CERTIFICATE IV IN PURCHASING (BSB41615R1-01V01)

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
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.

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

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
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<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
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<tr>
<td>BSBPUR401</td>
<td>Plan purchasing</td>
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<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet</td>
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<td>legislative requirements</td>
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<tr>
<td>BSBPUR402</td>
<td>Negotiate contracts</td>
</tr>
<tr>
<td>BSBITU305</td>
<td>Conduct online transactions</td>
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<tr>
<td>BSBRES401</td>
<td>Analyse and present research information</td>
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<tr>
<td>BSBBLDR402</td>
<td>Lead effective workplace relationships</td>
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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.

Unlock your potential. It starts here.  Call 131 674 or visit nsi.edu.au/studyonline
ONLINE OR FACE-TO-FACE

Fit study around your work and lifestyle. Choose what method works best for you.

RECOGNITION OF PRIOR LEARNING

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

VET FEE-HELP

VET FEE-HELP is available for eligible students so that you can study now and pay later.

GOVERNMENT SUBSIDISED

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

CAREER OPPORTUNITIES

This course is suitable for you if you wish to work as a:
• Procurement Officer
• Purchasing Administrator
• Inventory Administrator
• Stock Control Officer.

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 the Northern Sydney Institute’s Crows Nest Campus.

For further information about our degree programs go to nsi.edu.au/degreeprograms.

TERMS AND CONDITIONS

» Withdrawals must be submitted on the 2016 Withdrawal/Refund Application form for VET FEE-HELP students.

» Students withdrawing from a unit of study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that unit of study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at April 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.