

CONTRACT & PURCHASING MANAGEMENT WORKSHOPS

It is becoming more and more important for companies to have a sound understanding of contract and purchasing principles and practices in today's economic environment.

APMM Group can assist organisations to develop their own contract and purchasing strategies, working in partnership to develop a program that will meet your specific needs. You can opt to do the entire program receiving a Diploma upon successful completion or you may wish to improve one or more specific skills.

All of the workshops have been designed and are conducted as stand alone courses or as part of the Certificate IV or Diploma qualification.

Each unit is accredited and participants will be awarded a statement of attainment upon successful completion of the unit and its associated workplace assessment.

It is important to provide training to staff as well as management, taking every member of the team to new levels of competency. The courses offered are constantly updated and can be readily customised to meet the needs of all members of your organisation.

There is an increasing demand for formal qualifications in Contract and Purchasing Management. Our courses are Nationally Accredited at Certificate IV and Diploma Level. APMM Group is one of the first Registered Training Organisations in Australia to offer this type of accredited program.



The Contract and Purchasing Management workshops include:

CORE WORKSHOPS

- Principles of Contract Management
- Workplace Communications 1
- Tendering
- Managing the Contract
- Principles of Purchasing
- Developing and Managing the Team

DIPLOMA WORKSHOPS

- Administering the Contract
- Practical Purchasing
- International Purchasing
- Specialised Purchasing
- Principles of Project Management

Certificate IV in Purchasing

(AQF Level 4): BSB 41607

This will be awarded upon successful completion and assessment of all 6 workshops.

Diploma in Purchasing

(AQF Level 5): BSB 51507

This will be awarded upon successful completion and assessment of all 11 workshops.

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PRINCIPLES OF CONTRACT MANAGEMENT – CP01

OBJECTIVES

To Introduce Managers, Potential Managers, Supervisors and Planners to the skills and competencies required to manage contracts in their organisations.

CONTENTS

Module One – Principles of Contract Management

- What is a Contract
- What are Contracts Used?
- Types of Contracts
- Contracting Terms

Module Two – Fundamentals of Contract Law

- Essential Elements of Contracts
- Process of Forming Valid Contracts
- Terms and Conditions of Contracts
- Breach and Enforcement of Contracts
- Agency, Supplier and Service Contracts

Module Three – Methods to Ensure Contract Optimisation is Achieved

- Undesirable Contract Outcomes
- The Principal's Role
- Principal and Contractual Problems
- Minimising Contractual Problems
- Contract Formation Model

Module Four- The Reliable Contract

- A Good Contract
- Procurement Objectives
- Industry Analysis
- Contract Strategy Options
- Assignment of Responsibilities
- Managing Contract Risk

Module Five – Identifying the Types of Special Considerations that Change the Nature of a Contract

- Special Conditions of Contract
- Special Conditions Considered

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe what a contract is and how it is used
- Describe and identify the essential elements of a contract
- Identify who can enter into a contract
- Describe the process of forming a valid contract
- Describe the roles of the parties involved in a contract

DURATION

One day



Units of Competency:

BSBPMG408A Apply Contract and Procurement Techniques
BSBPUR402B Negotiate Contracts

WORKPLACE COMMUNICATIONS 1 – CP02

OBJECTIVES

The objective of the course is to develop communication skills associated with writing workplace documents as well as develop the skills to organise personal work priorities and own personal development.

CONTENTS

Module One – Planning Workplace Communications

- Engage Your Readers
- Identify Your Audience
- Organise to Meet Your Readers' Needs
- Choose the Right Tone for Your Documents

Module Two – Write Clearly

- Avoid Words and Constructions That Cause Confusion
- Effective Cross-Cultural Communication
- Place Words Carefully
- Circumlocution and Verbosity
- Use Active Voice
- Address One Person, Not a Group
- Use Present Tense Wherever Possible
- Break Your Material Into Short Sentences

Module Three – Editing

LEARNING OUTCOMES

On completion of this program participants will be able to:

- Plan workplace documents
- Write workplace documents
- Advocate the use for plain English in the workplace
- Present written information in a form appropriate to the circumstances
- Plan and complete own work schedule
- Monitor own work performance
- Coordinate professional development

DURATION

One day



Units of Competency:

BSBWRT401A Write Complex Documents
BSBITU305A Conduct Online Transactions

DEVELOPING AND MANAGING THE TEAM – FM04

OBJECTIVES

The objective of the course is to develop the interpersonal communication skills needed to manage a modern workplace and promote teamwork.

