



Pathways to Procurement Program

Nomination/Application Toolkit

Managers of suitable candidates or interested officials themselves may submit an application for the Pathways to Procurement (PtP) Program.

OVERVIEW

The Pathways to Procurement (PtP) program is an initiative designed to enhance procurement and contract management capabilities within the Australian Public Service (APS). It aims to establish a structured and sustainable pathway that supports APS officials who are new to procurement and contract management roles, enabling them to quickly build the necessary skills and knowledge to effectively carry out their responsibilities. The most suitable candidates for the PtP program are APS officials who are either transitioning into PCM roles or have been in PCM roles for less than 12 months and hold a position at a Commonwealth entity that is subject to the CPRs.

The program incorporates procurement and contract management training modules developed and delivered by Finance, a Certificate IV in Procurement and Contracting delivered by a Registered Training Organisation, and additional professional content.

Training sessions will be held at:

Department of Finance
One Canberra Avenue
FORREST ACT 2603
AUSTRALIA

KEY DATES

10 February 2025	Nominations close
Mid-February 2025	Successful candidates informed
24 February 2025	PtP program pilot begins
15 April 2025	PtP program pilot ends
End-April 2025	Graduation

FINAL SELECTION OF PARTICIPANTS

Finance will select candidates from nominations/applications received to participate in the PtP program. Successful candidates and their supervisors will be informed via email.

PtP PROGRAM PILOT

As shown in the table below, the pilot of the PtP program will commence on 24 February 2025 and continue for 8 consecutive weeks. Participants are required to attend training sessions 2 days a week for 8 weeks at Finance’s training rooms, located at One Canberra Avenue, FORREST ACT 2603.

Week 1	Monday, 24/02 Finance delivered content	Tuesday, 25/02 Finance delivered content
Week 2	Monday, 3/03 Cert IV Block 1	Tuesday, 4/03 Cert IV Block 1
Week 3	Tuesday, 11/03 Finance delivered content	Wednesday, 12/03 Finance delivered content
Week 4	Monday, 17/03 Cert IV Block 2	Tuesday, 18/03 Cert IV Block 2
Week 5	Monday, 24/03 Finance delivered content	Tuesday, 25/03 Finance delivered content
Week 6	Monday, 31/03 Cert IV Block 3	Tuesday, 01/04 Cert IV Block 3
Week 7	Monday, 07/04 Finance delivered content	Tuesday, 08/04 Finance delivered content
Week 8	Monday, 14/04 Cert IV Block 4	Tuesday, 15/04 Cert IV Block 4

HOW TO LODGE YOUR NOMINATION/APPLICATION

Finance welcomes applications from either officials or their managers.

Nominations/applications will close on 10 February 2025.

Managers submitting a nomination:

If you are a manager nominating a member of your team, please complete and submit the following form - [PtP Program Pilot Nomination Form](#)

Officials applying for themselves

If you are applying for yourself, please complete this form – [PtP Program Pilot Application form](#)

If you are shortlisted, Finance will contact your manager to obtain their endorsement.

NOMINATION/APPLICATION GUIDELINES

To ensure candidates and entities receive the maximum benefit from participating in the pilot PtP program, we recommend that managers submitting a nomination or officials applying themselves consider the following:

- Is the candidate transitioning into a PCM role or have they been in a PCM role for less than 12 months.
- What specific skills and knowledge do you expect the candidate to acquire from completing the PtP program?
- How will these new skills and knowledge be:
 - applied in the candidate's current or future role within your entity and,
 - shared within the candidate's team or entity?
- What immediate or long-term benefits do you anticipate for your team or entity from the candidate's participation in the PtP program?

INFORMATION AND SUPPORT

If you would like further information or clarification on the Pathways to Procurement Program or the nomination/application process, please contact the Centre of Procurement Excellence at procurementexcellence@finance.gov.au.

PRIVACY POLICY

Information about the Department's privacy policy, and details about how personal information about an individual is collected and handled, including how to make a complaint about the handling of your personal information, is contained in Finance's Privacy Policy available on the [Department of Finance Website](#).