Assessment Requirements for BSBPUR502 Manage supplier relationships

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:

- successfully manage relationships with suppliers over the life of specific purchasing agreements
- resolve a dispute with a supplier
- finalise an agreement with a supplier
- evaluate supplier performance and formulate recommendations about future use of supplier.

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 key provisions of relevant legislation that affect purchasing and contracting
- identify and describe methodologies to monitor, review and evaluate supplier performance
- identify and outline organisation's policies and procedures related to:
    - conduct and ethics
    - purchasing
    - tendering and contracting.

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
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da40 7e23c10