



## PSP51504 - Diploma of Government (Contract Management)

### Overview

This specialist qualification covers the competencies required of independent and self-directed work as a contract manager in the public sector.

### Who Should Attend

This qualification is designed for people working in contract management in the public sector.

### Entry Requirements

To be eligible to enter this Diploma 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

Eleven units are required for this qualification, comprising ten *Required Units* and one *Elective*.

#### *Part 1 – Required Units*

PSPETHC501B	Promote the Values and Ethos of Public Service
PSPGOV504B	Undertake Research and Analysis
PSPGOV505A	Promote Diversity
PSPGOV507A	Undertake Negotiations
PSPGOV512A	Use Complex Workplace Communication Strategies
PSPLEGN501B	Promote Compliance with Legislation in the Public Sector
PSPPROC501A	Manage Contract Risk
PSPPROC502A	Establish Contract Management Arrangements
PSPPROC503A	Manage Contract Performance
PSPPROC504A	Finalise Contracts



## *Part 2 – Elective Units (Choose 1 Elective)*

PSPGOV517A	Coordinate Risk Management
PSPOHS501A	Monitor and Maintain Workplace Safety
FNBACC03B	Manage Budgets and Forecasts
PSPGOV509A	Conduct Evaluations
PSPGOV503B	Coordinate Resources Allocation and Usage

When you have successfully completed both Parts 1 and 2 you will be awarded the Diploma of Government (Contract Management).

More detailed information on each unit is available at [www.ntis.gov.au](http://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 \$4,400 per participant, or \$4,200 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](http://www.magicallearning.com/club.html) or email [club@magicallearning.com](mailto: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 latest research and developments in contract management.

### **Further Information**

Contact us on (02) 6260 8220 or [learn@magicallearning.com](mailto:learn@magicallearning.com).



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