

# PROCUREMENT SERVICES SA

## Training Catalogue

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### **INTRODUCTION TO THE SOUTH AUSTRALIAN GOVERNMENT PROCUREMENT FRAMEWORK**

**COURSE NUMBER: 200-01-01**

#### **DESCRIPTION**

The South Australian Productivity Commission's inquiry into Government Procurement highlighted the need for a new procurement framework to be developed.

This course provides an overview of the South Australian Government Procurement Framework which is governed by Treasurer's Instruction 18 Procurement (TI 18) and supporting policies. The new framework came into effect on 1 July 2021 and is designed to empower public authorities to engage with industry, clients, and communities to innovate and take balanced risks to pursue better outcomes.

#### **COURSE COST**

\$0. Free of charge.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to:

- describe the SA Government Procurement Framework and Governance Structure; and
- have a general understanding of the key requirements of the Framework, including the requirements set out in:
  - Treasurer's Instruction 18 Procurement
  - Procurement Governance Policy and supporting schedules
  - Procurement Planning Policy
  - Sourcing Policy and supporting schedules
  - Contract Management Policy.

#### **COURSE CONTENT**

- Overview: Introduction and Background
- Module 1: Treasurer's Instruction 18 – Procurement
- Module 2: Procurement Governance Framework
- Module 3: Policies
  - Procurement Governance Policy
  - Procurement Planning Policy
  - Sourcing Policy
  - Contract Management Policy

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### **INTRODUCTION TO PROCUREMENT GOVERNANCE**

**COURSE NUMBER: 201-01-01**

#### **DESCRIPTION**

This course is designed to provide new and existing employees with an overview of procurement within the SA Government, focussing on the SA Government Procurement Framework and procurement principles.

#### **COURSE COST**

\$0. Free of charge.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to:

- describe the SA Government Procurement Framework; and
- have a general understanding of the procurement principles for SA Government including:
  - achieving value for money
  - supporting and strengthening collaborative relationships
  - maximising the opportunity for South Australian business participation
  - promoting innovation through outcomes-based procurement
  - maintaining probity, accountability, and transparency
- understand the importance of maintaining probity within procurement and contract management practices.

#### **COURSE CONTENT**

- Overview: What is Procurement?
- Module 1: Procurement Governance
- Module 2: Procurement Principles
- Module 3: What is Probity?
  - Gifts and Benefits
  - Conflicts of Interest
  - Record keeping
  - Independent Commissioner Against Corruption Act 2012 (SA)
- Key Resources

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### **INTRODUCTION TO PROCUREMENT PLANNING**

**COURSE NUMBER: 202-01-01**

#### **DESCRIPTION**

This course is designed to provide new and existing employees with an overview of the procurement planning process within the SA Government.

#### **COURSE COST**

\$0. Free of charge.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to describe the general processes associated with Procurement Planning, including:

- Procurement activity reporting
- Procurement complexity and capability assessments
- Needs identification
- Acquisition planning
- Supply market analysis, including industry engagement
- Evaluation planning
- Sourcing strategy development
- Specification development
- Risk management
- Contract management planning
- Approvals required before approaching the market

#### **COURSE CONTENT**

- Introduction
- Procurement planning
- Procurement activity reporting
- Procurement complexity and capability
- Planning process
- Identify needs
- Acquisition planning
- Supply market analysis, including industry engagement
- Evaluation planning
- Sourcing strategy
- Specification development
- Risk management
- Contract management planning
- Approvals

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### **INTRODUCTION TO SOURCING**

**COURSE NUMBER: 203-01-01**

#### **DESCRIPTION**

This course is designed to provide new and existing employees with an overview of the procurement sourcing process within the SA Government.

#### **COURSE COST**

\$0. Free of charge.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to describe the general processes associated with the sourcing process, including:

- Developing market approach documents
- Communicating with suppliers
- Managing the tender call period
- Receiving offers
- Managing unsolicited proposals
- Evaluation and selection process
- Negotiation and award
- Award and debrief
- Post sourcing review
- Supplier complaints

#### **COURSE CONTENT**

- Introduction
- Market approach documents
- Communicating with suppliers
- Market approach – the 'Tender Call' period
- Receiving offers
- Unsolicited proposals
- Evaluation and selection process
- Negotiation and award
- Award and debrief
- Post sourcing review
- Supplier complaints

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### **PRINCIPLES OF CONTRACT MANAGEMENT (FACE-TO-FACE)**

**COURSE NUMBER: 101-01-02**

#### **DESCRIPTION**

This introductory level course will provide an introduction to contracts and contract management. It is designed for administrative staff, contract administrators, procurement officers and project leaders who have a requirement to manage contracts.

