

PSP40616- Certificate IV in Procurement & Contracting

Ready to kickstart your career with a new role as a procurement officer or team member?

Do you need to demonstrate formalised skills and knowledge with a qualification to define yourself amongst other procurement team members?

The Certificate IV in Procurement and Contracting is designed for project team members and those involved in administration and/or purchasing and procurement activities.

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

This qualification 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.

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

This qualification is delivered flexibly - offering learning with minimal impact on your valuable time. Learning pathways available for completing this qualification include Recognition of Prior Learning (RPL) and a distance learning pathway. Face to face delivery is available within organisations for groups of 8 or more - please discuss course delivery options with a Transformed team member.

Course Fees & Funding

\$4,200 for RPL. \$4,950 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 procurement needs;
- Procure goods and services through developing requests, receiving and selecting offers and administering contracts;
- Understand the values and principles of the public service and value diversity;
- Develop and monitor service to clients through developing, implementing and reviewing client service strategies;
- Gather and effectively analyse information from a range of sources;
- Apply government processes, support the implementation of policy and encourage compliance with legislation;
- Effectively use a range of advanced workplace communication strategies;



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- Identify and treat risks; and
- Implement workplace safety procedures and programs.

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 new to, or with an interest in, working in government, in particular:

- Administration officers;
- Procurement/purchasing officers; and
- Contract administrators.

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 Certificate IV in Procurement and Contracting involves successful completion of fifteen of the following units, consisting of nine core and six elective units.

Core Units

Unit Code	Unit Title	RPL	Distance
PSPETH002	Uphold and support the values and principles of public service	Y	Y
PSPGEN038	Identify and treat risks	Y	Y
PSPGEN042	Exercise delegations	Y	Y
PSPGEN043	Apply government processes	Y	Y
PSPLEG002	Encourage compliance with legislation in the public sector	Y	Y
PSPPCM004	Plan procurement	Y	Y
PSPPCM005	Develop and distribute requests for offer	Y	Y
PSPPCM006	Select providers and develop contracts	Y	Y
PSPPCM007	Manage contracts	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
PSPGEN027	Gather and analyse information	Y	Y
BSBMKG408	Conduct market research	Y	N

Group B

Unit Code	Unit Title	RPL	Distance
PSPGEN024	Use resources to achieve work unit goals	Y	Y
PSPGEN033	Use advanced workplace communications strategies	Y	Y
PSPGEN039	Develop internal and external networks	Y	Y
PSPGEN076	Use public sector financial processes	Y	N
PSPPCM002	Dispose of assets	Y	Y
PSPPCY004	Support policy implementation	Y	Y
PSPPCY001	Contribute to policy development	Y	N
BSBPMG522	Undertake project work	Y	Y

Pre-requisites

There are no pre-requisites for this program, however government work experience is desirable.

Assessment

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

- Lodgement of an up-to-date CV;
- Completion of a third party report;
- Various work-based assessment tasks; and
- Completion of written question and answers.

Assessment for the Certificate IV in Procurement and Contracting is against the competency standards within the Public Sector Training Package (PSP). Participants can expect to spend about 60 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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