



SCOPE TRAINING

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Procurement and Contracting Vocational Program Diploma of Procurement and Contracting PSP50616



2025 Course Information Guide

Information correct as of 8 November 2025

Course overview

Procurement is at the core of business operations; it dictates the products and services utilised in delivering value to respective customers, shareholders or tax payers. In the complexity of the constantly evolving marketplace, procurement skills are being heavily sought after in delivering value for money, sustainable solutions and collaborative partnerships.

The Diploma of Procurement and Contracting PSP50616 develops the practical skills and knowledge required for those working in procurement and contract roles within the public sector, such as Procurement Practitioners and Specialists.

This program will provide the skills and knowledge to enable participants to effectively and confidently work in a procurement role and caters for Goods and Services, Community Services and Works procurement.

The key benefits will include an understanding of the public sector environment, practical skills in research, planning and implementing procurement, as well as providing participants with a working knowledge of contracts and contract management.

The full program is delivered via a combination of workshops and one-on-one contact with students. This may include face-to-face meetings, video and telephone sessions and on-the-job workplace visits to provide support and assistance in the completion of assessment requirements.

This program is made up of five (5) individual modules. Participants may attend individual modules without committing to the full program. Whilst these are articulated in concordance with the procurement lifecycle, learners can complete modules in any order or simply those which relate to their specific job function.

Further details on each module can be found further in the course guide.



Module One

Procurement
in the Public
Sector

Module Two

Planning for
procurement

Module Three

Undertaking
procurement

Module Four

Contract
formation

Module Five

Contract
management
and finalisation

Who Should Attend?

This program is recommended for procurement practitioners. You may be working in purchasing, procurement, managing contracts or have procurement as part of your role.

Course Structure

The program is delivered across 5 modules, following the lifecycle of public sector procurement. Students are required to undertake a range of theoretical and practical assessments to achieve the Diploma of Procurement and Contracting.

Diploma of Procurement and Contracting PSP50616

Units of Competency

PSPETH003	Promote the values and ethos of public service
PSPGEN049	Undertake negotiations
PSPLEG003	Promote compliance with legislation in the public sector
PSPPCM008	Manage contract performance
PSPPCM009	Finalise contracts
PSPPCM010	Manage procurement risk
PSPPCM011	Plan to manage a contract
PSPPCM012	Plan for procurement outcomes
PSPPCM013	Make procurement decisions
BSBMKG506	Plan market research
BSBPMG519	Manage project stakeholder engagement
BSBPMG518	Manage project procurement
BSBPRC501	Manage procurement strategies

Study and Assessment Guide

Workshops are typically held during work time between 8.30am - 4.30pm. The sessions are designed to incorporate some assessment requirements; however it is expected that pre-reading and post-course assignments be completed in the participant's own time.

All program materials and resources will be provided to participants.

Graduating

Students that successfully complete all thirteen (13) units of competency as stated in the course structure will be issued with the Diploma of Procurement and Contracting PSP50616. This qualification is recognised under the Australian Qualifications Framework (AQF).

Terms and Conditions

Workshop Attendance

Participants are required to let Scope Training know any time they may not be able to attend a training session. In the event of illness or other extenuating circumstances, participants will be required to make up for any missed sessions.

Withdrawal

Participants who withdraw from the course, providing less than one month's notice, may be required to repay 50% of the course fee. Participants who withdraw from the course giving less than two weeks' notice may be required to pay the full cost of the course.

Enquiries and Bookings

Enquiries about the course should be directed to Scope Training on 08 9321 6307 or hello@scopetraining.com.au

Lunch facilities including a fridge, microwave and café next door are available for your use.

Full Program Fee

Diploma of Procurement and Contracting PSP50616
\$4000 per person (GST Free)





Procurement and Contracting Vocational Program

Module One (1): Procurement in the Public Sector

Workshop Duration: Two (2) days

Target Audience



This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to work effectively within the WA Public Sector Procurement environment.

Participants will:

- engage and apply ethical decision making/problem solving in WA Government procurement
- interpret and explain complex, formal documents and assisting others to apply them in the workplace in WA Government procurement
- access and understand legislation and codes of ethics of WA Government procurement
- identify the elements of the public sector financial management compliance framework
- differentiate levels of delegation, assess work situations, explain and implement delegation requirements relating to functions
- understand procedures for declaring conflicts of interest and unethical conduct in WA Government procurement.

