


STUDY GOVERNMENT AND PROCUREMENT ONLINE

Improve your skills quickly and your prospects when applying for a new job or promotion!

SHORT COURSES
Government and Procurement





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

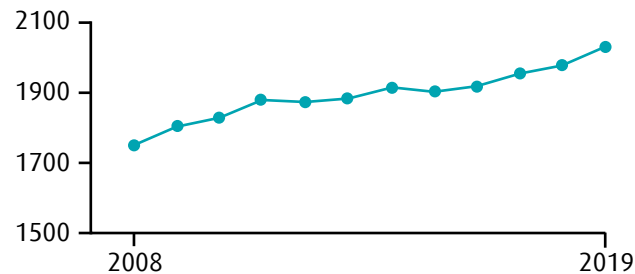
Career outcomes

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

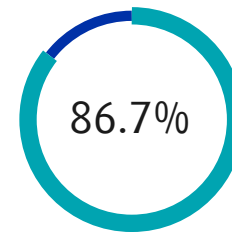
The APS offers generous leave and flexible working conditions, above average superannuation contributions and the opportunity to influence the future of all Australians for the better.

APS Jobs²

EMPLOYMENT GROWTH public sector¹



IMPROVED work status³



AN EVOLVING PUBLIC SECTOR employment data⁴

| | 1966 | 2016 |
|------------|-------|------|
| Median Age | 34.5 | 43 |
| Women | 23.3% | 59% |

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>

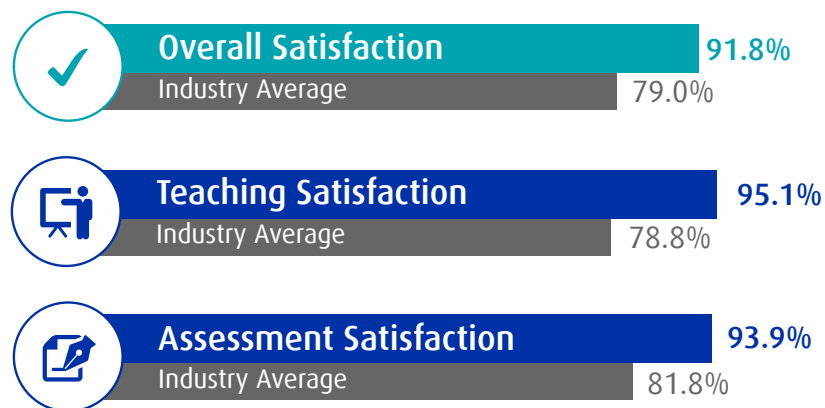
² <https://www.apsjobs.gov.au/s/about>

³ <https://www.myskills.gov.au/courses/details?Code=PSP50116>

⁴ <https://www.apsc.gov.au/fifty-years-aps-employment-data>



Graduate satisfaction*



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

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.

Contract and Relationship Management

To effectively manage a contract within a procurement relationship empowers the learner with the requisite confidence, skills and knowledge to meet such contact requirements within the workplace.

Effective contract and relationship management is where both the vendor and the purchaser meet their respective obligations in the procurement relationship. It is the process of managing, executing and analysing the management of the contract efficiently.

In this short course you will learn how to plan to manage a contract, manage contract performance and finalise contracts, all operating within the legislative, regulatory and policy environment, while consulting and adhering to your organisations policies and procedures.



Fees upfront

- \$1,350 AUD^



Duration

- up to 6 months*



Delivery mode

- Online learning.

^Information is correct as at January 2021.

* Students can complete this short course in a much shorter time depending on experience, role, and/or current practices

Contract and Relationship Management

Learning outcomes

Students upon successful completion of these three units of competency in this short course will receive a Statement of Attainment.

PSPPCM011

Plan to manage a contract

Managing a contract will require you to establish and maintain arrangements for contract management. Learn to confirm contract requirements, prepare a contract management plan, develop stakeholder relationships and implement contract strategies and contractual arrangements. The skills and knowledge that you learn in this unit are applied within the legislative, regulatory and policy environment while organisational policies and procedures are consulted and adhered to.

PSPPCM008

Manage contract performance

Learn to manage the business relationship, performance of the contract, and contract issues, and implement a communication strategy to maintain and ensure effective contract performance. The skills and knowledge that you learn in this unit are applied within the legislative, regulatory and policy environment while organisational policies and procedures are consulted and adhered to.

