

Self-Paced
100% Online
Start Any Time
18 months to complete



BSB40120

**Certificate IV in
Business (Procurement)**



Transformed: Our Story

Hi and welcome to Transformed!

Our mission is to help people to develop the skills and knowledge to get a pay rise, get a promotion or get their dream job.

As an award-winning Registered Training Organisation, we have worked with thousands of people and both large and small organisations since we started in 2006.

We deliver nationally-recognised qualifications and engaging, interactive online short courses in all facets of procurement and contract management.

Designed and taught by passionate industry experts, our courses empower people with the skills and confidence to stay ahead of the industry curve, build a future-ready career, and transform their lives.

Some of our awards...



What is Procurement and Contracting?

Procurement, or purchasing is the process of seeking quotes and engaging suppliers to provide goods and services for an organisation.

This involves:

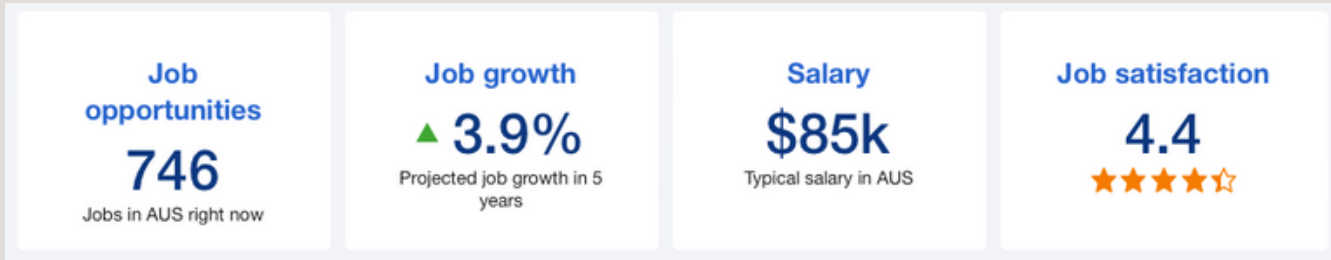
- liaising with people across the organisation
- developing a statement of work or requirements
- understanding the market
- preparing requests for quotes and tenders
- evaluating supplier responses
- negotiating contracts

Once the deal is done, that's when the contract administration management work kicks in. This involves:

- managing supplier performance and delivery
- administering contract variations
- making payments

Roles exist in many industries and also in federal, state and local government.

Procurement Career Options



Procurement and contract management is a growing field. Seek reported a 3.9% growth in jobs. Seek's most recent data also show that job satisfaction is high and also the pay is fantastic.

Data as of May 2022 - seek.com.au

In their Annual Salary Guide for 2022, Hayes research shows the following salaries (exclusive of superannuation) in different locations throughout Australia

Source: <https://www.hays.com.au>

	Purchasing Manager	Category Manager	Contract Administrator	Contract Manager	Commercial Manager	Procurement Analyst
NSW - Sydney	110 100 - 120	138 130 - 160	82 80 - 100	130 110 - 150	160 140 - 180	80 80 - 100
VIC - Melbourne	115 85 - 125	153 110 - 185	90 80 - 110	135 92 - 160	170 140 - 200	85 71 - 110
QLD - Brisbane	102 92 - 122	122 92 - 153	82 66 - 112	102 80 - 135	150 130 - 170	71 61 - 90
SA - Adelaide	100 90 - 110	120 110 - 130	90 80 - 100	120 110 - 130	160 140 - 180	80 75 - 90
WA - Perth	120 110 - 135	140 125 - 175	110 80 - 135	150 130 - 220	180 130 - 250	75 75 - 100
ACT - Canberra	92 85 - 110	102 100 - 125	82 80 - 100	122 110 - 180	185 140 - 230	80 80 - 90
NT - Darwin	92 77 - 112	112 82 - 112	71 66 - 87	102 92 - 112	110 95 - 120	71 61 - 77
TAS - Hobart	95 80 - 115	110 90 - 130	75 65 - 90	100 90 - 120	130 100 - 160	70 60 - 80
New Zealand	102 92 - 122	122 102 - 133	75 65 - 85	102 90 - 125	140 120 - 160	71 61 - 82

The pay in Procurement and Contract Management roles really depends on the job you have. Job search site, Indeed, publish career information on their website in June 2022.

