

SCOPE TRAINING

BSB41618

**CERTIFICATE IV
IN
BUSINESS
(PROCUREMENT)**



RTO Code 52127

**TESTED
BY
INDUSTRY**

“

**The course was very
informative and enjoyable.
It gave me a new perspective
on procurement.**

”



**TRAINING
TO
SUIT
YOUR
NEEDS**

SNAPSHOT

**NATIONALLY
RECOGNISED
QUALIFICATION**



BSB41618
Certificate IV in
Business
(Procurement)

**UNITS
OF
COMPETENCY**



Twelve (12) units

Made up of:
- Five (5) core units
- Seven (7) elective units

**STUDENT
STUDY
METHODS**



- Online studies
- Intensive workshops
- Skills recognition



OVERVIEW

Procurement is at the core of business operations; it dictates the products and services utilised in delivering value to respective customers, shareholders or tax payers. In the complexity of the constantly evolving marketplace, procurement skills are being heavily sought after in delivering value for money, sustainable solutions and collaborative partnerships.

Our Certificate IV in Business (Procurement) has been specifically designed to recognise the skills of those working in procurement and contract roles within the private sector. It covers the broad range of skills required to operate without supervision in a procurement and contracting environment.

This program will provide a wide range of skills and knowledge to enable participants to effectively and confidently work in a procurement role.

Further information is contained within each of the units.

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course take approximately 500 hours of learning. However we find that due to the experience of our learners and the methods by which our programs are structured this is rarely the case.

This qualification is suited to those working as purchasers, contract administrators and procurement officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions, to a defined range of unpredictable problems and to analyse information from a variety of sources to drive organisational outcomes. They may provide guidance to others with some limited responsibility for the output of others.

They may work in any industry or organisational setting and may be responsible for all or a part of a procurement life cycle. Typically those completing this qualification would report to a purchasing manager or contract manager.



DELIVERY



Our online courses are entirely self-paced with twelve (12) months to complete your studies. You will gain access to the full course through our online portal via our website.

Course duration varies between students and is dependent on your work experience in this study area.

Students can enrol and commence their online studies at any time.



Public workshops are scheduled throughout the year.

Click [HERE](#) for our current calendar.

Customised and flexible in-house courses are available for corporate clients.



Recognition of Prior Learning (RPL)
Students can use their previous work experience and skills to gain the qualification. Details [HERE](#)

If you would like access to learning materials, we suggest students enrol as an online student and utilise RPL for applicable assessments.



CORE (5)

[BSBPRC401 Plan procurement](#)

This unit describes the skills and knowledge required to identify suppliers, determine procurement methods, establish a plan and prepare for procurement activities.

[BSBPRC402 Negotiate contracts](#)

This unit describes the skills and knowledge required to participate in the negotiation of contracts to procure goods and/or services.

[PSPPCM018 Conduct demand and procurement spend analysis](#)

This unit describes the skills required to manage demand and procurement spend within an organisation. This unit applies to those working in roles involving procurement of goods or services essential to the operation of their organisation.

[BSBCRT404 Apply advanced critical thinking to work processes](#)

This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a professional context. This includes using methods of analysis, synthesis and evaluation.

[BSBPMG416 Apply project procurement procedures](#)

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

UNITS
OF
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ELECTIVES (7)

[BSBMKG408 Conduct market research](#)

This unit describes the skills and knowledge required to conduct market research using interview and survey methodologies (excluding specialist statistical design and analysis) and report on findings.

[BSBRSK401 Identify risk and apply risk management processes](#)

This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

[PSPPCM006 Select providers and develop contracts](#)

This unit describes the skills required to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

[PSPPCM011 Plan to manage a contract](#)

This unit describes the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

[PSPPCM007 Manage contracts](#)

This unit describes the skills required to manage contracts. It includes undertaking preparations, establishing and maintaining contract management arrangements, monitoring and maintaining contract performance, and completing and reviewing contracts.

[BSBWRT401 Write complex documents](#)

This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

[BSBLEG415 Apply the principles of contract law](#)

This unit describes the skills and knowledge required to analyse and evaluate information from a variety of sources and supply solutions to contractual issues in a legal environment.

UNITS
OF
COMPETENCY

**ENROL
TODAY**

1 Enrol through our website
www.scopetraining.com.au

2 Contact us at
info@scopetraining.com.au

3 Contact us on 08 9321 6307

**PAYMENT PLANS
AVAILABLE
ASK US TODAY**

