



Australian Government

SITXINV003 Purchase goods

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to determine the purchasing requirements for goods, source suppliers, discuss requirements, and assess the quality of goods before purchase.

It does not cover the specialist skills to systematically purchase and control the supply of goods for an organisation. These skills are covered by:

- SITXINV004 Control stock
- SITXINV005 Establish stock purchasing and control systems.

The unit applies to all tourism, travel, hospitality and event industry sectors where the purchase of any type of good takes place, including food and beverage supplies. Purchasing goods may involve placing an order for future delivery or purchasing goods face-to-face and taking immediate delivery.

The unit applies to operational personnel who operate with some level of independence and under limited supervision. This includes tour coordinators, account managers for professional conference organisers, event coordinators and banquet coordinators. In a kitchen environment it can apply to chefs of all levels, including commis chefs, but in larger organisations purchasing often remains the responsibility of sous chefs and executive chefs.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine purchasing requirements.	<p>1.1. Access and interpret information and discuss end product requirements with relevant personnel to determine goods to be purchased.</p> <p>1.2. Check and assess quality and suitability of stock on hand before proceeding with new purchases.</p> <p>1.3. Maximise use of suitable stock on hand to avoid wastage.</p> <p>1.4. Use forecasting methods to calculate required quantity of goods.</p> <p>1.5. Determine price limitations for the purchase of goods using job costings.</p> <p>1.6. Develop purchase lists and prioritise purchasing requirements according to organisational deadlines.</p>
2. Source suppliers and discuss requirements.	<p>2.1. Source and review potential suppliers and comply with organisational procedures for the supply of goods.</p> <p>2.2. Inform supplier of requirements and specifications.</p> <p>2.3. Confirm availability of supply to meet production requirements.</p> <p>2.4. Seek price for the supply and negotiate costs within scope of individual responsibility and organisational policy.</p> <p>2.5. Refer complex supply issues to a higher level staff member for action.</p>
3. Assess quality of goods and make purchase.	<p>3.1. Assess supplier capacity to meet price, quality and delivery expectations.</p> <p>3.2. Complete assessment of quality of goods.</p> <p>3.3. Select supplier and purchase goods based on price, availability and quality, and within scope of individual responsibility and organisational policy.</p> <p>3.4. Keep accurate purchase records.</p>

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:
- comprehend and follow operational documents that describe purchasing requirements for recipes, menus, itineraries, event running sheets, and organisational procedures.

- Writing skills to:
- write purchase orders and descriptive purchase specifications for suppliers.
- Oral communication skills to:
- discuss product and purchase requirements with supervisors and managers.
- Numeracy skills to:
- interpret job costings and calculate supplier costs.
- Initiative and enterprise skills to:
- purchase from the most cost-effective supplier.
- Teamwork skills to:
- discuss production requirements with supervisors and managers to determine purchase requirements.
- Planning and organising skills to:
- prioritise purchasing requirements according to organisational deadlines.
- Technology skills to:
- use a calculator to assist with supply numbers and costs.

Unit Mapping Information

SITXINV301 Purchase goods

Links

Companion Volume implementation guides are found in VETNet -

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