

PSP40616 Certificate IV in Procurement and Contracting (Current – R1)

Our offering of the PSP40616 Certificate IV in Procurement and Contracting qualification is delivered via contractual arrangements with government agencies or corporate clients (NB: We do not offer this course in public programs).

This qualification allows for the attainment of occupational specific competencies for those responsible for procurement activities in the workplace. 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 matters

Further information on these units of competency is available at: <http://training.gov.au/Training/Details/PSP40616>



NATIONALLY RECOGNISED
TRAINING

Entry Requirements including Language, Literacy, Numeracy and Digital capability (LLND)

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:

- One year's experience working in the field of Procurement and Contracting (letter from your employer or CV). and
- To determine your LLND level, the provision of a Certificate IV qualification or higher in English (copy of certificate to be provided with enrolment form) and the completion of a short digital literacy questionnaire.

If a learner has not completed at minimum, a Certificate IV level qualification in the past, MTS will need to request the learner to complete an on-line LLN assessment prior to accepting an enrolment.

For further information on LLN information, please contact the MTS office on 02 9907 2375 or via email to office@majotraining.com.au.

Course Overview:

This course is targeted at procurement practitioners employed by government agencies or corporate client(s). It is delivered in twelve (12) full days over three modules of face-to-face or live Zoom training, generally within a 5-6 month period.

Apart from the assessment activities done in class, you will require extra time beyond training days to complete additional assessments.

Due to the holistic nature of the program, there are no credits for partial completion. Only completion of all assessment elements of the program will result in the award of a PSP40616 Certificate IV in Procurement and Contracting.

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:

Module 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.

Module Two – Conducting Procurement (4 days)

This four 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, selecting a preferred supplier.

Module Three – Managing Contracts and Disposal of Assets (5 days)

This five day Module addresses 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 disputes resolution, finalising contracts, and developing a disposal of assets strategy.

Assessment requirements:

- Completion of a project prior to Module 1 to assist with in-class activities
- Completion of an In-class Book for each module which contains activities, performance tasks and project
- Completion of an Individual Assessment for each module
- Submission of an individual consultation and supervisor report to be completed in own time, and
- Observation by the facilitator of individual effort and participation in all group tasks.

Course Material for each module will comprise:

- Learner Manuals
- PowerPoint handouts
- In-class Book
- Individual Assessment booklets
- Projects; and
- Handouts to support various group tasks and assessments

Student Zoom delivery resource requirements:

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

- Reliable internet connection
- Computer (either laptop or PC)
- Computer camera (which MUST be on at all times)
- Microphone
- Access to a second computer screen (if possible)

Course Dates:

As per contractual arrangement with the government agency or corporate client.

Enrolment & Course times:

All relevant documentation and information will be sent to participants prior to the commencement of the course. The course runs from 9:00 to 16:30 each day (8:30am on day 1 for registration).