



Learn. Apply. Adapt.



PSP40616 Certificate IV in Procurement and Contracting

Who Should Do This Qualification?

Pro Leaders Academy (RTO# 45024) in association with Local Government Procurement (LGP) offers this course, suitable for people currently employed as:

- public sector procurement officer, contract manager or procurement policy officer
- public sector financial or project manager
- private sector contractors seeking a good understanding of government processes

This Certificate IV qualification will develop skills to enable you to:

- plan, conduct and manage procurement processes
- develop and manage contracts for the delivery of goods and services
- identify, plan for and manage risks in the procurement process
- exercise delegations

You will gain a clear understanding of the legislative and policy framework which regulates government procurement and contracting processes and will be able to conduct your procurement and contracting activities within the rules. The type of procurement covered by this qualification is often referred to in government organisations as “complex procurement”.

Your Career

Our qualification provides an excellent practical foundation for your career in the public sector. Many private sector employers also place value on this qualification staff as it provides insight into government processes that they deal with as contractors to government.

Entry Requirements

To successfully complete this qualification, you must have at least a functional level of English suited to the workplace (reading, writing, understanding and speaking).

Our experience also shows that the best results from this program come when you:

- are at least 20 years of age
- have some relevant experience on which to draw
- have the capacity for independent learning
- have the capacity for group work (for face to face delivery)

Course Structure

This course contains the following 9 required units and 6 elective units.

Required Units

- 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

Elective Units

- PSPGEN027 Gather and analyse information
- PSPGEN033 Use advanced workplace communication strategies
- PSPGEN023 Deliver and monitor service to clients
- PSPPCM002 Dispose of assets
- PSPGEN076 Use public sector financial processes
- PSPPCY004 Support policy implementation

PLA and Local Government Procurement (LGP) work closely with council representatives to ensure that the skills you learn on our courses are applicable in the workplace. With their assistance, we develop training scenarios and activities that are closely relevant to actual situations you might encounter in the real work world. Because of this, you do not need to be currently employed in a local government procurement role to be able to complete this qualification, although it is usually advantageous to your progress if you are able to draw on work experience as you study.

Course Delivery Methods

The Certificate IV in Procurement and Contracting Qualification is offered by face to face training at Local Government Procurement training room in Sydney.

Face to Face

The course duration is 11 days, delivered in 2 and 3 day blocks) over a period of approximately 3 months. You will learn by a combination of instructor led presentation, reading key materials, group discussion, individual assessment tasks, group assessment tasks and other learning activities. Most people complete the work in the time allocated in class, minimising the need for homework.

The last 3 days of the course are an assessment workshop. You will be required to undertake some preparatory research within your organisation, in addition to preparing a presentation you will make in the workshop. This may require up to 5 hours of your time outside class. All other assessment requirements are self-contained and can be completed during the assessment workshop.

Dates for upcoming courses can be found via [LGP Training Calendar](#) . Minimum class size for a course to run is 7 participants and maximum is 15. The sessions are delivered in LGP training room at Level 13, 55 Clarence Street, Sydney NSW 2000.

Special Needs

Please contact us as early as possible if you have any special needs so we can most effectively work with you and ensure your needs are met.

For further information, contact training@lgp.org.au or call 02 8270 8709