

Course Outline

BSB41607 Certificate IV in Purchasing

This qualification is designed for individuals with responsibilities for conducting purchasing activities in an organisation. They may work in any industry or organisational setting. They may have whole of procurement life cycle responsibilities or work in specific functions such as contract management or tendering. Typically those completing this qualification would report to a purchasing manager or contract manager.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Procurement Officer
- Purchasing and Inventory Administrator
- Purchasing Assistant
- Purchasing Clerk
- Purchasing Officer
- Stock Control Officer.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Work Plus Development + Training use a number of different approaches to facilitate learning and assessment for this qualification. Flexibility

In order to ensure that the business and the individuals gain the most out of this qualification, a flexible approach is taken by Work Plus Development + Training, which includes:

Undertaking a Training Needs Analysis with the business and the individuals

Negotiating the “Planned Outcomes” with the business and the individuals

Conducting all learning and assessment activities at dates, times and locations suitable to all involved

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

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or call 03 6344 3747 to talk to a
Work Plus Development + Training representative today**

Certificate IV in Purchasing – the qualification rules

Requiring 10 units for the qualification.

Three core units

- BSBITU305A Conduct online transactions
- BSBPUR401B Plan purchasing
- BSBPUR402B Negotiate contracts

Seven elective units

At least **5** of the **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 Certificate III or Diploma qualification.

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBCUS403A Implement customer service standards
- BSBFIA402A Report on financial activity
- BSBADM409A Coordinate business resources
- BSBITU401A Design and develop complex text documents
- BSBOHS407A Monitor a safe workplace
- BSBPUR403B Conduct international purchasing
- BSBREL401A Establish networks
- BSBRES401A Analyse and present research information
- BSBRSK401A Identify risk and apply risk management processes
- BSBWOR401A Establish effective workplace relationships
- BSBWOR402A Promote team effectiveness
- BSBWRT401A Write complex documents
- PSPGOV406B Gather and analyse information
- PSPPROC406A Procure goods and services
- PSPPROC407A Establish procurement need
- PSPPROC408A Develop requests for offers
- PSPPROC409A Receive and select offers
- PSPPROC410A Administer contracts

Pathways from the qualification

After achieving the BSB41607 Certificate IV in Purchasing, candidates may undertake the BSB51507 Diploma of Purchasing, a qualification for those who have responsibility for managing the purchasing function within an organisation, or a range of other Diploma qualifications.

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