



Australian Government

MSFFDM4017 Purchase materials and consumables

Release: 1

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Modification History

Release 1. Unit code and title changed. Application changed. Elements and Performance Criteria changed. Range of Conditions removed and relevant information moved to Assessment Requirements. Assessment Requirements changed to remove duplication with Performance Criteria. Supersedes and is equivalent to MSFFT4011 Purchase materials and consumables.

Application

This unit describes the skills and knowledge required to purchase materials and consumables for production within a furnishing or similar enterprise, through existing contracts and other formal purchasing arrangements or through local purchase delegation.

This unit applies to individuals working in a manufacturing or design studio environment who are involved with production preparation, stock management and estimations, either working alone or as part of an internal or external team.

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

Competency Field

Project management and professional development

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify purchasing requirements	1.1 Identify purchasing requirements from material specifications, orders and instructions, and in accordance with workplace procedures 1.2 Prioritise purchasing requirements in consultation with others in accordance with workplace procedures 1.3 Determine and confirm quantities, quality of goods, price limitations and delivery requirements in consultation with appropriate personnel and in accordance with workplace procedures
2. Source materials and consumables	2.1 Identify sources of materials and/or consumables from workplace preferred supplier lists or through networks and knowledge of local and/or overseas suppliers 2.2 Report difficulties in supply in accordance with workplace

Elements	Performance Criteria
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	procedures 2.3 Confirm availability of supply
3. Compare costs	3.1 Contact alternative suppliers to check costing 3.2 Compare actual costs with predicted costs 3.3 Recommend alternative suppliers as relevant to appropriate personnel in accordance with workplace procedures 3.4 Delegate ordering of goods/materials/equipment in accordance with workplace procedures
4. Purchase materials and consumables	4.1 Ensure supplier has capacity to meet price, quality and delivery expectations 4.2 Develop purchase order or list in accordance with workplace procedures 4.3 Place order with supplier and confirm delivery schedules 4.4 Issue and respond to orders and invoices in accordance with workplace procedures
5. Maintain and monitor material and consumable supplies	5.1 Monitor stock regularly using inventory records and physical checks, where applicable, to ensure maintenance of supply 5.2 Maintain up-to-date records of materials and consumables 5.3 Document acquisition requirements in accordance with workplace procedures 5.4 Suggest improvements to purchasing operations and, where authorised, negotiate changes
6. Liaise with other departments	6.1 Establish communication channels with other departments in accordance with workplace procedures 6.2 Liaise with other departments to ensure customer requirements are achieved

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Numeracy skills to interpret technical information and perform calculations.

- Writing skills to complete ordering-relating documentation.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSFFT4011 Purchase materials and consumables.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>