



Australian Government

MSFFT4011 Purchase materials and consumables

Release: 1

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Modification History

Release 1 - New unit of competency

Application

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

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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| 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 | Sources 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 |

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| | | 2.3 | Availability of supply is confirmed |
| 3 | Compare costs | 3.1 | Alternative suppliers are contacted to check costing |
| | | 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 |
| | | 6.2 | Liaison with other departments is conducted to ensure customer requirements are achieved |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit context includes:

- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
- work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- work requires individuals to demonstrate administrative ability, discretion, judgement and problem solving
- work is performed with little external assistance and with minimal supervision or direction
- customers may be internal or external
- that prescribed under legislation, regulations and enterprise policies and practices

Personal protective equipment includes:

Information and procedures include:

- 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 Mapping Information

Supersedes and is equivalent to LMFFT4011B 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>