CONTENTS

Module One – Introduction

- A Team Philosophy

Module Two – The Project Management and the Team

- What is a Team?
- Working as a Team
- Benefits of Working in a Team
- Points About Being a Team Leader
- Assumptions About People and Your Leadership Style

Module Three – Planning the Team

- Planning the Team
- Team Essentials
- Balanced Team and Groupthink
- Team Danger Signals
- Successful Team Development
- Winning Teams

Module Four – The Team and Communication

- Communication Processes
- Team Meetings and Information Flow

Module Five – Solving Team Problems

- Nine Steps of Problem Solving and Decision Making
- Typical Types of Problems

Module Six – Resolving Conflict in the Team

- Positive Conflict Management
- Handling Group and Organisational Conflict
- Getting to the Causes of Conflict
- Conflict Resolution Strategies

Module Seven – Motivating the Team

- The Cycle of Motivation
- Maslow's Hierarchy of Needs
- Successful Managers
- Potential Motivators and Winning Motivation

Module Eight – Working Together

- Contributing to the Organisation's Business Plan
- Innovation in Your Team
- Mutual Support
- Planning Performance

LEARNING OUTCOMES

On completion of this program participants will be able to:

- Participate in team planning
- Develop team commitment and co-operation
- Manage and develop the team's performance
- Participate in and facilitate work teams

DURATION

One day



Units of Competency:

BSBWOR402A Promote Team Effectiveness

TENDERING – CP04

OBJECTIVES

To Introduce Managers, Potential Managers, Supervisors and Potential Supervisors to the competencies required to write and/or submit tenders.

CONTENTS

- Introduction to Tendering
- Contract Planning/Identify Need
- Identify Need

Module One -Develop the Business Case

- Quantitative Analysis Techniques
- Market Research and Risk Analysis

Module Two - Plan the Purchase

- Determine the Need for Professional Assistance

Module Three - The Tendering Process

- Selective Tenders
- Tendering Mechanisms
- Expression of Interest (EOI)
- Request for Proposal (RFP)
- Period Contracts/Standing Offers
- Measures For Reducing Tendering Costs

Module Four - Develop the Tender

- Conditions of Tendering and Contract
- Information that can be Requested from Tenderers to Address Key Risks

Module Five - Invite and Receive Offers

- Advertise Tenders and Pre-Tender Briefings
- Tendering Period
- Receive Tenders, Open and Register Tenders and Re-calling Tenders

Module Six - Evaluate Offers

- Assess Compliance
- Score the Non-Cost Selection Criteria
- Analyse Cost, Low Price Offers, and Costs Scoring
- Assess Wider Economic and Community Benefits
- Presentations
- The Value For Money Decision
- Public Authorities – Broader Value For Money Issues

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and identify the main components of a tender
- Identify and describe the requirements to develop a good specification
- Describe and implement the procedures associated with tender submissions
- Describe and implement methods for evaluating and awarding tenders
- Describe and implement the processes to be used in submitting a tender response

DURATION

One day



Units of Competency:

LGACOM409A Prepare Tender Documentation
BSBPUR401B Plan Purchasing
PSPPROC406A Procure Goods and Services

MANAGING THE CONTRACT – CP05

OBJECTIVES

To develop the skills and competencies required to plan and manage contracts.

CONTENTS

Module One – Contracting

- What is a Contract?
- Why are Contracts Necessary?

