

PROCUREMENT SERVICES SA

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Training Catalogue

ELEARNING

Introduction to The South Australian Government Procurement Framework

COURSE NUMBER: 200-01-01-02

DESCRIPTION

The current South Australian Government Procurement Framework ('the Framework') came into effect on 20 February 2023.

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 framework 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 capability@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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Training Catalogue

Introduction to Procurement Planning

COURSE NUMBER: 202-01-01-02

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 capability@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.

COURSE CONTENT

- Forward planning
- 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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Training Catalogue

Introduction to Sourcing

COURSE NUMBER: 203-01-01-02

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 capability@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.

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

PROCUREMENT SERVICES SA

Training Catalogue

Introduction to Contract Management

COURSE NUMBER: 214-01-01-02

DESCRIPTION

Effective contract management is essential in capturing the value derived from the procurement process. The role requires the contract manager to draw upon a broad skill set including organisational, management, communication and interpersonal skills in order to maximise the value for money and assist the agency in the realisation of benefits and achievement of outcomes.

COURSE DURATION AND COST

Duration: 1.5 hours

\$0 – Free of charge.

HOW TO ENROL

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at capability@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 requirements and processes associated with contract management including:

- the role of a contract manager and other stakeholders
- contract administration and performance management processes
- dealing with contract variations
- managing disputes
- contract closure activities and review.

COURSE CONTENT

- Overview: Introduction and Background
- Module 1: Legal Framework, Contract Management Policy and Contract Law
- Module 2: Fundamentals of Contract Management
- Module 3: Stages of Contract Management

PROCUREMENT SERVICES SA

Training Catalogue

Industry Engagement

COURSE NUMBER: 100-01-01-01

DESCRIPTION

This course is designed for procurement and contract managers 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.

As outlined in the [Procurement Services SA Planning Policy](#), all public authority staff responsible for leading or managing complex or strategic procurements will undertake the Procurement Services SA Industry Engagement training every three years.

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 capability@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

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

PROCUREMENT SERVICES SA

Training Catalogue

Not-for-Profit (NFP) Sector Procurement

COURSE NUMBER: 215-01-01

DESCRIPTION

Not-for-Profit (NFP) organisations are a significant contributor to the South Australian economy and employment of local people.

The South Australian Government recognises and values the important role that a strong and independent NFP sector plays in building community and culture, and in delivering services to improve the lives of South Australians. We know that the best outcomes for people and communities are achieved when we work in partnership with the NFP sector to plan and deliver activities and services.

COURSE DURATION AND COST

Duration: 2 hours

\$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

Throughout this course you will be provided with:

- a detailed description of a *Premiers Circular 044 - South Australian Funding Policy for the Not-for-Profit Sector* including the eight guiding principles this Policy is based on.
- information and guidance about the mandated agreements and application of the mandated indexation rates.
- information and case studies that highlight the benefits of sector engagement and commissioning
- an overview of the NFP Communities of Practice and the important role they play

COURSE CONTENT

- Introduction to Not-for-Profit Sector Procurement
- PC044 best practice principles
- The Commissioning Guideline
- Working together with Not-for-Profit Sector - Specialist Advisors and Subject Matter Experts
- Summary

PROCUREMENT SERVICES SA

Training Catalogue

Introduction to Contract Negotiation

COURSE NUMBER: 216-01-01

DESCRIPTION

This course is designed for all procurement and contract management professionals who want to learn more about contract negotiation.

COURSE DURATION AND COST

Duration: 1 hour

\$0 – Free of charge.

HOW TO ENROL

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at capability@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 of contract negotiation
- understand how to plan for a negotiation with the support of a negotiation plan
- learn about the various negotiation strategies and techniques

COURSE CONTENT

- Introduction
- Aims and benefits of negotiation
- Contract negotiation process
- The Negotiation Plan
- Negotiation Strategies
- Summary

PROCUREMENT SERVICES SA

Training Catalogue

FACE-TO-FACE TRAINING

Principles of Contract Management

COURSE NUMBER: 101-01-02

DESCRIPTION

Effective contract management is essential in capturing the value derived from the procurement process. The role requires the contract manager to draw upon a broad skill-set including organisational, management, communication and interpersonal skills in order to maximise the value for money and assist the agency in the realisation of benefits and achievement of outcomes.

