



Australian Government

Assessment Requirements for BSBPRC403 Conduct international procurement

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- apply market research techniques to source international suppliers for specified goods
- prepare and issue invitations to suppliers to procure goods and/ or services
- evaluate and process documentation to select successful supplier offers
- consult and obtain approval from stakeholders on preferred supplier
- prepare documentation and issue contracts with preferred suppliers
- inform unsuccessful suppliers of outcome of evaluation process
- arrange importation of goods and foreign currency payments
- evaluate risks and verify regulatory requirements of goods and/ or services to be procured internationally
- check that contractual conditions have been met, and take action if non-compliances are identified
- apply relevant legislation, regulations, codes of practice, standards and organisation policies and procedures
- undertake risk analysis activities related to international procurement
- apply principles of payments using foreign currency.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role:

- key principles and provisions of relevant legislation that affects business operations, codes of practice and national standards relevant to procurement
- range of industry accepted methods of payment applicable to international procurement

- standard organisational policies and procedures for international procurement
- risk factors and control measures relevant to international procurement
- Key range of agencies and organisations involved in arranging importation arrangements such as:
 - consultants
 - customs brokers
 - freight forwarders
 - logistics and transport companies
- key features of organisational policy to identify relevant insurance brokers and outline the range of available types of policies to cover risks of international procurement.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – procurement and contracting field of work and include access to:

- organisation policies and procedures
- procurement strategies and relevant procurement records
- office equipment and supplies
- case studies and, where possible, real situations in the workplace.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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