



Australian Government

BSB41607 Certificate IV in Purchasing

Release 3

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Modification History

Release	Comments
Release 3	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>.</p> <p>BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.</p>
Release 2	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i>.</p> <p>Outdated advice removed.</p> <p>Unit codes updated:</p> <ul style="list-style-type: none">• BSBCUS401A now BSBCUS401B• BSBCUS402A now BSBCUS402B• BSBCUS403A now BSBCUS403B
Release 1	Initial release of this Qualification.

Description

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.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30112 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.

Licensing/Regulatory Information

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

There are no entry requirements for this qualification.

Employability Skills Summary

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

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

BSBITU305A Conduct online transactions

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

Work Health and Safety

BSBWH401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

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

PSPPROC411A Plan procurement

PSPPROC412A Develop and distribute requests for offers

PSPPROC413A Select providers and develop contracts