

# Diploma of Procurement and Contracting

## Overview

The PSP50616 Diploma of Procurement and Contracting 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.

The course is administered by the Department of Trade, Business and Innovation (DTBI) and delivered by Major Training Services.

## Who should attend

The course is aimed those who currently work, or intend to work, as a procurement or contract manager and would like to increase their skills and capability. It is also suitable for staff where procurement and contracting forms a significant part of their role.

## Pre-requisites

Students are expected to have the following experience and skills:

- 5 or more years in a procurement or business role
- solid understanding of simple procurement
- ability to work in a team
- ability to apply policy under direction.

## Course overview

The training is a twelve day program delivered in three modules.

## Course outline and learning outcomes

### Module one – planning procurement outcomes – 4 days

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

### Module two – engaging with suppliers – 4 days

This module 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 undertaking negotiations.

### Module three – managing contract outcomes – 4 days

This module 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.

Following the completion of all modules, students will be able to conduct planning activities, undertake effective tender evaluation and contract negotiation, conduct a range of supplier engagement activities and deal with contract management issues appropriately.

## Competency units

There are 13 units of competency:

- 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

## Course location and dates

The course will be delivered in Alice Springs on the following dates:

| Module   | Date                  |
|----------|-----------------------|
| Module 1 | 12 – 15 August 2019   |
| Module 2 | 28 – 31 October 2019  |
| Module 3 | 02 – 05 December 2019 |

## Cost

Indicative cost is \$5,000 per person.

Courses are run on a full cost recovery basis. Participant agencies are responsible for all course costs and an equal portion of venue, catering and facilitator travel expenses. DTBI will endeavour to keep course costs as low as possible.

## How to enrol

Email [procurement.capability@nt.gov.au](mailto:procurement.capability@nt.gov.au) to obtain an enrolment form.

Enrolments close Friday, 26 July 2019. A minimum of ten participants is required.