

# Procurement Certification Training Program

## Level 3: Procurement and Contract Management Diploma of Government (Procurement and Contracting)



Goods and services procurement is a key strategic management function for NSW Government. This is underscored by the Government's focus on procurement savings.

The Procurement Certification Training Program is designed to develop procurement capability throughout government. The program comprises courses that are graduated from foundation procurement knowledge to strategic procurement.

### LEVEL 3: PROCUREMENT AND CONTRACT MANAGEMENT

Level 3 Procurement and Contract Management comprises three modules, each of three days attendance, plus workplace assessment assignments for each module. The three modules provide detailed knowledge of procurement processes and methodology and are suitable for procurement practitioners.

### COURSE CONTENT

Module A: Planning Procurement  
Module B: Conducting Procurement  
Module C: Managing Contracts

### COURSE OUTCOMES

By the end of this course attendees will have knowledge of:

Module A:

- Procurement governance
- Managing stakeholders
- The procurement market
- Procurement resources
- Specifying the requirement
- Planning the procurement
- Managing risk & risk management plans and review
- Negotiation in procurement

Module B:

- Legal and policy obligations
- Establishing the procurement context
- Selecting the procurement method
- Selecting contractual arrangements
- Approaching the market
- Conducting tender evaluation
- Debriefing stakeholders and unsuccessful tenderers
- Accountability and transparency
- eTendering
- SCCB Agency Accreditation Scheme

Module C:

- Confirming contractual arrangements
- Developing stakeholder relationships
- Implementing contract management strategies
- Contract management plans
- Managing the business relationship
- Managing contract performance
- Managing contract issues
- Communication and information strategies
- Completing contracts
- Contract review

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#### BENEFITS TO YOUR ORGANISATION

- Competent procurement practitioners
- In terms of the SCCB Agency Accreditation Scheme, procurement staff certified to PCT level 3
- The professionalisation of procurement staff who are eligible to be awarded an AQF Diploma in Government (Procurement and Contracting) and professional memberships

#### BENEFITS TO YOU

- The opportunity to learn with procurement colleagues from across the NSW public sector
- Confidence to manage procurement and contracting
- The opportunity to obtain a nationally recognised procurement qualification: Diploma of Government (Procurement and Contracting)

#### COURSE SCHEDULE & COSTS

Please visit [www.nswprocurement.com.au](http://www.nswprocurement.com.au) to view the course fact sheets. To register your interest, obtain course costs or additional information, call IPAA (Institute of Public Administration Australia) on 02 9228 5225 or visit [www.nsw.ipaa.org.au](http://www.nsw.ipaa.org.au)



**Procurement**  
Government Services

A division of the Department of **Finance & Services**

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#### FURTHER INFORMATION

For further information or to obtain a copy of the Contract Guide, please contact the Client Support Centre.



1800 679 289



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