



**Australian Government**

# **BSB41615 Certificate IV in Purchasing**

**Release 1**

## BSB41615 Certificate IV in Purchasing

### Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

### Qualification Description

This qualification is suitable for individuals working in a range of roles including purchasing officers, stock control officers, purchasing assistants and inventory administrators.

They may work in any industry or organisational setting and may be responsible for all or a part of a procurement life cycle. Typically those completing this qualification would report to a purchasing manager or contract manager.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

## Packaging Rules

**Total number of units = 10**

**3 core units** plus

**7 elective units**, of which:

- 5 elective units must be selected from the elective units listed below
- 2 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

### Core Units

BSBITU305 Conduct online transactions

BSBPUR401 Plan purchasing

BSBPUR402 Negotiate contracts

### Elective Units

BSBADM409 Coordinate business resources

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBCUS403 Implement customer service standards

BSBFIA402 Report on financial activity

BSBITU401 Design and develop complex text documents

BSBLDR402 Lead effective workplace relationships

BSBLDR403 Lead team effectiveness

BSBPUR403 Conduct international purchasing

BSBREL401 Establish networks

BSBRES401 Analyse and present research information

BSBRISK401 Identify risk and apply risk management processes

BSBSUS301 Implement and monitor environmentally sustainable work practices

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWRT401 Write complex documents

PSPGOV406B Gather and analyse information

PSPPROC406B Procure goods and services

PSPPROC411A Plan procurement

PSPPROC412A Develop and distribute requests for offers

PSPPROC413A Select providers and develop contracts

## Qualification Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSB41615 Certificate IV in Purchasing	BSB41607 Certificate IV in Purchasing	Updated to meet Standards for Training Packages	Equivalent qualification

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)