

CERTIFICATE IV IN PURCHASING

NATIONAL CODE: BSB41615

Be responsible for conducting purchasing activities in an organisation. Gain skills and knowledge to work in specific areas such as contract management or tendering and find yourself in a rewarding career.

COURSE DELIVERY: ONLINE

This online program allows you to complete your Certificate IV in Purchasing within one year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with.

A dedicated online teacher manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

ASSESSMENTS

A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, providing you with a well-rounded portfolio of work experience.

LEARNING PATHWAYS

Students who complete this course may continue with a pathway that leads to a diploma or advanced diploma course from the Business Services Training Package. Completion of the diploma or advanced diploma may lead to direct entry into the Australian Catholic University or Macquarie University, or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW, Crows Nest.

For further information about our degree programs go to tafensw.edu.au/course-areas.



CAREER OPPORTUNITIES

This course is suitable for you if you wish to work as a:

- + Procurement Officer
- + Purchasing Administrator
- + Inventory Administrator
- + Stock Control Officer.

Connect with us!



TAFE^{NSW}

 tafensw.edu.au  Phone 131 601

RTO Provider Number 90011 | CRICOS Provider Code: 00591E | 170050

COURSE STRUCTURE

This course requires completion of 10 units of competency. The units delivered in this course are:

BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BRBRSK401	Identify risk and apply risk management processes
BSBWRT401	Write complex documents
BSBPUR401	Plan purchasing
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBPUR402	Negotiate contracts
BSBITU305	Conduct online transactions
BSBRES401	Analyse and present research information
BSBLDR402	Lead effective workplace relationships

THE BENEFITS OF OUR ONLINE CERTIFICATE

+ ONLINE

Fit study around your work and lifestyle.

+ RECOGNITION OF PRIOR LEARNING

Get your prior learning or experience credited towards a course of study.

+ GOVERNMENT SUBSIDISED

The government will pay part of your fee and you pay the balance if eligible.

FEES AND ASSISTANCE

When you enrol you will need to pay a student fee, unless you qualify for a full fee exemption. The student fee will vary depending on the course you choose, whether the course is government subsidised and what level of subsidy you are eligible for.

For more information, visit [tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance](https://www.tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance)

TERMS AND CONDITIONS


This document is intended as a general guide only. TAFE NSW reserves the right to alter any courses or admission requirements herein without any further notice.


For more information about fees, refunds, payment options etc., please refer to the section 'Get started at TAFE NSW' on the TAFE website:

[tafensw.edu.au/get-started-at-tafe-nsw](https://www.tafensw.edu.au/get-started-at-tafe-nsw).

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ENROL NOW**



 [tafensw.edu.au](https://www.tafensw.edu.au)

 Phone 131 601