The Principles of Contract Management course is a one-day program delivered through an engaging style to explore the practical realities of contract management and equip you with some great takeaways for you to apply to your work.

This training course will be delivered by Scope Training.

COURSE DURATION AND COST

Duration: 7 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 capability@procurement.sa.gov.au.

LEARNING OUTCOMES

On completion of this course participants will be able to:

- Understand and identify effective contract management
- Distinguish between contract management and contract administration
- Know the key requirements in starting up or transitioning into a new contract
- Be aware of the key roles and responsibilities
- Be confident in practically applying common contract terms
- Be familiar with the contract management journey through monitoring and reviewing performance and risk
- Gain a deeper understanding of variations and extensions.

Optional Value-add

When completing this course, for an additional fee participants may opt to pursue a Statement of Attainment for Unit *PSPPCM007 - Manage contracts* of the Certificate IV in Procurement and Contracting. This can be undertaken by those seeking to receive formal validation that they have been able to apply the skills and knowledge required to manage contracts to industry standard.

PROCUREMENT SERVICES SA

Training Catalogue

Advanced Contract Management

COURSE NUMBER: 102-02-02

DESCRIPTION

The advanced contract management program is delivered through an engaging style, diving deeper into the world of complex contract management and covering the challenges and issues we face. The program has been designed around those with existing contract management experience, which should create a rich dialogue and exchange of ideas and best practice for you to take back to your workplace.

This training course will be delivered by Scope Training.

COURSE DURATION & COST

Duration: 7 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 capability@procurement.sa.gov.au.

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Understand contract complexity and how to assess if you are managing a complex contract
- Distinguish between different types of contracts and the considerations you should take
- Ensure you have well-articulated contract management plans to set your contracts for success
- Be aware of the key stakeholders and impacts to your contract
- Create systems to support and track performance and value for money
- Increase your confidence in dealing with complaints and disputes
- Facilitate proactive transitional planning
- Improve your skills in negotiating contract variations
- Gain a deeper understanding of risky situations such as breach and termination
- Lead your stakeholders in post contract reviews.

Optional Value-add

When completing this course, for an additional fee participants may opt to pursue a Statement of Attainment for Unit *PSPPCM008 - Manage contract performance* of the Diploma in Procurement and Contracting. This can be undertaken by those seeking to receive formal validation that they have been able to apply the skills and knowledge required to manage contracts to industry standard.

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Training Catalogue

Procurement Fundamentals

COURSE NUMBER: 203-01-02

DESCRIPTION

The Procurement Fundamentals workshop is for those participants who are new to procurement or where procurement is only a minor part of their typical role.

This workshop will be delivered by Scope Training.

COURSE DURATION & COST

Duration: 3.5 hours (half day)

Cost: \$150 plus GST per person

HOW TO ENROL

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

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Understand what is 'procurement' (key processes and considerations when making a purchase) is
 - context of operating within a government setting
 - principles of value for money & maintaining probity, accountability, and transparency
- Planning to undertake a procurement
 - engaging with stakeholders (internal and external, industry, end-users etc)
 - specifications
 - understanding the supply market
 - risks
- Selecting a supplier
 - market approach including tender/request for quote (RFQ) documentation
 - evaluation strategies
- Establishing a contract and contract management strategy

PROCUREMENT SERVICES SA

Training Catalogue

MASTERCLASS (WEBINAR)

Engaging with the Not-for-Profit Sector Masterclass (recording)

COURSE NUMBER: 201-03-01R

DESCRIPTION

The SA Government is responsible for providing a range of services to the community to improve the health, safety, and wellbeing of South Australians. Sometimes a public authority will provide these services itself, but often they will seek to outsource the service to a service provider, many of which are not-for-profit service providers.

