BSBPRC401 Plan procurement

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.

Application

This unit describes the skills and knowledge required to identify suppliers, determine procurement methods, establish a plan and prepare for procurement activities.

It applies to individuals who are required to plan for complex procurement activities through the identification of materials and services to support organisation strategies.

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

Unit Sector

Administration – Procurement and Contracting

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish goods and services to be procured	1.1 Determine and agree organisation need for goods and/or services to be procured
	1.2 Obtain specifications for goods and services to be procured from relevant personnel and clarify as required
	1.3 Research and identify supply market for goods and/or services to be procured
	1.4 Select procurement methods most appropriate to particular goods and services to be procured
	1.5 Communicate with stakeholders to approve goods and/or services to be procured
2. Evaluate specifications	2.1 Assess the scope and function of goods and/or services to be

ELEMENT	PERFORMANCE CRITERIA
of procurement	procured, identifying outcomes, objectives and logistics
	2.2 Establish procurement timeframe and develop a schedule for tender of goods and/ or services
	2.3 Create measurable outputs for desired contractual outcomes
	2.4 Specify resource requirements and stakeholders responsible for key procurement activities
3. Identify suppliers	3.1 Conduct market analysis to identify suppliers
	3.2 Develop request for quotation documentation and invite suppliers to bid
	3.3 Review suppliers against procurement requirements and organisational protocols
	3.4 Make recommendations about preferred offers, seek and obtain approval from relevant personnel
4. Manage procurement plan	4.1 Establish a strategy for managing the outputs from the supplier
	4.2 Develop key performance indicators to monitor performance and ensure outcomes are achieved
	4.3 Create a management strategy for transition in/out issues
	4.4 Consult with stakeholders to confirm procurement plan
	4.5 Consult with stakeholders through all stages of the development of the procurement plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and interprets information to identify relevant key information
Writing	• Creates everyday workplace documentation using terminology and format relevant to audience and purpose
Oral Communication	• Uses suitable language to liaise with suppliers and clarify information within the organisation • Uses active questioning and listening techniques to

		confirm requirements
Numeracy	•	Performs mathematical analysis to evaluate supplier bids
Navigate the world of work	• •	Follows organisational procedures and policies Understands how own role connects with others and contributes to broader work goals
Get the work done	• • •	Takes responsibility for planning, sequencing and prioritising tasks for efficient and effective outcomes Implements standard procedures to make routine decisions Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPRC401 Plan procurement Release 1	BSBPUR401 Plan purchasing Release 1	Title change, updates to elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10