



Australian Government

PSPPCM001 Carry out basic procurement

Release: 1

PSPPCM001 Carry out basic procurement

Modification History

| Release | Comments |
|---------|---|
| 1 | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice |

Application

This unit describes the skills required to plan and undertake basic procurement of goods or services and receive goods or services.

This unit applies to those working in public sector roles whose duties include simple purchasing of low-value goods or services, and coordinating the end-to-end process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, and as part of a team, while performing routine tasks, in familiar contexts.

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

Competency Field

Procurement

Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
|---------------------------------|---|
| Elements describe the essential | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, |

| | |
|---|---|
| outcomes | further information is detailed in the range of conditions section. |
| 1. Plan for basic procurement of goods or services | <p>1.1 Confirm procurement requirements and limit of delegated authority.</p> <p>1.2 Determine the most suitable option for acquiring goods or services considering value for money.</p> <p>1.3 Identify the approval process.</p> <p>1.4 Conduct risk planning for the procurement activity.</p> |
| 2. Undertake procurement | <p>2.1 Obtain quotes and approvals for procurement of goods or services with any conflict of interest declared and resolved.</p> <p>2.2 Assess and select suppliers or service providers in line with the organisation's financial management system and on the basis of best value for money.</p> <p>2.3 Initiate and conduct procurement in accordance with organisation's probity and governance requirements.</p> |
| 3. Receive goods or services | <p>3.1 Implement quality assurance processes to ensure goods or services meet procurement specifications.</p> <p>3.2 Resolve non-compliance with specifications within limits of own authority.</p> <p>3.3 Confirm receipt of goods or services and process accounts for payment.</p> <p>3.4 Maintain records and meet reporting obligations to provide an audit trail.</p> |

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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