


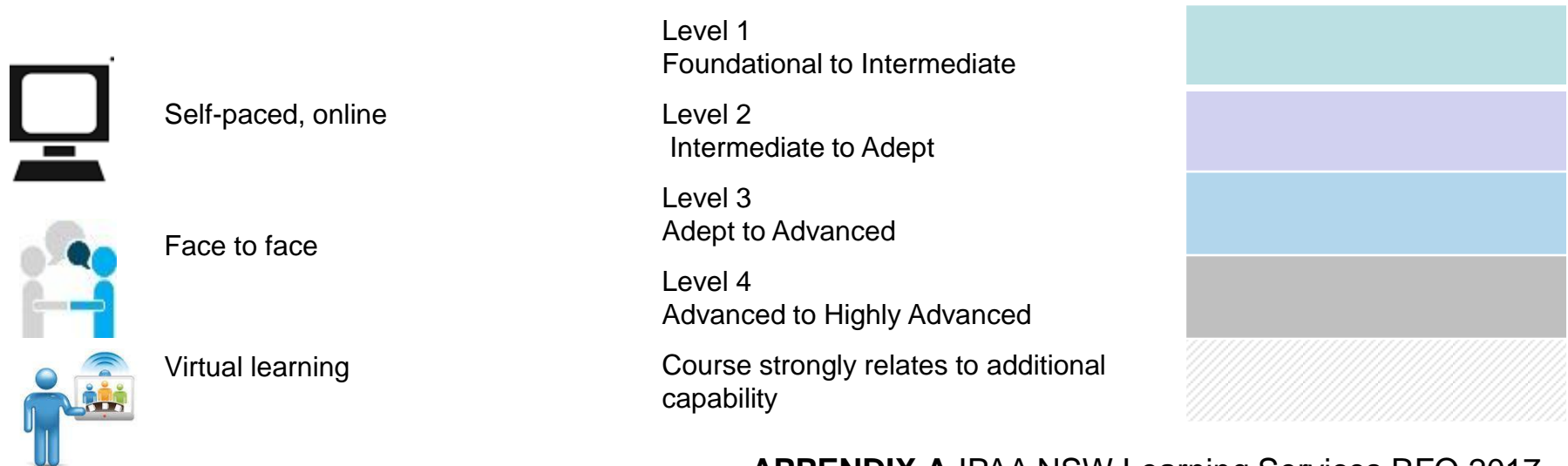
APPENDIX A

REQUEST FOR QUOTE (RFQ)
IPAA NSW CURRICULUM FRAMEWORK 2017-2018

The IPAA NSW Curriculum Framework 2017-2018 is organised around the NSW Public Sector Capability Framework. Service providers may apply to deliver an individual full or half day short course or may create a program that addresses multiple capabilities across subject areas. IPAA NSW is committed to evolving to meet the changing needs of our members and the wider public sector. In doing so, our learning services will become more agile, relevant and contemporary. Innovative approaches to courses and programs are encouraged. Our entire curriculum will be offered as customised courses and programs from 2018. All proposals should be public sector focused.

Supported and facilitated online and blended learning is our preferred model. Theoretical concepts are best covered in self-paced environments to maximise classroom sessions and minimise time away from the workplace. IPAA NSW is looking for self-paced introductory content across a range of topics. These are indicated NEW and . Where the content permits, preference will be given to half day face to face courses which cover additional requisite content as pre-learning.

The following keys apply to the Curriculum Framework, although every course, unless specified, should include a minimum of one pre-course activity, video or pre-reading to be completed in the IPAA NSW Learning Management System *Illuminate* (Moodle based).





PROCUREMENT

PROJECT MANAGEMENT

FINANCE


TECHNOLOGY

Level 1
Foundational – Intermediate

Introduction to public sector procurement
IPBEPR01A **EXISTS** 



Introduction to project management **NEW**
IPBEPR01A 

Finance essentials for NSW government **NEW**
IPBEFE01A 

Information security awareness **EXISTS** 

Level 2
Intermediate – Adept



Developing effective procurement capabilities
IPBEPR02A

Project management fundamentals
IPBEPM02A  

Business acumen in the public sector
IPBEBA01A

Contract management essentials
IPBECM02A

Applied project management
IPBEPM02A

Finance for non-finance managers
IPBEFM02A  

Simplify complexity through visuals
IPRESC02A **NEW**

Build a practical Service Level Agreement
IPBESL02A **NEW**

Effective program evaluation
IPBEPE02A

Effective cost benefit analysis
IPBECB02A

Negotiation tactics
IPBENT02A **NEW**

Level 3
Adept – Advanced

Diploma of Procurement and Contracting
IPBEPR03A



Diploma of Project Management
IPBEPM03A

Analysing financial reports
IPBEFR03A

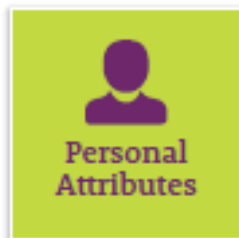
Building a credible business case
IPBEBC03A

