

WILLETTON - CONTRACT & PURCHASING MANAGEMENT TRAINING WORKSHOPS 2011

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 I P L O M A | D Principles of Contract Management | CP01 | | 23 | | | | | | 2 | | | | | |
| | I Workplace Communications 1 | CP02 | | | 9 | | | | | 10 | | | | | |
| | P Tendering | CP04 | | | | 13 | | | | | 6 | | | | |
| | L Managing the Contract | CP05 | | | | 12 | | | | | 13 | | | | |
| | V Principles of Purchasing | CP07 | | | | | 17 | | | | | | 9 | | |
| | O Developing and Managing the Team | FM04 | | | | | 24 | | | | | 19 | | | |
| | M Administering the Contract | CP06 | | | | | 31 | | | | | | 1 | | |
| | A Practical Purchasing | CP08 | | | | | | | 1 | | | | 15 | | |
| | | International Purchasing | CP09 | | | | | | 8 | | | | 22 | | |
| | | Specialised Purchasing | CP10 | | | | | | 9 | | | | | | 7 |
| | Project Management Fundamentals | PMF02 | | | 2 | | | | 5 | | | | | | |

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