Procurement Specialist <small>243 job openings</small> \$86,081 <small>per year</small>	Contract Administrator <small>147 job openings</small> \$103,553 <small>per year</small>	Procurement Manager <small>122 job openings</small> \$115,001 <small>per year</small>
Purchasing Clerk <small>97 job openings</small> \$68,019 <small>per year</small>	Buyer <small>72 job openings</small> \$81,895 <small>per year</small>	Category Manager <small>69 job openings</small> \$112,228 <small>per year</small>
Senior Contract A... <small>43 job openings</small> \$152,734 <small>per year</small>	Contract Manager <small>36 job openings</small> \$118,200 <small>per year</small>	Contract Specialist <small>30 job openings</small> \$110,050 <small>per year</small>

Source: <https://au.indeed.com/career/salaries/procurement?from=whatwhere>

Why choose this course?

Demand for skilled and experienced procurement officers and contract managers is growing.

This program is especially designed for those new to business or with an interest in working in procurement, in particular:

- Project officers
- Procurement/purchasing officers
- Contract administrators.

Build a solid understanding of procurement principles, a cutting edge contracting skillset, and real-world knowledge of procurement processes to impress potential employers.

This entry level certificate in procurement provides the ideal start point. It is what employers expect you to hold as a minimum qualification.

You'll graduate with the knowledge and skills need to work in procurement and contract management in business, commercial organisations and not-for-profits.

Efficient procurement and contract management are at the heart of a productive economy.

When administrators work together to buy goods and services, business and not-for-profits can achieve better value for shareholders and customers.

Consequently, it is important that a strong community of skilled procurement and contract management professionals with consistent standards and training manage these vital activities.



Why Study with us?



NATIONALLY RECOGNISED QUALIFICATION

Receive a nationally-recognised qualification in procurement and contracting upon successful completion. As a Registered Training Organisation, we are quality assured by the Australian Skills Quality Agency, part of the Australian Government.



INDUSTRY DEFINED CONTENT

The BSB40120 Certificate IV in Business (Procurement) is developed by an industry reference group that ensures the curriculum meets real-world industry needs now and in the future.



LEARN BY DOING

Get hands-on with practical activities during the course and as part of your assessment. These tasks are what you'll do in your future job in procurement.



SELF-PACED, START ANYTIME

No need to wait for the next semester, you can start anytime and work around your busy schedule with our self-paced program.



MULTIPLE AWARD WINNING TRAINING PROVIDER

We have won many education and business awards and are recognised as a leader in the field.



LEARN FROM INDUSTRY EXPERTS

Our trainers and assessors are highly experienced and passionate experts in procurement and contract management.



LIVE LESSONS

Live instructor led lessons are delivered every 2 weeks. Ask questions and interact with other students during these live sessions.



SUPPORT WHENEVER YOU NEED IT

Our trainers and assessors are only an email or phone call away whenever you need help.

What our clients say...

"My assessor was absolutely fantastic and I couldn't have achieved this without her encouragement and guidance".

**Simone - Cert IV in P & C student
March 2022**

I am so appreciative of you and Transformed for your flexibility and support - THANK YOU"

**Louise Anderson - Cert IV in P & C
May 2020.**

Learning Outcomes & Content

What you get...

- Over 30 hours of instructional videos and customised learning materials written by leading industry experts
- Instructional videos showing how to use our e-learning system
- Easy to follow, knowledge and performance assessments
- Live Lessons and recorded webinars on each core module and elective, providing a summary of all content as well as instructions, tips and tricks for completing assessment questions and tasks
- Access to the Transformed library of leading short courses on procurement and contract management for 12 months (valued at over \$4950)
- Access to our exclusive Procurement Central Facebook community, allowing you to interact with other students and industry experts who will answer your questions and share their procurement tips and tricks (valued at \$1500)
- Procurement and contract management templates, checklists and tools (valued at \$500)
- Access to relevant Australian and International Standards and key government and industry references (valued at \$900)

On completion of the course, you will be able to:

- Apply critical thinking to work practices
- Use digital technologies to collaborate in a work environment
- Develop personal work priorities
- Develop and use emotional intelligence
- Apply communication strategies in the workplace
- Build and maintain business relationships
- Implement and monitor WHS policies and procedures
- Establish procurement needs and plan for procurement
- Procure goods and services through developing requests, receiving and selecting offers
- Prepare contracts
- Manage and administer contracts, including variations, acceptance and deal with any issues that crop up.



Course at a glance...

To achieve the qualification you must complete 12 subjects (6 core and 6 electives).

Core Units

BSBCRT411 - Apply critical thinking to work practices

BSBTEC404 - Use digital technologies to collaborate in a work environment

BSBTWK401 - Build and maintain business relationships

BSBWHS411 - Implement and monitor WHS policies, procedures and programs

BSBWRT411 - Write complex documents

BSBXCM401 - Apply communication strategies in the workplace

Elective Units

The following 6 elective units are preselected – no additional choices are offered and all units must be completed.

