



**Australian Government**

# **Assessment Requirements for BSBPUR403 Conduct international purchasing**

**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.

## Performance Evidence

Evidence of the ability to:

- source international suppliers for specified goods
- prepare and issue invitations to offer
- evaluate and select successful offers
- issue contracts with preferred suppliers
- inform unsuccessful suppliers of outcome of evaluation process
- arrange importation of goods and foreign currency payments
- check that contractual conditions have been met, and take action if non-compliances are identified.

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

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and give an overview of key provisions of relevant legislation that affects business operations, codes of practice and national standards
- list methods of payment applicable to international purchasing
- outline organisational policies and procedures for international purchasing
- list the range of agencies and organisations involved in arranging importation arrangements such as:
  - consultants
  - customs brokers
  - freight forwarders
  - logistics and transport companies
- identify relevant insurance brokers and outline the range of available types of policies to cover risks of international purchasing
- outline external organisations that can provide information and assistance available from external organisations.

## Assessment Conditions

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

- organisation policies and procedures
- purchasing strategies and relevant purchasing records
- office equipment and supplies
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13)