

## CERTIFICATE IV IN BUSINESS [PROCUREMENT] BSB41618



### Overview

This qualification is suited to those working as purchasers, contract administrators and procurement officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions, to a defined range of unpredictable problems and to analyse information from a variety of sources to drive organisational outcomes. They may provide guidance to others with some limited responsibility for the output of others.

They may work in any industry or organisational setting and may be responsible for all or a part of a procurement life cycle. Typically those completing this qualification would report to a purchasing manager or contract manager.

### 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 Cert IV in 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 was informative and enjoyable. It gave me a new perspective on procurement.***

### Delivery Methods

The Certificate IV in 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

#### Public Workshops

Scope Training run public Procurement workshops over 2 blocks as well as corporate workshops. Talk to your HR Manager about the possibility of workplace training.

### Benefits

Upon successful completion of twelve (12) chosen units, participants will be awarded the Cert IV in Business (Procurement) BSB41618. 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.



## Recommended Units

5 Core

### **BSBPRC401 Plan procurement**

This unit describes the skills and knowledge required to identify suppliers, determine procurement methods, establish a plan and prepare for procurement activities.

### **BSBPRC402 Negotiate contracts**

This unit describes the skills and knowledge required to participate in the negotiation of contracts to procure goods and/or services.

### **PSPPCM018 Conduct demand and procurement spend analysis**

This unit describes the skills required to manage demand and procurement spend within an organisation. This unit applies to those working in roles involving procurement of goods or services essential to the operation of their organisation.

### **BSBCRT404 Apply advanced critical thinking to work processes**

This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a professional context. This includes using methods of analysis, synthesis and evaluation.

### **BSBPMG416 Apply project procurement procedures**

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project

7 Elective

### **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.

### **BSBRSK401 Identify risk and apply risk management processes**

This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

### **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.

### **PSPPCM011 Plan to manage a contract**

This unit describes the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

### **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.

### **BSBWRT401 Write complex documents**

This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

### **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