



Australian Government

Assessment Requirements for BSBPRC406 Conduct e-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.

Performance Evidence

Evidence of the ability to:

- contribute to e-procurement processes in an organisation, including:
 - researching and documenting e-procurement risks
 - monitoring e-procurement status electronically
 - assist in monitoring of timelines and costs
- evaluate and implement improvements to e-procurement strategies in an organisation.

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 features of researching and identifying goods and/ or services to be e-procured
 - assessment of key risks impacting e-procurement
 - criteria and processes for assessing risk for e-procurement
 - key requirements of electronic applications relating to e-procurement
 - relevant legislation and organisation policies and procedures related to:
 - e-procurement terms and conditions for procurement
 - online transactions
 - continuous improvement.
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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:

- relevant legislation and organisation policies and procedures
- procurement strategies and relevant procurement records
- office equipment and supplies
- 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>
