

Procurement Certification Quick Reference Guide

The Queensland Government Procurement Certification Program supports agencies and government buyers to assess and align procurement certification levels with roles, responsibilities, and delegation thresholds. By adopting this guidance, agencies can enhance procurement capability and be better positioned to deliver on the objectives, targets, and commitments of the Queensland Procurement Policy.

Learning Journey – Procurement Certification Program (PCP) Levels

Delivering	Managing	Leading	Influencing
Level 1: Fundamentals	Level 2: Intermediate	Level 3: Advanced	Level 4: Strategic
Typical roles: Procurement Support Officers, Administrative Officers supporting procurement teams, and occasional procurers. Procurement Method: Purchasing (under \$50K) – including corporate card and purchasing under existing arrangements under direct supervision. Audience: AO2-AO4	Typical roles: Procurement Officers, Senior Officers, Functional Advisors. Procurement Method: Routine includes RFQs or tenders, evaluation participation, standard contract monitoring with minimal supervision. Audience: AO4-AO6	Typical roles: Principal Procurement Officers, Procurement Managers. Procurement Method: Significant – includes leading complex sourcing activities and manages contracts through risk mitigation, and stakeholder engagement. Audience: AO6-AO8	Typical roles: Chief Procurement Officers, Directors, Senior Executives. Procurement Method: Significant and Strategic – includes setting strategy and governance, sponsors major procurements, and leads capability uplift. Audience: AO6-O8, SO, SES

PCP in action

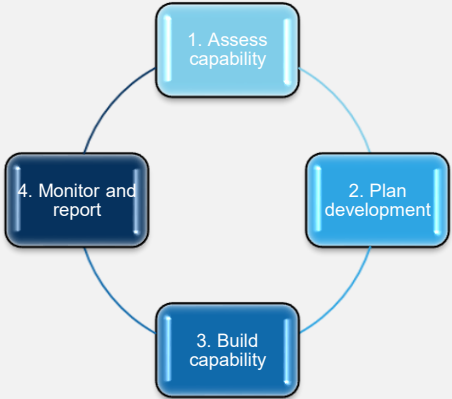
Note: Certification expectations should reflect business need and the scope, complexity and risk of procurement activities within roles

Assess capability	Plan development	Build capability	Monitor and report
- Assess procurement and contract management roles against appropriate PCP levels and delegation thresholds. - Review existing skills, experience and qualifications and identify capability gaps and workforce development priorities. - Reference relevant PCP levels in position descriptions where appropriate.	- Set procurement certification targets based on identified capability needs and priorities. - Plan and budget for certification, training, mentoring, CPD and on-the-job development. - Incorporate agreed development priorities into performance and development plans.	- Deliver planned development and support staff to apply and strengthen their skills in practice. - Provide practical experience and development opportunities to address identified capability gaps. - Use Direct Entry, RPL and equivalence pathways to recognise and account for existing capability where appropriate.	- Maintain visibility of certifications and equivalent qualifications held by staff and for departments monitor progress against certification targets. - Identify high-risk gaps where delegated authority is not supported by sufficient capability. - Report capability, training and certification plans and outcomes through the APP to inform future workforce and capability planning.

By 30 September each year, departments must provide procurement capability reporting to QGP through the APP reporting process, including capability and workforce gaps, planned improvement actions, relevant training and certification activities, and progress against measurable targets or outcomes.

Pathways and support

Plan your learning



PCP Training and Qualifications

- [Level 1 Fundamentals.](#)
- [Level 2 Intermediate.](#)
- [Level 3 \(Advanced\) Diploma of Procurement and Contracting.](#)
- [Level 4 \(Strategic\) Advanced Diploma of Procurement and Contracting.](#)

After completion of PCP Levels 3 and/or 4 consider undertaking internationally recognised further study with the Chartered Institute of Procurement and Contracting (CIPS).

For more information: [Fast track to CIPS pathways.](#)

Recognition

- Direct Entry can enable a student to skip PCP Levels 1 and/or 2 with line Manager endorsement and Chief Procurement Officer (CPO) or equivalent approval. Contact Skills2Procure for further information.
- Recognition of Prior Learning (RPL) is available for Levels 3 and 4 through UQ Skills as outlined in the UQ Skills RPL Candidate Information Booklet.

Resources

- [Procurement capability and training](#)
- [Procurement resources](#)
- Procurement Certification Guide
- Email: Skills2Procure@hpw.qld.gov.au

Important: PCP is encouraged but not mandatory, with the procurement officer's experience, skills, and existing qualifications being key factors in determining the need for further professional development. Alternative programs and pathways, such as CIPS and WorldCC, may also be considered.