Not for Profit service providers have expertise, usually in a particular area of support. These services help people improve their lives and engage in the community in a meaningful way and includes services that address physical, social, and economic disadvantage. Service providers are connected to the local community and are well positioned to understand and responds to its specific needs.

This masterclass is designed for procurement and contract management professionals who want to:

- Learn the skills and techniques to enable them to properly plan and undertake engagement activities with the Not-for-Profit sector with confidence and be well informed in knowing how to manage risks appropriately while maintaining their obligations relating to probity, accountability and transparency.
- Hear a case study which demonstrates how the South Australian government, and the Not-for-Profit (NFP) sector can work together to deliver significant benefits and outcomes to South Australian clients and communities.

Facilitator: Brett Manuel, Department of the Premier and Cabinet.

COURSE DURATION AND COST

Duration: 2 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning as a pre-recorded session through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass explores:

- The principles and benefits of engagement.
- The value of engaging with the NFP Sector.
- How to plan and incorporate engagement within a procurement process.
- Strategies and tips on when and how to use engagement to improve outcomes.

PROCUREMENT SERVICES SA

Training Catalogue

Introduction to Social Procurement Masterclass (recording)

COURSE NUMBER: 202-03-01R

DESCRIPTION

The SA Government recognises the growing national and international focus on the strategic use of the procurement function to deliver economic, social, and environmental outcomes and view these factors as a core component of value for money.

This Introduction to Social Procurement Masterclass has been designed in partnership with the Melbourne School of Government (University of Melbourne) who work closely with government and industry to conduct research on measuring the value and impact of social procurement programs, the optimal design of social procurement criteria, contracts and implementation mechanisms, and the impact of social procurement regulation and policy on practice including the [Modern Slavery Act 2018](#) (Cwth) on procurement.

Facilitator: [Dr Warren Staples](#), University of Melbourne.

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning as a pre-recorded session through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass has a focus on the foundations of social procurement and is designed for all procurement and contract management professionals who want to:

- gain a greater understanding about social procurement
- hear how public authorities can use their buying power to generate social value above and beyond the value of the goods or services being procured
- learn more about the practice of achieving economic and social impact through normal procurement spending using funding that is already budgeted for.

PROCUREMENT SERVICES SA

Training Catalogue

CSO's Fundamentals of Public Sector Contracting Masterclass (recording)

COURSE NUMBER: 203-03-01R

DESCRIPTION

A well constructed, legally binding and properly managed contract is essential to achieve the State's procurement objectives. In order for a public authority to produce such a contract, it is beneficial to have a sound understanding of the fundamentals of a public sector contract.

Facilitators:

The facilitators for this Masterclass are lawyers from the **Crown Solicitor's Office**, Commercial Work Group of the Commercial, Environment and Native Title section. These facilitators have extensive and diverse experience with assisting Government clients with contracting, commercial and procurement matters.

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning as a pre-recorded session through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass will benefit those who want to learn more about the fundamentals of Public Sector Contracting.

During this session we will explore:

- who can enter in to Contracts – both for the State and for private parties;
- the essential elements of a contract;
- the types of contracts that are commonly used in Government; and
- how are contracts properly executed.

PROCUREMENT SERVICES SA

Training Catalogue

CSO's Intellectual Property Masterclass (recording)

COURSE NUMBER: 204-03-01R

DESCRIPTION

A basic understanding of the law relating to intellectual property rights helps ensure that the State is able to maximise the benefits associated with goods and services procured by the State, and minimise the risk that the State's use of goods and services might be restricted in unexpected ways.

This masterclass is designed for all procurement and contract management professionals who want to:

- understand the main forms of intellectual property rights that arise in government procurement;
- identify IP rights comprised within, or used in connection with, goods and services procured by the State;
- understand how the State's intended uses of goods and services might be affected by the IP ownership;
- select an appropriate IP ownership or licensing position for inclusion into a contract; and
- work with legal advisers to resolve issues arising in connection with IP ownership.

