ICTICT805 Direct ICT procurement

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to direct information and communications technology (ICT) procurement for a medium to large organisation.

It applies to individuals who work in high-level management positions and lead the analysis, implementation and management of emerging, and converging, ICTs as they are integrated into the business process to support the organisational strategic goals of medium to large organisations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate the procurement processes of the organisation	1.1 Research existing ICT procurement processes in the organisation 1.2 Establish the evaluation criteria for procurement processes 1.3 Critically evaluate the procurement processes against the criteria
2. Direct the strategic planning to support ICT procurement	2.1 Establish the priorities based on the organisational need 2.2 Lead the development of a strategy to align ICT procurement with the organisational goals and objectives 2.3 Implement the ICT procurement strategic plan

ELEMENT	PERFORMANCE CRITERIA
	2.4 Develop the procurement policy, including vendor selection based on the strategic plan
3. Lead the risk management of ICT procurement	3.1 Lead the development of a strategy for the risk assessment of ICT procurement activities
	3.2 Ensure that ICT procurement complies with the organisational policy
	3.3 Ensure that risk mitigation is carried out on identified risks
	3.4 Ensure the continuous improvement of ICT procurement processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4	• Researches and critically analyses, and evaluates, complex textual information relevant to the job role
Writing	1.2, 2.1, 2.2, 2.4, 3.1, 3.4	• Selects the document structure, language, grammar and terminology to suit the specific subject matter and audience, when developing cost benefit analyses, strategic plans and policies
Oral Communication	1.1-1.3, 2.1-2.4, 3.1-3.4	• Uses effective listening and probing, open questioning techniques, to elicit the views and opinions of others, and to obtain information • Participates in a verbal exchange of ideas and solutions, and uses detailed and clear language, to clarify and present information, according to the requirements and the audience • Articulates the requirements and strategies clearly, using the appropriate pitch, tone, body language, and reflective responses
Numeracy	1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 3.1	• Uses a range of statistical, mathematical and financial calculations, formulae and functions, together with the appropriate software tools, to interpret numerical and financial data relating to cost benefit analyses, evaluation criteria, key

		performance indicators, risk assessment and continuous improvement
Navigate the world of work	2.2, 3.2	• Takes a lead role in the development of organisational goals, roles and responsibilities • Develops and implements strategies that ensure that the organisational policies, procedures, and regulatory requirements are being met • Monitors and reviews the organisation's policies, procedures and adherence to legislative requirements, to implement and manage change
Interact with Others	2.2, 3.1	• Selects, implements and manipulates the communications systems, processes and practices for maximum impact • Recognises the potential for conflict and, working with others, seeks to develop the organisational processes to deal with conflict • Understands diversity, and seeks to integrate diversity into the work context for managing change, making decisions and achieving shared outcomes
Get the work done	1.1, 1.2, 1.3, 2.1, 2.3, 3.1, 3.4	• Considers the strategic and operational potential of digital technology in order to achieve work goals, enhance work processes, create opportunities and reduce risks • Plans strategic priorities and outcomes within a flexible, efficient and effective context, in a diverse environment exposed to competing demands • Identifies the key factors that impact on decisions and their outcomes, drawing on experience, competing priorities, and decision-making strategies, where appropriate • Addresses complex problems involving multiple variables, using formal analytical, and lateral thinking techniques, and experience and knowledge, in order to focus

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT805 Direct ICT procurement	ICAICT705A Direct ICT procurement	Updated to meet Standards for Training Packages.	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Recoded and minor edits to Performance Criteria to meet AQF requirements	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2