

PSP40616 Certificate IV in Procurement and Contracting

KICK START YOUR PROCUREMENT CAREER IN THE AUSTRALIAN PUBLIC SECTOR.

Procurement Institute Pty Ltd is an Australian-owned Registered Training Organisation (RTO #46230), dedicated to advancing skill and knowledge in the procurement industry. We offer nationally recognised, industry-leading procurement training designed to help individuals and organisations effectively navigate today's complex procurement landscape.

What makes us unique is our flexible and modern approach to accredited procurement training. Designed and delivered by procurement experts, we combine expertise with the latest training technology to better meet the needs of busy procurement professionals and teams in medium to large government and enterprise organisations.

About PSP40616 Certificate IV in Procurement and Contracting

PSP40616 Certificate IV in Procurement and Contracting is an entry-level qualification suited to professionals currently responsible for, or will be responsible for, the procurement of goods and services within the public sector. The course aims to enhance understanding of government procurement principles and processes to support career growth, and develop and improve practices within government procurement teams and departments to optimise performance.

Course details

- **Course code:** PSP40616
- **Delivery mode:** Face-to-face / virtual classroom
- **Course duration:** 12 days in class over a 6-month period
- **Qualification:** Certificate IV
- **Nationally recognised:** Yes
- **Awarded by:** Procurement Institute Pty Ltd
- **AQF level:** 4

Why choose Procurement Institute?

- ✓ Nationally recognised qualifications
- ✓ Industry-relevant training
- ✓ Customised training solutions
- ✓ Flexible delivery options
- ✓ Designed & delivered by procurement experts
- ✓ Focus on in-demand skills



Deliver end-to-end procurement with confidence

This course covers all stages of the procurement lifecycle in the Australian public sector, helping professionals and organisations navigate complex processes and implement best practices in procurement. Once completed participants will be able to:

- Plan procurement activities
- Approach the market effectively
- Evaluate offers
- Lead negotiations
- Uphold ethical conduct
- Follow communication protocols
- Engage stakeholders effectively
- Ensure legislative compliance
- Establish risk management process including implementing effective mitigation measures

Course structure and duration

This course will be delivered over 12 full days of in-class training (4x3 day blocks) within a 6-month period.

12 days of training (in-person/virtual classroom)

Classroom-based learning with a qualified trainer and assessor + additional self-paced learning activities between training blocks.



Certification

Awarded the PSP40616 Certificate IV in Procurement and Contracting.



Who is this certificate for?

This qualification is ideal for professionals and organisations looking to strengthen their procurement expertise within the government sector. The course is best suited to:



Professionals: Seeking a career in government procurement, transitioning from private to public sector procurement, wanting to deepen their understanding of government procurement processes



Role types: Administration Officer, Finance Officer, Procurement Analyst, Procurement Officer, Senior Procurement Officer, Project Manager, Project Engineer.



Organisations: Looking to optimise procurement processes, improve compliance with government standards, equip teams with critical procurement skills, and enhance contract management, efficiency, and accountability.



Organisation types: Med-large government organisations (federal, state and local government) and private sector organisations with government contracts.

Units of competency

This course consists of 15 units of competency drawn from the nationally endorsed Public Sector Training Package (PSP).

BLOCK 1

PSPETH002 Uphold and support the values and principles of public service
PSPGEN043 Apply government processes
PSPLEG002 Encourage compliance with legislation in the public sector
PSPGEN042 Exercise delegations

BLOCK 2

PSPGEN027 Gather and analyse information
BSBCRT411 Apply critical thinking to work practices
BSBCRT412 Articulate, present and debate ideas
PSPGEN038 Identify and treat risks

BLOCK 3

PSPPCM004 Plan procurement
PSPPCM005 Develop and distribute requests for offers
PSPPCM006 Select providers and develop contracts
BSBPRC402 Negotiate contracts

BLOCK 4

PSPPCM007 Manage contracts
BSBPMG426 Apply project risk management techniques
BSBPMG427 Apply project procurement procedures

Key entry requirements

12 months working experience in Australian Government, preferably with exposure to procurement processes. For more details around entry requirement for this course, please visit our website.

Qualification Awarded

Upon satisfactory completion of this course, you will be awarded the PSP40616 Certificate IV in Procurement and Contracting Qualification. This includes the issuance of a testamur and a record of results provided by Procurement Institute.



Fees and payments

FEE TYPE	COURSE FEE
Self-funded	\$4,995 (GST exempt) - paid over 4 installments *
Corporate Booking	\$4,995 (GST exempt) - paid upfront*

*Please refer to the schedule of fees for a detailed breakdown of our fee types and payment options.

Contact us

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Procurement
Institute

Leaders in procurement training
EMPOWERING EXCELLENCE AND GROWTH IN PROCUREMENT

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