Facilitators:

The facilitators for this Masterclass are lawyers from the **Crown Solicitor's Office**, Commercial Work Group of the Commercial, Environment and Native Title section. These facilitators have extensive and diverse experience with assisting Government clients with contracting, commercial and procurement matters.

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass will explore:

- at a high level, the different categories of IP that exist;
- at a more focused level, the law relating to copyright and trademarks, which are the most likely types of IP that you will encounter in a Government procurement;
- ownership, licensing and infringement of IP.

The Masterclass will include 3 practical scenarios in order demonstrate how IP and related issues can impact on a procurement.

PROCUREMENT SERVICES SA

Training Catalogue

CSO's The Anatomy of a Contract: A practical guide for SA Government Procurement Officers to the key components of contracts Masterclass (recording)

COURSE NUMBER: 205-03-01R

DESCRIPTION

A well constructed, legally binding and properly managed contract is essential to achieve the State's procurement objectives. In order for such a contract to be produced, it is beneficial for public sector officers involved in procurement processes to have a sound understanding of the key components of contracts.

This Masterclass is designed for all procurement and contract managers who want to:

- learn the skills and techniques necessary to construct procurements having regard to the nature of the contract to be entered into between the parties to a transaction;
- work with legal advisers to plan and develop contracts for use in procurement processes; and
- assist with the development and finalisation of the contract for a procurement.

Facilitators:

The facilitators for this Masterclass are lawyers from the **Crown Solicitor's Office**: Commercial Work Group of the Commercial, Environment and Native Title section. These facilitators have extensive and diverse experience with assisting Government clients with contracting, commercial and procurement matters.

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass will explore:

- the structure of contracts, the importance of specifications and the role of annexures and attachments;
- the terms and conditions in contracts that are used to deal with the key themes of:
 - risk allocation (indemnities, limitation of liability, etc.)
 - performance (KPIs, liquidated damages, milestones, etc.)
 - remedies (including termination)

PROCUREMENT SERVICES SA

Training Catalogue

Integrity risks in procurement and the role of ICAC Masterclass

COURSE NUMBER: 206-03-01

DESCRIPTION

This Masterclass will introduce participants to the main corruption risks inherent in using public funds to buy goods and services. The breadth of procurement activity in public administration is immense, and procurement and contract management are activities with well-known and persistent corruption risks. This is largely because procurement involves a cluster of overlapping factors making it highly vulnerable to exploitation and mismanagement.

Procurement complaints, reports, assessments and investigations are a significant focus and workload for integrity agencies, the South Australian ICAC included. Among the failures that integrity bodies repeatedly see are:

- Inappropriate management of external relationships
- Unfettered discretion or authority
- Failures to identify, disclose and manage conflicts of interest
- Poor risk awareness or mitigation
- Lack of staff capacity or capability
- Poor scoping of procurement needs
- Poor consultation and engagement with suppliers and markets
- Poor contract performance management and poor budgetary management
- Poor information management and record keeping

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

Please note there are no future course dates scheduled for this course. Expressions of Interest can be emailed to capability@procurement.sa.gov.au. Depending on levels of interest, PSSA will schedule a course date.

LEARNING OUTCOMES

This Masterclass is designed for all procurement and contract managers who want to:

- Understand the role and functions of the Independent Commission Against Corruption;
- Understand your role in identifying corruption risks and preventing corruption.

This Masterclass will explore:

- Types of corruption specific to procurement.
- Red flags and risk factors of procurement.
- Case studies of corruption in procurement in the public sector.

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Training Catalogue

Partnerships, Alliances & Networks with the NFP Sector Masterclass (recording)

COURSE NUMBER: 207-03-01R

DESCRIPTION

The SA Government is responsible for providing a range of services to the community to improve the health, safety, and wellbeing of South Australians. Sometimes a public authority will provide these services itself, but often they will seek to outsource the service to a service provider, many of which are not-for-profit service providers. Not for Profit (NFP) service providers have expertise, usually in a particular area of support, such as community support, financial counselling, youth programs, mental health, family violence, drugs, and alcohol. They are connected to the local community and are well positioned to understand and responds to its specific needs.