PSPPCM009

Finalise contracts

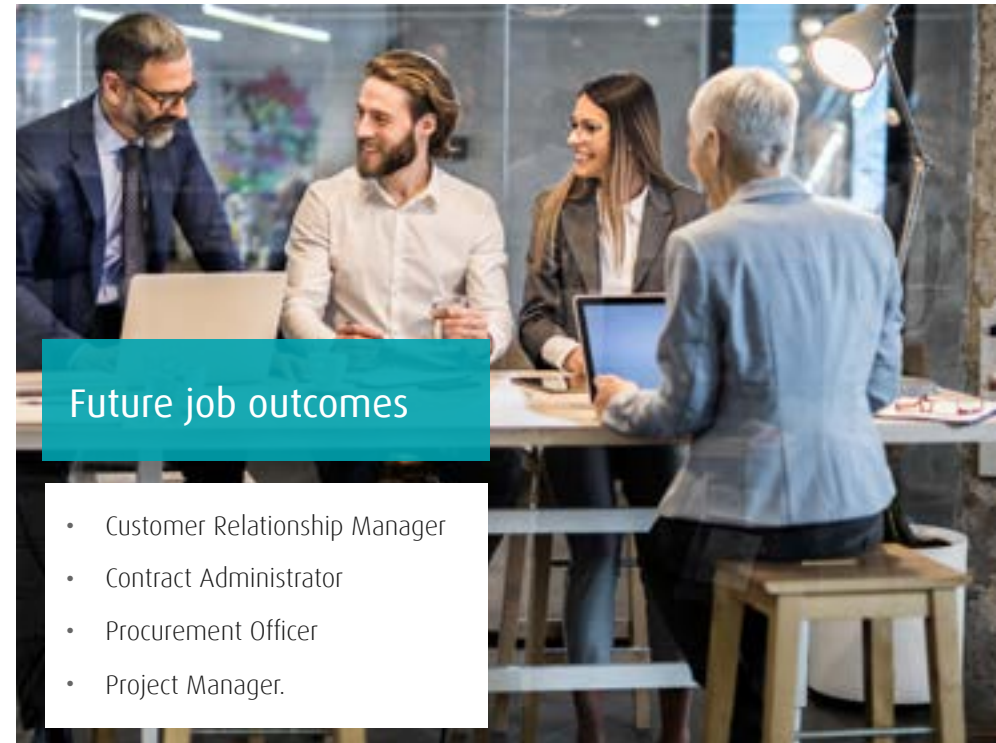
Finalising a contract is a significant step within contract processing, learn the processes to finalise contracts by completing contracts and implementing a contract review strategy. The skills and knowledge that you learn in this unit are applied within the legislative, regulatory and policy environment while organisational policies and procedures are consulted and adhered to.

Graduate outcomes

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

- confirm contract requirements
- prepare contract management plan
- develop stakeholder relationship

- implement contract strategies
- implement contractual arrangements
- manage the business relationship
- manage performance of the contract
- manage contract issues
- implement communication and information strategy
- complete contracts
- implement contract review strategy.



Future job outcomes

- Customer Relationship Manager
- Contract Administrator
- Procurement Officer
- Project Manager.

Government Fundamentals

A brief introductory course outlining the essentials of Government Fundamentals, this short course empowers the learner with the requisite confidence, skills and knowledge to understand these requirements within the workplace.

Government Fundamentals are the foundation blocks for managers, supervisors and team leaders who are required to apply their skills and knowledge to promote and apply government requirements in promoting the values and ethos of public service, public sector legislation compliance and government processes.

Learning the fundamentals of Government in this short course will equip you with the skills and knowledge to understand these government requirements.



Fees upfront

- \$1,350 AUD[^]



Duration

- up to 6 months*



Delivery mode

- Online learning.

[^]Information is correct as at January 2021.

* Students can complete this short course in a much shorter time depending on experience, role, and/or current practices

Government Fundamentals

Learning outcomes

Students upon successful completion of these three units of competency in this short course will receive a Statement of Attainment.

PSPETH003

Promote the values and ethos of public service

Learn to promote ethical standards to assist staff in avoiding conflicts of interest and to model and foster integrity and conduct. The skills and knowledge you will learn in this unit about procurement will enable you to understand what is involved in procurement planning, together with the risks involved whilst consulting and adhering to policies and procedures.

PSPLEG003

Promote compliance with legislation in the public sector

For those responsible for encouraging and assisting others to comply with public sector guidelines and procedures, in this unit you will learn to promote, model and monitor compliance with legislation in the public sector. In this unit you will learn the skills and knowledge to enable you to understand what is involved in procurement planning, together with the risks involved whilst consulting and adhering to policies and procedures.

