



Australian Government

Assessment Requirements for SITXINV003 Purchase goods

Release: 1

Assessment Requirements for SITXINV003 Purchase goods

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- determine and confirm purchasing requirements for at least six of the goods listed in the knowledge evidence
- make purchase arrangements for the goods to meet different:
 - end product requirements
 - customer specifications:
 - numbers
 - special requests
- assess supplier capacity to meet price, quality and delivery expectations for each of the above goods
- complete above purchasing activities following organisational requirements for stock ordering, including procedures and documentation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- specific industry sector and organisation:
 - features of products sold and the expected level of quality
 - formats for and contents of workplace documents that describe supply requirements
 - forecasting methods for calculating required quantity of goods
 - formats for and inclusions of job costings that describe purchase price limitations
 - sources of product and supplier information
 - sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements
 - formats for and inclusions of supplier specifications for the purchase of goods
 - full content of stock ordering procedures and documents
 - individual stock ordering responsibilities
- sources of information to determine purchase requirements:
 - buffet designs
 - catering orders
 - customer specifications:

- numbers
- special requests
- event orders
- event running sheets
- function orders
- menus
- operational itineraries for crew
- passenger itineraries
- passenger lists
- recipes
- reservation profiles
- rooming lists
- standard yields
- goods that need to be purchased by a business:
 - alcoholic or non-alcoholic beverages
 - cleaning agents and chemicals
 - customer travel products:
 - luggage labels
 - travel bags
 - travel wallets
 - tickets
 - vouchers
 - event supplies
 - food:
 - dairy products
 - dry goods
 - fresh goods
 - frozen goods
 - fruit or vegetables
 - meat, poultry or seafood
 - fuel:
 - aircraft
 - coaches
 - hire cars
 - vessels
 - general stores
 - housekeeping supplies
 - linen
 - merchandise
 - uniforms

- considerations in determining quality and suitability of stock on hand:
 - ability to meet customer requirements:
 - numbers
 - special dietary requirements
 - special requests
 - ability to meet requirements of:
 - event
 - menu
 - recipe
 - touring itinerary
 - for food:
 - currency of best by or use by dates
 - freshness
 - size
 - weight
 - numbers of goods on hand
- organisational procedures for the supply of goods:
 - completing purchase orders
 - gaining authority to purchase
 - limitations on which suppliers can be used
 - who is authorised to negotiate and purchase
- assessment of supplier capacity to meet price, quality and delivery expectations:
 - comparing price with previous supply costs
 - visual assessment
 - taste test for food
 - visual assessment
 - taste test for food
 - checking on others' satisfaction with the supplier
- determinants of the quality of goods:
 - ability to meet:
 - customer specifications
 - organisational quality specifications
 - portion requirements
 - currency of best by or use by dates
 - freshness
 - size
 - weight.

Assessment Conditions

Skills must be demonstrated in a tourism, travel, hospitality or events business or activity for which goods are purchased. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- diverse and comprehensive range of tourism, hospitality or event industry supply items that can be assessed for quality and suitability
- operational workplace specifications:
 - details of supplier contracts
 - job costings
- current commercial stock control procedures and documentation for the ordering of goods.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>