This Masterclass has been developed in collaboration with **Community Centres SA (CCSA)** and will explore how partnerships, alliances and networks can support the community and achieve outcomes that meet both the Government and NFP's funded objectives.

Community Centres SA are a Not-for-Profit organisation who for over 35 years, have worked for, and alongside over 150 community organisations across SA providing advocacy, research, capacity building and training.

Facilitators:

The facilitators for this Masterclass are Kylie Ferguson - CEO of Community Centres SA and William Littleton - Chief Social Investment and Relationship Officer with Community Centres SA.

COURSE DURATION AND COST

Duration: 1.25 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass will benefit those who want to learn more about Partnerships and will explore:

- the principles and benefits of equitable partnerships
- how to build and maintain sustainable partnerships within a procurement process
- environments that work against collaboration and partnerships
- strategies and tips for sustainable collaboration

Social Procurement – Critical enablers of success Masterclass (recording)

COURSE NUMBER: 208-03-01R

PROCUREMENT SERVICES SA

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DESCRIPTION

The *Social Procurement – Critical enablers of success* Masterclass has been designed in partnership with the Melbourne School of Government (University of Melbourne) who work closely with government and industry to conduct research on measuring the value and impact of social procurement programs, the optimal design of social procurement criteria, contracts and implementation mechanisms, and the impact of social procurement regulation and policy on practice including the [Modern Slavery Act 2018](#) (Cwth) on procurement.

The content and case studies in this Masterclass are based on findings from interviews recently conducted by researchers from the University of Melbourne with a range of South Australian public authorities focused on the critical enablers and major challenges in the practice of implementing social procurement objectives.

This Masterclass follows an *Introduction to Social Procurement* Masterclass which was recorded on 5 April 2022 and is available for free in the training shop in the [PSSA Capability Development Portal](#).

Facilitator: [Dr Warren Staples](#), University of Melbourne.

COURSE DURATION AND COST

Duration: 1.5 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

LEARNING OUTCOMES

This Masterclass will focus on the critical enablers of social procurement and is designed for all procurement and contract management professionals who want to:

- gain a greater understanding about social procurement
- hear local case studies highlighting how public authorities have successfully used their buying power to generate social value above and beyond the value of the goods or services being procured
- learn how to overcome some of the major challenges facing public authorities who want to better embed social procurement into their contract and procurement activities.

The masterclass will conclude with a Q&A session where you will be able to raise your 'burning' social procurement questions with the presenters.

PROCUREMENT SERVICES SA

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Circular Economy in Procurement Masterclass (recording)

COURSE NUMBER: 210-03-01R

DESCRIPTION

Circular public procurement is an approach to greening procurement by designing out waste, keeping things in use for longer and regenerating natural systems. Public authorities have an important role to play in supporting the transition towards a circular economy.

Applying circular economy principles in public procurement can help public sector buyers take a more holistic approach to sustainability – from the first stages of a procurement to the end of product life – while also achieving potential savings and reducing environmental harm. More circular procurement can support positive outcomes locally, by driving domestic demand for the supply of sustainable products and services.

This masterclass is designed for all procurement and contract management professionals who want to:

- Understand the circular economy and its importance and role within procurement
- Learn circular economy principles in public procurement to achieve better sustainability outcomes and benefits – economic, environmental and social
- Understand policies, guidelines and practical tools to support circular procurement, including value for money and whole of life cost approaches to achieve circular procurement outcomes
- Learn from successful case studies and circular procurement experts and practitioners, locally, nationally and globally
- Work on a plan to apply circular economy principle in your agency's procurement activities.

Facilitators: Jodie Bricout from Aurecon, Kat Heinrich from Rawtec, along with procurement professionals in government and industry who share their experiences and practical advice around circular procurement.