Level 4
Advanced – Highly Advanced

Advanced Diploma of Procurement and Contracting
IPBEPR04A

Advanced Diploma of Program Management
IPBEPM04A **NEW**  

Mastering your financial environment
IPBEFE03A



**DISPLAY RESILIENCE
AND COURAGE**

**ACT WITH
INTEGRITY**

MANAGE SELF

VALUE DIVERSITY

Level 1
Foundational – Intermediate

Thriving in a changing environment

IPPACC01A **NEW**



**Information security
awareness**

IPPAIS01A **EXISTS**



**Increase productivity and
work effectiveness**

IPPAPE01A

**Behaving ethically in the
public sector**

IPPABE01A **NEW**



**Fundamentals of
leadership**

IPPMLE01A **NEW**



**Behaving ethically in the
public sector**

IPPABE01A **NEW**



Level 2
Intermediate – Adept

**Building and sustaining
resilience**

IPPABR02A

Ethics in practice

IPRSEP02A

**Job application and
interview skills**

IPPAWJ02A

Drive your career

IPPADC02A

Drive your career

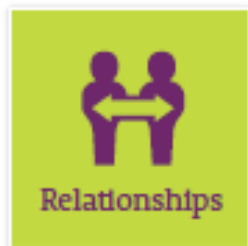
IPPADC02A

Level 3
Adept – Advanced

**Advanced integrity and
ethics for public sector
leaders**

IPPAIE03A **NEW**

Level 4
Advanced – Highly
Advanced



COMMUNICATE EFFECTIVELY

COMMIT TO CUSTOMER SERVICE

WORK COLLABORATIVELY

INFLUENCE & NEGOTIATE

Level 1 Foundational – Intermediate

Taking minutes that count

IPREWM01A

Communicate with confidence

IPRECC01A

Writing fundamentals for the public sector

IPREWF01A **NEW**



Improving customer service

IPRECS01A **NEW**



Fundamentals of team effectiveness

IPREHP01A **NEW**



Working together apart

IPREWA01A **NEW**



Level 2 Intermediate – Adept

Simplify complexity in business writing

IPRESC02A **NEW**

Write in plain English

IPREWC02A

Write briefs

IPREWB02A

Deliver results at meetings

IPRSDR02A

Understanding team behaviours using DISC

IPRSTB02A

Negotiate and resolve conflict with confidence

IPRECR02A

Resolving conflict in the workplace

IPRECR02A

Negotiation tactics

IPBENT02A **NEW**

Level 3 Adept – Advanced

Speech writing made easy

IPRESW03A

Advanced writing: Ministerial correspondence

IPREAW03A

Building a credible business case

IPBEBC03A

Ethics in practice

IPRSEP02A



**DELIVER
RESULTS**

**PLAN &
PRIORITISE**

**THINK & SOLVE
PROBLEMS**

**DEMONSTRATE
ACCOUNTABILITY**

Level 1
Foundational – Intermediate

**How modern
Government works**

IPRSIG01A



**Business acumen in the
public sector**

IPBEBA01A

Policy development basics

IPRSPO01A



Level 2
Intermediate – Adept

**Deliver results at
meetings**

IPRSDR02A

Present with confidence

IPRSPC02A

**Writing effective policies
and procedures**

IPRSPO02A

Ethics in practice

IPRSEP02A



Risk management

IPRERM02A

**Results focused
facilitation**

IPRSRF02A

**Finance for non-finance
managers**

IPBEFM02A



Level 3
Adept – Advanced

**Advanced facilitation
skills**

IPRSRF03A

**Advanced policy
development**

IPRSPO03A



Analyse and solve problems

IPRSPS03A

**Advanced integrity and
ethics for leaders**

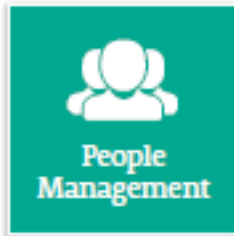
IPPAIE03A **NEW**

Level 4
Advanced – Highly Advanced

Diploma of Government (Policy)

IPRSPO04A





MANAGE & DEVELOP PEOPLE

INSPIRE DIRECTION & PURPOSE

OPTIMISE BUSINESS OUTCOMES

MANAGE REFORM & CHANGE

Level 1 Foundational – Intermediate

Introduction to public sector performance management
IPPMPC01A **NEW**

Fundamentals of leadership
IPPMLE01A **NEW**

Business acumen in the public sector
IPBEBA01A

Fundamentals of change management
IPPMLC01A **NEW**

Level 2 Intermediate – Adept

Performance fundamentals for new supervisors
IPPMPF02A

Leading with emotional intelligence
IPPMEL02A **NEW**

Risk management
IPRERM02A

Leading and managing others through change
IPPMLC02A **NEW**

Managing regional and dispersed staff
IPPMMR02A

Effective performance conversations
IPPMPC02A

Level 3 Adept – Advanced

Expanding your leadership capabilities
IPPMEL03A

Leader as coach
IPPMLC03A

Diploma of Leadership and Management
IPPMLM03A



OCCUPATION SPECIFIC AND QUALIFICATIONS

Note: Please contact tracey.kick@nsw.ipaa.org.au to obtain program scope for those programs indicated **COMING**

Level 1 Foundational – Intermediate

**IPPA NSW CERTIFICATE PROGRAM
Public Sector Fundamentals**
IPCEPS01A **COMING**

**Aboriginal Career Development
Program (Blended) **COMING****
IPACDP01A

Level 2 Intermediate – Adept

**Executive Assistant
Development Program (Blended)**
IPEADP02A **COMING**

Level 3 Adept – Advanced

**Diploma of Procurement
and Contracting**
IPBEPR03A

**Advanced policy
development**
IPRSPO03A

**Working with
Government for NGOs**
IPOSGO04A **COMING**

**Diploma of Government
(Policy)**
IPRSPO03A

**Diploma of Leadership
and Management**
IPPMLM03A

**Diploma of Project
Management**
IPBEPM03A

Level 4 Advanced – Highly Advanced

**Advanced Diploma of
Procurement and Contracting**
IPBEPR04A

**Advanced Diploma of
Program Management**
IPBEPM04A **NEW**

**Introduction to the public sector
context for executives**
IPOSPS4A **COMING**