



# PROCUREMENT AND CONTRACTING VOCATIONAL PROGRAM (PCVP)

Diploma of Procurement and Contracting PSP50616

## 2026 Course Information Guide

Information correct as at 14 November 2025

# COURSE OVERVIEW



Procurement is at the core of business operations; it dictates the products and services utilised in delivering value to respective customers, shareholders or tax payers. In the complexity of the constantly evolving marketplace, procurement skills are being heavily sought after in delivering value for money, sustainable solutions and collaborative partnerships.

The Diploma of Procurement and Contracting PSP50616 develops the practical skills and knowledge required for those working in procurement and contract roles within the public sector, such as Procurement Practitioners and Specialists.

This program has been developed in consultation with the WA State Government and will provide the skills and knowledge to enable participants to effectively and confidently work in a procurement role and caters for Goods and Services, Works and Community Services procurement within the WA State Government landscape.

The key benefits will include an understanding of the public sector environment, practical skills in research, planning and implementing procurement, as well as provide participants with a working knowledge of contracts and contract management.

The full program is delivered via a combination of workshops and individual student support from one of Scope's Procurement specialists.

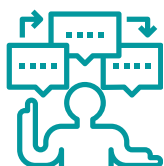
This program is made up of five (5) individual modules. Participants may attend individual modules without committing to the full program. Whilst these are articulated in concordance with the procurement lifecycle, learners can complete modules in any order or simply those which relate to their specific job function.

Further details on each module can be found below (page 5 onwards) in the course guide.



## MODULE 1

**Working in  
Government**



## MODULE 2

**Planning for  
Procurement**



## MODULE 3

**Executing  
Procurement**



## MODULE 4

**Contract  
Negotiation &  
Formation**



## MODULE 5

**Contract  
Management  
& Finalisation**

# COURSE INFORMATION



## WHO SHOULD ATTEND ?

This program is recommended for those Procurement Practitioners currently working in purchasing, procurement or contract management at a practical level.

This program facilitates the attainment of competencies required for independent and self-directed work as a procurement and contract manager in the public sector.

## COURSE STRUCTURE

The program is delivered across 5 2-day modules, following the lifecycle of public sector procurement. Students are required to undertake a range of theoretical and practical assessments for each competency area of the Diploma program (ref table on page 4).

## WORKSHOP FORMAT

Workshops are typically held during work time between 9:00 - 5:00pm. Sessions will incorporate some assessment requirements however It is expected that pre-reading and post-workshop assignments will be completed in the participants' own time.

Class sizes will be limited to a maximum of 25 participants, taking place in a workshop setting. All program materials and resources will be provided to participants.

## GRADUATING

Students that successfully complete all thirteen (13) units of competency as stated in the course structure will be issued with the Diploma of Procurement and Contracting PSP50616. This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

## TERMS & CONDITIONS

### Workshop Attendance

Participants are required to let Scope Training know any time they may not be able to attend a training session. In the event of illness or other extenuating circumstances, participants will be provided with alternate options for making up missed sessions.

### Withdrawal

Participants who withdraw from the course less than one month prior to the first workshop may be required to repay 50% of the course fee.

Participants who withdraw from the course less than two weeks prior to the first workshop may be required to pay the full cost of the course.

## ENQUIRIES & BOOKINGS

Enquiries about the course can be directed to Scope Training on 08 9321 6307 or [info@scopetraining.com.au](mailto:info@scopetraining.com.au)

## FULL PROGRAM FEE

Diploma of Procurement &  
Contracting PSP50616  
**\$4000 per person (GST Exempt)**

# UNITS OF COMPETENCY



## DIPLOMA OF PROCUREMENT AND CONTRACTING

PSP50616

CORE UNITS	
PSPETH003 Promote the values and ethos of public service	PSPLEG003 Promote compliance with legislation in the public sector
PSPGEN049 Undertake negotiations	PSPPCM008 Manage contract performance
PSPPCM009 Finalise contracts	PSPPCM011 Plan to manage a contract
PSPPCM010 Manage procurement risk	PSPPCM012 Plan for procurement outcomes
PSPPCM013 Make procurement decisions	
ELECTIVE UNITS	
BSBMKG506 Plan market research	BSBPMG518 Manage project procurement
BSBPRC501 Manage procurement strategies	PSPGEN109 Apply public sector financial policies and processes

# PROCUREMENT & CONTRACTING VOCATIONAL PROGRAM



## MODULE ONE: WORKING IN GOVERNMENT

## MODULE ONE FEE:

Attendance only \$300 pp (GST Incl)  
Attendance and unit assessment  
\$1100 pp (GST Exempt)

## WORKSHOP DURATION: TWO DAYS

### TARGET AUDIENCE:

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to work effectively within the WA Public Sector Procurement environment.

Participants will:

- Engage and apply ethical decision making/problem solving in WA Government procurement
- Interpret and explain complex, formal documents and assist others to apply them in the workplace in WA Government procurement
- Access and understand legislation and codes of ethics related to WA Government procurement
- Understand procedures for declaring conflicts of interest and unethical conduct in WA Government procurement.

### PSPETH003 PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICE

### PSPGEN109 APPLY PUBLIC SECTOR FINANCIAL POLICIES AND PROCESSES

### PSPLEG003 PROMOTE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

- Promote ethical standards
- Assist staff to avoid conflicts of interest
- Model and foster integrity or conduct
- Identify and implement public sector requirements for financial management
- Identify and clarify organisational financial control principles and operational mechanisms
- Encourage compliance with legislative requirements
- Monitor compliance with legislative requirements



## MODULE 1

Working in  
Government

# PROCUREMENT & CONTRACTING VOCATIONAL PROGRAM



## MODULE TWO: PLANNING FOR PROCUREMENT

### WORKSHOP DURATION: TWO DAYS

## MODULE TWO FEE:

Attendance only \$300 pp (GST Incl)  
Attendance and unit assessment  
\$1100 pp (GST Exempt)

### TARGET AUDIENCE:

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge required to plan for procurement within the WA Public Sector Procurement environment.