PSPGEN043

Apply government processes

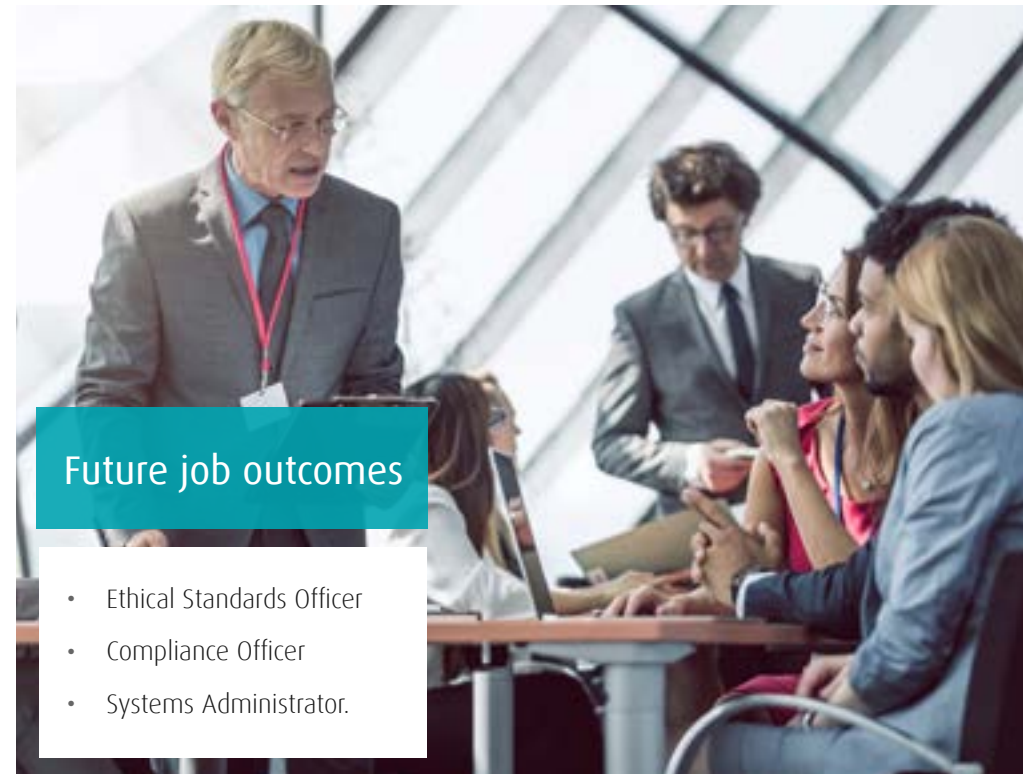
Learn to apply government processes, including applying information relating to the machinery of government and knowledge of organisations functions and protocols. Apply your learnt skills and knowledge from this unit to understand what is involved in procurement planning, together with the risks involved whilst consulting and adhering to policies and procedures.

Graduate outcomes

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

- promote ethical standards
- assist staff to avoid conflicts of interest

- model and foster integrity or conduct
- encourage compliance with legislative requirements
- monitor compliance with legislative requirements
- apply information relating to the machinery of Government
- apply knowledge of organisational functions
- apply knowledge of protocols.



Future job outcomes

- Ethical Standards Officer
- Compliance Officer
- Systems Administrator.

Procurement Fundamentals

A brief introductory course outlining the essentials of Procurement Fundamentals, this short course empowers the learner with the requisite confidence, skills and knowledge to meet procurement requirements within the workplace.

Procurement Fundamentals are the foundation blocks for managers, supervisors and team leaders who are required to apply their skills and knowledge to meet procurement requirements, including planning outcomes and managing risks.

The skills and knowledge you will learn in this short course will help you to understand what is involved in procurement planning, together with the risks involved whilst consulting and adhering to policies and procedures.



Fees upfront

- \$950 AUD[^]



Duration

- up to 6 months*



Delivery mode

- Online learning.

[^]Information is correct as at January 2021.

* Students can complete this short course in a much shorter time depending on experience, role, and/or current practices

Procurement Fundamentals

Learning outcomes

Students upon successful completion of these two units of competency in this short course will receive a Statement of Attainment.

PSPPCM012

Plan for procurement outcomes

Learn to apply advanced planning, market research and analysis to complex procurement strategies within established guidelines, policies and procedures. In this unit you will learn the skills and knowledge to apply within the legislative, regulatory and policy environment in which they are carried out, while also consulting and adhering to your organisational policies and procedures.

PSPPCM010

Manage procurement risk

Managing procurement risk involves understanding the associated risks with all stages of procurement. This includes assessing risk, and preparing, implementing and reviewing a risk management plan. Apply your learnt skills and knowledge from this unit to consult and adhere to your organisational policies and procedures and apply within the legislative, regulatory and policy environment in which they are carried out.

Graduate outcomes

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

- establish, apply and manage procurement governance arrangements
- identify, consult with and manage procurement stakeholders
- conduct market research and develop appropriate strategies to approach the market
- identify, source and manage resources to conduct procurement processes
- define procurement specifications and requirements
- undertake detailed procurement planning

- assess procurement risk
- prepare risk management plan
- implement and review risk management plan.



Future job outcomes

- Customer Relationship Manager
- Contract Administrator
- Procurement Officer
- Project Manager
- Risk Assessment Officer
- Supply Chain Manager

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



Sean O'Toole
Academic Director

Government

Sean has 25 years' experience in adult education and organisation development across government, corporate, vocational, higher education and not-for-profit sectors.

He has logged over 5,000 hours as a facilitator on a variety of subject areas over the past 25 years.

Sean is a Churchill Fellow and a Fulbright scholar in vocational education and training. He is the author of five books and more than 60 journal articles and conference presentations on adult learning and organisation development.



Katrina Llewellyn
Program Manager

Government

Katrina has over 15 years of industry experience working in the vocational education sector. She is a passionate program manager, responsible for delivery of the program as a whole, including the central coordination of corporate groups and overseeing the progress and management of individual students. She oversees the coordination of the student experience from enrolment through to successful completion of the Diploma of Government and has quality assurance accountability and responsibility for all course preparations.



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 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).



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in your career as a
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