



Australian Government

TLIR4010 Plan purchasing

Release: 1

TLIR4010 Plan purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan purchasing in various contexts in the transport and logistics industry.

It includes preparing invitations to offer, identifying suppliers, issuing invitations to offer and preparing purchase recommendations.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare invitations to offer

PERFORMANCE CRITERIA

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

- 1.1 Specifications for goods and services to be purchased are obtained from relevant personnel and are clarified as required
- 1.2 Purchasing methods most appropriate to particular purchases are selected
- 1.3 Invitations to offer are prepared

- 1.4 Approval of invitations to offer is obtained
- 2 Identify suppliers**
 - 2.1 Organisational records are reviewed for potential suppliers
 - 2.2 Sources of supply are identified
 - 2.3 Invitations are made to suppliers
 - 2.4 Sources of supply are evaluated against purchasing strategy requirements
- 3 Issue invitations to offer**
 - 3.1 Invitations to offer are distributed
 - 3.2 Briefings are conducted as required
 - 3.3 Clarification of issues arising is made with suppliers in accordance with purchasing strategies
- 4 Prepare recommendations to purchase**
 - 4.1 Offer documents are received from suppliers
 - 4.2 Offer documents are assessed against purchasing strategy requirements
 - 4.3 Further information is sought from suppliers as required
 - 4.4 Specialist expertise is obtained to assist with evaluation as required
 - 4.5 Offers are evaluated against purchasing strategy requirements
 - 4.6 Shortlists of suppliers who have made offers and who meet purchasing criteria are prepared
 - 4.7 Preferred offers are selected
 - 4.8 Recommendations about preferred offers are made for approval by relevant personnel
 - 4.9 Approval is obtained for recommended offers

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4010A Plan purchasing.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>