

PSP50616 Diploma of Procurement and Contracting



Program Overview

thepartnerships

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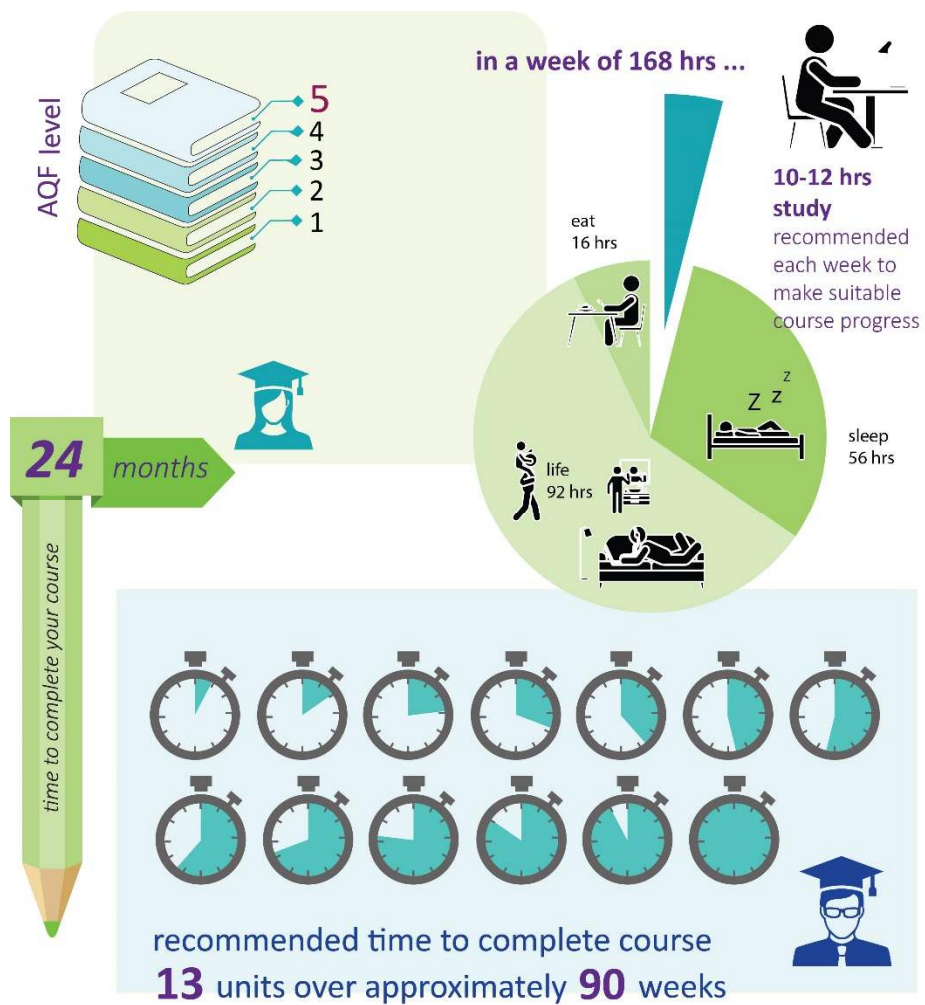
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Overview

Welcome

Welcome to the *PSP50616 Diploma of Procurement and Contracting*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined the procurement and contracting program. This qualification provides the skills and knowledge for independent and self-directed work as a procurement and contract manager within the public sector.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: procurement@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Quality Assurance and Compliance is the Customer protection officer. Contact details are below.

Meg Michell Director of Quality Assurance and Compliance

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

PSP50616 Diploma of Procurement and Contracting

Aim of the program

This qualification aims to equip participants with the skills and knowledge to plan for and manage contracts and procure goods and services required across their agency.

Learning outcomes

On completion of the program you should 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 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.

Structure of the program

There are thirteen (13) units of competency in this qualification and all must be successfully completed in order to achieve the *PSP50616 Diploma of Procurement and Contracting*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is offered through online study and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are also available online at Training.gov.au or by clicking the links provided in the table.

Table 1: Course overview

Course name	Assessment Tasks	Unit/s of competency	Nominal hours for completion	Study plan weeks
Introduction/Navigation				

Course name	Assessment Tasks	Unit/s of competency	Nominal hours for completion	Study plan weeks
Promote the values and ethos of public service	Task 1: Promoting ethical behaviours to public sector staff	PSPETH003 Promote the values and ethos of public service	30	2-9
	Task 2: Promoting ethical behaviours			
Promote compliance with legislation in the public sector	Task 1: Modelling compliance	PSPLEG003 Promote compliance with legislation in the public sector	25	10-16
	Task 2: Monitoring and communicating on legislative compliance			
Procurement framework and procurement planning	Task 1: Planning for procurement	PSPPCM010 Manage procurement risk	40	17-27
	Task 2: Procurement plan			
	Task 3: Making adjustments and working with the procurement team	PSPPCM012 Plan for procurement outcomes	35	
Catch up (resubmissions/overdue assessment)/Break				28-29
Undertake research and analysis	Task 1: Information and knowledge needs	PSPGEN046 Undertake research and analysis	60	30-37
	Task 2: Research and analysis			
	Task 3: Reporting			
	Task 4: Information systems			
Make procurement decisions	Task 1: Understanding the process	PSPPCM013 Make procurement decisions	40	38-45
	Task 2: Tender evaluation process			
	Task 3: Presenting your procurement plan			
Undertake negotiations	Task 1: Policies and procedures	PSPGEN049 Undertake negotiations	50	46-53
	Task 2: Negotiating techniques, styles and plan			
	Task 3: Negotiation			
Catch up (Resubmissions/Overdue assessment)/Break				54-55

Course name	Assessment Tasks	Unit/s of competency	Nominal hours for completion	Study plan weeks
Contract and relationship management	Task 1: Contract Management Plan	PSPPCM011 Plan to manage a contract	50	56-75
	Task 2: Manage contract performance	PSPPCM008 Manage contract performance	30	
	Task 3: Finalising the contract	PSPPCM009 Finalise contracts	30	
Manage a supply chain	Task 1: Understanding supply chain management	BSBPUR504 Manage a supply chain	60	76-83
	Task 2: Reviewing and implementing supply chain strategy at Bayview Public Hospital			
	Task 3: Developing trust and collaborative relationships.			
Plan and implement strategic sourcing	Task 1: Developing a procurement profile	PSPPCM016 Plan and implement strategic sourcing	50	84-91
	Task 2: Strategic assessment of the supply market.			
	Task 3: Develop strategic sourcing strategies			
	Task 4: Negotiation, transition and implementation			
Participate in budget and procurement review processes	Task 1: Legislation, rules, and processes	PSPPCM014 Participate in budget and procurement review processes	40	92-100
	Task 2: Preparing Cabinet Submissions and associated documentation			
	Task 3: Leading the review process			
Finalisation /Resubmissions if required				100-104
Completion of study. Administrative processes and compliance check.				
Testamur / SOA issued				

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *PSP50616 Diploma of Procurement and Contracting*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *PSP50616 Diploma of Procurement and Contracting* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *PSP50616 Diploma of Procurement and Contracting* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the *PSP50616 Diploma of Procurement and Contracting* is 18–24 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10–12 hours a week a week of self-directed workplace and individual study over the 18–24 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 24 months from enrolment to complete the *PSP50616 Diploma of Procurement and Contracting*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.