

## PSP50616 - Diploma of Procurement & Contracting

**Ready to take the next step in your procurement career with a new role or need to refine or update your skills for your current position?**

**Need to demonstrate formalised skills and knowledge with a qualification to define yourself amongst other procurement professionals?**

The Diploma of Procurement and Contracting combines best practice theory with practical examples of workplace application. Participants will gain an understanding of the public sector business environment as well as acquire specialist skills and knowledge for purchasing, procurement and contracting activities in government.

This qualification is designed for project team members and those involved in administration and/ or purchasing and procurement activities.

The Diploma of Procurement and Contracting is a nationally recognised, competency- based qualification. The Diploma consists of thirteen units of competency based on the Public Sector Training Package (PSP).

The qualification is delivered in a self-paced flexible approach, offering learning with minimal impact on participants valuable time.

Transformed's team of experienced facilitators have extensive on-the-job experience across a broad range of industries, including government and offer unparalleled tips and tricks. They offer real world examples to demonstrate how the practical application of theory can deliver outstanding outcomes.

### Course Fees

\$4,500 for RPL. \$5,500 for Distance/ RPL blend. Fees are GST exempt. This qualification is subsidised by the NSW Government through NSW Smart and Skilled and also through the ACT under ACT Apprenticeships. Refer to the funding page on our website for more details.

### Learning Outcomes

After completing this program, participants will be able to:

- Establish, manage and finalise contracts, including managing contract performance;
- Understand and promote the values and ethos of the public service and promote diversity;
- Undertake research and analysis activities;
- Apply government processes, support the implementation of policy and encourage compliance with legislation;
- Effectively demonstrate and use a range of complex workplace communication strategies, including negotiation skills; and
- Coordinate risk management activities and manage contract risk.

### Duration

Self-paced study over a twelve (12) month period for distance learning and six (6) month period for Recognition of Prior Learning (RPL).



## Student Profile

This program is designed for those experienced in working in the government environment, in senior administration or leadership roles, in particular:

- Contract Administrators
- Team Leaders in a procurement/purchasing environment; and
- Contract Managers.

## Structure

Transformed offers self-paced and flexible training and assessment options which allow participants to fit in their training program around work and other commitments. They are:

1. Recognition of Prior Learning (RPL) Pathway -this pathway involves assessment only, assessing evidence of existing skills and knowledge against the competency standards.
2. Distance learning / E-Learning – this pathway provides an interactive online virtual learning environment to train and support participants throughout the duration of their course. The Transformed team will keep in touch every step of the way and guide participants either through training literature, videos and trainer / assessor contact. Transformed can deliver this course face to face for corporate groups of 8 or more.

The Diploma of Procurement and Contracting involves successful completion of thirteen of the following units, consisting of nine core and four elective units.

## Core Units

Unit Code	Unit Title	RPL	Distance
PSPETH003	Promote the values and ethos of the public service	Y	Y
PSPGEN049	Undertake negotiations	Y	Y
PSPLEG003	Promote compliance with legislation in the public sector	Y	Y
PSPPCM008	Manage contract performance	Y	Y
PSPPCM009	Finalise contracts	Y	Y
PSPPCM010	Manage procurement risk	Y	Y
PSPPCM011	Plan to manage a contract	Y	Y
PSPPCM012	Plan procurement outcomes	Y	Y
PSPPCM013	Make procurement decisions	Y	Y

## Elective Units

The elective units are chosen as follows - a minimum of 1 unit from Group A - Research and Analysis must be chosen.

Choose the remaining electives from Group B elective units or from elsewhere within the training package, or from another endorsed training package or from an accredited course.

## Group A: Research & Analysis

Unit Code	Unit Title	RPL	Distance
PSPGEN046	Undertake research and analysis	Y	Y

## Group B

Unit Code	Unit Title	RPL	Distance
BSBPMG522	Undertake project work	Y	Y
PSPPCM014	Participate in budget and procurement review processes	Y	Y
PSPPCM015	Conduct and manage coordinated procurement	Y	Y
PSPPCM016	Plan and implement strategic sourcing	Y	Y
BSBPUR504	Manage a supply chain	Y	Y
PSPGEN054	Use complex workplace communication strategies	Y	N
PSPPCM017	Plan and implement procurement category management	Y	Y
PSPPCM018	Conduct demand and procurement spend analysis	Y	N

## Pre-requisites

There are no pre-requisites for this program, however, participants should aim to undertake significant work experience in a contract management and/or leadership role during this program to provide supporting workplace evidence to demonstrate their competency.

For participants without work-based experience, it is recommended they complete the Certificate IV in Procurement and Contracting prior to enrolment in this program or have a minimum of two years experience working in a contract management environment.

## Assessment

Participants are required to undertake a number of assessment activities, including:

- Multiple choice exam;
- Assessment tasks; and
- Written question and answers.

Assessment for the Diploma of Procurement and Contracting is against the competency standards within the Public Sector Training Package (PSP04). Participants can expect to spend about 120 hours undertaking assessment tasks.

## Recognition of Prior Learning (RPL)

Assessment by portfolio and interview is available to those with substantial workplace experience in procurement and contract administration roles in government. This approach requires the participant to furnish comprehensive evidence of contract management experience as well as evidence supporting an understanding and application of skills and knowledge relevant to working in the government environment, along with a signed reference from a team leader or manager. Transformed provides a kit to assist with the compilation of the evidence portfolio.

## Why choose Transformed?

- Transformed Pty Ltd is an award-winning specialist management consultancy and Registered Training Organisation (No. 88152) specialising in contract management, procurement and related fields. We are the RTO of choice for leading consulting firms and private organisations.
- We have worked extensively with over 30 federal, state and local government agencies since 2006.
- Our work has been recognised with over 20 business and industry awards, both nationally and internationally.
- Transformed Pty Ltd is the only RTO that offers all three procurement and contract management qualifications via distance learning.

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