



Australian Government

Department of Education, Employment and Workplace Relations

MEM30022A Undertake supervised procurement activities

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers planning and executing standard procurement activities to achieve required outcomes under the direction and guidance of an experienced procurement officer.
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Application of the Unit

Application of the unit	Work is carried out under supervision. Band: 0 Unit Weight: 0
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan procurement activities	<p>1.1. The procurement requirements and outcomes are interpreted, understood and, where necessary, clarified.</p> <p>1.2. Instructions for procedures to manage standard contract in accordance with legislation, policy and procedures are obtained.</p> <p>1.3. Supplier is selected in accordance with workplace procedures.</p>
2. Establish contractual arrangements	<p>2.1. Method of requesting and receiving offers is in accordance with organisational policy and procedures.</p> <p>2.2. Evaluation and selection of offer is made in consultation and in accordance with policy and procedures.</p> <p>2.3. Contractual arrangements are submitted for approval and formalised in accordance with policy and procedures.</p> <p>2.4. Notification of successful and unsuccessful suppliers occurs in accordance with organisational policy and procedures.</p>
3. Follow up on contracts	<p>3.1. Start-up or transition arrangements are confirmed and monitored in accordance with policy and procedures.</p> <p>3.2. Communication strategies are implemented to ensure effective relationship with contractor/s is managed in accordance with policy and procedures.</p> <p>3.3. Contractual obligations to contractors are met in accordance with policy and procedures.</p> <p>3.4. Contractor performance is monitored to ensure contractual obligations are being met.</p> <p>3.5. Approvals are obtained for any contract variations in accordance with organisational and contractual requirements.</p> <p>3.6. Disputes/complaints procedures are followed and implemented in accordance with contractual requirements.</p> <p>3.7. Records are maintained in accordance with organisational and legal requirements to provide an audit trail and for other organisational purposes.</p>
4. Complete contractual	4.1. Goods or services received are verified as meeting

ELEMENT	PERFORMANCE CRITERIA
arrangements	<p>outcomes required.</p> <p>4.2. Contracts are finalised, cancelled or terminated in accordance with organisational and contractual requirements.</p> <p>4.3. Records are maintained in accordance with organisational requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- planning and evaluating
- using numeracy skills for developing and using a budget and contractual timeframes
- effectively consulting and negotiating with suppliers involving oral and written exchanges
- using writing skills for procurement specification in unambiguous terms
- reading contractual agreements which may include complexity of language and style
- undertaking ongoing communication with contractor which may involve explanation or clarification of written and oral information; note-taking at meetings; active listening; checking for understanding and recording
- using numeracy skills for scheduling activities, and planning activities and timeframes

Required knowledge

Look for evidence that confirms knowledge of:

- applicable Commonwealth/State/Territory government legislation
- procurement policies and practices
- method of requesting and receiving offers
- procurement approval procedures
- evaluation and selection of offer
- procedures to manage the contract in accordance with legislation, policy and procedures
- procedures for receipt and payment of goods or services

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to undertake supervised procurement activities.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with undertaking supervised procurement activities, or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Standard contract	Covers contracts where deliverables and conditions desired from the supplier have already been determined by the company and where there are pre-existing procedures for requesting and receiving offers
Method of requesting and receiving offers	May include request for quotation, request for offer, direct purchases using existing supply agreements such as standing offers, common use arrangements, oral quotations, written quotations, direct purchase from retail or wholesale outlets, electronic commerce
Evaluation	May include price comparison, timing, suitability
Contractual arrangements	May include verbal and written orders, purchase order, credit card, petty cash, memoranda of understanding/ memoranda of agreement, in-house service level agreements, contracts, common use arrangements/ standing offers
Records	May include purchase requests and orders, invoices and payment requests, statements and petty cash vouchers, offer and contract documents, evaluation process documentation, records of authorised officers' decisions, records of supplier performance

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Engineering technician
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