

STUDY PROCUREMENT ONLINE

Learn to become an effective procurement
manager in the public sector

PSP50616
Diploma of Procurement and Contracting





Study for your future

We are one of Australia's most progressive Registered Training Organisations with the backing of Australia's highest-rated online university.

We have grown to become a true leader in the field of distance and online education over more than 30 years of operation, with a genuine commitment to applied learning.

We maintain close links with peak bodies, industry associations and employers to ensure that our training is job relevant and aligns with emerging skills requirements.

unepartnerships
creating professional success

Contemporary, innovative and flexible; UNE Partnerships is here to help you and your organisation to develop the capabilities required by a rapidly evolving global workplace!

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Industry insights

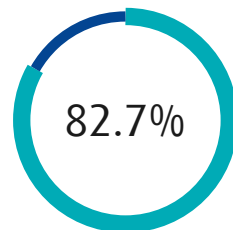
Career outcomes

The Public Sector is the largest employer in Australia, representing more than 2 million employees or 16.3% of the overall workforce.¹

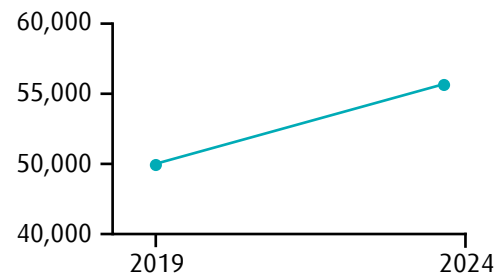
The APS offers generous leave and flexible working conditions, above average superannuation contributions and the opportunity to influence the future of all Australians for the better.

APS Jobs²

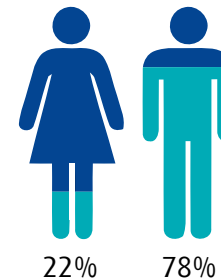
IMPROVED work status³



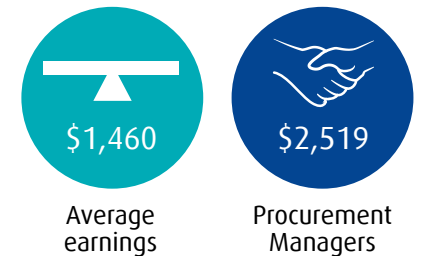
EMPLOYMENT GROWTH procurement managers⁴



EMPLOYEES in workforce⁴



WEEKLY earnings⁴



Industry relevant course material delivered by industry experts

We offer personalised service and quality teaching, with the backing of Australia's leading regional online university, the University of New England. Our courses and qualifications will help you to gain a competitive industry edge to take on new challenges and to grow and succeed within your workplace.

¹ <https://www.abs.gov.au/statistics/labour/employment-and-unemployment/employment-and-earnings-public-sector-australia/latest-release>

² <https://www.apsjobs.gov.au/s/about>

³ <https://www.myskills.gov.au/courses/details?Code=PSP50616>

⁴ <https://joboutlook.gov.au/occupations/supply-distribution-and-procurement-managers?occupationCode=1336>

Case study

NSW Government Graduate Program

UNE Partnerships has worked closely with the NSW Public Service Commission to deliver the Diploma of Government to the NSW Government Graduate Program since its inception in 2016.

The program provides Graduates with exposure to a range of agencies and departments across three six-month rotations. This experience is underpinned through a tailored Diploma of Government qualification:

- 650+ Graduates over five years
- Customised to the needs of the NSW Public Service
- Integrated delivery model combining online study with workshops, webinars and workplace learning.

““

One of the greatest strengths of this program is how it has been highly customised to reflect the most innovative contemporary thinking about working in government in the NSW context. We are also very proud of our near 100% completion rate over several hundred graduates.

- Sean O'toole
Academic Director

The NSW Government Graduate Program has won ongoing awards



Australia's most popular graduate employer for 2021



Most popular Government and Defence Employer 2020



#4 in the top 100 Graduate Employers 2019



Most popular Government and Defence Employer 2019



Most popular Government and Defence Employer 2018

Why study with us?

Our students and graduates benefit from 30+ years of experience delivering high quality distance and online vocational education.

Our trainers and assessors are highly respected within their profession, bringing genuine industry experience and expertise to your learning.

It's no wonder our graduates have enjoyed some of the highest satisfaction and completion rates in the country!

Guided support

Here at UNE Partnerships you will receive the support you need to help balance your work, life and study.



