



PSP40616 Certificate IV in Procurement and Contracting

Our program for the Certificate IV in Procurement and Contracting is an entry level specialist qualification which introduces professional procurement for those who undertake procurement activities on behalf of their organisation. It covers a broad range of skills required to operate without supervision in procurement and contracting environments.

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
BSBPMG416	Apply project procurement procedures
PSPPCM002	Dispose of assets
BSBCMM401	Make a presentation

Further information on these units of competency is available at:

<http://training.gov.au/Training/Details/PSP40616>



Entry Requirements including Language, Literacy and Numeracy (LLN)

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

- Prior completion of a Certificate IV level qualification or higher (copy of certificate to be provided with enrolment form) and
- At least one year's experience working in the field of Procurement and Contracting (letter from your employer or CV).

If a learner has not completed at minimum, a Cert 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. This is required because MTS cannot assume a learner's LLN level.

Course Overview:

The training is a twelve (12) day program delivered in three modules over a six month period.

Students will be expected to complete a research project and a presentation skills project as well as other assessment tasks as listed below.

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.

MTS may develop individual study plans for participants in the event that they are unable to attend a module due to illness or other unforeseen circumstances. Please note that this is on a case by case basis.

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 Activity Book for each module
- Completion of a Quick Test Booklet for each module
- Completion of an Individual Assessment for each module
- Completion of performance assessment tasks
- Observation by the facilitator of individual effort and participation in all group tasks
- Submission of an individual research project and
- A small group presentation skills project.

Course Material will comprise:

- Learner Manuals
- PowerPoint handouts
- In-class Activity booklets
- A Quick Test booklets
- Individual Assessment booklets
- Performance Assessment Task booklet; and
- Handouts to support various group tasks

Course Dates:

As per contractual arrangements with your Government Agency/Organisation.

Enrolment & Course times:

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