This training course will be delivered by Transformed Pty Ltd.

#### **COURSE DURATION & COST**

Duration: 7.5 hours (full day)

\$300 plus GST per person

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to:

- Understand the purpose and necessity of contract management.
- Understand the role of the contract manager in managing contract and contract performance, disputes and variations.
- Understand the options for adding value to a contract.
- Understand the need for closure activities and review of contracts.

#### **COURSE CONTENT**

- Overview
- Module 1: Legislation Framework and Policy
- Module 2: Fundamentals of Contract Management
- Module 3: Roles and Relationships
- Module 4: Communication
- Module 5: Performance Measurement
- Module 6: Finalise Contracts

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### **ADVANCED CONTRACT MANAGEMENT (FACE-TO-FACE)**

**COURSE NUMBER: 102-02-02**

#### **DESCRIPTION**

This advanced level course is designed for experienced contract administrators and managers who want to learn more advanced skills and techniques to get the best out of their supplier contracts. It is strongly encouraged for people to complete the Principles of Contract Management course before attending the Advanced Contract Management Course. This training course will be delivered by Transformed Pty Ltd.

#### **COURSE DURATION & COST**

Duration: 7.5 hours (full day)  
Cost: \$600 plus GST per person

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

On completion of this workshop participants will be able to:

- Identify a number of models that examine costs and value
- Identify the best approach to manage different contract types
- Identify how to reduce contract complexity
- Identify key contract drivers and incentives for different parties
- Use the right form of contract to allocate and share risk
- Negotiate with confidence
- Using win-win approaches
- Create key performance indicators and use them to improve performance
- Understand the issues with variations and use the best approach to manage them
- Know what to do when things go wrong
- Understand the lessons learned process and how this helps improve organisational contract management

#### **COURSE CONTENT**

- Overview
- Module 1: Introduction
- Module 2: Cost versus value
- Module 3: Complexity in contracts
- Module 4: Negotiating and influencing
- Module 5: KPI's and Performance Management
- Module 6: Variations
- Module 7: When things go wrong
- Module 8: Lessons Learned
- Module 9: Summary

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### **INDUSTRY ENGAGEMENT**

**COURSE NUMBER: 103-01-01**

#### **DESCRIPTION**

This course is designed for all procurement and contract management professionals who want to learn the skills and techniques to enable them to properly plan and undertake industry engagement activities with confidence and be well informed in knowing how to manage risks appropriately while maintaining their obligations relating to probity, accountability, and transparency.

#### **COURSE COST**

\$0 – Free of charge.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

#### **LEARNING OUTCOMES**

On completion of this course participants will be able to:

- understand the importance and benefits that are realised through effective industry engagement
- understand the key policies and best practice principals that guide industry engagement activities
- learn about the various types of industry engagement activities and how to align the nature of your engagement activities and your engagement goals
- understand how to maintain probity and mitigate risks
- know the steps required to develop an Industry Engagement Plan
- have a greater knowledge about the skills and techniques needed to properly plan and undertake industry engagement activities with confidence.

#### **COURSE CONTENT**

- Overview: What is Industry Engagement
- Module 1: Policies to guide your industry engagement activities
- Module 2: South Australian Industry Participation Policy
- Module 3: PC044 – South Australian Funding Policy for the Not-for-Profit Sector
- Module 4: Types of industry engagement activities
- Module 5: Industry engagement case studies
- Module 6: Principals of industry engagement
- Module 7: Preparing and planning for industry engagement
- Module 8: Industry Engagement Plan
- Module 9: Probity and risk
- Module 10: Things to do post engagement
- Module 11: Summary and Quiz



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### **CIPS DIGITAL ACADEMY GLOBAL STANDARDS SUITE**

**COURSE NUMBER: 204-01-01**

#### **DESCRIPTION**

The Chartered Institute of Procurement and Supply (CIPS) has developed the Digital Academy to support individuals and teams to understand the intrinsic value that good procurement practice will bring to their personal performance and organisational strategic goals.

The Digital Academy provides access to **120 items** of comprehensive learning references and resources in procurement and contract management in various formats including over **100 hours of eLearning** courses, whitepapers, videos and podcasts.

