



Qualification name & code	PSP52512 Diploma of Government (Healthcare Procurement and Contracting)
Overview	This qualification is intended for people currently working in a position with responsibility for the management of complex procurement and contracting. This specialist qualification covers the competencies required for independent and self-directed work as a procurement and contract manager in the public sector. Participants may have existing skills and experience and may be looking to build upon their knowledge and seek formal skills recognition.
Study Workload & Candidature	<p>It is estimated that 5-6 hours of study work per week will be required over 15-18 months to complete the course (equivalent to approximately 360 hours of study). This is a guide only, and taking more or less time will depend on individual circumstances.</p> <p>Students have up to 18 months from enrolment to complete the Diploma of Government (Healthcare Procurement & Contracting).</p>
Skill outcomes	<p>On completion of the qualification students will have the skills to:</p> <ul style="list-style-type: none">understand and work within relevant procurement governance arrangements and frameworks including probity and legal framework;contribute to Forward Procurement Planning and undertake project and specific Procurement Planning (Procurement Plan);interpret procurement requirements, analyse procurement options and methods, and assess procurement risk;develop request documents and specifications ;manage the procurement process and plan and conduct an evaluation process ;undertake negotiations;plan to manage a contract, manage contract performance and finalise contracts;demonstrate problem-solving skills through a range of applications, including research and analysis in order to define

	<p>relevant data and make recommendations, implementation of workplace diversity strategies to encourage inclusiveness and effectiveness, and management of risk and conflict;</p> <p>use a range of complex written and workplace communication techniques and strategies at the appropriate levels to demonstrate effective research and analysis, information synthesis and refinement, and negotiation; and plan and organise through identification of needs, coordination of resources, evaluation of processes and benchmarking of performance.</p>
Assessment	<p>Assessment is completed via the online submission of assignments comprising of a combination of knowledge questions and work-related tasks for each unit of competency. Participants require access to a workplace procurement project (projects may be current or past projects) to support the assessment process.</p>
Entry Requirements	<p>Whilst there is no mandated prerequisite entry requirement, it is assumed that participants have knowledge of or experience in procurement and contract management. Participants require access to a workplace procurement project (projects may be current or past projects) to support the assessment process.</p>
Price	<p>UNE Partnerships is able to offer the Diploma of Government (Procurement & Contracting) PSP52512 in a flexible way to best meet the requirements of our clients including via 100% distance online mode or a blended delivery mode comprising face-to-face workshops and distance units.</p> <p>Distance online: \$4,370 for the Diploma (all 13 units).</p> <p>For individual unit(s): \$420 each (total fee capped at \$4370)</p>
Distance online mode:	<p>The distance online delivery mode enables candidates the flexibility to study when it suits them and plan and schedule their studies around work and other family or personal commitments. It also provides an accessible and cost effective procurement capability development option for individuals located in remote and regional locations.</p> <p>Our comprehensive online study resources include online course and assessment materials for each unit, online tutor support, administrative support, and the issue of the qualification or Statement of Attainment.</p>
Workshops:	<p>UNE Partnerships is also able to offer the Diploma of Government (Healthcare Procurement & Contracting) PSP52512 via a blended delivery mode comprising face-to-face workshops and distance units.</p> <p>We can tailor the number of face-to-face workshop days based</p>

	<p>on our customers needs. To further discuss options for provision of the Diploma via a blended delivery mode, please contact us on:</p> <p>Telephone: (02) 6773 0000; or</p> <p>Email: procurement@unep.edu.au</p>
Competencies	The table below lists the 13 units of competency for the Diploma of Government (Healthcare Procurement & Contracting) PSP52512.
Module Descriptions:	
1 Plan for procurement outcomes (PSPPROC507A)	This unit covers advanced planning for complex procurement within established guidelines, policies and procedures. It includes applying and managing procurement governance arrangements, developing procurement and market strategies, and undertaking analysis to support achievement of procurement outcomes through definition of requirements aligned to business needs, consultation with stakeholders, establishment of tender evaluation panels, and documentation of detailed procurement planning.
2 Manage procurement risk (PSPPROC505A)	This unit covers the ability to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan.
3 Promote the values and ethos of public service (PSPETHC501B)	This unit covers the responsibility of those in public service to model and encourage in others the highest standards of ethical conduct. It includes promoting ethical standards, assisting staff to avoid conflicts of interest, and modelling and fostering integrity of conduct.
4 Manage a supply chain (BSBPUR504B)	This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
5 Participate in budget and procurement review processes (PDPPROC509A)	This unit covers the ability to participate in government budget and review processes to ensure that procurement and contract management activities occur within established procedures and financial obligations are fulfilled. It covers the budget cycle, the procedures for obtaining funding for procurement exercises, the obligations organisations have in relation to spending and the review and audit procedures that may apply to procurements and contract management.

<p>6 Promote compliance with legislation in the public sector (PSPLEGN501B)</p>	<p>This unit covers promotion of compliance with legislation in the public sector. It includes modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply.</p>
<p>7 Plan and implement strategic sourcing (PSPPROC511)</p>	<p>This unit covers planning and implementation of strategic sourcing for goods or services essential or critical to an organisation's ability to conduct its core business. Failure of supply or disrupted supply of these goods and services will have an adverse impact on the organisation's ability to deliver its core business outcomes.</p>
<p>8 Undertake research and analysis (PSPGOV504B)</p>	<p>This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.</p>
<p>9 Make procurement decisions (PSPPROC508A)</p>	<p>This unit covers advanced decision making for complex procurement within established guidelines, policies and procedures. It includes understanding and applying legal and policy obligations in addition to the other factors that may influence decisions when selecting effective procurement methods, and undertaking contractual arrangements and supplier choice in an accountable and transparent environment.</p>
<p>10 Undertake negotiations (PSPGOV507A)</p>	<p>This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome.</p>
<p>11 Plan to manage a contract (PSPPROC506A)</p>	<p>This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements.</p>
<p>12 Manage contract performance (PSPPROC503B)</p>	<p>This unit covers the competency required by people whose primary role is contract management to implement strategies that ensure effective contract performance. It includes managing the business relationship, performance of the contract, and contract issues; and implementing a communication strategy.</p>
<p>13 Finalise contracts (PSPPROC504B)</p>	<p>This unit covers the ability to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.</p>
<p>Pathways/Industry Recognition</p>	<p>Chartered Institute of Procurement and Supply (CIPS), Diploma in Procurement and Supply Throughout the world CIPS qualifications are recognised as</p>

driving leading edge thinking and professionalism in procurement. The CIPS Diploma in Procurement and Supply comprises 5 units. However under CIPS' Accreditation Statement for the AQF Diploma in Government (Healthcare Procurement and Contracting) PSP52512, students who successfully complete the AQF Diploma comprising the 13 units listed above will also be eligible for the award of the CIPS Diploma in Procurement and Supply after successfully completing exams for only 2 CIPS units:

Contexts of procurement and supply (D1) ; and

Managing contracts and relationships in procurement and supply (D5).

UNE Partnerships is an Approved CIPS Study Centre. CIPS units are studied via distance mode with assessment via public examination. Fees payable to CIPS include CIPS membership, CIPS course books, examination fees and CIPS exemption fees.

Note. Provision of credits toward the CIPS Diploma in Procurement and Supply qualification and all CIPS fees are subject to annual review by CIPS.