Our student support team

are passionate about your success and provide personal assistance and regular support calls



Our trainers and assessors

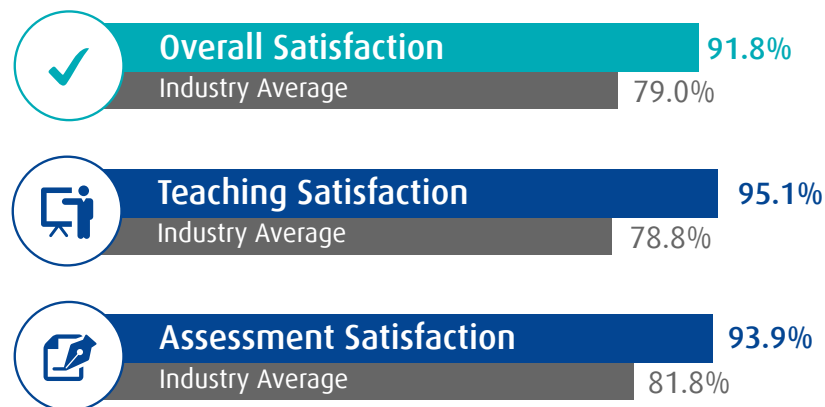
will become your mentor, guiding you through your learning and assessment journey



Our partnerships

mean that you can access 24/7 online tutorial support through Studiosity.

Graduate satisfaction



* Based on 2019 Learner Engagement Survey data (UNEP) and 2019 National Student Outcome Survey data (NCVER) for Diploma or higher level graduates.

Meet the team

Our team are Subject Matter Experts within their field with extensive industry experience and continuing professional development.



Motivation



Study targets



Course direction



Mentoring



René Kling

Trainer and Mentor

Procurement and Contracting

René Kling brings over 30 years' experience in Procurement, Contracts, Supply Chain Management and General Management.

René has delivered training to thousands of government procurement people throughout Australia and the South Pacific, and has presented at numerous procurement and supply chain conferences throughout Australia and overseas.



Linda Leske

Trainer and Mentor

Procurement and Contracting

Linda is a procurement professional with 27 year's experience in the WA public sector, who has sound understanding of legislation and standards applicable to government operations and procurement.

Linda has a teaching background and is experienced in the development and delivery of training initiatives and professional development in the workplace.



Peter Roper

Student Engagement

Procurement and Contracting

Peter has been supporting students through their studies with UNE Partnerships for more than 5 years.

Peter believes that the purpose of study isn't to change who you are but to equip students with the knowledge and skills to reach their full potential.



Course information

This specialist qualification will prepare you to become an effective procurement and contract manager in the public sector. Participants may have existing skills and experience and may be looking to build upon their knowledge and seek formal skills recognition.



Admission Guidelines

You should be working in a suitable job role in the public sector.

We recommend that you have:

- Experience in public sector procurement.
- Strong written and verbal communication skills.
- Previously complete Year 12 or a Certificate IV level qualification.
- Appropriate technology to study online and the motivation to learn independently.



Duration

- 12 hours per week over a study period up to 2 years



Suitable for

- Individual Students
- Corporate Groups



Delivery mode

- Online learning.

PSP50616

Diploma of Procurement and Contracting



NATIONALLY RECOGNISED
TRAINING

Graduate outcomes



Student testimonial

““

I would not have been able to complete the Diploma without thoroughly enjoying the learning journey along the way. All credits to the professional and dedicated unit coordinators from UNE Partnerships, particularly Linda Leske, John Ross and René Kling FCIPS FIML, for the quality teaching and feedback after each assessment and also to my ever-supportive wife.

- Keith Cheung
Dip Proc&Contract

On successful completion of this qualification, you will have the skills and knowledge to:

- understand and work within relevant procurement governance arrangements and frameworks including probity and legal framework
- contribute to Forward Procurement Planning and undertake project and specific Procurement Planning (Procurement Plan)
- interpret procurement requirements, analyse procurement options and methods, and assess procurement risk
- develop request documents and specifications
- manage the procurement process and plan and conduct an evaluation process
- undertake negotiations
- plan to manage a contract, manage contract performance and finalise contracts
- demonstrate problem-solving skills through a range of applications, including research and analysis in order to define relevant data and make recommendations, implementation of workplace diversity strategies to encourage inclusiveness and effectiveness, and management of risk and conflict
- use a range of complex written and workplace communication techniques and strategies at the appropriate levels to demonstrate effective research and analysis, information synthesis and refinement, and negotiation
- plan and organise through identification of needs, coordination of resources, evaluation of processes and benchmarking of performance.

Pathways to UNE

Successful attainment of PSP50616 Diploma of Procurement and Contracting will allow for articulation into higher awards, including BSB61015 Advanced Diploma of Leadership and Management or undergraduate awards offered by the University of New England (UNE) Business School.*

Successful attainment of BSB61015 Advanced Diploma of Leadership and Management will allow for articulation into a range of undergraduate and postgraduate awards offered by UNE Business School.*

* Applications must address UNE Program entry criteria. Enrolment fees are set annually by the UNE.

Learning outcomes

13 units of competency must be successfully completed to attain this qualification.

