

PSP60616 Advanced Diploma of Procurement and Contracting

Overview: Local Government Procurement (LGP) in partnership with Major Training Services (MTS) Pty Ltd (RTO Code 90748) is offering this course for its clients. MTS has the subject matter expertise and has been providing procurement and contract management training services to Australian Commonwealth, State Government, Local Government agencies and other corporations for the last twenty years.

Course structure: The course comprises of 15 units (9 core and 6 electives). For details, please [click here](#).

Course duration: Obtaining an advanced diploma typically requires 1.5-2 years of learning. However, at an accelerated pace targeted at experienced procurement practitioners, it is set up to be delivered in three modules, over 12 full days (9.00 AM to 4:30 PM). It is mandatory to attend all the three modules as you will be required to complete assessment activities during this time. In addition to class assessments, you will require additional time beyond these twelve days to complete four (4) assessment projects; the first to be released 4 weeks prior to Module 1 for submission at the start of Module 1. Project 2 is to be completed between Modules 1 and 2 and the remaining 2 projects are to be completed between Modules 2 and 3. The time needed to complete these assessments will vary, depending on an individual's preference and capabilities.

Module 1: 12-15 December 2023

Module 2: 06-09 February 2023

Module 3: 26-29 March 2024

Venue: LGP Office (Level 11, 55 Clarence Street, Sydney NSW 2000). However, the participants do have the option to attend the courses (fully/partially) remotely via Zoom.

PS: Due to the impact of pandemic, should the government restrictions be imposed, we will shift to online delivery of the course without any change in the schedule.

Unique Student Identifier (USI): It is mandatory to provide your USI while filling out the enrolment form. To create USI or to know your USI if you don't remember it, please [click here](#).

Prerequisites:

- Hold at least a Certificate IV Qualification or higher to address Language, Literacy and Numeracy requirements or complete an LLN assessment prior to the course.
- Demonstrable experience in public or private sector procurement by citing examples of direct involvement in preparation of tendering documentation, evaluation of tenders and managing contracts.
- Five years' recent work experience in conducting government or private sector procurement activities.
- Are currently working in teams within business units with established business plans, policies and business processes and have met the minimum standards for performance in their current roles.
- Have completed training provided by the employer on:
 - Work, Health and Safety arrangements, fraud awareness, sustainability programs, financial management arrangements
- Evidence of above to be submitted at the time of enrolment by way of a CV and/or supporting documentation from the employer. Please send these documents to training@lgp.org.au immediately after filling this enrolment form.

Enrolment: To confirm your enrolment for this course, please fill out the enrolment form on the next page, accept the general terms and condition given below, complete the invoicing details, submit the required documents as listed above and [click here](#) to go through the MTS Learner Handbook.

LGP General Terms and Conditions of Enrolment

I understand and agree to the following Terms and Conditions of Enrolment in this course:

I meet the prerequisites of this course and will send the CV and/or supporting documents immediately after filling this form.

The course fee is \$ 5,500 (GST exempt) and LGP will send an invoice after the course is confirmed.

I have the required approval (including financial) to attend this course.

This course will go ahead on 12 December 2023 only if LGP gets the minimum required enrolments and LGP will inform of the status at least three weeks out.

Cancellation Policy: LGP reserves the right to cancel or postpone a training course up to three weeks before the scheduled date if enrolment numbers are deemed insufficient. In such a case, LGP will promptly notify those enrolled and will endeavour to offer alternate delivery dates. You may cancel your enrolment up to three weeks prior to the course start date without incurring any charges. Cancellations received after this will result in full course fee being charged. LGP may, at its discretion, credit such a charge towards future LGP training courses. No-shows at the commencement of the course will be charged full course fee and no credit will be offered.

Invoicing Details

On confirmation of the course, we will use this information to send a tax invoice a week prior to the commencement date.

Employer Name:

Invoice Contact Full Name:

Job Title:

Email Id:

Phone No:

Purchase Order No. (If Applicable):

PS: The course will commence on 12 December 2023 as planned subject to getting the minimum required number of enrolments.



