



Certificate IV in Purchasing

Qualification Description

Certificate IV in Purchasing is a unique course in that it allows for a flexible outcome. Some of the skills gained from this qualification could include negotiate contracts, plan purchasing, administer contracts and much more. This is a flexible business course and can be tailored to produce the business outcome you require.

Award

Certificate IV in Purchasing BSB41607 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business.

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.



NATIONALLY RECOGNISED
TRAINING

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This program is aimed at developing your business and management skills ready for your future business management roles.

Applicable occupations are:

Procurement Officer

Purchasing and Inventory Administrator

Purchasing Assistant

Purchasing Clerk

Purchasing Officer

Stock Control Officer

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourcedservices.com.au

or call us on 1300 136 904



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Requiring 10 Units for Qualification

- **3 purchasing units**
- **7 elective units**
- At least 5 elective units must be selected from the elective units listed below
- The other 2 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below 1 unit may be selected from either a Cert III or Diploma qualification. Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

PURCHASING UNITS

IT USE

BSBITU305A Conduct online transactions.....

PURCHASING AND CONTRACTING

BSBPUR401B Plan purchasing

BSBPUR402B Negotiate contracts

ELECTIVE UNITS

CUSTOMER SERVICE

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

FINANCIAL ADMINISTRATION

BSBFIA402A Report on financial activity

GENERAL ADMINISTRATION

BSBADM409A Coordinate business resources

IT USE

BSBITU401A Design and develop complex text documents

RELATIONSHIP MANAGEMENT

BSBREL401A Establish networks

RESEARCH

BSBRES401A Analyse and present research information





RISK MANAGEMENT

BSBRSK401A Identify risk and apply management processes

WORKPLACE EFFECTIVENESS

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness.....

WRITING

BSBWRT401A Write complex documents.....

IMPORTED UNITS

PSPGOV406B Gather and analyse information.....

PSPPROC406A Procure goods and services.....

PSPPROC 407A Establish procurement needs.....

PSPPROC408A Develop requests for offers.....

PSPPROC409A Receive and select offers

PSPPROC410A Administer contracts