

## PSP60616 Advanced Diploma of Procurement and Contracting

The Advanced Diploma of Procurement and Contracting is designated as a specialist qualification that covers the competencies required of personnel responsible for the management of strategic procurement in public sector organisations.

### The competency units in PSP60616:

In line with the national packaging rules for this qualification, there are 15 units of competency of which 9 are core and 6 are elective units:

PSPETH004	Maintain and enhance confidence in public service (Core)
PSPGEN067	Establish and maintain strategic networks (Core)
PSPLEG004	Manage compliance with legislation in the public sector (Core)
PSPMGT006	Develop a business case (Core)
PSPMGT007	Manage risk (Core)
PSPPCM020	Plan for strategic procurement (Core)
PSPPCM021	Coordinate strategic procurement (Core)
PSPPCM022	Negotiate strategic procurement (Core)
PSPPCM023	Manage strategic contracts (Core)
PSPGEN070	Persuade and influence opinion
PSPMGT008	Formulate business strategies
PSPMGT011	Develop Partnering arrangements
PSPPCM017	Plan and implement procurement category management
PSPPCM024	Manage fundamental aspects of supply chain
PSPPCY010	Manage Policy implementation

Further information on these units of competency is available at:  
<http://training.gov.au/Training/Details/PSP60616>



### Entry requirements:

Although there are no legislated pre-requisites, as this an accelerated program targeted at experienced procurement practitioners, it is highly recommended that anyone undertaking this program should meet the following criteria:

- 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' work experience of leading teams 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.

### Course Overview:

The training is a twelve (12) day program scheduled over three modules during a six month period, delivered in a face-to-face format. The course is very comprehensive and runs from 9:00-5:00pm each 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 PSP60616 Advanced Diploma of Procurement and Contracting.

Additional support . Please note that this is on a case by case basis.



### Course Outline:

#### Module One – Planning for Strategic Acquisitions (4 days)

This first module focuses on strategic planning activities, specifically, the policy environment, the development of procurement plans and creating effective business cases. The program also looks at the context of procurement within the public sector.

#### Module Two – Managing the Acquisition of Strategic Outcomes (4 days)

This module will expand concepts such as coordinating procurement activities, winning support for procurement activities, building procurement networks and negotiating to achieve strategic procurement outcomes.

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

The third and final module of this program focuses on risk management, ensuring probity in procurement practice, directing the management of contracts, category management and managing the supply chain.

### Assessment requirements

- Completion of an In-class Activity Book for **each** Module;
- Completion of an Individual Knowledge Assessment for **each** Module;
- A research project completed prior to the course, for submission at the start of Module 1.
- A contract development project completed between Modules 1 and 2, for submission at the start of Module 2.
- A category management project completed between Modules 2 and 3, for submission at the start of Module 3.
- A further research project completed between Modules 2 and 3, for submission at the start of Module 3.

### Course Material:

- A Study Guide for each module;
- An In-class Activity book for each module;
- A Knowledge Assessment Book for each module;
- Project information; and
- Handouts to support various group tasks



## Course Dates:

TBA

## Enrolment:

All relevant documentation and information will be sent to participants prior to the commencement of the course.