



Australian Government

MEM11012 Purchase materials

Release: 1

MEM11012 Purchase materials

Modification History

Release 1. Supersedes and is equivalent to MEM11012B Purchase materials

Application

This unit of competency defines the skills and knowledge required to determine purchasing requirements, prepare purchase order/list and purchase materials.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

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

Band: A

Unit Weight: 6

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify job requirements from specifications, job sheets or work instructions

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|---|-----|---|
| 2 | Determine purchasing requirements | 2.1 | Consult with client, customer and/or user to determine purchasing requirements |
| | | 2.2 | Determine material specifications from orders, instructions and/or technical drawings |
| | | 2.3 | Determine quantities, price limitations and delivery requirements from orders, instructions |
| 3 | Prepare purchase order/list and purchase materials | 3.1 | Develop purchase order/list according to SOPs |
| | | 3.2 | Inform supplier/vendor of requirements and specifications |
| | | 3.3 | Adjust purchasing schedules, as required |
| | | 3.4 | Exchange appropriate paperwork/contracts in accordance with SOPs |
| | | 3.5 | Maintain records/files in accordance with SOPs |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Purchasing includes one (1) or more of the following:**
- one-off
 - multiple quantities of raw materials, components and equipment

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Purchasing schedules include one (1) or more of the following:

- purchasing specifications - determined from standard engineering drawings, data sheets and/or instructions - written or verbal
- purchasing schedules - developed to site procedures and for pre-contracted suppliers/vendors

Paperwork/contracts include one (1) or more of the following:

- generated manually
- electronically utilising on-site system

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>