

CERTIFICATE IV IN PROCUREMENT & SUPPLY

DESCRIPTION

This program reflects the role of highly skilled competent procurement and supply professionals who are involved in supply chain activities. This programme will also empower and prepare those who are in the supply chain and wish to advance in their career and develop further competencies and qualifications in order to support the industry and embrace supply chain as a profession.

CAREER ADVANCEMENT

Job roles and titles vary across different industry sectors. Possible career advancement relevant to this qualification includes but not limited to:

- Procurement Officer
- Supply Chain Officer
- Supply Chain Specialist
- Logistics Officer/Supervisor
- Production Officer
- Contract Manager

LENGTH OF PROGRAMME

Full Time	1 semester
Part Time	1 year

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- i. Pass in Senate recognized year 12/Form 6 or equivalent with English and;
- ii. Recommendation and confirmation of two years relevant work experience or sponsorship of studies by employer or;
- iii. Met the University mature student criteria.

COURSE INFORMATION

This programme has a total of 4 courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEPS41	Introduction to Supply Chain Management	1	Blended	Laucala	\$560
CEPS42	Fundamentals of Procurement	1	Blended	Laucala	\$560
CEPS43	Tender Management	2	Blended	Laucala	\$560
CEPS44	Contract Management	2	Blended	Laucala	\$560

ASSESSMENT

All courses are competency based and assessment varies with each course which may include observations, question and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credit if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals, these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, counselling Programmes, ITS Labs, email access, learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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