Enrolment Form

1. Unique Student Identifier¹ (*Mandatory information)

2. Your name (This name must match the name provided for your USI registration) (*Mandatory information)

Title	
Family Name	
Given Names	

3. What is your date of birth? (*Mandatory information)

Day/month/year				
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Contact information (should we need to contact you regarding your enrolment)

Direct Email Address	
Alternative Email	
Phone No.	

I am enrolling in

Course Code and Name

Commencing on:

We are required by the National VET Regulator (ASQA) to request the following information.

4. Gender

Male		Female		Other	
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5. What is the address of your usual RESIDENCE?

Please provide your physical address where you reside, **NOT** your training location, work or other location.

Building name			
Flat/Unit number Street number			
Street name			
Suburb locality or town			
State/Territory		Post Code	

What is your POSTAL address?

(If different from your usual residence)

Building name			
Flat/Unit number Street number			
Street name			
PO Box			
Suburb, locality or town			
State/Territory		Post Code	

Study reason

6. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

To get a job	
To develop my existing business	
To start my own business	
To try for a different career	
To get a better job or promotion	
It was a requirement of my job	
I wanted extra skills for my job	
To get into another course of study	
For personal interest or self-development	
To get skills for community/voluntary work	
Other reasons	

Employment

7. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

Full-time employee	
Part-time employee	
Self employed - not employing others	
Self employed – employing others	
Employed - unpaid worker in a family business	
Unemployed - seeking full-time work	
Unemployed - seeking part-time work	
Not employed - not seeking employment	

8. Employer Name:

Current position title:

Continued overleaf.....

¹ To get your Unique Student Identifier visit:

<http://www.usi.gov.au/Pages/default.aspx>



Enrolment Form

Schooling

9. Are you still attending secondary school?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

10. What is your highest COMPLETED school level?

(Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

Previous qualifications achieved

11. Have you SUCCESSFULLY completed any of the following qualifications?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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No – go to question 12

12. If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>
Diploma (or Associate Diploma)	<input type="checkbox"/>
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>
Certificate III (or Trade Certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>

Language and Cultural Diversity

13. In which country were you born?

Australia	<input type="checkbox"/>
Other- please specify	<input type="text"/>

14. Do you speak a language/s other than English at home?

(If more than one language, indicate the one that is spoken most often)

No	<input type="checkbox"/>	English only - Go to Question 14
Yes, other - Please specify	<input type="text"/>	

15. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

16. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If No - Go to LLN below

17. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/Deaf	<input type="checkbox"/>
Physical	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Mental Illness	<input type="checkbox"/>
Acquired Brain Impairment	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Medical Condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

If you answered Yes to Question 15, do you require any assistance to participate in this course?

Yes

No

Disability supplement provided on next page.

Language, Literacy and Numeracy (LLN)

To determine if a student requires any additional LLN support to complete this course, we request that students provide evidence of qualifications achieved in the past by the provision of a prior qualification certificate or USI transcript with this enrolment form. If this evidence is a Certificate IV or higher qualification, the LLN requirement will be met. If not, MTS will need to contact you to complete a LLN assessment prior to confirmation of enrolment in the course by Major Training Services.

Yes, copy attached	<input type="checkbox"/>	No. MTS to contact you	<input type="checkbox"/>
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Privacy Notice & Declaration:

I declare that the information I have provided to the best of my knowledge is true and correct and I have received and read the MTS Learner Handbook.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice provided with this enrolment form (see pages 4-5 following). In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

SIGNATURE

Date

Enrolment Form

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Enrolment Form

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If you do not provide adequate information as requested, Major Training Services may not be able to process your application.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Major Training Services (02 9907 2375) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For information about how Major Training Services collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Major Training Services privacy policy which can be found within the Student Handbook and on the web at <https://www.majortraining.com.au>.



Enrolment Form

Privacy Notice cont....

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Major Training Services for statistical, administrative, regulatory and research purposes. Major Training Services may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Major Training Services retains a record of personal information about all individuals with whom we undertake any form of business activity. Major Training Services must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Major Training Services is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

Major Training Services must require and confirm identification however in service delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of service delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.