



**Australian Government**

# **Assessment Requirements for BSBPRC401 Plan procurement**

**Release: 1**

# Assessment Requirements for BSBPRC401 Plan procurement

## 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:

- establish goods and/ or services to be procured and prepare request for quotation
- create procurement methods and verify with stakeholders
- assess the scope of the procurement and create a schedule
- determine desired organisational outcomes from procurement activity
- evaluate resource requirements for all procurement activities
- analyse market for goods and/ or services to be procured
- identify and issue invitation for suppliers to offer
- prepare offers and obtain offer approval from stakeholders
- develop strategies to manage supplier transition and performance
- consult with stakeholders throughout the duration of procurement planning activities.

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 principles and practices of planning procurement activities for goods and/or services
- key features of organisational policies and procedures relating to planning procurement for goods and/ or services, including:
  - organisational policy and procedures for preparing and evaluating supplier offers
  - organisational stakeholder buy-in and continual consultation for procurement activities
  - alignment to organisational strategic goals
  - safety procedures for specific procurement activities
- key features of routine procurement plans.
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## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – procurement and contracting field of work and include access to:

- organisation policies and procedure
- procurement strategies and relevant procurement records
- case studies and, where possible, real situations in the workplace.

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>