



Australian Government

BSBPMG427 Apply project procurement procedures

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

The unit applies to individuals who are project practitioners working in a project support role.

The project assistant may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

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

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist with procurement planning	1.1 Contribute to establishing procurement requirements according to project objectives 1.2 Contribute to developing procurement-management plan and documentation
2. Contribute to supplier selection process	2.1 Gather and evaluate information on potential suppliers 2.2 Make recommendations and assist in selection of preferred suppliers 2.3 Contribute to establishing agreed terms and conditions with preferred suppliers

ELEMENT	PERFORMANCE CRITERIA
	2.4 Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms 2.5 Assist in developing contractual documentation
3. Conduct procurement activities	3.1 Test and accept supplies and confirm fit for purpose in both quality and suitability 3.2 Undertake procurement activities and maintain information according to reporting, confidentiality and audit requirements 3.3 Receive, reconcile and register supplies according to established procedures 3.4 Monitor and control suppliers and contractual supply documentation
4. Assist in finalising procurement activities	4.1 Assist in finalising procurement activities 4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities 4.3 Contribute to making changes to project procurement procedures based on feedback received

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	Applies appropriate strategies to construct meaning from a variety of texts
Writing	- Contributes to developing project documents using vocabulary and structure appropriate to audience, context and purpose - Completes project documentation using required formats and structure
Oral Communication	- Participates in verbal exchanges using clear language and appropriate non-verbal features to provide and seek information - Uses questioning and listening skills to check and confirm understanding
Numeracy	Uses basic mathematical formula to calculate whole numbers and decimals to confirm financial accounts match purchased items
Initiative and enterprise	- Understands responsibilities and boundaries associated with own role - Adheres to organisational policies and procedures when planning and undertaking work
Teamwork	Uses accepted communication practices and protocols to share or provide information

SKILL	DESCRIPTION
	• Collaborates with others to achieve project outcomes
Planning and organising	• Plans, organises and implements tasks required to achieve outcomes according to organisational requirements • Reflects on outcomes to gain insights into future improvements

Unit Mapping Information

Supersedes and is equivalent to BSBPMG416 Apply project procurement procedures.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>