Module Two – Negotiate and Apply Due Diligence

- Negotiation Team
- Negotiation Strategy
- Formal Due Diligence
- The Recommendation Report

Module Three – Finalise and Award the Contract

- Unsuccessful Tenderers
- The Audit Trail

Module Four – Manage Transition

- Transition Management Team and Transition Plan
- Managing Change and Key Transition Issues
- Performance Monitoring and Reporting
- Transition Contract Meetings and Checklist

Module Five – Contract Operation

- The Contract Manager and Contract Management Plan (CMP)
- Risk Management
- Managing the Relationship and Monitoring Performance
- Contract Reporting
- Review Meetings
- Managing Problems
- Change Management
- Conflicts of Interest
- Contract Performance audits
- Protecting the Knowledge Base
- Customer Satisfaction
- Contract Operation Checklist

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Conduct a contract negotiation with a tenderer
- Report on the negotiations and advise unsuccessful tenderers
- Determine the activities of a specific contract that require control
- Establish the administrative procedures necessary for control of a specific contract.

DURATION

One Day



Units of Competency:

PSPPROC410A Administer Contracts

ADMINISTERING THE CONTRACT – CP06

OBJECTIVES

To develop skills and competencies required to administer contracts.

CONTENTS

Module One – Towards Contract Optimisation

- Undesirable Contract Outcomes
- The Contract Manager's Role
- Contract Manager and Contractor Objectives
- Minimising Contractual Problems

Module Two – Contract Establishment

- Responsibilities of the Contract Manager
- Contract Control Procedures

Module Three- Communication and Documentation

- Communications
- Getting in Control of Documents
- Let's Meet

Module Four – Negotiations and Dispute Resolution

- Avenues of Dispute Resolution
- What makes a good negotiator?
- Project Completion
- Acceptance Criteria

Module Five – Complete, Extend or Renew Contract

- Reviewing the options
- Specifications for the new contract
- Consultation

Module Six – Review and Evaluate the Contract

- Satisfying customer needs
- Project completion report

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and apply the elements required to successfully administer contract
- Develop and implement contract administration documentation
- Negotiate and resolve contract disputes
- Describe variations and apply techniques to manage them
- Complete and review a contract

DURATION

One day



Units of Competency:

BSBRKG502B Manage and Monitor Business and Records Systems

BSPPUR502B Manage Supplier Relations

PRINCIPLES OF PURCHASING – CP07

OBJECTIVES

To introduce Managers, Potential Managers, Supervisors and Planners to the skills and competencies required to manage purchasing in their organisations.

CONTENTS

Module One – The Basic Aspects of Purchasing

- The effect of purchasing functions on the balance sheet of an organisation
- Operating policies and procedures within the purchasing function
- Organisational Structure
- Materials Management
- Procurement Management (PM)
- Logistic Management (LM)
- Physical Distribution Management (PDM)

Module Two – The Purchasing Function

- The Purchasing Process
- The Purchasing Cycle
- Capital Purchasing
- Selection of Sources of Supply
- Price Negotiation
- Ethical Behaviour

Module Three – Quality Assurance and Quality Management

- Quality Management
- Quality Control
- Steps to Quality Accreditation

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe the basic aspects of purchasing and how it is applied to their organisation
- Describe and analyse the purchasing function
- Describe the requirements of quality assurance and how they are applied to purchasing

DURATION

One day



Units of Competency:

PSPPROC407A Establish Procurement Need

PRACTICAL PURCHASING – CP08

OBJECTIVES

To introduce Managers, Potential Managers, Supervisors and Potential Supervisors to the practical skills and competencies required to develop and manage purchasing.

CONTENTS

Module One – Purchase Planning and Inventory Control

- The Concept of Purchasing
- Core Principles and Policies in Purchasing
- Strategic Aspects of Purchasing
- The Purchasing Cycle
- Materials requirements planning
- Just in time purchasing
- Comparison of JIT & MRP
- Manufacturing Resource planning (MRP II)
- Methods of storage and control
- Inventory

Module Two – Supplier Selection

- Supplier Selection
- Purchasing and Transport
- Carrier Selection
- Expediting and Tracing Shipments
- Loss and Damage of Freight
- Demurrage
- Freight Bill Audits
- Transportation Strategy and Cost Reduction
- Purchasing Role in Transport

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and apply the various techniques available in purchasing and inventory control.
- Develop and implement processes and procedures for selection and management of suppliers
- Develop and implement processes and procedures for controlling and managing domestic transport

DURATION

One day



Units of Competency:

BSBPUR504B Manage a Supply Chain

INTERNATIONAL PURCHASING – CP09

OBJECTIVES

To introduce Managers, Potential Managers, Supervisors and Potential Supervisors to the skills and competencies required to develop and manage international and overseas purchasing.