PSPETH003 Promote the values and ethos of public service

- Promote ethical standards
- Assist staff to avoid conflicts of interest
- Model and foster integrity and conduct

PSPLEG003 Promote compliance with legislation in the public sector

- Encourage compliance with legislative requirements
- Monitor compliance with legislative requirements

BSBMKG506 Plan market Research

- Identify market research needs
- Define market research objectives
- Define data gathering approaches
- Develop market research plan

Procurement in the Public Sector



Procurement and Contracting Vocational Program

Module Two (2): Planning for procurement

Workshop Duration: Two (2) days

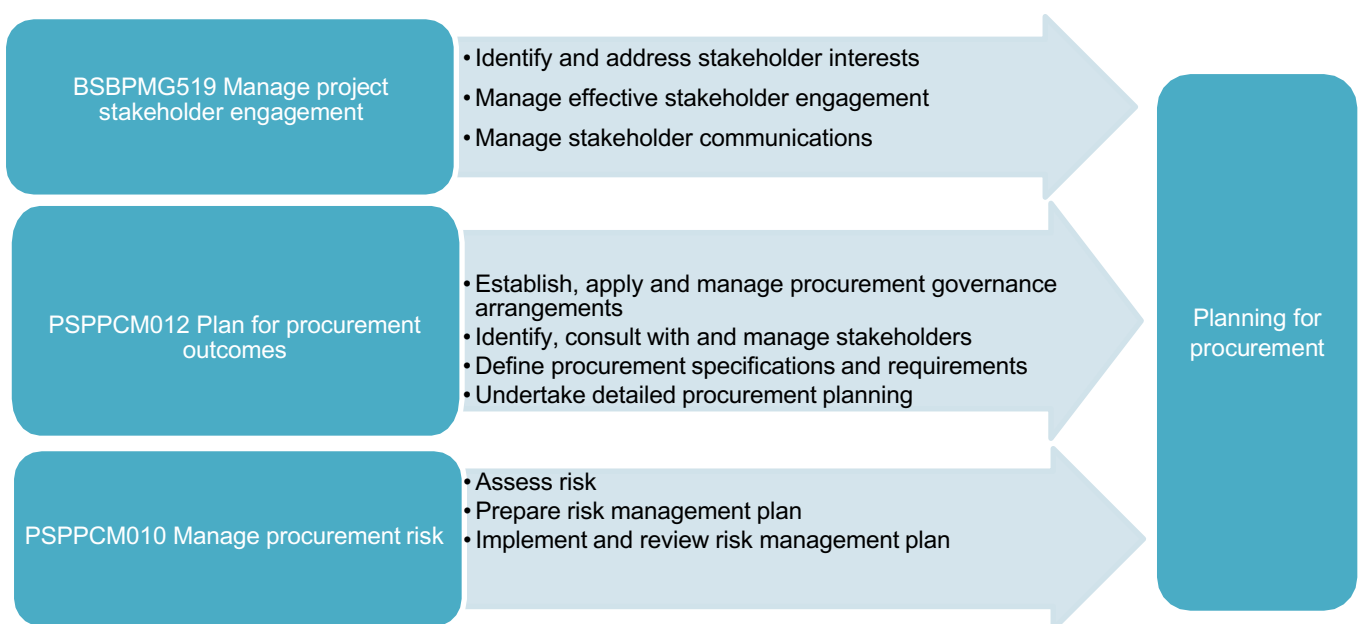


Target Audience

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge required in planning for procurement within the WA Public Sector Procurement environment.

