

Certificate IV in Procurement and Contracting

Overview

The PSP40616 Certificate IV in Procurement and Contracting is an entry level specialist qualification which introduces participants to professional procurement. It covers a broad range of skills required to operate without supervision in procurement and contracting environments.

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 undertake procurement on behalf of their department. It is also suitable for those looking to move into a role with responsibility for procurement and contracting activities.

Pre-requisites

Participants are expected to have the following experience and skills:

- 1-2 years' experience working in government
- ability to work in a team
- ability to apply policy under direction
- basic understanding of procurement and contracting.

Introductory eLearning modules are available for participants to meet the last pre-requisite.

Course overview

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

Course outline and learning outcomes

Module one – planning procurement – 3 days

This three day module addresses the key aspects of 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 key aspects of conducting a procurement. This will include 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 the 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.

Competency units

There are 15 units of competency:

- 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

Course location and dates

The course will be delivered in Darwin on the following dates:

Module	Date
Module 1	22 – 24 July 2019
Module 2	04 – 07 November 2019
Module 3	09 – 13 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 to obtain an enrolment form.

Enrolments close Wednesday, 3 July 2019. A minimum of ten participants is required.