



**Australian Government**

# **BSBPMG416 Apply project procurement procedures**

**Release: 1**

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## Modification History

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

## Application

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

It applies to individuals who are project practitioners working in a project support role. The individual may be operating in a large or small organisation, and applying skills in the context of enterprise projects.

The project practitioner may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

## Unit Sector

Management and Leadership – Project Management

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist with procurement planning	1.1 Contribute to establishing procurement requirements to achieve project objectives 1.2 Act under delegated authority to contribute to development of procurement-management plan 1.3 Contribute to developing procurement documentation
2. Contribute to supplier	2.1 Gather and evaluate information on potential suppliers

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
selection process	<p>2.2 Make recommendations to assist in selection of preferred suppliers</p> <p>2.3 Contribute to establishing agreed terms and conditions with preferred suppliers</p> <p>2.4 Identify and act in line with probity and project governance constraints</p> <p>2.5 Assist in developing contractual documentation</p>
3. Conduct procurement activities	<p>3.1 Test and accept supplies to ensure they are fit for purpose in both quality and suitability</p> <p>3.2 Undertake procurement activities and maintain information in line with reporting, confidentiality and audit requirements</p> <p>3.3 Receive, reconcile and register supplies according to established procedures</p> <p>3.4 Monitor and control suppliers according to contractual supply documentation</p>
4. Assist in finalising procurement activities	<p>4.1 Assist in finalising procurement agreements</p> <p>4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities</p> <p>4.3 Contribute to identifying lessons learned and possible improvements to procurement management</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 2.1, 2.4, 3.2, 3.3, 3.4, 4.2	<ul style="list-style-type: none"> <li>Applies appropriate strategies to construct meaning from a variety of texts</li> </ul>
Writing	1.1, 1.3, 2.2, 2.3, 2.5, 3.2, 3.3, 4.1, 4.2	<ul style="list-style-type: none"> <li>Develops informative project documents using vocabulary and structure appropriate to audience, context and purpose</li> <li>Completes project documentation using required formats and structure</li> </ul>
Oral	1.1, 1.3, 2.2, 2.3, 2.5	<ul style="list-style-type: none"> <li>Participates verbal exchanges using clear language and</li> </ul>

Communication		<p>appropriate non-verbal features to provide and seek information</p> <ul style="list-style-type: none"> <li>• Uses questioning and listening skills to check and confirm understanding</li> </ul>
Numeracy	1.3, 2.5, 3.2, 3.3	<ul style="list-style-type: none"> <li>• Uses basic mathematical formula to calculate whole numbers and decimals to ensure financial accounts match purchased items</li> </ul>
Navigate the world of work	1.2, 2.4, 3.2-3.4	<ul style="list-style-type: none"> <li>• Understands responsibilities and boundaries associated with own role</li> <li>• Adheres to organisational policies and procedures when planning and undertaking work</li> </ul>
Interact with others	1.1, 1.3, 2.2, 2.3, 2.5	<ul style="list-style-type: none"> <li>• Uses accepted communication practices and protocols to share or provide information</li> <li>• Collaborates with others to achieve project outcomes</li> </ul>
Get the work done	1.2, 2.1, 3.1, 3.2, 3.4, 4.2, 4.3	<ul style="list-style-type: none"> <li>• Plans, organises and implements tasks required to achieve outcomes according to organisational requirements</li> <li>• Reflects on outcomes to gain insights into future improvements</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG416 Apply project procurement procedures	BSBPMG416A Apply project procurement procedures	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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