

Qualification details

Title	New Zealand Certificate in Infrastructure Procurement Procedures (Level 6)		
Version	2	Qualification type	Certificate
Level	6	Credits	80
NZSCED	030999 Civil Engineering not elsewhere classified		
Qualification developer	Infrastructure ITO		
Next review	31 December 2020		
Approval date	Dd Mmmm 2015		
Strategic purpose statement	<p>Communities and the environment benefit from well-developed infrastructure. This qualification is suitable for people already employed in infrastructure procurement industry who wish to further their skills and knowledge in procurement.</p> <p>This qualification is designed for practitioners from a range of sectors, capable of planning and implementing infrastructure procurement.</p> <p>Graduates of this qualification will work independently or under supervision in a range of sectors as practitioners who are responsible for infrastructure procurement.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> - Develop a procurement plan that links an organisation's procurement strategy to a specific project - Manage the development of RFx documents in accordance with a procurement plan - Manage procurement processes including planning, RFx development, communication and record keeping, evaluation and reporting - Demonstrate understanding of probity, including the application of codes of ethics, principles, rules and relevant legislation to all phases of procurement. 	
	Education pathway	<p>This qualification may lead to the New Zealand Diploma in Infrastructure Asset Management (Level 6) [Ref: xxxx], and may lead to the New Zealand Diploma in Engineering Practice (with strands in Civil Engineering, Electrical Engineering and Mechanical Engineering) [1715].</p>	
	Employment pathway	<p>Graduates of this qualification will likely be employed in procurement activities in the infrastructure industry, where the focus is on:</p>	

		<ul style="list-style-type: none"> - engineering consultancy - procurement of goods, services and projects involving infrastructure - planning and advice - public transport services and fare subsidy - maintenance or asset management - contracting - consulting.
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Qualification specifications

Qualification award	<p>This qualification is delivered on-job and has no external providers.</p> <p>This qualification is awarded by Infrastructure ITO. The formal certification document will include the logo of Infrastructure ITO. It will also bear the NZQF logo, which indicates the qualification is a quality assured New Zealand qualification.</p>
Evidence requirements for assuring consistency	<p>Each TEO is responsible for deciding what specific evidence it will provide to demonstrate how well its graduates meet the graduate profile outcomes at the appropriate threshold. The following is core evidence that may be provided for NZCCW L4 consistency reviews:</p> <ul style="list-style-type: none"> * Internal and external moderation processes and results relating to the assessment of graduate outcomes * Feedback and actions taken by the TEO in response to feedback * Programme completion data and course results * Post graduate surveys (which must include survey of graduates and employers) * Any other relevant evidence <p>For more information on evidence for consistency relating to this qualification, contact the Quality Assurance team at info@connexis.org.nz; and refer to <i>Guidelines for approval of New Zealand qualifications for listing on the New Zealand Qualifications Framework</i> at www.nzqa.govt.nz.</p>
Minimum standard of achievement and standards for grade endorsements	<p>Achievement of all core components of this qualification.</p> <p>There are no grade endorsements for this qualification.</p>
Other requirements for the qualification (including regulatory body or legislative requirements)	N/A

General conditions for the programme leading to the qualification

General conditions for programme	<p>Applying value for money principles is critical to procurement procedures and must be evidenced in all outcomes of this qualification. Consideration should be given to:</p> <ul style="list-style-type: none"> - effective mechanisms to tailor procurement processes to the specific characteristics (e.g. scale, risks, timing, quality, potential for innovation, and uncertainty) of a project, to maximise cost-effectiveness up to the point of awarding the contract; and - a tailored procurement process for a specific project designed to deliver value for money in the project's outputs. This may involve risk analysis, cost/ benefit analysis, whole-of-life considerations.
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Conditions relating to the Graduate profile

Qualification outcomes		Conditions
1	Develop a procurement plan that links an organisation's procurement strategy to a specific project	<p>Must include:</p> <ul style="list-style-type: none"> - Analysis of a procurement environment, including understanding the project scope, scale and background, procurement brief, stakeholders, and the supplier market. - Knowledge of context of a procurement project within an organisation's procurement strategy, including the scope, scale, timing, risks, purchaser capability, demand, financial capability, resources. - Determining with clear rationale, the delivery method of all aspects of engagement with the supplier market. - Establishing transparent, evidence-based decision making processes - Applying value for money principles to the development of a procurement plan
2	Manage the development of RFx documents in accordance with a procurement plan	<p>Must include:</p> <ul style="list-style-type: none"> - managing the key components of the procurement plan and their influences on the specifics within the RFx, such as: - Selection of supplier selection method - Decision on one- or two-stage processes, preconditions, prequalification, supplier panels - Selection of attributes and weights - Definition of pass/fail attributes

		<ul style="list-style-type: none"> - Definition of scoring systems - Alliance/ subcontracting - Special conditions of contract - Acceptance or otherwise of alternative tenders - Applying value for money principles to the development of RFx documents
3	Manage procurement processes including planning, RFx development, communication and record keeping, evaluation and reporting	<p>Must include:</p> <ul style="list-style-type: none"> - evidence of process management such as: - TET team selection and briefing - Pre-tender meetings - Advertising - RFxs and associated review communications - Quality assurance records - Tender inception/ Supplier briefing/ site meetings - Communications records with suppliers - Correct application of supplier selection method - Moderation processes - Tender clarification meetings - Tender evaluation reports - Tender de-briefs - Applying value for money principles to procurement processes
4	Demonstrate understanding of probity, including the application of codes of ethics, principles, rules and relevant legislation to all phases of procurement	<p>Must include:</p> <ul style="list-style-type: none"> - a range of scenarios involving decisions to a range of situations based on ethical issues including but not limited to: - Conflicts of interest, Late tenders, Canvassing, Transparency of scoring, Withdrawing tenders, Suspicions of cartel conduct or collusion, Unsustainable tenders, Personal knowledge, Probity auditing.

Transition information

Replacement information	This qualification replaced the National Certificate in Infrastructure Civil Engineering Procurement Procedures [Ref: 1785]
<p>Trainees currently enrolled in the National Certificate in Infrastructure Civil Engineering Procurement Procedures (Level 6) [Ref: 1785] may choose to complete that qualification or transfer their results to the New Zealand Certificate in Infrastructure Procurement Procedures (Level 6) [Ref: xxxx].</p> <p>As from January 2017, all new candidates will be enrolled in programmes leading to the award of the New Zealand Certificate in Infrastructure Procurement Procedures (Level 6) [Ref: xxxx] qualification. The last date for assessments to take place for the National Certificate in Infrastructure Civil Engineering Procurement Procedures (Level 6) [Ref: 1785] is 31 December 2018. Infrastructure ITO will continue to recognise the National Certificate in Infrastructure Civil Engineering Procurement Procedures (Level 6) [Ref: 1785].</p>	