



Australian Government

Assessment Requirements for TLIR4009 Implement purchasing systems

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation including reports and documenting discrepancies
- identifying, sourcing and procuring purchasing requirements in accordance with workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, errors in data input, collection or measurement promptly, particularly in relation to cost, order quantity or quality.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- different types of purchasing systems, their use and applications
- enterprise purchase/sales records system
- procedures for operating electronic communications equipment
- relevant sections of national, state/territory legislative and regulatory requirements, and codes of practice, particularly those relating to trade practices and privacy of information
- requirements for completing relevant documentation, particularly in relation to systems implementation
- steps involved in planning work activities
- typical problems encountered in implementing purchasing systems and possible solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>