COURSE DURATION AND COST

Duration: 2 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

Value for Money Masterclass (recording)

COURSE NUMBER: 211-03-01R

DESCRIPTION

This Masterclass is designed for procurement and contract managers that want to learn more about achieve value for money through the procurement process.

Value for money is a term that goes much beyond attaining a bargain, it's not simply looking for the lowest price or cheapest solution, but on the balanced judgement of both financial and non-financial factors in meeting the desired outcomes.

Value for money is an important driver in financially sustainable procurement, looking beyond the acquisition price in considering the whole of life cost, and impacts over the life of the contract. As a non-financial consideration, the concept of value for money integrates aspects such as risk, quality and the degree to which the procurement benefits the South Australian economy.

This masterclass is for procurement and contract managers who play a role in the development in drivers for procurement, including businesses cases, request documents as well as those involved in selection panels and contract managers who may apply variations or make decisions which could impact the value for money position.

This Masterclass will:

- Provide an operational definition and understanding of Value for Money in a South Australian procurement context and how these decisions impact the agency and the broader community.
- Highlight practical areas where value for money can be achieved and enhanced, appropriate tools, techniques and methods to assess.
- Showcase through participation in a case-study the real outcomes which can be gained through the application of value for money assessments.

Facilitator: Nic Thomas, Director Project Management and Procurement, AIPM Assessor from Scope Training

COURSE DURATION AND COST

Duration: 2 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

Supply Chain Management for Beginners Masterclass (recording)

COURSE NUMBER: 212-03-01R

DESCRIPTION

This Masterclass is designed for procurement and contract managers that are new to the concept of supply chain management.

The acquisition of goods and services is not without its challenges, on face value whilst domestic or local solutions may be present, in many instances they are reliant on a chain of other inputs to make their services possible. This chain is known as the supply chain.

The supply chain is often the cause of disruptions in the procurement process and a lack of understanding or management can create a risky environment for public agencies including delays, inability to meet outcomes or reputational risks by being associated with illegal or unsustainable practices.

This masterclass is for procurement and contract managers involved in the planning and acquisition of goods and services on behalf of public sector agencies.

This Masterclass will:

- Provide an explanation of the concept of a supply chain and the operational aspects of supply chain management and how it can be used in the support of corporate business strategy.
- Bring to mind associated risks including interaction with global markets, modern slavery and social procurement outcomes.
- Identify techniques to assist in the management of supply chain relationships and evaluation of their effectiveness.
- Through the use of case studies highlight the benefits of proactive supply chain management in government procurement.

Facilitator: Nic Thomas, Director Project Management and Procurement, AIPM Assessor from Scope Training

COURSE DURATION AND COST

Duration: 2 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

Advanced Supply Chain Management: Creating Value and Delivering Public Service Outcomes Masterclass

COURSE NUMBER: 213-03-01

DESCRIPTION

This Masterclass is designed for procurement and contract managers that are actively involved and familiar with the concept of supply chain management.

Grappling with a supply chain that is not set up to achieve the outcomes you need? Frustrated by supply chain inefficiencies and workarounds? Feel overwhelmed by suppliers, complexities, and risks?

This Masterclass will cover:

Working with industry across the supply chain to create and claim value for Government

- Establishing the supply chain
- Managing contracts and relationships across the supply chain
- Evaluating and improving supply chain effectiveness
- Dealing with ineffectiveness / poor performance and unintended consequences.

Managing and responding to risk

- Identifying and responding to supply chain risks
- Minimising and protecting yourself from risk
- Promoting ethically, socially and environmentally responsible behaviours (e.g., reducing risks associated with modern slavery) throughout the supply chain).

We will take a practical and commercial approach and review real public sector case studies. The Masterclass will conclude with a Q&A session where you will be able to ask the facilitator questions relating to the Masterclass material.

Facilitator: John Glenn, an experienced practitioner with a strong track record of uplifting public services, leveraging best practice and insights from industry and tailoring it to the needs of the public sector.

