

WILLETTON - CONTRACT & PURCHASING MANAGEMENT TRAINING WORKSHOPS 2010

The following is a schedule of the dates for the delivery of competency based training workshops for the award of either Certificate IV or Diploma in Purchasing. Each workshop comprises of attendance at a training session that will outline the competency requirements, theory and its practical application. Participants will then be required to complete a self-paced assessment that will provide an outline of the experience they have in applying the knowledge to prove that they can meet the competency requirements. It is recommended that workshop CP01 completed prior to commencing any other workshop, but it is not mandatory.

Level	Workshop Title	Number	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
C E R T I F I C A T E I V	D	Principles of Contract Management		24						3					
	I	Workplace Communications 1			9					11					
	P	Tendering				28					7				
	L	Managing the Contract				20					14				
	O	Principles of Purchasing					4						10		
		Developing and Managing the Team	FM04					18					20		
	M	Administering the Contract	CP06					25						2	
	A	Practical Purchasing	CP08						2					16	
		International Purchasing	CP09						15					23	
		Specialised Purchasing	CP10						16						1
	Project Management Fundamentals	PMF02			3				27						

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