Group A

BSBPEF402 - Develop personal work priorities

BSBPEF502 - Develop and use emotional intelligence

Group J

BSBPRC401 Plan procurement

PSPPCM006 Select providers and develop contracts

PSPPCM011 Plan to manage a contract

PSPPCM007 - Manage contracts



Method of Study

- 100% online
- Live Lessons
- Videos and student learner guides



Time Commitment

- 18 months to complete online
- 5-8 hours per week



Assessment

- Knowledge questions
- Practical assessment tasks
- Assessed against the competency standards within the Business Training Package



Pre-requisite

- No pre-requisites
- Must have access to a computer and the internet or an internet-enabled device
- Procurement work experience is desirable but not essential



CPD

Achievement of this qualification can qualify as suitable for claiming 30 CPD points with associations such as the Chartered Institute of Procurement and Supply.

What you'll learn

BSBCRT411 - Apply critical thinking to work practices

This unit covers the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis, and evaluation. This includes:

- Establishing the role of critical thinking in the workplace
- Leading critical thinking processes
- Developing a critical thinking mindset

BSBTWK401 - Build and maintain business relationships

This unit covers establishing, developing, and maintaining effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers. It specifically focusses on establishing, maintaining and improving business relationships.

BSBPEF402 - Develop personal work priorities

This unit focussed on the skills and knowledge required to plan and prioritise own work tasks and to monitor and obtain feedback on personal work performance.

The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work.

It specifically covers:

- Planning and implementing your personal work schedule
- Reviewing personal work priorities

BSBWHS411 - Implement and monitor WHS policies, procedures and programs

This unit covers what is required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in a work area in order to meet legislative requirements. This includes:

- Providing information to work team about WHS policies and procedures
- Implementing and monitoring consultative arrangements for managing WHS
- Implementing and monitoring organisational procedures for providing WHS training
- Implementing and monitoring organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks
- Implementing and monitoring organisational procedures for maintaining WHS records

BSBXCM401 - Apply communication strategies in the workplace

This unit covers the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry. It has a specific focus on the communication skills required for supervisor level workers with responsibility for other workers. The unit covers:

- preparing for communication
- using communication strategies to provide work instruction
- facilitating, monitoring and supporting workplace communication

What you'll learn -2

BSBWRT411 - Write complex documents

This unit discusses effective ways of communicating with an audience through writing. This includes notes on the required formats, style, and structure for complex documents, including emails, letters, reports, and procedures. It will focus on planning, drafting and finalising complex documents.

BSBTEC404 - Use digital technologies to collaborate in a work environment

This unit focussed on making use of digital technologies to facilitate workplace collaboration. Success in doing so would help foster efficient and effective workplace practices resulting from digital collaboration among employees. It specifically covers:

- Reviewing existing digital technology use in the business
- Identifying opportunities to implement digital technologies for workplace collaboration
- Implementing and using digital technologies to collaborate in the workplace

BSBPEF502 - Develop and use emotional intelligence

This unit covers the use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The unit covers preparing for and developing emotional intelligence in the workplace, as well as how to promote the development of emotional intelligence in others.

BSBPRC401 Plan procurement

This unit looks at how you plan and undertake an effective procurement for your organisation. It is designed for individuals who are required to plan for complex procurement activities through the identification of materials and services to support organisational goals.

PSPPCM006 Select providers and develop contracts

This unit describes the skills required to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

PSPPCM011 Plan to manage a contract

This unit covers the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

PSPPCM007 - Manage contracts

This unit describes the skills required to manage contracts. It includes undertaking preparations, establishing and maintaining contract management arrangements, monitoring and maintaining contract performance, and completing and reviewing contracts

Course Timeframe

The completion timeframe for this qualification is 18 months.

You're provided with a detailed study plan to help with planning out your effort and study timeline.

The flexibility of online learning allows you to complete the course sooner if you want.

Assessment

Participants are required to undertake a number of assessment activities, including:

- Various work-based assessment tasks; and
- Completion of written question and answers.

Easy to follow templates and instructions are provided.

Assessment for the Certificate IV in Business (Procurement) is against the competency standards within the Business Training Package (BSB).

Get in Touch

Speak to one of our Education Advisors:

E: enquiries@transformed.com.au

P: 1300 738 720

Check out our youtube channel for answers to Frequently Asked questions about RPL and how to choose an RTO.



Support & Feedback

The Transformed team will support you every step of the way to achieve your study goals.

From our Student Engagement and Student Administration team to the trainers and assessors - you've got access to decades of vocational education experience and procurement and contract management specialists.

Your enrolment allows exclusive access to our Facebook Group - Procurement Central. Here you can network with your peers and other industry specialists on all things procurement and contracting.

Our blog keeps you up to date with what's happening in procurement.



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