COURSE DURATION AND COST

Duration: 2 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

CSO's Special Conditions in the Standard Goods and Services Agreement Masterclass

COURSE NUMBER: 217-03-01

DESCRIPTION

This Masterclass is designed for procurement and contract managers who want to:

- Learn when and how to use different Special Conditions with the Agreement; and
- Insert details properly in to "Attachment 1 – Agreement Details" section of the Agreement

The Masterclass will conclude with a Q&A session where you will be able to ask the facilitator questions relating to the Masterclass material.

Facilitator: The facilitators for this Masterclass are lawyers from the Crown Solicitor's Office: Steven Buckham and Laura Shelley.

This team work in the Commercial Work Group of the Commercial, Environment and Native Title section of the Crown Solicitor's Office and have extensive and diverse experience with assisting Government clients with contracting, commercial and procurement matters

COURSE DURATION AND COST

Duration: 1.25 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

New SA Government Procurement Framework Information Session (recording)

COURSE NUMBER: 215-03-01R

DESCRIPTION

This recording provides public authorities with an overview of the new Treasurer's Instruction 18 Procurement and associated policies, effective 20 February 2023.

The sessions cover:

- Explain the changes to the SA Government Procurement Framework.
- Benefit all public authority procurement and contract managers.

COURSE DURATION AND COST

Duration: 30 minutes \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

DTF Unsolicited Proposals Information Session (recording)

COURSE NUMBER: 216-03-01R

DESCRIPTION

The Department of Treasury and Finance held training sessions for public officers about the correct processes for managing unsolicited proposals.

The sessions were jointly presented by DTF Commercial and Economics Branch and Procurement Services SA.

The sessions cover:

- What is an unsolicited proposal?
- How to manage an unsolicited proposal valued less than \$1.1million
- How to manage an unsolicited proposal valued greater than \$1.1million
- Key contacts for further information

COURSE DURATION AND COST

Duration: 1 hours \$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

PSSA Q AND A SESSIONS

PSSA Q and A Session – Every Thursday

COURSE NUMBER: 200-04-02

DESCRIPTION

During the PSSA Q&A sessions we will focus on answering specific questions regarding PARS and the application of the TI and PSSA policies.

MANDATORY REQUIREMENT - Please complete the [PSSA Q&A Session 'Submit Your Question Form'](#) to submit a question.

Attendees must submit their question(s) and register to attend by 5pm Tuesday for that week's Thursday session. Once you have registered you will receive a meeting request to attend the session via MS Teams.

Facilitator: Staff from Procurement Strategy and Development and Procurement Systems and Analytics, Procurement Solutions will be presenting this session.

COURSE DURATION AND COST

Duration: 1 hour

\$0 – Free of charge.

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

PROCUREMENT SERVICES SA

Training Catalogue

ELEARNING (SYSTEMS TRAINING)

Tailored Industry Participation Plan (TIPP) Modules

Tailored Industry Participation Plan (TIPP): Module 1 Introduction and Overview

COURSE NUMBER: 217-01-01

DESCRIPTION

This course is designed for all procurement professionals who want to learn how to perform the Tailored Industry Participation Plan (TIPP) Scoring, recently updated by the Office of the Industry Advocate (OIA) and Procurement Services SA (PSSA) in 2022.

COURSE DURATION AND COST

Duration: 15 mins

\$0 – Free of charge.

HOW TO ENROL

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at support@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:

- Get an overview understanding of the TIPP Scoring
- Know where to source/download the TIPP Scoring Tool
- See the recent changes to TIPP scoring for 2022

COURSE CONTENT

- Introduction and Overview
- TIPP Scoring Tool and Features
- Summary of the overall end-to-end process for TIPP Scoring

PROCUREMENT SERVICES SA

Training Catalogue

Tailored Industry Participation Plan (TIPP): Module 2 Initial Set Up of TIPP Scoring Tool (Pre-Market Approach)

COURSE NUMBER: 218-01-01

DESCRIPTION

This course is designed for all procurement professionals who want to learn how to perform the Tailored Industry Participation Plan (TIPP) Scoring, recently updated by the Office of the Industry Advocate (OIA) and Procurement Services SA (PSSA) in 2022.

