

BSB40120 CERTIFICATE IV IN BUSINESS (PROCUREMENT)



OVERVIEW

Nationally Recognised: Yes
Number of units: 12
Qualification Code: BSB40120

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

This qualification is suited to those working as purchasers, contract administrators and procurement officers. Those typically completing this qualification would report to a purchasing manager or contract manager.

For those looking for procurement specifically within the public sector we would recommend the Certificate IV in Procurement and Contracting PSP40616.

What skills are you going to get out of this?

Communication

Planning

Research

Procurement

Contract Procurement

SCOPE TRAINING

Entry Requirements

There are no formal requirements to gain entry into this qualification. Students are required to have access to a workplace, this may include a previous workplace, as long as the skills can still be applied in a simulated manner.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course takes approximately 600 hours of learning. However we find that due to our learner profile and the methods by which our programs are structured this is rarely the case. We provide students with the ability to complete the Certificate IV in Business (Procurement) over a one (1) year period; however we find that the average time is between 3 to 6 months. During that time there is a large variance in the amount of time each student spends working on the qualification.

Delivery Methods

The Certificate IV in Business (Procurement) BSB40120 is delivered nationally in these three methods:

Online	Workshop	RPL
<p>The course is available fully online and is designed to be engaging and interactive. It is self paced and you can commence and make progress at any time. Upon enrolment you will be assigned a training consultant who you can contact via phone or email to assist with your studies.</p> <p>Students have 12 - 18 months to complete this qualification dependent on their online study package chosen.</p>	<p>Our workshops are designed for students to gain the benefit of face to face learning without lengthy time away from their commitments.</p> <p>This is a six (6) day workshop with up to 12 months to complete final assessments. Catering and resources will be provided, and you will receive ongoing support via phone and email outside of workshop days to assist with completion.</p>	<p>Already have experience in Procurement and just want to get accredited? Students may be able to use their previous or current work experience to gain this qualification.</p> <p>The assigned training consultant will use a variety of techniques to assist RPL candidates to compile evidence of the performance criteria. This includes interview-style questions, case studies and emails from supervisors or external parties.</p>

Student Support

Regardless of the chosen study method, all of our students at Scope Training are assigned to a staff member for ongoing support via phone, email or (if available) face to face meetings as required through to completion of their qualification. We encourage students to maintain regular contact with their training consultant to get the most out of their studies.

Benefits

Upon successful completion of 12 chosen units, participants will be awarded the Certificate IV in Business (Procurement) BSB40120. This program will provide the skills and knowledge to enable participants to effectively and confidently work in a procurement role.

The key benefits will include an understanding of the private sector environment, practical skills in research, planning and implementing procurement, as well as provide participants with a working knowledge of contracts and contract management.

Employment opportunities

The Certificate IV in Business (Procurement) conveys to employers that the holder has practically demonstrated the skills and knowledge to work in procurement and/or contracting environments. Furthermore a qualification from Scope Training advocates that the learner has demonstrated the ability to apply these skills in a work context, reassuring employers of job-readiness.

Job Roles include: Administration officer, Procurement/purchasing officer, Contract administrator, Project Officer.

Education Pathways

After successful completion of the Certificate IV in Business (Procurement) further educational pathways include *Diploma of Leadership and Management* and *Diploma of Business* as well as opening the door to many other qualifications.

Not ready to commit to a full qualification? Ask us about our short courses to help develop your Procurement and Contracting skills.

Procurement Fundamentals

Policy & Guideline Writing

Introduction to Contract Law

Contract Management Essentials



 PROJECT MANAGEMENT

 WORK HEALTH & SAFETY

 PROCUREMENT & CONTRACTING

 LEADERSHIP & MANAGEMENT

SCOPETRAINING

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Units

The Certificate IV in Business (Procurement) BSB40120 requires the completion of 12 units. The following are those selected by Scope Training in consultation with industry.

Alternative units may be selected, please contact our friendly team to discuss.

CORE UNITS

BSBCRT411 Apply critical thinking to work practices

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBWRT411 Write complex documents

BSBXCM401 Apply communication strategies in the workplace

ELECTIVE UNITS

BSBPEF402 Develop personal work priorities

BSBPEF403 Lead personal development

BSBPRC401 Plan procurement

PSPPCM006 Select providers and develop contracts

PSPPCM007 Manage contracts

PSPPCM011 Plan to manage a contract

For a breakdown on each unit focus and description, head to training.gov.au

