



PSP41304 - Certificate IV in Government (Procurement)

Overview

This specialist qualification covers the competencies required of personnel responsible for the procurement of goods or services.

Who Should Attend

The Certificate IV in Government (Procurement) is designed to provide procurement officers in the public sector with the competencies required to effectively perform their roles in government departments.

Entry Requirements

To be eligible to enter this Certificate IV you will need to:

- be mature age (20 years or over)
- be currently working in, or contracted to the public sector
- have access to the specific work practices and procedures required to demonstrate competency in the units undertaken.

If you are unsure, please contact us as we can provide further information in relation to entry requirements.

Program Structure

Fifteen units are required for this qualification, comprising ten *Required* units and five *Electives*.

Part 1 – Required Units

PSPETHC401A	Uphold and Support the Values and Principles of Public Service
PSPGOV402B	Deliver and Monitor Service to Clients
PSPGOV406B	Gather and Analyse Information
PSPGOV408A	Value Diversity
PSPGOV412A	Use Advanced Workplace Communication Strategies
PSPGOV422A	Apply Government Processes
PSPLEGN401A	Encourage Compliance with Legislation in the Public Sector
PSPPOL404A	Support Policy Implementation
PSPPROC406A	Procure Goods and Services
PSPPROC408A	Develop Request for Offers





Part 2 – Elective Units (Choose 5 Electives)

- PSPOHS301A Contribute to Workplace Safety *
- PSPGOV417A Identify and Treat Risks
- PSPGOV421A Exercise Delegations
- PSPPROC405B Dispose of Assets
- PSPPROC407A Establish Procurement Need
- PSPPROC409A Receive and Select Offers
- PSPPROC410A Administer Contracts

* Must be taken as part of the electives.

When you have successfully completed both Parts 1 and 2 you will be awarded the Certificate IV in Government (Procurement).

More detailed information on each unit is available at www.ntis.gov.au.

Recognition for Prior Learning

You will have the opportunity to apply for Recognition for Prior Learning before the commencement of this course. This service recognises skills and knowledge gained through work, previous study and life experiences that may be relevant to this program. If your application for recognition is successful it could reduce the study time required for completion.

Cost

The cost of this program is \$3,700 per participant, or \$3,500 per participant for Magical Learning Club members and groups of three or more.

To join the Magical Learning Club (membership is free), sign-up online at www.magicallearning.com/club.html or email club@magicallearning.com.

About Magical Learning

Magical Learning is committed to providing excellence in training. We utilise accelerated learning techniques to enhance the effectiveness of our courses.

Our facilitators are experts in government and we are constantly updating our course material to include the latest research and developments in procurement and contract management.

Further Information

Contact us on (02) 6260 8220 or learn@magicallearning.com.



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