



*Learn. Apply. Adapt.*



## **PSP50616 Diploma of 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 developing skills to:

- Conduct more significant procurements, including managing contract performance
- Apply government processes, implement policy and promote and monitor compliance with legislation
- Coordinate risk management activities and manage contract risk

You will gain a comprehensive understanding of the public-sector business environment and develop valuable specialist skills for purchasing, procurement and contracting.

### ***Your Career***

This qualification is designed for individuals wanting to progress to the next level in their procurement and contract management career in a middle or senior management position in the public sector. These positions may include Administrative Officer, Executive Level Officer, Contract Manager, supervisor or manager.

### ***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
- are currently employed in the public sector or related industry
- 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 4 elective units.

### Required Units

- PSPETH003 Promote the values and ethos of public service
- PSPGEN049 Undertake negotiations
- PSPLEG003 Promote compliance with legislation in the public sector
- PSPPCM008 Manage contract performance
- PSPPCM009 Finalise contracts
- PSPPCM010 Manage procurement risk
- PSPPCM011 Plan to manage a contract
- PSPPCM012 Plan for procurement outcomes
- PSPPCM013 Make procurement decisions

### Elective Units

- PSPGEN046 Undertake research and analysis
- PSPPCM018 Conduct demand and procurement spend analysis
- PSPPCM016 Plan and implement strategic sourcing
- PSPPCM017 Plan and implement procurement category management

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 Diploma of 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](mailto:training@lgp.org.au) or call 02 8270 8709