



Government and Procurement Course Catalogue



 **thepartnerships**
creating professional success

The Education & Training Company of the University of New England

**Welcome to UNE Partnerships,
the Education & Training Company of the University of New England.**

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 practical and applied learning.

Contemporary, innovative and flexible; UNE Partnerships is here to assist you and your organisation develop the skills and capabilities that you need for the future.



Government and Procurement

Certificate IV in Government (PSP40116)

A Certificate IV in Government includes several competencies that are targeted at staff in operational roles in the public sector that work without supervision. Valuable learnings from this qualification allow staff to act and exhibit outstanding autonomy, judgement, and responsibility within the delivery of their role. Human Resources, Administration, Time Management, and Workplace Safety are all covered in this Certificate IV.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education, Traineeships, and Funded Programs

Duration

12 months

Diploma of Government (BSB50116)

The Diploma of Government is packed with competencies that are a requisite for working independently and in a self-directed manner in the Public Sector. Responsibilities of those undertaking this course are likely to be wide ranging, with specialisations available that focus the learning and reflect the workplace responsibilities of the student.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education, Traineeships, and Funded Programs

Duration

12 months

Diploma of Procurement and Contracting (BSB50616)

Applying technical and theoretical concepts and methodologies within a broad range of contexts, and undertaking highly skilled workplace duties within the procurement and contracting setting are key focal points for those looking to study the Diploma of Procurement and Contracting. The Diploma rewards students undertaking it with all the competencies required to independently operate as a Manager undertaking this work within the Public Sector.

Course Facts

Entry requirements

Suitable workplace responsibility allowing opportunity to demonstrate competency through completion of tasks directly related to public sector procurement and contract management roles.

Delivery mode

Corporate Groups, Individual Students, and Funded Programs

Duration

18 months



Procurement Basics (PSPSS00041)

This short course from UNE Partnerships covers the requirements of basic procurement work for entry-level workplace roles. The three Units of Competency that comprise the course look at the values and principals of the public service, the legislative requirements of working in the public service and how to carry out base levels of procurement.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 3 months



Procurement Delegation (PSPSS00043)

A Procurement course for students whom have delegation authority for procurement as a part of their job role, the PSPSS00043 - Procurement Delegation short course as offered by UNEP details how to properly delegate procurement, how to appropriately procure goods and services, and how to manage contacts from a procurement view.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 3 months



Procurement Fundamentals (PSPSS00042)

A course that delivers foundational skills and knowledge of procurement within the public service, Procurement Fundamentals includes sections that cover compliance in the public sector, procurement planning, the selection of providers, and contract development and management.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 4 months



Create graduate success with UNE Partnerships

UNE Partnerships offer tailored qualifications to empower government and enterprise graduate programs

UNE Partnerships' Diploma of Government is a premium offering, characterised by a combination of innovative training technologies and features that bring Experience, Education, and Exposure to the fore.



Can be customised to either Federal, Local or State Government graduate programs.



Utilises a blended delivery model featuring self-directed e-learning, Face2Face Workshops, Coaching and Work based projects.



Act's as an effective introduction for staff with minimal or no experience working in a government agency.

“ This program has the potential to fast track your understanding of government at all levels. Whether you are new to government or simply want to update your learning to pursue your career options, a Diploma of Government with UNEP offers great flexibility for your learning needs and represents a very sound investment in your future. ”

Sean O'Toole

(15 year executive service in the NSW public sector)

“ Motivating & engaging presenters. Was very inclusive & a great mix of engagement & information. ”
(Recent NSW graduate participant)



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