Covering the essential core topics in procurement and supply, the CIPS Digital Academy provides easy to consume bite-sized content through to more detailed knowledge resources on demand; aligned to the 11 Global Standards for Procurement and Supply.

For more information about the content within each Global Standard, refer to the overviews on the following pages.

#### **COST**

\$299 plus GST per person.

This **includes access to all 11 Global Standard Themes across CIPS Digital Academy** at a heavily subsidised rate.

**Access will expire on 30 June 2022.** Contact PSSA at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au) to discuss renewal options.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

Available via eLearning through the PSSA Capability Development Portal only.

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 1 - POSITION AND INFLUENCE**

**COURSE NUMBER: 205-01-01**

#### **DESCRIPTION**

This theme helps individuals recognise the contribution that effective procurement and supply can make in organisations and in supply chains. The sphere of influence of procurement and supply chain personnel and functions should be promoted to all stakeholders. The theme identifies good practices to achieve greater recognition by individuals and teams at an organisation level.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal only.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 12-19  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Kraljic Matrix
- Module 2: Outsourcing decisions
- Module 3: Planning for supply chain advantage (3hr eLearning)
- Module 4: Salary Survey – What procurement pays
- Module 5: Stakeholder identification analysis and involvement
- Module 6: Supplier development (3hr eLearning)
- Module 7: SWOT analysis factors
- Module 8: The concepts of corporate strategy (3hr eLearning)
- Module 9: The dynamics of supply chains podcast
- Module 10: The dynamics of supply chains (eLearning)
- Module 11: Tiers of a supply chain

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 2 - EXTERNAL ENVIRONMENT**

**COURSE NUMBER: 206-01-01**

#### **DESCRIPTION**

This theme enables individuals to recognise how the external environment influences procurement and supply. Personnel working in procurement and supply roles need to understand how markets can be influenced by changes in the external environment so that appropriate actions can be taken to ensure that the organisation can develop opportunities, ensure compliance to regulatory standards and minimise disruption with its suppliers and supply chains.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal [only](#).

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 20-27  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Discussion on modern slavery
- Module 2: Implications of COVID-19 for modern slavery challenges in supply chain
- Module 3: Porter's Five Forces model
- Module 4: Procurement in different sectors (*3hr eLearning*)

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 3 - TECHNOLOGY**

**COURSE NUMBER: 207-01-01**

#### **DESCRIPTION**

This theme enables personnel working in procurement and supply to develop their capabilities in the use of systems, to identify opportunities for the development of systems technology to improve procurement and supply chain management. The impact of internet-based technologies and the use of data base information technology systems is key to the ability of the organisation to manage its expenditures on goods and services.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal only.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 28-33  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Cyber security seminar
- Module 2: Enabling technology to aid risk mitigation
- Module 3: eSourcing

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 4 - SPEND MANAGEMENT**

**COURSE NUMBER: 208-01-01**

#### **DESCRIPTION**

The spend management theme helps personnel with roles in procurement and supply to develop their capabilities in achieving value outcomes with the supply chain. All personnel associated with procurement and supply can make positive contributions to the success of the organisation through effective purchasing, effective inventory control, controlling expenditure and the use of strategic procurement and supply techniques, including category management and strategic sourcing.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal [only](#).

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 34-41

[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Effective supply chain management (3hr eLearning)
- Module 2: How strategic supply chain management can support corporate business strategy
- Module 3: Improvement methodologies that can be applied in operations management
- Module 4: Improving operations management (3hr eLearning)
- Module 5: Activity Based Costing (ABC) - What the buyer needs to know
- Module 6: Costing and pricing
- Module 7: Demand driven supply chain
- Module 8: Incoterms tools guidance notes
- Module 9: Whole Life Costing
- Module 10: Operations and operations management
- Module 11: Planning and control in operations management (3hr eLearning)
- Module 12: Supply chain design and strategy (3hr eLearning)
- Module 13: The concept and scope of operations management
- Module 14: The concept of operations management (3hr eLearning)
- Module 15: The design of operations management (3hr eLearning)
- Module 16: The role of credit agencies
- Module 17: The six-sigma approach to quality improvement

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 5 - CONTRACTING**

**COURSE NUMBER: 209-01-01**

#### **DESCRIPTION**

The contracting theme enables personnel involved in procurement and supply to create robust contractual arrangements with the organisation's supply chain to ensure positive outcomes in cost, time and quality. The theme includes specifying goods and services, developing contracts, understanding the legal aspects for contracting goods and services, managing contractual risks and contracting for major programs and projects.

