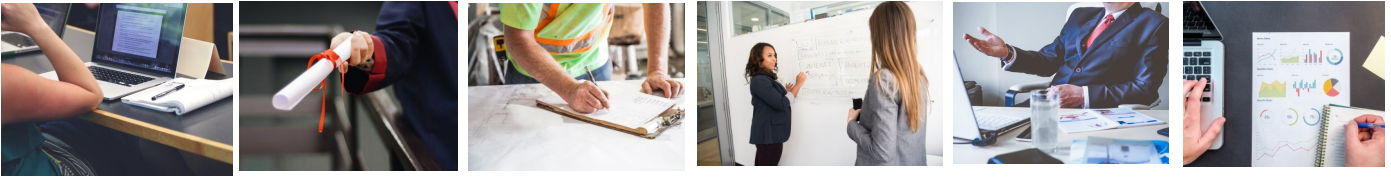


DIPLOMA OF PROCUREMENT & CONTRACTING PSP50616



Overview

This qualification allows for the attainment of competencies required for independent and self-directed work as a procurement and contract manager in the public sector. It is suitable for individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled duties 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.

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.

*The course gave me
a new perspective on
procurement and
the confidence to
take on my new role.*

Delivery Methods

The Diploma of Procurement and Contracting 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 thirteen [13] chosen units, participants will be awarded the Diploma of Procurement & Contracting BSB50616. 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 Procurement & Contracting 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.



Recommended Units

Core [9 units]

PSPETH003 Promote the values and ethos of public service

Students will promote ethical standards to assist staff in avoiding conflicts of interest and to model and foster integrity.

PSPGEN049 Undertake negotiations

This unit describes the skills required to undertake negotiations. It includes planning and finalising negotiation outcomes.

PSPLEG003 Promote compliance with legislation in the public sector

This unit describes the skills required to promote compliance with legislation in the public sector. It includes modelling compliance with legislation.

PSPPCM008 Manage contract performance

Students will learn 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

Students will learn to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan.

PSPPCM011 Plan to manage a contract

This unit includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

PSPPCM012 Plan for procurement outcomes

Students will apply advanced planning to complex procurement within established guidelines, policies and procedures.

PSPPCM013 Make procurement decisions

Students perform advanced decision making for complex procurement within established guidelines, policies and procedures.

Electives [4]

BSBMKG506 Plan market research

This unit describes the skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.

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. This unit applies to individuals who are developing and coaching teams or personnel, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles.

BSBPMG518 Manage project procurement

This unit describes the skills and knowledge required to undertake procurement in projects.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant

BSBPRC501 Manage procurement strategies

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

It applies to individuals focussing on the development, design and implementation of strategies to support the procurement of goods and/or services.