



Australian Government

Assessment Requirements for BSBITU315 Purchase goods and services online

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- research and assess potential suppliers using a range of sources of information, whilst adhering to organisational requirements
- engage a supplier online in a professional and appropriate manner in accordance with organisational policies and procedures
- identify and mitigate risks associated with conducting business online
- adhere to organisational requirements when performing online transactions including:
 - reporting faults to supplier
 - checking accuracy of products/services delivered
- maintain accurate records according to organisational policy and procedures and reporting to relevant personnel
- review effectiveness of online transactions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key provisions of relevant legislation that affect aspects of business operations
- Key features of organisational policies and procedures relating to use of internet and online purchasing
- Key features of organisational policies and procedures relating to the security of electronic information (including, for example, financial information)
- Key features of legal and ethical requirements relating to a range of online transactions.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- office equipment and resources
- relevant applications/platforms for conducting e-commerce
- relevant legislation
- relevant organisational policies and procedures.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>