



**Australian Government**

# **Assessment Requirements for PUAMAN004 Manage procurement**

**Release: 1**

# Assessment Requirements for PUAMAN004 Manage procurement

## Modification History

**Release 1.** This is the first release of this unit of competency in the Public Safety Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- establishing feedback and monitoring systems
- establishing the basis of tendering including utilising different forms of tenders
- evaluating contract and contractors on completion using approved evaluation criteria
- finalising contract details
- implementing risk management plans
- monitoring and reviewing contract performance
- negotiating with contractors
- preparing appropriate documentation
- receiving and assessing tenders
- selecting successful tender respondent and/or contractor
- supplying information relevant to contract performance including finalising outstanding requirements

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- assessment of tenders and selection of contractors
- awarding of contracts
- basics of contract law
- contract administration including performance of contractors
- contract requirements
- evaluation criteria
- guidelines for the calling of tenders
- legislation, industry standards, codes of practice and regulations
- negotiation processes
- organisational documentation, policies and procedures including Work, Health and Safety

(WHS)/Occupational Health and Safety (OHS) requirements

- other requirements including insurance, WorkCover and bank guarantees
- principles of quality assurance including monitoring of contractor performance
- risk management principles
- selection of contractors
- sources of legal advice
- terms and conditions of contracts
- types of tenders including public, private, selective, open and restricted

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

## Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>