



PSP40616 Certificate IV in Procurement and Contracting – R1 (current) - for Defence Personnel



Our PSP40616 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 Units of Competency in PSP40616 Certificate IV in Procurement and Contracting:

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

STREAM 1 – PLAN PROCUREMENT

- PSPPCM004 Plan procurement (Core)
- PSPGEN038 Identify and treat risks (Core)

STREAM 2 – CONDUCT PROCUREMENT

- PSPPCM005 Develop and distribute requests for offers (Core)
- PSPPCM006 Select providers and develop contracts (Core)
- PSPGEN027 Gather and analyse information
- BSBMKG408 Conduct market research

STREAM 3 – MANAGE CONTRACTS AND DISPOSE OF ASSETS

- PSPPCM007 Manage contracts (Core)
- PSPPCM002 Dispose of assets
- BSBLEG522 Apply legal principles in contract law matters

INTEGRATED UNITS (delivered throughout the 3 Streams)

- PSPETH002 Uphold and support the values and principles of public service (Core)
- PSPGEN042 Exercise delegations (Core)
- PSPGEN043 Apply government processes (Core)
- PSPLEG002 Encourage compliance with legislation in the public sector (Core)
- PSPGEN076 Use public sector financial processes
- BSBPMG427 Apply project procurement procedures

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



Entry Requirements including Language, Literacy, Numeracy & Digital Literacy (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:

- Completion of the **Defence Simple Procurement** eLearning module.
- Provision of your Defence **PMKeys** record which indicates the completion of the above course.
- Provision of a Defence **letter of endorsement** signed by your Supervisor, confirming your LLN, digital and foundation skills to complete this course.
- Are currently working in the field of Procurement and Contracting.

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 Stream 1 to 3.

Once students are deemed competent in all Streams, MTS will then award the AQF certification for PSP40616 Certificate IV in Procurement and Contracting.

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 in each Stream.



Assessment requirements:

Assessment activities will occur during the delivery of the Streams so attendance at each instructional session is mandatory.

Participants will apply learned theory to a procurement scenario in small-group activities throughout the course. **Active participation in these activities** and the subsequent discussions and solutions, as well as taking a turn at presenting group solutions to the wider class, is a key part of the assessment. **This includes the completion and submission of all tasks in the Activity Book for each Stream.**

There is also a requirement for the submission of a pre-course task, a written Individual Assessment provided at the end of each Stream and the submission of a workplace journal and supporting supervisor report.

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 & Timing:

Dates are set as per contractual arrangements with Department of Defence. The course runs from 08:30 to 16:30.