Participants will:

- develop a market research plan for a procurement activity
- utilise tools to determine internal demand and supply capability
- assess risk and prepare a risk management plan
- develop and write a business case
- identify and engage stakeholders for effective management
- implement a range of appropriate stakeholder communication
- demonstrate effective team leadership for project members and stakeholders
- identify, evaluate and mitigate procurement risk





Procurement and Contracting Vocational Program

Module Three (3): Undertaking procurement

Workshop Duration: Two (2) days

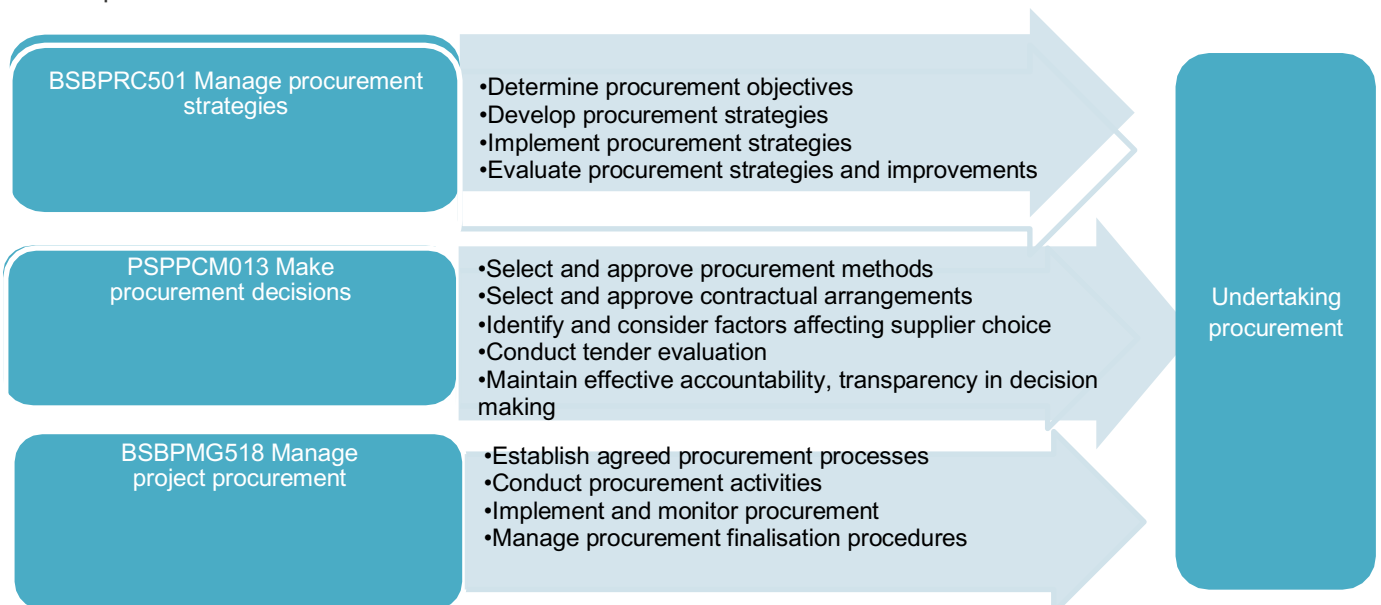


Target Audience

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge required for the implementation of the procurement process within the WA Public Sector Procurement environment.

Participants will:

- develop a market research plan for a procurement activity
- produce a procurement management plan
- implement procurement strategies developed in an organisation
- carry out procurement and contracting activities according to agreed processes
- apply decision-making processes and methodologies
- request and evaluate offers from the market





Procurement and Contracting Vocational Program

Module Four (4): Contract formation

Workshop Duration: Two (2) days



Target Audience

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to negotiate and to plan for contract management within the WA Public Sector.

Participants will:

- understand how to plan and conduct effective negotiations
- apply legislation, regulations and policies relating to negotiating in the public sector
- understand and write procurement business case, procurement plans, performance indicators and contract management plans
- understand the principles of procurement risk management and mitigation, supplier issuers and supply chain management
- maintain currency of best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- undertake due diligence throughout the procurement phase
- learn to understand how to resolve conflicts





Procurement and Contracting Vocational Program

Module Five (5): Contract management and finalisation

Workshop Duration: Two (2) days



Target Audience

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to effectively manage and finalise contracts within the WA Public Sector.

Participants will:

- demonstrate effective working relationships with contractors and stakeholders
- make judgements about when to refer disputes, conflict and complaints to others
- learn to write management reports and keep records of meetings, liaison, notes and follow-up actions
- learn to read and apply complex documents, including contracts, legislation and guidelines
- demonstrate resolution of disputes, conflict and complaints
- learn to consult and negotiate with contractors and stakeholders, involving complex oral and written exchanges of information
- develop closure reports
- identify and finalise outstanding contract issues
- identify improvements to the contract management process

