



**Australian Government**

# **BSB41618 Certificate IV in Business (Procurement)**

**Release 2**

## BSB41618 Certificate IV in Business (Procurement)

### Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 6.0. Version created to update Elective Unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 3.0.

### Qualification Description

This qualification is suited to those working as purchasers, contract administrators and procurement officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions, to a defined range of unpredictable problems and to analyse information from a variety of sources to drive organisational outcomes. They may provide guidance to others with some limited responsibility for the output of others.

They may work in any industry or organisational setting and may be responsible for all or a part of a procurement life cycle. Typically those completing this qualification would report to a purchasing manager or contract manager.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

### Packaging Rules

Total number of units = 12

**5 core unit** plus

**7 elective units, of which:**

- 6 elective units must be selected from the elective units listed below
- 1 elective unit may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 unit may be selected from either any Certificate IV or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Core Units**

BSBPRC401 Plan procurement

BSBPRC402 Negotiate contracts

PSPPCM018 Conduct demand and procurement spend analysis

BSBCRT404 Apply advanced critical thinking to work processes

BSBPMG416 Apply project procurement procedures

**Elective Units**

BSBFIA412 Report on financial activity

BSBPRC406 Conduct e-procurement

BSBITU401 Design and develop complex text documents

BSBLDR402 Lead effective workplace relationships

BSBLDR403 Lead team effectiveness

BSBPRC403 Conduct international procurement

BSBRES411 Analyse and present research information

BSBMKG408 Conduct market research

BSBREL402 Build client relationships and business networks

BSBRSK401 Identify risk and apply risk management processes

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWRT401 Write complex documents

BSBXBD401 Capture and store big data

BSBXBD402 Test big data samples

BSBXBD403 Analyse big data

BSBXBD404 Use big data for operational decision making

BSBXBD405 Develop procedures for managing big data

BSBXBD406 Present big data insights

BSBXBD407 Protect big data integrity

BSBXBD408 Implement and review procedures for managing big data

PSPPCM006 Select providers and develop contracts

PSPGEN039 Develop internal and external networks

PSPPCM011 Plan to manage a contract

PSPPCM007 Manage contracts

## Qualification Mapping Information

Supersedes and is not equivalent to BSB41615 Certificate IV in Purchasing.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>