#### **COST**

- \$149 plus GST per person - Available via eLearning through the PSSA Capability Development Portal, OR
- Available by purchasing the *CIPS Digital academy global standards suite* through the PSSA Capability Development Portal

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 42-48  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Approaches that can be used to develop category management strategies
- Module 2: Conflict resolution
- Module 3: Contract management with Duncan Brock
- Module 4: Contract terms (*3hr eLearning*)
- Module 5: Contract type and duration
- Module 6: Contracting issues for major programmes and projects (*3hr eLearning*)
- Module 7: Contracts with external organisations (*3hr eLearning*)
- Module 8: Contractual warranties and conditions
- Module 9: Fixed pricing arrangements
- Module 10: Contract management cycle
- Module 11: Contract management main page
- Module 12: Framework agreements
- Module 13: P&SM Partnering
- Module 14: The legal implications of contractual non-conformance in procurement and supply
- Module 15: The strategic impact of a category management process
- Module 16: Understand the main approaches to achieve the management of contracts (*3hr eLearning*)
- Module 17: Understand the main techniques for the management of contracts and suppliers (*3hr eLearning*)

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 6 - SOURCING**

**COURSE NUMBER: 210-01-01**

#### **DESCRIPTION**

The sourcing theme focuses on fundamental aspects of procurement and supply. The theme enables personnel with roles in procurement and supply to formulate selection criteria and sourcing strategies so that the organisation will achieve the appropriate choice of supplier for bought out goods, services or works.

#### **COST**

- \$149 plus GST per person - Available via eLearning through the PSSA Capability Development Portal, OR
- Available by purchasing the *CIPS Digital academy global standards suite* through the PSSA Capability Development Portal

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 49-58

[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Collaborative win-win approaches to negotiations
- Module 2: Conducting commercial negotiations (3hr eLearning)
- Module 3: Creating a sourcing or category plan (3hr eLearning)
- Module 4: Developing the business case for sourcing requirements from external suppliers (3hr eLearning)
- Module 5: Game theory application at Llyods Banking Group
- Module 6: How to prepare for negotiations with external organisations
- Module 7: Identify Options for mutual gain - win-win
- Module 8: Key approaches in the negotiation of commercial agreements with external organisations
- Module 9: How to prepare and evaluate tenders
- Module 10: Negotiations in procurement
- Module 11: Sourcing
- Module 12: Tendering and post tender negotiation
- Module 13: Multiple versus single sourcing
- Module 14: Negotiation preparation techniques
- Module 15: Negotiation relationships and ethics
- Module 16: Open book costings
- Module 17: Preparing for negotiations with external organisations (3hr eLearning)
- Module 18: Preparing to source from external suppliers (3hr eLearning)
- Module 19: Sources of information on suppliers and customers

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- Module 20: Sourcing processes *(3hr eLearning)*
- Module 21: Surviving shortages post COVID-19
- Module 22: Sustainability within the sourcing process *(3hr eLearning)*
- Module 23: The application of the key stages of the sourcing process
- Module 24: The concept of strategic sourcing
- Module 25: The key stages which impact on the negotiation process and outcomes
- Module 26: The main approaches in negotiating commercial agreements with external organisations *(3hr eLearning)*
- Module 27: The main financial aspects that affect supply chains *(3hr eLearning)*
- Module 28: Transactional and strategic sourcing activities
- Module 29: Typical selection criteria
- Module 30: Understanding how commercial negotiations should be undertaken
- Module 31: Understanding options for sourcing *(3hr eLearning)*
- Module 32: Understanding options for sourcing of requirements from suppliers
- Module 33: Understanding outsourcing *(3hr eLearning)*



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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 7 - DELIVERING OUTCOMES**

**COURSE NUMBER: 211-01-01**

#### **DESCRIPTION**

The delivering outcomes theme focuses on the improvements to business performance that personnel with roles in procurement and supply can generate for the organisation. These outcomes will be aligned to the achievement of added value solutions and can include reduced prices and costs, improved quality, achievement of timescales, required quantities, innovation and sustainable supplies of goods and services provided by external suppliers.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal only.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 59-65  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Aspects of projects in organisations
- Module 2: Continuous improvement
- Module 3: Continuous improvement reviews and strategies
- Module 4: Implementation planning (3hr eLearning)
- Module 5: Beyond project management
- Module 6: Programme management
- Module 7: Leading change in the supply chain (3hr eLearning)
- Module 8: Methods of control: push and pull
- Module 9: Operations strategy and its contribution to overall business success
- Module 10: The concepts, tools and techniques associated with managing expenditure
- Module 11: The main approaches to the control of major programmes and projects (3hr eLearning)
- Module 12: The main aspects of major programmes and projects (3hr eLearning)
- Module 13: The strategic value of resource planning and control
- Module 14: Tools and techniques that can be used to measure and develop contract performance in procurement and supply

