



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIR207C Source goods/services and evaluate contractors**

**Release: 1**

## **TLIR207C Source goods/services and evaluate contractors**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit involves the skills and knowledge required to source goods/materials/services and evaluate contractors including analysing supply requirements, and evaluating and selecting appropriate potential contractor(s).

### **Application of the Unit**

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures. This includes the application of established workplace procedures to source goods and to evaluate potential contractors.

A range of opportunities may be used to develop the work area and to support the development of work systems and innovative strategies to deal with contingencies and to encourage the achievement of the organisations goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and who provide leadership of others individually or in teams.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 <b>Analyse supply requirements</b>	1.1 Purpose and specifications of required goods/services are identified 1.2 Criteria to evaluate potential or existing contractor performance is established 1.3 Quantities of required goods/services are determined 1.4 Frequency of ordering/requesting of goods/services is identified
2 <b>Evaluate potential contractors</b>	2.1 Contractors of requested goods/materials/services are identified 2.2 Comparative costings for goods/materials/services are obtained 2.3 Contractors' ability to provide a consistent level of performance on repeat jobs is assessed 2.4 Contractors are evaluated in relation to established criteria and in accordance with workplace and regulatory procedures 2.5 A prioritised contractor shortlist is established based on the capacity of contractors to provide a cost competitive quality service 2.6 The outcomes of the contractor selection process are documented including recommendations for actioning agreements/contracts with selected contractors 2.7 Information and data generated during the selection process is filed and maintained in accordance with workplace procedures



## **Required Skills and Knowledge**

### **REQUIRED KNOWLEDGE AND SKILLS**

This describes the essential knowledge and skills and their level required for this unit.

#### **Required knowledge:**

Relevant regulatory and code requirements

Relevant OH&S responsibilities and procedures

Workplace policies, procedures and protocols for the sourcing and supply of goods/services, and the evaluation of potential supply contractors

Workplace grievance and disputation handling policies and procedures

Workplace business policies and plans as they relate to supply contracts, including procedures for maintenance of confidentiality

Focus of operation of recording, reporting and statistical analysis systems and resources

Resource availability including the processing capacity of equipment and software systems for statistical analysis of data

Typical problems that can occur when sourcing goods and services and evaluating contractors, and related appropriate action that can be taken

#### **Required skills:**

Communicate and negotiate effectively with others when sourcing goods and services and evaluating contractors

Read and interpret instructions, procedures and information and signs relevant to the sourcing of goods and services and the evaluation of contractors

Interpret and follow operational instructions and prioritise work

Complete documentation related to the sourcing of goods and services and the evaluation of contractors

Operate electronic communication equipment to required protocol

Work collaboratively with others when sourcing goods and services and evaluating contractors

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when sourcing goods and services and evaluating contractors in accordance with regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Select and appropriately apply technology, information systems and procedures to workplace tasks

Adapt to differences in equipment in accordance with standard operating procedures

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

### **Context of and specific resources for assessment**

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

### **Method of assessment**

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or  
in an appropriate range of situations in the  
workplace



## 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.

The workplace environment may involve twenty-four hour operation and may include:	single and multi-site location large, medium or small companies
Services, products, risks, work systems and requirements may:	potentially vary across different sections of the workplace
Operations require:	customer and supplier contact and coordination
Contractors may be:	for one-off or repeat supplies/contract services
Document/data interchange may be:	electronic paper-based
Selection processes include:	procedures for maintenance of confidentiality and integrity
Personnel in work area may include	other employees and supervisors customers and suppliers external authorities and agencies management and union representatives industrial relations, occupational health and safety specialists other professional or technical staff, contractors and maintenance personnel
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documentation may include:	quality and work specifications and procedures specifications for required products or services manufacturers specifications and/or suppliers

handling and storage advice  
 workplace procedures, policies and instructions  
 OH&S regulations and procedures  
 supplier and/or client instructions  
 materials safety data sheets  
 relevant agreements, codes of practice including the national standards for manual handling and the industry safety code  
 legislation, regulations and related documentation, including regulations related to hazardous substances, dangerous goods and environment protection  
 reports of accidents and incidents within regulatory requirements and enterprise procedures  
 workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information  
 quality assurance procedures

Applicable regulations and legislation may include:

relevant regulations, standards and codes of practice  
 relevant Australian and state/territory OH&S legislation  
 equal employment legislation and related policies  
 environmental protection regulations  
 hazardous substances and dangerous goods codes  
 relevant Australian standards and certification requirements  
 licence, patent or copyright arrangements

## Unit Sector(s)

Not applicable.

## **Competency Field**

R - Contract Procurement