Australian Government
Department of Education, Employment and Workplace Relations

PSP42412 Certificate IV in Government (Procurement and Contracting)

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSP42412 Certificate IV in Government (Procurement and Contracting)

Modification History

Release	TP Version	Comments
1	PSP12 V1	First release. Supersedes and equivalent to PSP42410

Description

This specialist qualification covers the competencies required of personnel responsible for the procurement of goods or services. Electives should reflect the responsibilities of the individual and the job skills required for effective performance.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

15 units of competency are required for this qualification:

- 9 core units
- 6 elective units

Choose 6 electives from the list below:

- at least 1 unit from Group A
- the remaining elective units:
    - from Groups A and Group B
    - from Certificate IV or Diploma level, or from elsewhere within this Training Package, or another endorsed Training Package or Accredited Course

**PSPPROC406B Procure Goods and Services is excluded from this qualification and may not be selected.
**For this qualification, a maximum of 1 unit from a CertificateIII level may be used.
For individuals working in local government, consideration should be given to selecting elective units from the Local Government Training Package.

Core units	
PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV417A	Identify and treat risks
PSPGOV421A	Exercise delegations
PSPGOV422A	Apply government processes
PSPLEGN401A	Encourage compliance with legislation in the public sector
PSPPROC411A	Plan procurement
PSPPROC412A	Develop and distribute requests for offers
PSPPROC413A	Select providers and develop contracts
PSPPROC414A	Manage contracts
Elective units	
Group A Elective Units (Research and analysis)	
PSPGOV406B	Gather and analyse information
BSBMKG408B	Conduct market research
Group B Elective Units (General)	

PSPFIN401A	Use public sector financial processes
PSPGOV403B	Use resources to achieve work unit goals
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV418A	Develop internal and external networks
PSPPM405A	Administer simple projects
PSPPOL404A	Support policy implementation
PSPPOL401A	Contribute to policy development
PSPPROC405C	Dispose of assets