

PSP50616 Diploma of Procurement and Contracting

Program Overview



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Contents

Overview	4
Welcome	4
Contact points	4
PSP50616 Diploma of Procurement and Contracting	5
Aim of the course	5
Structure of the course	5
Accreditation and recognition	7
Study workload	8

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 course 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 Education is the designated customer protection officer. Contact details are below.

Meg Michell

Director of Education

02 6773 0000

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 course 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
- foster and promote ethical standards and behaviours in the public sector
- encourage and monitor compliance with within a public sector context
- undertake project work to support organisational projects, demonstrate problem-solving skills through a range of applications, including research and analysis in order to improve professional practice
- use a range of complex written and workplace communication techniques and strategies.

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 available by clicking the links below.

Theme	Course	Assessment Tasks	Unit/s of competency
Procurement	Procurement framework and procurement planning	Task 1: Planning for procurement Task 2: Procurement plan Task 3: Making adjustments and working with the procurement team	PSPPCM010 Manage procurement risk
			PSPPCM012 Plan for procurement outcomes
Tender Process	Tender Process	Task 1: Understanding the process Task 2: Presenting your procurement plan and statement of requirement Task 3: Request for offer and tender evaluation processes	PSPPCM005 Develop and distribute requests for offers
			PSPPCM013 Make procurement decisions
Undertake negotiations	Undertake negotiations	Task 1: Policies and procedures Task 2: Negotiating techniques, styles and plan Task 3: Negotiation	PSPGEN049 Undertake negotiations
Contract Management	Contract and relationship management	Task 1: Contract Management Plan Task 2: Manage contract performance Task 3: Finalising the contract	PSPPCM011 Plan to manage a contract
			PSPPCM008 Manage contract performance
			PSPPCM009 Finalise contracts
Working in Government	Promote the values and ethos of public service	Task 1: Promoting ethical behaviours to public sector staff Task 2: Promoting ethical behaviours	PSPETH003 Promote the values and ethos of public service
	Promote compliance with legislation in the public sector	Task 1: Modelling compliance Task 2: Monitoring and communicating on legislative compliance	PSPLEG003 Promote compliance with legislation in the public sector
	Undertake research and analysis	Task 1: Information and knowledge needs Task 2: Research and analysis Task 3: Reporting Task 4: Information systems	PSPGEN046 Undertake research and analysis

Theme	Course	Assessment Tasks	Unit/s of competency
	Use complex communication strategies	Task 1: Short answer assignment Task 2: Develop your communication strategy Task 3: Communicating to your audience Task 4: Reflective journal and lessons learned	PSPGEN054 Use complex communication strategies
	Undertake project work	Task 1: Defining and planning your project Task 2: Consulting with the team Task 3: Administering the project Task 4: Finalising and reviewing the project	BSBPMG522 Undertake project work

Units of competency are achieved as assessment tasks are successfully completed, and all units 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 Module 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 course. It is listed on the national register of courses 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.

On completion of this qualification, you may be eligible for credit or recognition into other qualifications. The Chartered Institute of Purchasing and Supply (CIPS) offers a recognition pathway whereby students who hold all the units in the UNE Partnerships offer can apply for exemption for the following units from the CIPS Diploma in Purchasing and Supply. Entry requirements apply.

- D2 Business Needs in Procurement and Supply
- D4 Negotiating and Contracting in Procurement and Supply

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 months. If you have enrolled in a Skill set or individual Modules, the nominal duration is approximately 6 – 8 weeks per unit of competency.

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 course requirements in about 10 hours a week a week of self-directed workplace and individual study over the 18 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 18 months from enrolment to complete the full *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.