



Australian Government

BSB51507 Diploma of 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Outdated advice removed.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> <ul style="list-style-type: none"> • BSBCUS501B now BSBCUS501C • BSBPUR501B now BSBPUR501C • BSBPUR503B now BSBPUR503C • BSBR501A now BSBR501B • PSPPROC503A updated to PSPPROC503B • PSPPROC504A updated to PSPPROC504B
Release 1	Initial release of this Qualification.

Description

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in purchasing and demonstrate a range of managerial skills to ensure that purchasing activities are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff. 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.

Job roles

- Contract Manager
- Inventory and Purchasing Manager
- Purchasing Consultant
- Purchasing Coordinator
- Purchasing Manager
- Site and Purchasing Coordinator.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB41607 Certificate IV in Purchasing or other relevant qualification/s

OR

- vocational experience in assisting senior strategic procurement managers to manage purchasing activities but without formal purchasing qualifications.

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

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator.

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:

- BSB60407 Advanced Diploma of Management.

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"> • conducting research to collect and analyse information and presenting it in report form • consulting and negotiating with internal and external stakeholders • negotiating contracts and using culturally appropriate communication when dealing with international clients • questioning, clarifying and evaluating information • resolving disagreements with suppliers • writing in a range of styles to suit different audiences
Teamwork	<ul style="list-style-type: none"> • building trust and fostering a supply chain culture • supporting staff and networking with others • working with others and clearly identifying their roles and responsibilities
Problem-solving	<ul style="list-style-type: none"> • analysing data and evaluating the effectiveness of systems • assessing financial viability of new opportunities and matching organisational capability with market needs • calculating resource requirements and acquiring them • comparing and evaluating data and reports • developing strategies for improvement to business processes and systems • performing cost benefit analyses, budgeting, assessing and managing risk • solving complex and non-routine difficulties • using a variety of problem-solving and decision making strategies
Initiative and enterprise	<ul style="list-style-type: none"> • determining logistics strategies and adjusting them in accordance with new and changing market needs • improving systems and structures based on review and analysis of information
Planning and organising	<ul style="list-style-type: none"> • applying strategic, supply chain and project management skills in complex environments • developing systems that are flexible and responsive to changing circumstances • planning and managing resource acquisition and deployment within budgetary constraints

	<ul style="list-style-type: none">• planning for contingencies and performance
Self-management	<ul style="list-style-type: none">• managing own time and priorities, and dealing with contingencies• taking responsibility as required by work role and ensuring all legislative and organisational policies and procedures are followed• using discretion and judgement when required within complex environments
Learning	<ul style="list-style-type: none">• following cultural requirements when dealing with international clients• providing learning and development opportunities for staff• supporting first time users of online purchasing systems
Technology	<ul style="list-style-type: none">• analysing the technical requirements for online purchasing• reviewing technical performance and making improvements as required• using specialist software to manage international purchasing and supply chain management

Packaging Rules

Total number of units = 8

5 core units *plus*

3 elective units

2 elective units must be selected from the elective units listed below.

The remaining **1 elective unit** 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 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

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

Core units

BSBPUR501C Develop, implement and review purchasing strategies

BSBPUR502B Manage supplier relationships

BSBPUR504B Manage a supply chain

BSBRKG502B Manage and monitor business or records systems

BSBRSK501B Manage risk

Elective units

Customer Service

BSBCUS501C Manage quality customer service

Financial Management

BSBFIM501A Manage budgets and financial plans

Information Management

BSBINM501A Manage an information or knowledge management system

Learning and Development

BSBLED501A Develop a workplace learning environment

Management

BSBMGT502B Manage people performance

BSBMGT516C Facilitate continuous improvement

Work Health and Safety

BSBWHS501A Ensure a safe workplace

Purchasing and Contracting

BSBPUR503C Manage international purchasing

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Effectiveness

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness

Imported units

PSPPROC503B Manage contract performance

PSPPROC504B Finalise contracts

PSPPROC506A Plan to manage a contract

