

FACT SHEET

PSP41304: Certificate IV in Government (Procurement)

Course Structure:

To be awarded this qualification the learner must attain a successful assessment in a total of 15 units grouped into 3 modules.

Module 1 consists of the core generalist competencies of:

- PSPETHC401A – Uphold and support the values and principles of public service
- PSPGOV402A – Deliver and monitor service to clients
- PSPGOV406B - Gather and analyse information
- PSPGOV408A - Value diversity
- PSPGOV412A - Use advanced workplace communication strategies
- PSPGOV422A - Apply government processes
- PSPLEGN401A - Encourage compliance with legislation in the public sector
- PSPPOL404A - Support policy implementation

Module 2 consists of specialist competencies:

- PSPPROC406A – Procure goods and services
- PSPPROC408A - Develop requests for offers

Module 3 consists of electives chosen from:

1 elective from:

- PSPOHS301A – Contribute to workplace safety
- PSPOHS401A – Implement workplace safety procedures and programs (Supervisory staff)

2 electives from:

- PSPPROC405B – Dispose of assets
- PSPPROC407A – Establish procurement need
- PSPPROC409A – receive and select offers
- PSPPROC410A – Administer contracts

2 electives from:

- Anywhere in this training package at the same or a higher level and/or from any other endorsed set of standards packaged at the same or higher level provided they do not duplicate any content covered in any of the PSP units.
- Alternatively, one elective can be chosen from a unit of competency at the Certificate III level.

The structure of your program will be dependent on your level of experience within the work environment and any recognition of prior learning you may be able to access.

Course content and final structure will be provided once any RPL action is completed.