



PROCUREMENT AND CONTRACTING TRAINING SCHEDULE

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NOTES:

- Terms used throughout this schedule have the same meaning as defined in the *Public Finance and Audit Act 1987, Treasurer’s Instructions 18 – Procurement*, and the Procurement Glossary.
- All values identified in the framework are in Australian Dollars and are GST inclusive.

PROCUREMENT AND CONTRACTING TRAINING SCHEDULE

Purpose

This schedule details the minimum requirements for the training of public officers as part of procurement and contracting activities.

Public authority internal procurement frameworks

Public authority internal procurement frameworks must include an approach to the assessment and development of procurement capability including record keeping and maintaining minimum training requirements for public officers.

Minimum training requirements

Minimum training¹ requirements for each public officer are based on the complexity of the procurements and/contracts they lead or manage.

Public officers may be required to undertake additional training when there are significant changes to training resources or to the South Australian Government Procurement Framework.

PROCUREMENT SA TRAINING	COMPLEXITY OF ACTIVITY	FREQUENCY
Information and Records Management	Routine, complex or strategic procurements	Once
Upholding Professional Integrity in Procurement	Routine, complex or strategic procurements	Once
Introduction to Contract Management	All complexities (of contract)	Once
Principles of Contract Management	Routine, complex or strategic contracts	Once
Advanced Contract Management	Complex or strategic contracts	Every 2 years

Training resources

Public officers will, by default, undertake the training provided by Procurement SA. Public authorities may, in their internal procurement framework, establish arrangements for public officers to achieve equivalent capabilities through similar training activities.

¹ For the avoidance of doubt, a purchase order is not considered a 'transactional' contract for the purposes of minimum contract management training.