



## PSP40616 Certificate IV in Procurement and Contracting

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Our program for the Certificate IV in Procurement and Contracting is offered to government agencies and corporate organisations as an entry level specialist qualification which introduces professional procurement for those who undertake procurement activities or will 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
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>



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## 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 in English (copy of certificate to be provided with enrolment form) and
- Currently 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.

For information, the LLN level is a reference number given to a performance level ranging from 1 (lowest performance level) to 5 (highest performance level). This level can be used to describe an individual's LLN skill and/or to describe the LLN skills required by the Training Package for the Certificate IV course or workplace.

The LLN levels required for the PSP40616 Certificate IV in Procurement and Contracting course are:

**Reading – Level 4** – Learner interprets and critically analyses complex texts and applies appropriate strategies to construct meaning from the complex texts.

**Writing – Level 4** – Learner communicates complex relationships between ideas and information, matching style of writing to purpose and audience and displays knowledge of structure and layout employing broad vocabulary, grammatical structure and conventions appropriate to text.

**Oral Communication – Level 4** – Learner demonstrates flexibility in spoken texts by choosing appropriate structures and strategies in a range of contexts and applies appropriate strategies to extract main ideas from oral texts across a range of contexts.

**Numeracy – Level 4** – Learner extracts and evaluates the mathematical information embedded in a range of tasks and texts; selects from, and applies, an expanded range of mathematical and problem solving strategies in a range of contexts and uses a range of informal and formal oral and written mathematical language and symbols to communicate mathematically.

For further information on LLN information, please contact the MTS office on 02 9907 2375 or via email to [office@majortraining.com.au](mailto:office@majortraining.com.au).



## Course Overview:

Major Training Services (MTS) delivers this course in a twelve (12) day program delivered in three modules of face to face or live Zoom training.

Duration: 26 weeks

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 two additional projects
- Observation by the facilitator of individual effort and participation in all group tasks



- Submission of an individual consultation and market research project to be completed in own time between Modules 1 and 2; and
- Submission of an individual Procurement project at the end of Module 3.

## Course Material will comprise:

- Learner Manuals
- PowerPoint handouts
- In-class Activity booklets
- Quick Test booklets
- Individual Assessment booklets
- Projects; and
- 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:

- Reliable internet connection
- Computer (either laptop or PC)
- Computer camera
- 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:

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 9:00 to 17:00 each day (8:30am on day 1 for registration).