competency-based learning works). It is suggested that the course take approximately 500 hours of learning. However, we find that due to our learner profile and the methods by which our programs are structured this is rarely the case. We provide students with the ability to complete the Diploma of Business (Procurement) over a one (1) year period. 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

Delivery Methods

The Diploma of Business (Procurement) is delivered nationally with these three methods.

Online Studies

Students can commence at any time and have up to 12 months to complete their assessments

Recognition of Prior Learning (RPL)

Students may be able to use their previous/current work experience and qualifications to gain the qualification

Corporate Workshops

Scope Training run corporate Procurement workshops. Talk to your HR Manager about the possibility of workplace training.

Benefits

Upon successful completion of eleven (11) chosen units, participants will be awarded the Diploma of Business (Procurement) BSB51518. 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.

Pathways

After successful completion of the Diploma of Business (Procurement) further educational pathways include: Diploma of Business, Diploma of Leadership and Management as well as opening the door to many other qualifications.

Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings as required. We encourage students to contact our staff to get the most out of their studies.

To catch the reader's attention, place an interesting sentence or quote from the



Recommended Units

BSBCRT502 Develop critical thinking skills in others

This unit describes the skills and knowledge required to develop critical thinking skills in others within a professional context.

BSBPRC501 Manage procurement strategies

This unit describes the skills and knowledge required to develop, implement and evaluate an organisation's procurement strategies.

BSBPRC502 Manage supplier relationships

This unit describes the skills and knowledge required to manage relationships with suppliers of larger or multiple smaller procurement activities, where the relationship is of some significance to the organisation. It covers managing procurement agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.

BSBPRC504 Manage a supply chain

This unit describes the skills and knowledge required to manage a supply chain, including the commercial and technical capabilities to ensure outcomes achieve organisational objectives.

BSBPRC505 Manage ethical procurement strategy

This unit describes the skills and knowledge required to employ ethical procurement processes and policies to identify suppliers' contribution to improve the ethics of that specific supply chain, such as waste, water, emissions, materials, service and innovation.

BSBPMG518 Manage project procurement

This unit describes the skills and knowledge required to employ ethical procurement processes and policies to identify suppliers' contribution to improve the ethics of that specific supply chain, such as waste, water, emissions, materials, service and innovation.

PSPPCM008 Manage contract performance

This unit describes the skills required to implement strategies that ensure effective contract performance. It includes managing the business relationship, performance of the contract, and contract issues; and implementing a communication strategy.

PSPPCM009 Finalise contracts

This unit describes the skills required to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.

PSPPCM010 Manage procurement risk

This unit describes the skills required to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan.

PSPPCM012 Plan for procurement outcomes

This unit describes the skills required to apply advanced planning to complex procurement within established guidelines, policies and procedures.

PSPPCM013 Make procurement decisions This unit describes the skills required to perform advanced decision making for complex procurement within established guidelines, policies and procedures.