This part deals with the pre-market approach setup and actions required. In particular, the setup of the TIPP criteria and sub-criteria that will be relevant to the scoring process during evaluation. This should be done prior to any supplier responses being seen for probity reasons.

COURSE DURATION AND COST

Duration: 15 mins

\$0 – Free of charge.

HOW TO ENROL

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at support@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:

- How to setup the TIPP Scoring Tool with the overall IPP weighting, criteria weightings and sub-criteria weightings

COURSE CONTENT

- Setup of the TIPP criteria and sub-criteria

PROCUREMENT SERVICES SA

Training Catalogue

Tailored Industry Participation Plan (TIPP): Module 3 Undertaking TIPP Scoring (Post-Market Approach)

COURSE NUMBER: 219-01-01

DESCRIPTION

This course is designed for all procurement professionals who want to learn how to perform the Tailored Industry Participation Plan (TIPP) Scoring, recently updated by the Office of the Industry Advocate (OIA) and Procurement Services SA (PSSA) in 2022.

This part deals with the post-market approach steps and actions required. In particular, the undertaking of the Tailored IPP scoring after all supplier responses are received.

COURSE DURATION AND COST

Duration: 15 mins

\$0 – Free of charge.

HOW TO ENROL

To enrol, please visit the [PSSA Capability Development Portal](#) or for further information contact us at support@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:

- Enter in supplier responses from the TIPP document into the TIPP Scoring Tool

COURSE CONTENT

- Enter in supplier responses for TIPP scoring

PROCUREMENT SERVICES SA

Training Catalogue

Procurement Activity and Reporting System (PARS) Modules

HOW TO ENROL

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

Available via eLearning through the PSSA Capability Development Portal only.

Module 1 Introduction to the PARS system

COURSE NUMBER: 203-04-01-01

This module provides a high-level introduction to the various parts of the Procurement Activity and Reporting System (PARS). (10 minutes)

Module 2 How to register as a new user

COURSE NUMBER: 204-04-01-01

This module demonstrates the process for how to register as a new user using the online form. (15 minutes)

Module 3 How to Login

COURSE NUMBER: 205-04-01-01

This module demonstrates how to login to Procurement Activity and Reporting System (PARS). (5 minutes)

Module 4 How to reset your password

COURSE NUMBER: 206-04-01-01

This module explains how to use the password reset online self-service tool and the password policy requirements. (7 minutes)

Module 5 How to search existing records

COURSE NUMBER: 207-04-01-01

This module demonstrates how to use the search dashboard to find an existing procurement activity record and other features of this dashboard. (6.5 minutes)

Module 6a Create records – Goods & Services

COURSE NUMBER: 208-04-01-01

This module demonstrates the process for how to create a new procurement activity record and the minimum required fields for a goods and services procurement. This can be entered into Procurement Activity and Reporting System (PARS) at the early forecasting stage or at the stage when a procurement is confirmed as proceeding in real life. (47 minutes)

Module 6b Create records – Construction

COURSE NUMBER: 208-04-01-01

This module demonstrates the process for how to create a new procurement activity record and the minimum required fields for a construction procurement. This can be entered into Procurement Activity and Reporting System (PARS) at the early forecasting stage or at the stage when a procurement is confirmed as proceeding in real life. (8 minutes).

Module 7 Review and publishing process

COURSE NUMBER: 209-04-01-01

This module demonstrates the process for reviewing and publishing a procurement activity record. (18 minutes)

Module 8 Search for an existing record

COURSE NUMBER: 210-04-01-01

This module demonstrates how to use the search dashboard to find an existing contract record. (6 minutes)

Module 9 Create a new contract record

COURSE NUMBER: 211-04-01-01

This module demonstrates the process for how to create a new contract record and the minimum required fields. This can be entered into Procurement Activity and Reporting System (PARS) after contract execution has occurred in real life (26 minutes)