

PSP40616 Certificate IV in Procurement and Contracting (current) - for Defence Personnel



Our Certificate IV in Procurement and Contracting is offered to Defence personnel and allows for the attainment of occupational-specific competencies for those responsible for the procurement of goods and services. It covers the broad range of skills required to operate without supervision in a procurement and contracting environment.

The competency units in PSP40616:

In line with the national packaging rules for this qualification, there are 15 units of competency comprising 9 core and 6 electives:

PSPETH002	Uphold and support the values and principles of public service
PSPGEN038	Identify and treat risks
PSPGEN042	Exercise delegations
PSPGEN043	Apply government processes
PSPLEG002	Encourage compliance with legislation in the public sector
PSPPCM004	Plan procurement
PSPPCM005	Develop and distribute requests for offers
PSPPCM006	Select providers and develop contracts
PSPPCM007	Manage contracts
PSPGEN027	Gather and analyse information
BSBMKG408	Conduct market research
PSPGEN076	Use public sector financial processes
BSBPMG427	Apply project procurement procedures
PSPPCM002	Dispose of assets
BSBLEG522	Apply legal principles in contract law

Please refer to <http://training.gov.au/Training/Details/PSP40616> for further information on the above units.

Entry Requirements including Language, Literacy and Numeracy (LLN)

It is a requirement that learners wishing to enrol in the PSP40616 Certificate IV in Procurement and Contracting course must first satisfy the MTS entry requirements, as follows:

- Completion of the **Defence Simple Procurement** eLearning module.
- Provision of a Defence PMKeys record which indicates the completion of the above course and further examples of general course completions, and
- Currently working in the field of Procurement and Contracting.

If a learner is unable to provide the above PMKeys record, MTS will need to request the learner to complete an online LLN assessment, prior to accepting an enrolment.

NB: For learners who have partially completed the qualification prior to October 2022, credit transfers will be considered on a case-by-case basis, on the provision of suitable evidence in the form of a USI transcript or awarded Statement of Attainment(s) from the issuing RTO.

Course Overview:

Major Training Services (MTS) delivers this course in three Streams either through live Zoom delivery or face-to-face delivery (at the discretion of Defence).

Each stream must be completed in sequence from 1 to 3.

Student support and monitoring of self-directed (unsupervised) activities will be via email and phone support to the MTS Trainer/Assessor and/or dedicated Client Administrator.

Course Outline & Learning Outcomes

Stream One – Planning Procurement (3 days)

This three-day Module addresses the procurement framework and the key aspects to be addressed in planning a procurement. This will include interpreting policy, preparing procurement plans, seeking approvals, undertaking research and selecting the procurement method.

Stream Two – Conducting Procurement (5 days)

This five-day Module addresses the procurement framework and the key aspects to be addressed in conducting a procurement. This will involve developing tender documentation, developing specifications, releasing and receipting tenders, undertaking evaluations, and selecting a preferred supplier.

Stream Three – Managing Contracts and Disposal of Assets (4 days)

This four-day Module addresses the management and finalisation of the contract and the disposal of assets. This will include implementing the contract management strategy, monitoring contract performance, preparing contract variations, negotiating and dispute resolution, finalising contracts, and developing a disposal of assets strategy.

Course Duration

There is no set duration for completion of all three streams required to complete the full qualification but generally, individuals take approximately 6 months to complete, depending on seat availability.

Assessment requirements:

Assessment will occur during the delivery of the stream.

Participants will apply learned theory to a procurement scenario in small-group activities throughout the courses. **Active participation in these activities** and the subsequent discussion of each is a key part of the assessment. **This includes the completion of all tasks in the Activity Book for each Stream.**

There is also a requirement for the submission of a pre-course task and the submission of a written individual assessment at the end of each Stream.

NB: For individuals who have partially completed through the previous provider, there will be extra bridging assessments for units missed.

Application for Enrolment

Applications for enrolment must be completed, in the first instance, through the Defence LXP platform.

Once Defence L&D approves the application, MTS will be advised and will contact the candidate to complete the MTS enrolment form.

Course Material will comprise:

- Learner Manuals
- PowerPoint handouts
- In-class Activity booklets
- Individual Assessment booklets
- Handouts to support various group tasks

Student Zoom delivery resource requirements:

Should the course be delivered via Zoom, students will need access to the following equipment:

- Computer (either laptop or PC)
- Reliable internet connection
- Computer camera (**to be kept on during course delivery**)
- Microphone
- Access to a second computer screen (if possible)
- Students will be asked to show their ID on the first day of training via the computer camera, in order for the MTS administrator to record individual attendance.

Course Dates:

As per contractual arrangements with Department of Defence.

Material and Course times:

All relevant documentation and information will be sent to participants prior to the commencement of the course. The course runs from 8:30 to 16:30.

Please refer to the MTS Learner Handbook for further information about your enrolment.