



AUSTRALIAN ASSOCIATION OF PROCUREMENT
& CONTRACT MANAGEMENT

AAPCM Membership Grades and Certification Levels

Introduction

As part of the merger arrangements with IACCM, AAPCM no longer issues new memberships or undertakes certification assessments. Additionally, the majority of aapcm.com.au website pages have been removed.

This guide is intended to provide a summary of the AAPCM Membership grades and Certification levels. Additional information is available from info@aapcm.com.au.

Memberships

Grade	Eligibility	Certification Available
Student Member	Any student undertaking tertiary studies in a field related to procurement / contract management	No
Member	Anyone with a professional interest in procurement or contract management	Yes
Qualified Member	Holds Statement of Attainment in any Procurement units including Simple Procurement Holds minimum entry level qualification such as Certificate IV in Procurement and Contracting, or similar as deemed suitable by AAPCM	Yes
Associate Fellow	<ul style="list-style-type: none"> • Meets requirements for 'Qualified Member' • 5 years + procurement experience • Contributed to the procurement profession in some significant way • Eligibility decided by an AAPCM committee 	Yes
Fellow	<ul style="list-style-type: none"> • Meets requirements for 'Qualified Member' • 10 years + procurement experience • Contributed to the advancement of the procurement profession in a sustained and significant way • Eligibility decided by an AAPCM committee 	Yes

Certification Framework

AAPCM uses the Australian National Competency Standards for Procurement, developed by Australian Industry Skills Councils, as the basis for its certification process. These are currently available for both the Public Sector and the Business Sector.

AAPCM's certification framework provides a robust means to recognise an individual's qualifications and experience as a procurement and/or contract management professional against these standards. Certification therefore provides significant benefits for the individual and for the employer organisation.

Level	Certification	Abbreviation for Post Nominals
Practitioner	Certified Procurement Professional – Practitioner	CProcP
	Certified Contract Management Professional – Practitioner	CCMP
	Certified Purchasing Professional – Practitioner	CPurP
Manager	Certified Procurement Professional – Manager	CProcM
Executive	Certified Procurement Professional – Executive	CProcE

The actual level of certification level available to an individual member depends on qualifications and experience of the individual. The level is assessed by an experienced, approved AAPCM assessor. Remember, certification is only available to members of AAPCM with a membership grade of Qualified Member (and above).

Practitioner Certification Level

The Practitioner level is tailored to recognise competence at the professional practitioner level in the fields of procurement, purchasing and contract management. Members at this level would have day-to-day responsibilities for personally undertaking procurement, purchasing and/or contract management tasks. Work functions and experience will likely include developing specifications, working with expert advisers, tender planning, developing tender documentation, conducting tender evaluation, obtaining appropriate approvals, negotiating with suppliers, awarding contracts, managing moderately complex contracts, risk management, record keeping, stakeholder management and similar processes.

Minimum requirements for certification at the professional level are:

- **Qualifications**
 - Certificate IV in Procurement and Contracting, or
 - equivalent qualification from Australian Qualifications Framework (AQF) Business Services (BSB) training package, or
 - higher qualification.
- **Work Experience**
 - Minimum 12 months conducting procurement as a major part of the job or 2 years conducting procurement as part of the job but not the major function of the job - with suitably demonstrated experience,
 - Report or letter of support from supervisor,
 - Self assessment, documents & other evidence of actually doing the job to the AQF standard for the minimum qualification applicable to the certification level,
 - Interview with an AAPCM assessor to demonstrate your underpinning procurement knowledge and to discuss your professional procurement practice.
- **Work Experience - Purchasing / Contract Management / Procurement**
 - If you have only worked in purchasing and not across the whole procurement spectrum, you may eligible for the **CPurP certification**.
 - If you have only worked in contract management and not across the whole procurement spectrum, you may be eligible for the **CCMP certification**.
 - If you have both purchasing and contract management experience, you may be eligible for the **CProcP certification**.

Manager Certification Level

The Manager level is tailored to recognise competence at the middle manager level in procurement, that is, members who routinely exercise some form of procurement management decision making. Members at this level generally supervise other procurement staff in their day-to-day activities, or may have day-to-day responsibilities for procurement tasks in high level, high risk, complex or strategic procurements. Work functions and experience will be likely to include managing or directing more complex procurement or contract management processes, conducting market research and supplier capability investigations, acting as delegate or giving

procurement approvals, providing expert guidance on procurement or contract management issues, contributing to their organisation's procurement planning processes, significant risk management, record keeping and accountability reporting, often to senior levels in the organisation.

Minimum requirements for certification at the manager level are:

- **Qualifications**
 - Diploma of Procurement and Contracting or Diploma of Business (Purchasing), or higher qualification, or
 - Statement of Attainment for relevant Diploma level procurement competencies and other relevant qualification (eg Diploma of Business, Bachelor of Commerce), or
 - Statement of Attainment for relevant Diploma level procurement competencies and other relevant course work (eg CIPS Diploma)
- **Work Experience**
 - 2 years conducting procurement as a major part of the job, or
 - 3 years conducting procurement as part of the job,
PLUS
 - 2 years procurement management and decision making as major part of job, or 3 years procurement management and decision making as a general part of the job. If you believe you can demonstrate the necessary experience with a shorter work history, please outline your claims for our consideration.
 - Report or letter of support from supervisor,
 - Self assessment, documents & other evidence of actually doing the job to the AQF standard for the minimum qualification,
 - Interview with an AAPCM assessor to demonstrate your underpinning procurement knowledge and to discuss your professional procurement practice.

Executive Certification Level

The Executive level is tailored to recognise competence at the senior manager level in procurement, that is, members who routinely exercise significant procurement decision making functions at executive level and who supervise the work of procurement staff performing complex, high risk or strategic procurements. Work functions and experience will be likely to include overseeing high level procurement and contract management processes for strategic goods and services in commercially or politically sensitive areas. A person operating at this level will provide expert advice and guidance to procurement colleagues, act as high level delegate, develop procurement strategies, solve significant problems and will have a leading role in organisational procurement planning. Other functions will include extensive risk management, record keeping and accountability reporting, often to Government or Board level.

Minimum requirements for certification at the executive level are:

- **Qualifications**
 - Advanced Diploma of Procurement and Contracting or relevant procurement specific higher qualification (e.g. Graduate Certificate, Graduate Diploma or Masters), or
 - Statement of Attainment for relevant Advanced Diploma procurement competencies and other relevant qualification (eg MBA), or
 - Statement of Attainment for relevant Advanced Diploma procurement competencies and other relevant course work (eg CIPS Diploma)
- **Work Experience**
 - 5 years direct and substantial executive procurement experience including at least 2 years in strategic procurement. If you believe you can demonstrate the necessary experience with a shorter work history, please outline your claims for our consideration.
 - Self assessment of procurement experience,
 - Self assessment, documents & other evidence of actually doing the job to the AQF standard for the minimum qualification,
 - Preparation and presentation of procurement practice case study,
 - Interview with an AAPCM assessor to demonstrate your underpinning procurement knowledge and to discuss your professional procurement practice.