



Australian Government

PSPPCM012 Plan for procurement outcomes

Release: 1

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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 PSPPROC507A Plan for procurement outcomes.</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 apply advanced planning to complex procurement within established guidelines, policies and procedures.

This unit applies to those working in roles involving procurement planning.

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 autonomously while performing complex 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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Establish, apply and manage procurement governance arrangements	<p>1.1 Make contributions to forward procurement planning.</p> <p>1.2 Apply organisational, financial and budgetary framework effectively to procurement.</p> <p>1.3 Research and apply organisational objectives, policies and goals.</p> <p>1.4 Identify and apply relevant interacting legislative, policy and probity requirements to the proposed procurement activity.</p> <p>1.5 Develop and/or assess procurement needs, aligned to organisational objectives, business plan and appropriate justification of estimated procurement expenditure.</p> <p>1.6 Propose alternatives to procurement action where appropriate.</p> <p>1.7 Apply and manage probity principles when planning procurement activities.</p>
2. Identify, consult with and manage procurement stakeholders	<p>2.1 Identify internal and external stakeholders for procurement activities.</p> <p>2.2 Develop strategies to effectively gather information from and distribute information to procurement stakeholders throughout the procurement process.</p> <p>2.3 Inform and educate stakeholders on the concept of value for money.</p> <p>2.4 Develop strategies for the ongoing consideration and management of key stakeholders.</p>
3. Conduct market research and develop appropriate strategies to approach the market	<p>3.1 Conduct market research and analysis.</p> <p>3.2 Identify strengths and weaknesses of the market.</p> <p>3.3 Determine appropriate procurement options and procurement methods for approaching the market, taking into account relevant jurisdictional and organisational policy requirements.</p>
4. Identify, source and manage resources to conduct procurement processes	<p>4.1 Identify, seek and manage financial and budgetary resources required to effectively conduct procurement processes.</p> <p>4.2 Identify, seek and manage technical and procurement expertise required to effectively conduct procurement processes, including the establishment of tender evaluation panel or working group.</p> <p>4.3 Determine and apply appropriate structures and processes to the conduct of the procurement, including operation of the tender evaluation panel or working group.</p> <p>4.4 Plan and communicate appropriate lead times for conducting procurement processes to stakeholders.</p>
5. Define procurement specifications and requirements	<p>5.1 Align procurement requirements with organisational objectives and business plans that are realistic in terms of the capacity of the market to supply.</p> <p>5.2 Develop and/or critically assess statements of requirements and specifications that meet business needs of the organisation.</p>

	<p>5.3 Review previous procurements and consult stakeholders to inform and define the specifications.</p> <p>5.4 Explore the viability of specifications to ensure risks and whole-of-life costs and benefits are identified and to support value for money.</p>
<p>6. Undertake detailed procurement planning</p>	<p>6.1 Assist stakeholders to make meaningful contributions to procurement plans.</p> <p>6.2 Conduct procurement risk assessments and determine appropriate risk management strategies.</p> <p>6.3 Address jurisdictional, organisational, legislative, policy and probity requirements.</p> <p>6.4 Design a procurement process that achieves a value for money outcome, including consideration of whole-of-life costs and benefits.</p> <p>6.5 Document detailed procurement plans and sub-plans for the various activities that will be conducted throughout the procurement process, including evaluation and reporting requirements.</p> <p>6.6 Plan prompt execution of financial delegations and other approvals.</p> <p>6.7 Undertake procurement activity in line with jurisdictional, organisational and best practice requirements for accountability and transparency, including record keeping and reporting regimes.</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 PSPPROC507A Plan for procurement outcomes.

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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