



Australian Government

PSPPCM028 Carry out basic procurement

Release: 1

PSPPCM028 Carry out basic procurement

Modification History

Supersedes and is equivalent to PSPPCM001 Carry out basic procurement.

Application

This unit describes the performance outcomes, skills knowledge 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. Those undertaking this unit work under supervision, and as part of a team, while performing routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Plan for basic procurement of goods or services.

PERFORMANCE CRITERIA

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

- 1.1. Confirm procurement requirements and limit of delegated authority.
- 1.2. Determine the most suitable option for acquiring goods or services.
- 1.3. Identify the approval process.
- 1.4. Conduct risk planning for the procurement activity.

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| 2. Undertake procurement. | <ul style="list-style-type: none">2.1. Obtain quotes and approvals for procurement of goods or services, declaring and resolving any conflict of interest.2.2. Assess and select suppliers or service providers in accordance with organisational policies and procedures.2.3. Initiate and conduct procurement in accordance with organisational policies and procedures. |
| 3. Receive goods or services. | <ul style="list-style-type: none">3.1. Implement quality assurance processes to ensure goods or services meet procurement specifications.3.2. Resolve non-compliance with specifications within limits of own authority.3.3. Confirm receipt of goods or services and process accounts for payment.3.4. Maintain records and meet reporting obligations to provide an audit trail. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret a variety of texts to determine and confirm task requirements.
Writing skills to:	prepare routine documents for internal and external audiences.
Numeracy skills to:	perform routine calculations in relation to procurement in own job role to confirm actual versus expected expenditure.

Unit Mapping Information

Supersedes and is equivalent to PSPPCM001 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>