

# PSP50616 DIPLOMA OF PROCUREMENT AND CONTRACTING



## OVERVIEW

Nationally Recognised: Yes  
 Number of units: 13  
 Qualification Code: PSP50616

**Our Diploma of Procurement and Contracting 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 manage operations within procurement and contracting environments.**

For those looking for procurement specifically within the private sector we would recommend the Diploma of Business (Procurement) BSB50120.

### 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 1200 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 Diploma of Procurement and Contracting 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 Diploma of Procurement and Contracting PSP50616 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 <b>12 - 18 months</b> 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 <b>six (6) day</b> 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 thirteen (13) chosen units, participants will be awarded the Diploma of Procurement and Contracting PSP50616. 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 public 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 Diploma of Procurement and Contracting 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:** Procurement Manager, Contract Manager

## Education Pathways

After successful completion of the Diploma of Procurement and Contracting further educational pathways include *Diploma of Business* and *Diploma of Leadership and Management* 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

**SCOPE**TRAINING

08 9321 6307  
SCOPETRAINING.COM.AU

## Units

The Diploma of Procurement and Contracting PSP50616 requires the completion of 13 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

PSPETH003 Promote the values and ethos of public service

PSPGEN049 Undertake negotiations

PSPLEG003 Promote compliance with legislation in the public sector

PSPPCM008 Manage contract performance

PSPPCM009 Finalise contracts

BSBPMG518 Manage project procurement

PSPPCM011 Plan to manage a contract

PSPPCM012 Plan for procurement outcomes

PSPPCM013 Make procurement decisions

### ELECTIVE UNITS

BSBMKG506 Plan market research

BSBCRT502 Develop critical thinking skills in others

PSPPCM010 Manage procurement risk

BSBPRC501 Manage procurement strategies

For a breakdown on each unit focus and description, head to [training.gov.au](http://training.gov.au)

