



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU345C Purchase materials and schedule deliveries

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to purchase materials and schedule deliveries.
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Application of the Unit

Application of the unit	This unit requires the individual to purchase materials and schedule deliveries for production and/or storage. It is applicable to a production section or a stores/warehouse.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify material requirements</p>	<p>1.1. Customer/client is consulted as appropriate and customer order specifications detailed</p> <p>1.2. Supporting production data is examined</p> <p>1.3. Materials required are identified including type, quality and quantity</p> <p>1.4. Quantities required are estimated according to predetermined standards</p> <p>1.5. <i>Purchase</i> order/list is developed according to enterprise standard operating procedures</p>
<p>2. Purchase materials and schedule deliveries</p>	<p>2.1. Delivery requirements are determined from production plan</p> <p>2.2. Supplier/vendor is informed of requirements and specifications</p> <p>2.3. Supply/<i>purchasing schedules</i> are adjusted where required according to enterprise standard operating procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by liaising with production management and suppliers to ensure consumables are available
- collecting, analysing and organising information by gathering and using information about supplies and suppliers, delivery times, usage rates
- planning and organising activities by identifying required materials and organising delivery to support production schedule
- teamwork when liaising with production management and suppliers to ensure consumables are available
- mathematical ideas and techniques by examining production data and determining material requirements
- problem-solving skills by finding alternative suppliers if required and rescheduling deliveries to meet production exigencies
- use of technology by using computerised stock and order systems

Required knowledge

- determining materials and purchasing requirements
- obtaining customer order specifications
- necessity to keep an accurate stock control system
- manual or computer stock control systems that are in place
- replenishing stocks when needed
- purchasing procedures
- preferred suppliers and the products they supply
- raising an order and by whom
- contracts that are listed for purchase orders
- reasons for purchasing contracts
- responsibility for determining the required quantity in the order
- special instructions that could be listed on the order
- maintaining accurate purchasing records
- scheduling materials delivery
- procedures if delivery requirements cannot be met
- possible alternatives if delivery requirements cannot be met
- notification if delivery requirements cannot be met
- adjusting purchasing schedules
- effects that could atmospheric conditions have on materials in storage

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• effects that could UV light have on materials in storage |
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Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • correctly purchasing materials and scheduling their delivery • demonstrate an ability to find and use information relevant to the task from a variety of information sources • produce a portfolio of paperwork that shows scheduling and purchasing of material deliveries. This should include a record of at least a month during which there were no major interruptions of production caused by absence of materials and no excess inventory in stock • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Purchasing specifications</i> may include:	<ul style="list-style-type: none"> determined from standard job sheets, written and verbal instruction.
<i>Purchasing schedules</i> may include:	<ul style="list-style-type: none"> on site procedures developed for pre-contracted suppliers/vendors.
<i>Contract preparation</i> may include:	<ul style="list-style-type: none"> manual or electronic systems utilising on site system.
<i>Context</i> may include:	<ul style="list-style-type: none"> working within a production team or a warehouse/store section servicing a number of production teams.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		

