

## PSP50616 Diploma of Procurement and Contracting

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Our offering of the PSP50616 Diploma of Procurement and Contracting qualification is offered through a partnering arrangement with Local Government Procurement.

This qualification is a specialist qualification that covers the competencies required for independent and self-directed work as a procurement and contract manager in the public sector.

Anyone wanting to participate in this rigorous program should have at least three or more years in a procurement environment.

MTS has structured their Diploma offering in an innovative delivery model which clusters the core and elective units of competency contained in the qualification in an integrated and holistic way. To encourage logical and holistic learning within a procurement life-cycle framework, competencies and content relating to values; ethics; legislation; negotiations; research and analysis; communications; risk analysis; strategic sourcing; contract and category management, are blended through the training modules.

### The competency units in PSP50616:

In line with the national packaging rules for this qualification, there are 13 units of competency. consisting of 9 core units and 4 elective units as follows:

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
PSPPCM014	Participate in budget and procurement review processes
PSPPCM017	Plan and implement procurement category management
PSPPCM018	Conduct demand and procurement spend analysis
PSPGEN046	Undertake research and analysis

Further information on these units of competency is available at:  
<http://training.gov.au/Training/Details/PSP50616>



## Entry Requirements including Language, Literacy and Numeracy (LLN)

It is a requirement that learners wishing to enrol on the PSP50616 Diploma of Procurement and Contracting course must first satisfy the MTS entry requirements, as follows:

- At least three (3) years' experience working in the field of Procurement and Contracting (letter from your employer or CV).
- Are working in Teams within business units with established business plans, policies and business processes.
- Prior completion of a Certificate IV level qualification or higher in English to address LLN (copy of certificate to be provided with enrolment form).

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 online LLN assessment prior to accepting an enrolment.

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 describe an individual's LLN skill and/or the LLN skills required by the Training Package for the Diploma course or workplace.

The LLN levels required for the PSP50616 Diploma of 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:

The training is a twelve (12) day program delivered in three modules in a face-to-face format or via live Zoom delivery, over a six (6) month period. The course is very comprehensive and runs from 8:30 a.m. to 4:30 p.m. every day.

Please note that this program is a 12 day commitment and due to the holistic nature of the program, there are no credits for partial completion. Only the completion of all assessment elements of the program will result in the award of the PSP50616 Diploma of Procurement and Contracting.

## Course Outline & Learning Outcomes:

### Module One – Planning Procurement Outcomes (4 days)

This module in the Diploma course focuses on planning for a significant procurement. This will involve the application of the appropriate level of governance, including probity and ethics, and a robust risk management framework.

At the completion of this module, participants will be able to effectively conduct planning activities for a significant procurement in the Government context and manage related governance matters surrounding the procurement activity.

### Module Two – Engaging with Suppliers (4 days)

This module in the Diploma course focuses on engaging with suppliers to deliver outcomes for significant procurement. This will involve the development and release of appropriate Invitation documentation, receipt of tenders and quotations, the evaluation of offers and negotiation.

At the completion of this module, participants will be able develop plans for effective tender evaluation and contract negotiation and conduct a range of supplier engagement activities for a significant procurement in the Government context; this includes managing related governance matters surrounding the procurement activity.

### Module Three – Managing Contract Outcomes (4 days)

This module in the Diploma course focuses on effective contract management. This will involve understanding contracts and the management of contractual arrangements, behaviours, contractor performance, the supply chain and the related issue of asset disposal.

At the completion of this module, participants will be able to plan for and deal with contract management issues in a significant procurement in the Government context, including management of related governance matters.

## Assessment requirements:

- Completion of a Policy Research 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 a Workplace Assessment: e-Commerce to be completed in your own time between Modules 1 and 2;
- Completion of a Workplace Assessment: Demand and Category Management to be completed in your own time between Modules 2 and 3; and
- Observation by the facilitator of individual effort and participation in all group tasks.

## Course Material for each module will comprise:

- Learner Manuals;
- PowerPoint handouts
- In-class Activity books;
- Quick Test Booklets;
- An Individual Assessment Books;
- Projects; and
- Handouts to support various group tasks and assessments.

## 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)

## Course Dates:

As per the Local Government Procurement training calendar.

## Enrolment and 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 16:30 each day (8:30am on day 1 for registration).