



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB41607 Certificate IV in Purchasing**

**Revision Number: 2**

## BSB41607 Certificate IV in Purchasing

### Modification History

Release	Comments
Release 2	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <p>Outdated advice removed</p> <p>Unit codes updated:</p> <ul style="list-style-type: none"> <li>• BSBCUS401A now BSBCUS401B</li> <li>• BSBCUS402A now BSBCUS402B</li> <li>• BSBCUS403A now BSBCUS403B</li> </ul>

### Description

#### Descriptor

This qualification is designed for individuals with responsibilities for conducting purchasing activities in an organisation. They may work in any industry or organisational setting. They may have whole of procurement life cycle responsibilities or work in specific functions such as contract management or tendering. Typically those completing this qualification would report to a purchasing manager or contract manager.

#### Job Roles

- Procurement Officer
- Purchasing and Inventory Administrator
- Purchasing Assistant
- Purchasing Clerk
- Purchasing Officer
- Stock Control Officer.
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### Pathways Information

#### Qualification Pathways

##### *Entry requirements*

There are no entry requirements for this qualification.

##### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- BSB30107 Certificate III in Business or other relevant qualification/s

OR

- with vocational experience in assisting purchasing managers or coordinators to conduct purchasing activities but without formal purchasing qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Administrative Officer
- Customer Service Advisor
- Personal Assistant
- Small Business Assistant
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

#### *Pathways from the qualification*

After achieving this qualification candidates may undertake:

- BSB51507 Diploma of Purchasing.
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## **Licensing/Regulatory Information**

### **Licensing, Legislative, Regulatory or Certification Considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• clarifying service needs with customers</li> <li>• clearly communicating purchasing requirements to prospective suppliers</li> <li>• negotiating with online service providers for the purchase of goods and services</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• negotiating and confirming requirements for online trade with suppliers</li> <li>• working with personnel from regulatory authorities to arrange for the importation of goods</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• dealing with irregularities when reconciling organisational and online bill paying and transaction records</li> <li>• diagnosing problems in matching service delivery to customer needs</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• conducting research to identify sources/supplies for required products</li> <li>• developing options for improved services to customers</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• developing project plans including time lines, task breakdown and roles and responsibilities of team members</li> <li>• preparing and promoting specification documentation</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• behaving ethically when dealing with potential suppliers by following codes of practice for confidentiality and probity</li> <li>• managing time to ensure work is completed on time</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• learning from the review of previous projects</li> <li>• seeking assistance from senior colleagues to overcome difficulties in meeting customer service standards</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• using business technology such as purchasing and word processing software to conduct purchasing activities</li> </ul>

## Packaging Rules

**Total number of units = 10**

**3 core units** plus

**7 elective units**

**5 elective units** must be selected from the elective units listed below.

The remaining **2 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 elective unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### Core units

#### IT Use

BSBITU305A Conduct online transactions

#### Purchasing and Contracting

BSBPUR401B Plan purchasing

BSBPUR402B Negotiate contracts

### Elective units

#### Customer Service

BSBCUS401B Coordinate implementation of customer service strategies

BSBCUS402B Address customer needs

BSBCUS403B Implement customer service standards

#### Financial Administration

BSBFIA402A Report on financial activity

#### General Administration

BSBADM409A Coordinate business resources

#### IT Use

BSBITU401A Design and develop complex text documents

**Occupational Health and Safety**

BSBOHS407A Monitor a safe workplace

**Purchasing and Contracting**

BSBPUR403B Conduct international purchasing

**Relationship Management**

BSBREL401A Establish networks

**Research**

BSBRES401A Analyse and present research information

**Risk Management**

BSBRSK401A Identify risk and apply risk management processes

**Sustainability**

BSBSUS301A Implement and monitor environmentally sustainable work practices

**Workplace Effectiveness**

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

**Writing**

BSBWRT401A Write complex documents

**Imported Units**

PSPGOV406B Gather and analyse information

PSPPROC406B Procure goods and services

PSPPROC407A Establish procurement need

PSPPROC408A Develop requests for offers

PSPPROC409A Receive and select offers

PSPPROC410A Administer contracts