Participants will:

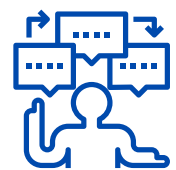
- Develop a market research plan for a procurement activity
- Utilise tools to determine internal demand and supply side capability
- Assess risk and prepare a risk management plan
- Develop and write a business case
- Identify stakeholders for procurement activities
- Identify, source and manage resources to conduct procurement activities
- Identify, evaluate and mitigate procurement risk

### BSBMKG506 PLAN MARKET RESEARCH

### PSPPCM012 PLAN FOR PROCUREMENT OUTCOMES

### PSPPCM010 MANAGE PROCUREMENT RISK

- Identify market research needs
- Define data gathering approaches
- Develop market research plan
- Establish, apply and manage procurement governance arrangements
- Identify, consult with and manage procurement stakeholders
- Identify, source and manage resources to conduct procurement processes
- Define procurement specifications and requirements
- Undertake detailed procurement planning
- Assess risk and prepare risk management plan
- Implement and review risk management plan



## MODULE 2

Planning  
for  
Procurement

# PROCUREMENT & CONTRACTING VOCATIONAL PROGRAM



## MODULE THREE: EXECUTING PROCUREMENT

### WORKSHOP DURATION: TWO DAYS

## MODULE THREE (3) FEE:

Attendance only \$300 pp (GST Incl)  
Attendance and unit assessment  
\$1100 pp (GST Exempt)

### TARGET AUDIENCE:

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge required for the implementation of the procurement process within the WA Public Sector Procurement environment.

Participants will:

- Develop a market research plan for a procurement activity
- Produce a procurement management plan
- Implement procurement strategies developed in an organisation
- Carry out procurement and contracting activities according to agreed processes
- Apply decision-making processes and methodologies

### BSBPRC501 MANAGE PROCUREMENT STRATEGIES

- Determine procurement objectives
- Develop procurement strategies
- Implement procurement strategies
- Evaluate procurement strategies and implement improvements
- Comply with legal, policy obligations implicit in making procurement decisions
- Establish context for the procurement activity
- Select and approve procurement methods
- Select and approve contractual arrangements
- Identify and consider factors affecting supplier choice
- Conduct tender evaluation
- Maintain effective accountability, transparency in decision making

### PSPPCM013 MAKE PROCUREMENT DECISIONS

### BSBPMG518 MANAGE PROJECT PROCUREMENT

- Determine procurement requirements
- Establish agreed procurement processes
- Conduct procurement activities
- Implement and monitor procurement
- Manage procurement finalisation procedures



## MODULE 3

Executing  
Procurement



# PROCUREMENT & CONTRACTING VOCATIONAL PROGRAM



## MODULE FOUR: CONTRACT NEGOTIATION & FORMATION

**WORKSHOP DURATION: TWO DAYS**

## MODULE FOUR (4) FEE:

Attendance only \$300 pp (GST Incl)  
Attendance and unit assessment  
\$1100 pp (GST Exempt)

### TARGET AUDIENCE:

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to negotiate and to plan for contract management within the WA Public Sector.

Participants will:

- Network, consult and negotiate with contractors and stakeholders
- Develop written plans, including contract management and performance indicators
- Refer issues to correct people
- Understand privacy and confidentiality
- Understand and apply legislation
- Apply decision making and problem-solving techniques
- Understand how to resolve conflicts

### PSPGEN049 UNDERTAKE NEGOTIATIONS

- Plan for negotiation
- Conduct negotiation
- Finalise negotiation outcomes

### PSPPCM011 PLAN TO MANAGE A CONTRACT

- Confirm contract requirements
- Prepare contract management plan
- Develop stakeholder relationships
- Implement contract strategies
- Implement contractual arrangements



### MODULE 4

**Contract  
Negotiation &  
Formation**

Enquiries and bookings directed to [info@scopetraining.com.au](mailto:info@scopetraining.com.au)



# PROCUREMENT & CONTRACTING VOCATIONAL PROGRAM



## MODULE FIVE: CONTRACT MANAGEMENT & FINALISATION

**WORKSHOP DURATION: TWO DAYS**

## MODULE FIVE (5) FEE:

Attendance only \$300 pp (GST Incl)  
Attendance and unit assessment  
\$1100 pp (GST Exempt)

### TARGET AUDIENCE:

This module is aimed at equipping procurement officers, managers and staff with the skills and knowledge to effectively manage and finalise contracts within the WA Public Sector.

Participants will:

- Reading and applying complex documents, including contracts, legislation and guidelines
- Writing management reports and keeping records of meetings, liaison, notes and follow-up actions
- Building effective working relationships with contractors and stakeholders
- Resolving disputes, conflict and complaints
- Consulting and negotiating with contractors and stakeholders, involving complex oral and written exchanges of information
- Writing closure reports
- Finalising outstanding issues so the contract can be closed
- Identifying improvements to the contract management process

### PSPPCM008 MANAGE CONTRACT PERFORMANCE

- Manage the business relationship
- Manage performance of the contract
- Manage contract issues
- Implement communication and information strategy

### PSPPCM009 FINALISE CONTRACTS

- Complete contracts
- Implement contract review strategy



### MODULE 5

Contract Management & Finalisation



# SCOPE TRAINING

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Scope Training

RTO Code 52127

(08) 9321 6307

**[www.scopetraining.com](http://www.scopetraining.com)**

**[info@scopetraining.com.au](mailto:info@scopetraining.com.au)**

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