

Training suitability

This qualification is intended for people currently working in a position with responsibility for the management of complex procurement and contracting. This specialist qualification covers the competencies required for independent and self-directed work as a 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.

Study workload

The estimated time to complete the course is 6-8 hours per week over an 18 month study period comprising on-the-job learning, workplace practice, self-directed study and assessment preparation. This estimate is based on AQF guidelines and will vary according to student experience and current practice.

Skill outcomes

On successful completion of this course students will be able 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

Suitable for

- Corporate groups
- Individual students (distance only)
- Funded programs

Duration 18 months

Entry reqs. A suitable level of workplace responsibility allowing sufficient opportunity to demonstrate competency through completion of tasks directly related to a public sector procurement and contract management job roles

Assessment

A combination of knowledge questions, work-related tasks and evidence portfolio, or RPL

Learning Pathways

Available to higher awards

For details of optional extras please refer to our website at www.unep.edu.au

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; and
- plan and organise through identification of needs, coordination of resources, evaluation of processes and benchmarking of performance.

Competencies

Students must complete 13 units of competency:

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| • Plan for procurement outcomes (PSPPCM012) | • Participate in budget and procurement review processes (PSPPCM014) | • Undertake negotiations (PSPGEN049) |
| • Manage procurement risk (PSPPCM010) | • Promote compliance with legislation in the public sector (PSPLEG003) | • Plan to manage a contract (PSPPCM011) |
| • Promote the values and ethos of public service (PSPETHC003) | • Plan and implement strategic sourcing (PSPPCM016) | • Manage contract performance (PSPPCM008) |
| • Manage a supply chain (BSBPUR504) | • Undertake research and analysis (PSPGEN046) | • Finalise contracts (PSPPCM009) |
| • Make procurement decisions (PSPPCM013) | | |

Competency descriptions

Plan for procurement outcomes (PSPPCM012)

This unit covers advanced planning for complex procurement within established guidelines, policies and procedures. It includes applying and managing procurement governance arrangements, developing procurement and market strategies, and undertaking analysis to support achievement of procurement outcomes through definition of requirements aligned to business needs, consultation with stakeholders, establishment of tender evaluation panels, and documentation of detailed procurement planning.

Manage procurement risk (PSPPCM010)

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

Promote the values and ethos of public service (PSPETHC003)

This unit covers the responsibility of those in public service to model and encourage in others the highest standards of ethical conduct. It includes promoting ethical standards, assisting staff to avoid conflicts of interest, and modelling and fostering integrity of conduct.

Manage a supply chain (BSBPUR504)

This unit applies to individuals who are responsible for managing a supply chain in an organisation. These individuals develop and implement relevant supply chain management strategies, and manage and review the implementation of improvements to international purchasing strategies.

Participate in budget and procurement review processes (PSPPCM014)

This unit covers the ability 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. It covers the budget cycle, the procedures for obtaining funding for procurement exercises, the obligations organisations have in relation to spending and the review and audit procedures that may apply to procurements and contract management.

Promote compliance with legislation in the public sector (PSPLEG003)

This unit covers the promotion and modelling of compliance with legislation and related public sector guidelines and procedures, as well as encouraging and assisting others to comply.

Plan and implement strategic sourcing (PSPPCM016)

This unit covers planning and implementation of strategic sourcing for goods or services essential or critical to an organisation's ability to conduct its core business. Failure of supply or disrupted supply of these goods and services will have an adverse impact on the organisation's ability to deliver its core business outcomes.

Undertake research and analysis (PSPGEN046)

This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.

Make procurement decisions (PSPPCM013)

This unit covers advanced decision making for complex procurement within established guidelines, policies and procedures. It includes understanding and applying legal and policy obligations in addition to the other factors that may influence decisions when selecting effective procurement methods, and undertaking contractual arrangements and supplier choice in an accountable and transparent environment.

Undertake negotiations (PSPGEN049)

This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome.

Plan to manage a contract (PSPPCM011)

This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements.

Manage contract performance (PSPPCM008)

This unit covers the competency required by people whose primary role is contract management 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.

Finalise contracts (PSPPCM009)

This unit covers the ability to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.



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