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 8 - METRICS AND MEASUREMENT**

**COURSE NUMBER: 212-01-01**

#### **DESCRIPTION**

The metrics and measurement theme supports personnel with roles in procurement and supply to collate information and data to communicate performance to suppliers and stakeholders. To improve the organisations performance, critical aspects of procurement and supply such as prices and costs, quality, timescales and other value-added activities should be continuously improved.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal only.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 66-71

[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Credit rating agencies and credit rating scores
- Module 2: Financial techniques that affect supply chains
- Module 3: Identifying and evaluating risks (*3hr eLearning*)
- Module 4: Interpreting financial statements and ratios
- Module 5: Letters of credit and other financial documentation
- Module 6: Risk assessments and risk registers
- Module 7: Types of risk (*3hr eLearning*)
- Module 8: Using benchmarking in supply chains

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 9 - DEVELOPING INDIVIDUALS AND TEAMS**

**COURSE NUMBER: 213-01-01**

#### **DESCRIPTION**

The developing individuals and teams theme emphasises the knowledge, understanding and capabilities required for coaching or leading people in the organisation, suppliers and other stakeholders to further the objectives of improved procurement and supply. The theme focuses on how staff support improved procurement and supply both internally and externally to the organisation.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal [only](#).

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 72-81

[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Approaches to managing individuals involved in the procurement and supply function
- Module 2: Approaches to managing work groups or teams (3hr eLearning)
- Module 3: Approaches to managing work groups or teams involved in the procurement and supply function
- Module 4: Communication and influencing (3hr eLearning)
- Module 5: Explicit and tacit knowledge
- Module 6: Leadership skills and behaviours (3hr eLearning)
- Module 7: Leadership skills and behaviours that are appropriate for strategically improving the procurement and
- Module 8: Management and leadership
- Module 9: Methods to overcome leadership challenges faced by procurement and supply chain managers
- Module 10: Now hiring – finding and keeping procurement talent
- Module 11: Belbin's Team Roles
- Module 12: Tuckman's stages of team development

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 10 - DEVELOPING SELF AND PERSONAL SKILLS**

**COURSE NUMBER: 213-01-01**

#### **DESCRIPTION**

The developing self and personal skills theme helps individuals with procurement and supply roles to advance their own knowledge, capabilities and skills. Gaps with current levels of knowledge, capabilities and skills can be identified and development plans created to fulfil the needs of the individual to help achieve organisational objectives.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal [only](#).

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 82-86  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Communication planning techniques and analysing their influence on individuals involved in the supply chain
- Module 2: NLP for leaders
- Module 3: Leadership style and systems management
- Module 4: The benefits of diversity in organisations

# PROCUREMENT SERVICES SA

## Training Catalogue

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### **CIPS DIGITAL ACADEMY GLOBAL STANDARD 11 - ETHICS**

**COURSE NUMBER: 214-01-01**

#### **DESCRIPTION**

This theme helps individuals to recognise and evaluate the importance of ethics and sustainable procurement in organisations and in supply chains. Procurement and supply personnel should promote ethical practices and behaviours with all stakeholders. The theme identifies good practices to achieve commitment by individuals and at an organisational level.

#### **COST**

Available by purchasing the *CIPS Digital academy global standards suite* via eLearning through the PSSA Capability Development Portal only.

#### **HOW TO ENROL**

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at [contact@procurement.sa.gov.au](mailto:contact@procurement.sa.gov.au).

#### **LEARNING OUTCOMES**

Please click on the below link and refer to pages 87-93  
[CIPS Global Standard UK 4.0 May 2021.pdf](#)

#### **CONTENT**

- Module 1: Location of stores and warehouses
- Module 2: Methods for the storage and movement of inventory
- Module 3: Supplier diversity
- Module 4: The application of ethical and responsible sourcing within an organisation
- Module 5: The tasks associated with each stage of the sourcing process