



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT4011B Purchase materials and consumables

Revision Number: 1

LMFFT4011B Purchase materials and consumables

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency of purchasing materials and consumables required for production within a furnishing enterprise, through existing contracts or other formal purchasing arrangements or through local purchase delegation.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

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
1. Identify purchasing requirements	1.1. Purchasing requirements are identified from material specifications, orders and instructions in accordance with workplace procedures 1.2. Purchasing requirements are prioritised, where required, in consultation with others 1.3. Quantities, quality of goods, price limitations and delivery requirements are determined or confirmed in consultation with appropriate personnel
2. Source materials and consumables	2.1. Source/s of materials and/or consumables are identified from workplace preferred supplier lists or through networks and knowledge of local and/or overseas suppliers 2.2. Difficulties in supply are reported in accordance with workplace procedures 2.3. Availability of supply is confirmed
3. Check costings	3.1. Alternative suppliers are contacted to check costings 3.2. Actual costs are compared to predicted costs 3.3. Any recommendations regarding alternative suppliers are communicated to appropriate personnel following workplace procedures 3.4. Delegation to order goods/materials/equipment is exercised
4. Purchase materials and consumables`	4.1. Capacity of supplier to meet price, quality and delivery expectations is checked 4.2. Purchase order/list is developed in accordance with workplace procedures 4.3. Order is placed with supplier and delivery schedules are confirmed 4.4. Appropriate orders and invoices are exchanged according to workplace procedures
5. Maintain and monitor material and consumable supplies	5.1. Stock is regularly monitored using inventory records and physical checks, where applicable, to ensure maintenance of supply 5.2. Up-to-date records of materials and consumables are maintained 5.3. Acquisition requirements are documented in accordance with workplace procedures
6. Liaise with other departments	6.1. Communication channels with other departments are established in accordance with workplace procedures

ELEMENT	PERFORMANCE CRITERIA
	6.2. Liaison with other departments is conducted to ensure customer requirements are achieved

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to the purchasing systems and activities, including the relevant technical, regulatory, environmental and safety requirements
- communicate ideas and information to enable clarification of the requirements, coordination of purchasing with site supervisor, other workers and customers, and the reporting of outcomes and problems
- plan and organise activities to avoid any backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly, calculate and estimate material requirements
- create and apply systematic problem solving techniques to anticipate purchasing problems, avoid re-working and avoid wastage
- use the workplace technology related to the purchasing, including calculators and measuring devices and computing/computer-aided systems

Required knowledge

- contemporary supply/purchasing systems theory
- company operating procedures, including procedures for purchasing materials and consumables
- material and consumable usage rates
- operation requirements of equipment and work systems in own work area

Evidence Guide

EVIDENCE GUIDE

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.

Critical aspects of evidence

- Locate, interpret and apply relevant information
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- Purchase materials on a minimum of four occasions, including two different materials and at least one perishable consumable
- Suggest improvements to purchasing operations and where authorised, negotiate changes
- Modify activities to cater for variations in workplace cultures and environment
- Work effectively with others

Resource implications

Production operation with consumable and material requirements, preferred supplier lists and workplace procedures.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a simulated workplace facility with relevant equipment, simulated work instructions and deadlines.

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>	
Unit scope	This unit covers the work involved in sourcing and purchasing materials for production
Unit context	<ul style="list-style-type: none"> • OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements • Work requires individuals to demonstrate administrative ability, discretion, judgement and problem solving skills
Workplace environment	<ul style="list-style-type: none"> • The competency requires a detailed knowledge of the production processes of the enterprise and its support requirements • Work is generally performed with little external assistance and with minimal supervision or direction • Customers may be internal or external
Information and procedures	<ul style="list-style-type: none"> • Work procedures/instructions • Existing contracts or formal purchasing arrangements • Supply system directories, indexes and catalogues • Machinery/equipment/system technical manuals • Legislation/regulations/national and industry codes and practices related to the materials and consumables • Quality and Australian standards and procedures

Unit Sector(s)

Unit sector	Furnishing Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		