



**IPWEA**

INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALASIA

# Procurement Training and NZQA Level 6 Qualification

## CLEVER BUYING TRAINING COURSES

**Auckland, Jet Park Hotel 22-23 May 2018**

**\$1300 + GST pp**

**Future dates / register:**

**Email [trina.paul@ipwea.org](mailto:trina.paul@ipwea.org)**

**Book online at**

**[www.ipwea.org/newzealand/  
educationevents/search/upcomingevents](http://www.ipwea.org/newzealand/educationevents/search/upcomingevents)**



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# NZ Certificate in Infrastructure Procurement Procedures



**The NZ Certificate in Infrastructure Procurement Procedures is the only NZQA qualification that recognises practical application of best practice procurement in New Zealand.**

Formerly known as the CPP or Qualified Evaluator Certificate needed for NZ Transport Agency projects, this qualification now applies across all of infrastructure, including:

- energy (power, oil, gas generation, transmission and distribution)
- public works (construction and maintenance of housing, hospitals, schools, prisons, recreational facilities)
- parks and reserves
- civil engineering and design
- water, stormwater and wastewater
- telecommunications
- asset management and maintenance
- recycling and waste management
- transportation (road, railways, air transport, harbours, public transport).

**The skills gained through this qualification are applicable to procurement by tendering in all industry sectors, including health, IT, social services, education and more**

## Who is this Qualification for?

This qualification is aimed at people working within procurement departments including:

- Procurement Managers and Planners
- Tender Evaluators
- Procurement Specialists, Advisors and Practitioners

This qualification is **mandatory** for at least one of the evaluation team for NZ Transport Agency projects valued over \$200,000.

There are no formal prerequisites, however to undertake this qualification, you should:

- have experience in tendering processes
- be self-motivated and disciplined to undertake self-directed personal development activities for assessment, and
- have strong oral, written, inter-personal communications and mathematical skills.

Graduates will be able to demonstrate leadership and self-management along with the technical knowledge and skills required in procurement.

## What skills does it cover?

Specifically designed for procurement professionals working in a broad range of infrastructure sectors, this qualification recognises skills in:

- Procurement planning
- Preparing RFx documents
- Conducting procurement processes
- Evaluating tenders
- Applying legal and ethical standards to tendering processes

All candidates need to demonstrate that they apply Value-for-Money Principles to their procurement tasks and complete them in accordance with government rules and principles of procurement.





## What Unit Standards are included?

The following Unit Standards are required:

### **18926**

Plan a procurement activity in accordance with the organisational procurement strategy (20 credits).

### **18927**

Prepare RFx documents and conduct procurement processes (25 credits).

### **18928**

Evaluate tenders in accordance with government procurement requirements (20 credits).

### **18930**

Apply legal requirements, conditions of tendering, and ethical standards to tendering procedures (15 credits).

## How is the assessment carried out?

This is a practical qualification that relies on evidence of your capability on procurement activities carried out within your workplace.

Our Clever Buying training course gives solid grounding in the theory required for the qualification and can provide part of the assessment requirements.

The remaining assessment is through four assignments. These require you to:

1. Prepare Procurement Plans
2. Develop RFx documents (aligned with robust procurement plans)
3. Complete research on application of Government Rules of Sourcing, NZ legal cases and ethical considerations to your tendering environment.
4. Process and evaluate tenders, including writing a Tender Evaluation Report.

We provide templates for the written components of these assignments, to help you to provide the evidence needed for the qualification.

Throughout your assessment process, you're given active feedback via email and professional discussions with your mentor/ assessor.

We may also talk with your managers about your abilities in specific areas.

## How long does it take?

Most trainees take between 6-18 months to complete this qualification. The time needed is usually much shorter if you complete a Clever Buying Training course as part of your assessment.

The indicative learning hours are 800, but these are expected to take place mainly in the course of on-the-job procurement activity.

Depending on your role at work, you should expect to complete some of the assessment tasks outside work hours.

As the qualification is designed for self-paced learning, you can finish this qualification at your own speed – however all candidates should complete the qualification within 18 months.

## CLEVER BUYING TRAINING COURSES

**Auckland**

**22-23 May 2018**

**\$1300 + GST pp**

In-house procurement training also available – POA

Future dates / email:

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**//** Best course I've been on for years!  
Practical and action-packed, relevant for  
newbies as well as experienced evaluators.

A valuable blend of:

- NZ Government's Procurement Principles,  
Rules of Sourcing and Tools;
- proven NZTA methods,
- international best practice, and
- practical techniques that reduce legal risks.

100% relevant to tendering in New Zealand. **//**

GOVERNMENT AGENCY PROCUREMENT MANAGER

## Clever Buying Practical, Comprehensive Procurement Training

### Two-day course covers:

1. Procurement Essentials
2. Procurement Planning
3. Tender Evaluation Methods
4. Developing RFx Documents
5. Scoring Systems
6. Evaluation Processes
7. Government Rules and  
Legal requirements
8. Practical Tender Evaluation  
Techniques and Tools

\$1300 + GST pp

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Want to  
find out more?

### Contact us:

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