CONTENTS

Module One – International Purchasing

- What is its purpose?
- International trade definitions
- Government involvement
- Why buy locally
- Why buy overseas
- The World Trade Organisations
- Australia’s Approach
- Customs and tariffs
- Australian Trade Agreements
- Foreign Exchange

Module Two – Transport and Documentation

- Transport
- Documents
- Incoterm

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and apply the various techniques available in international and overseas purchasing
- Develop and implement processes and procedures for selection and management of overseas and international suppliers
- Develop and implement processes and procedures for controlling and managing international transport

DURATION

One day



Units of Competency:

BSBPUR503B Manage International Purchasing

SPECIALISED PURCHASING – CP10

OBJECTIVES

To introduce Managers, Potential Managers, Supervisors and Potential Supervisors to the skills and competencies required to develop and manage specialised purchasing functions.

CONTENTS

Module One – Capital Equipment

- Differences in the Purchasing of Capital Equipment
- Life Cycle Cost Analysis
- Procedure for Purchasing Capital Equipment
- Purchasing and Supply Management’s Role in Capital Equipment Purchasing
- Used Equipment
- Leased Equipment

Module Two – Purchasing Services

- The Specification
- Selecting Service Contractors
- Pricing Service Contracts
- Construction Services
- Contract Administration

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and apply the specialised purchasing practices associated with capital purchasing
- Describe and apply the specialised purchasing practices associated with purchasing of services
- Describe and apply the specialised purchasing practices associated with purchasing from government and institutions

DURATION

One day



Units of Competency:

BSBPUR501B Develop, Implement and Review Purchasing Strategies

PROJECT MANAGEMENT FUNDAMENTALS – PMF02

OBJECTIVES

Successful completion of this program will provide participants with an understanding of the integration of the nine functions of Project Management and how they fit into the Project Life Cycle. Brief explanations of sections will focus on specific aspects of the nine functions and include activities and exercises.

CONTENTS

Module One – Introduction to Project Management

- Introduction – Course Outline
- What is Project Management?
- Project Management Models
- Project Activity Levels

Module Two – Project Organisation

- Who is involved?
- Relationships
- Structuring to meet the needs

Module Three – Setting up the Project

- Setting up the Project – The Basic Steps
- Defining the Purpose and Scope
- Determining the Project Objectives and Setting Goals
- Determining what must be done
- Meeting Clients needs
- Applying Project Constraints
- Examining the Project impact
- Terms of Reference

Module Four – Planning

- Project Planning
- Developing Project Specifications
- Identification of Tasks and Scheduling
- Capturing and Controlling Costs
- Quality in Projects
- “What if” Modelling

Module Five – Implementing

- Implementing
- Communication
- Modification of Plans and Variations
- Managing Change
- Tracking the Project

Module Six – Completion

- Delivering the Output
- Administration

Module Seven – Evaluation and Review of the Project

- Evaluation and Review
- Process and Procedures
- Human Resources
- Financial Control
- Client Satisfaction

LEARNING OUTCOMES

On completion of this workshop participants will be able to”

- Identify project management characteristics essential to success.
- Describe the difference between a project and a venture.
- Set specific, measurable objectives for their projects.
- Plan projects using a defined process.
- Apply techniques to troubleshooting.
- Develop and structure a project organisation.

DURATION

One day



Units of Competency:

BSBR501A Manage Risk
BSBPMG502A Manage Project Scope
BSBWOR501A Manage Personal Work Priorities and Professional Development