PSPPCM012

Plan for procurement outcomes

This unit describes the skills required to apply advanced planning to complex procurement within established guidelines, policies and procedures.

PSPPCM010

Manage procurement risk

This unit describes the skills required to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan.

PSPETH003

Promote the values and ethos of public service

This unit describes the skills required to promote ethical standards to assist staff in avoiding conflicts of interest and to model and foster integrity.

BSBPUR504

Manage a supply chain

This unit describes the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain.

PSPPCM013

Make procurement decisions

This unit describes the skills required to perform advanced decision making for complex procurement within established guidelines, policies and procedures.

PSPPCM014

Participate in budget and procurement review processes

This unit describes the skills required to participate in government budget and review processes to ensure that procurement and contract management activities occur within established procedures and financial obligations are fulfilled..

PSPLEG003

Promote compliance with legislation in the public sector

This unit describes the skills required to promote compliance with legislation in the public sector. It includes modelling compliance with legislation.

PSPPCM016

Plan and implement strategic sourcing

This unit describes the skills required to plan and implement strategic sourcing for goods or services essential or critical to an organisation's ability to conduct its core business. It includes developing a procurement profile of the buying organisation, conducting strategic assessment of the supply market, developing strategies to source goods or services from the market and securing, monitoring and reviewing strategic market sources.

PSPGEN046

Undertake research and analysis

This unit describes the skills required to undertake research and analysis. It includes identifying and analysing information, applying the results and maintaining and compiling reports from information systems.

PSPGEN049

Undertake negotiations

This unit describes the skills required to undertake negotiations. It includes planning and finalising negotiation outcomes.

PSPPCM011

Plan to manage a contract

This unit describes the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

PSPPCM008

Manage contract performance

This unit describes the skills required to implement strategies that ensure effective contract performance. It includes managing the business relationship, performance of the contract, and contract issues; and implementing a communication strategy.

PSPPCM009

Finalise contracts

This unit describes the skills required to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.



Course fees*

We provide a range of flexible payment options to help you achieve professional success sooner.



Pay upfront

\$6,490 AUD^



Flexible payments

Pay weekly, fortnightly
or monthly over
12 months



Government assistance

State and Commonwealth
government assistance
may be available



Third party

Seek financial assistance
from your employer or
another third party

Funding

We can help you to access funding and financial assistance through a range of State and Commonwealth Government initiatives.

Smart and Skilled (NSW)

This is where the NSW Government pays for most of your course fees, leaving you with a small out-of-pocket gap. There are separate streams for trainees and regular students.

Smart and Skilled training is subsidised by the NSW Government.

Visit our website for more information about our fees and funding at www.unep.edu.au/students/fees-and-funding

* Terms and conditions apply. ^Information is correct as at January 2021.



my.unep is our modern online learning environment.

my.unep makes it easy for you to access your learning materials any time so you can study anywhere in the world.

Shortly after enrolment our friendly Student Engagement team will provide an induction to help you find your way around my.unep to facilitate a successful student learning journey.

Units

You will find everything you need to complete your studies in my.unep

Introduction

- Getting Started
- Course Overview

Learning Resources

- Readings
- Activities
- Resources

Assessment

- Case Studies
- Scenarios
- Tools and Templates

Support Centre

- 24/7 Support.





Minimum requirements to get started

If you're reading this, you're likely already committed to improving your skills, knowledge and capabilities. Every day presents you and your team with an exciting opportunity to learn and develop the abilities needed to elevate yourself and your business to new heights.

Policies and Procedures

We are committed to the provision of exceptional quality education and a great learning experience.

We encourage you to familiarise yourself with our policies and procedures, which can be found on our website at www.unep.edu.au/students/policies

On this page you will also find our frequently asked questions section that may help to answer some of your questions.

Minimum Requirements for Students

Our courses are self-directed online programs which rely heavily on text-based resources to support study.

All students will need:

- moderate numeracy and English literacy skills
- moderate computer skills
- to be working in a job role which provides sufficient opportunity to develop competency and to complete required assessment tasks.

Computer Requirements

All of our courses are delivered through our modern online learning environment.

To successfully complete an online course, you will need ready access to an internet enabled computer with the following configurations.

- Operating system (Mac OS 10.11 or later, Windows 7, 8.1 or 10)
- Internet (speed adequate to watch videos on YouTube)
- Microsoft office 2016 or higher OR other equivalent office suite
- Adobe Acrobat Reader
- Modern internet browser
- Headset with microphone, speakers and camera (for webinars, recording audio assessments and/or Skype discussions with your assessor).



5 High-demand skills and careers

Skills

- Leadership
- Quality and Compliance
- Communication and Negotiation
- Research and Analysis
- Project Management.

Careers

- Procurement Manager
- Contract Manager
- Purchasing Manager
- Administration Manager
- Policy Coordinator.

Take the next step
in your career as a
public sector manager

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creating professional success



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