

Certificate IV in Business (Procurement) (BSB40120)



What's it all about?

The Certificate IV in Business (Procurement) is designed to assist you in taking your career into the area of business procurement. It recognises that moving from an admin or other industry role into the area of business procurement requires additional skills and knowledge.

This qualification reflects the skills required for those working in, or moving toward, undertaking business procurement as well as moderately complex business services tasks.

Who should do this qualification?

This qualification is ideal for those with administration or industry experience who are looking to develop the knowledge and skills to carry out a mix of specialist and moderately complex administrative or operational tasks, including those related to business procurement.

Possible career choices relevant to this qualification include:

- Procurement Officer
- Procurement Assistant
- Procurement Administrator
- Purchasing Officer

Program Delivery

The Certificate IV in Business (Procurement) is delivered via a face-to-face class program.

Our rolling intake means that you can begin as soon as you're ready.

Potential Pathways

Further training pathways from this qualification include the **BSB40120 Certificate IV in Leadership and Management**.

Scan the QR to find out more information



Why choose Time Education and Training?

Time Education & Training are an award winning training provider that is proud to be a leading provider of quality corporate and nationally accredited training, consultancy and support services. We do this by providing:

- industry expert Facilitators and Assessors
- quality materials and resources
- state of the art training facilities
- supportive learning environments
- the ability to interact with like-minded industry professionals

What do I need before I start?

There are no entry requirements for this qualification. This qualification is ideally suited to individuals with administrative or other industry experience who are looking to move into the area of business procurement and other moderately complex business services tasks.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all clients. This process formally recognises those skills and/or qualifications that the applicant already holds. It is an evidence collection process that recognises the competency of the applicant against the skill and knowledge requirements as determined by each relevant unit. Our team can support an applicant through understanding and applying for RPL prior to commencement of the qualification should they believe they may be eligible.

What is the Investment?

Please contact Time Education & Training for the investment details for this qualification.

How do I enrol?

Contact our Client Relationship Managers by:

- Calling; 08 8351 9888; or
- Emailing; hello@time.net.au

We will be pleased to provide clarification or additional information on request.

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Units of Competency

This qualification comprises of twelve (12) units — six (6) core units and six (6) elective units).

Code	Unit	Unit Type
Theme: Business Skills		
BSBTWK401	Build and maintain business relationships	Core
Theme: Personal Development		
BSBPEF402	Develop personal work priorities	Elective
Theme: Communication		
BSBXCM401	Apply communication strategies in the workplace	Core
BSBWRT411	Write complex documents	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
Theme: Working With Others		
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT411	Apply critical thinking to work practices	Core
Theme: Health, Welfare and Safety		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
Theme: Procurement		
BSBPMG427	Apply project procurement procedures	Elective
BSBPRC401	Plan procurement	Elective
PSPPCM011	Plan to manage a contract	Elective
PSPPCM007	Manage contracts	Elective