



Australian Government

Department of Education, Employment and Workplace Relations

PSP70110 Vocational Graduate Certificate in Government (Strategic Procurement)

Revision Number: 2

PSP70110 Vocational Graduate Certificate in Government (Strategic Procurement)

Modification History

PSP70110 Release 2: Layout adjusted. No changes to content.

PSP70110 Release 1: Primary release.

Description

This specialist qualification covers the competencies required of senior personnel responsible for the integration of procurement into organisational policies and direction, and for the evaluation and improvement of procurement functions at an organisational level.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	• Prepare high-level communication, critically analysing and responding to opinions, persuading and influencing others, and reflecting on and honing communication strategies. • Manage sensitive and confidential information, including locating, accessing and authenticating information; acquiring, retaining, recalling and communicating information; applying information and protocols; discarding redundant information and managing version control; dealing with ambiguity and machinery of government changes; responding to diversity, including gender and disability; and using a range of mathematical language to communicate mathematical information. • Use communication approaches, catering to political sensitivities, working within government processes and operational frameworks, balancing intellectual debate and action, considering wider organisational/public sector issues, using language calculated to appeal emotionally to a particular audience, speaking with confidence and authority, covering cultural, ethnic, diversity or equity considerations, selecting a communication style appropriate to the occasion and audience. • Use interpersonal communication, including applying legislation, regulations and policies relating to communication in the public sector, analysing and using language structures and features that influence the interpretation of spoken communication, interacting responsively, critically and confidently with both familiar and unfamiliar groups on specialised topics in formal and informal workplace situations, speaking with confidence and listening critically. • Prepare high-level written communication and complex, sensitive materials, including critically analysing other positions, and preparing persuasive written communication. This includes reading and writing at a level to cope with a range of complex and sensitive workplace materials; critically analysing and synthesising information to compose complex written documents; researching other pertinent information, such as supporting/opposing position papers; refining content, structure and sequence according to the required purpose of written material; analysing and using language structures and features that influence the interpretation of written communication; using spelling, punctuation and grammar for workplace documents at an experienced level; providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input, and cross-cultural communication requirements.
Teamwork	• Provide a model of innovative practice, organising workgroups to develop innovation and leadership, organising work assignments to facilitate innovation, supporting workgroups to develop leadership and

	innovation, monitoring innovation and leadership development and providing feedback on innovation and leadership development. • Establish, expand and utilise strategic networks including identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships.
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Problem-solving	• Prepare written submissions, such as responding to a tender to provide goods or services on a cost-recovery or for-profit basis. It includes identifying opportunities to provide goods or services, analysing tender requirements, determining proposal methodology, preparing estimates, submitting tenders and reviewing the tender process. • Use a range of problem solving techniques, including applying legislation, policy and guidelines; using numeracy in selecting and applying mathematical concepts, estimating, checking reasonableness of results, and managing financial and other resources; using literacy for oral and written clarification of issues and for negotiating variations and changes with clients; using required language and style for written submissions; using technical and other vocabulary; networking strategically with clients, suppliers and stakeholders; evaluating and reviewing information; and responding to diversity, including gender and disability.
Initiative and enterprise	• Provide a model of innovative practice, organising workgroups to develop innovation and leadership, organising work assignments to facilitate innovation, supporting workgroups to develop leadership and innovation, monitoring innovation and leadership development and providing feedback on innovation and leadership development. • Promote innovation through providing supportive communication, allowing follow through with ideas, providing enough but not too much guidance and structure, providing training and learning opportunities, encouraging risk taking, and providing time and resources.
Planning and organising	• Establish, expand and utilise strategic networks, including identifying features of required strategic networks, identifying or establishing network links with key stakeholders, and building strategic relationships. • Manage high-level workplace communication for working at a senior level with internal and external clients, colleagues and other staff, including critically analysing and responding to opinions, persuading and influencing others, and reflecting on and honing communication strategies. • Manage compliance with public sector legislative requirements, including assuring legislative compliance, interpreting legislation and evaluating compliance outcomes.
Self-management	• Promote compliance with legislation in the public sector, including modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply. • Analyse the political, social and economic environment that takes into account emerging trends, and current and possible future goals of the organisation, including maintaining a comprehensive and up-to-date knowledge of the current political environment and reflecting this in decisions, advice and actions taken. • Develop strong working relationships among network members to

	achieve organisational goals and provide professional support.
Learning	Promote and use a range of learning and skills development methods, including action learning, coaching, mentoring, counselling, skills training, and modelling.
Technology	- Identify equipment and technology requirements and use information technology including databases and spreadsheets. Use statistical analysis package; the most relevant data capture (software), GIS and web mapping/web GIS tools to access and/or manipulate a range of data, spreadsheet or database packages for data analysis and presentation; and statistical tools to collect, store and analyse data. - Use computer applications for information generation, management, storage and security.

Packaging Rules

4 units of competency are required for the award of this qualification.

- 3 core units
- 1 elective unit from the elective units listed below

Core units	
PSPPROC704A	Influence and define strategic procurement
PSPPROC705A	Establish strategic procurement context
PSPPROC706A	Evaluate and improve strategic procurement performance
Elective units	
BSBFIM701A	Manage financial resources
BSBINN801A	Lead innovative thinking and practice
BSBREL701A	Develop and cultivate collaborative partnerships and relationships
PSPETHC701A	Lead and influence ethical practice in the public sector
PSPMNGT703A	Lead and influence change
PSPMNGT704A	Undertake enterprise risk management