



Australian Government

BSBPRC501 Manage procurement strategies

Release: 1

BSBPRC501 Manage procurement strategies

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to develop, implement and evaluate an organisation's procurement strategies.

It applies to individuals focussing on the development, design and implementation of strategies to support the procurement of goods and/ or services. While an individual may work closely with other staff members in the organisation, they have individual responsibility and autonomy to develop, communicate and implement organisational procurement strategies.

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

Unit Sector

Administration – Purchasing and Contracting

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. Determine procurement objectives	1.1 Evaluate procurement strategies within organisation 1.2 Identify key strategic business units and their alignment to organisation objectives for procurement 1.3 Establish models for strategy development within organisation for procurement 1.4 Assess the relationship between procurement and strategic organisation objectives 1.5 Undertake consultations with relevant stakeholders and personnel to seek input into procurement strategies

ELEMENT	PERFORMANCE CRITERIA
2. Develop procurement strategies	2.1 Analyse and develop procurement strategies, taking into account legal requirements and organisation policies 2.2 Develop resourcing, financial and other plans to support implementation of procurement strategies 2.3 Assess the impact of procurement strategies on broader organisation objectives 2.4 Consult with stakeholders to confirm procurement strategy and its alignment to organisational objectives
3. Implement procurement strategies	3.1 Determine resourcing requirements to implement procurement strategy 3.2 Assist in implementation of procurement strategies 3.3 Monitor activities associated with the implementation of procurement strategies 3.4 Identify and address risks arising during the implementation of procurement strategies 3.5 Manage performance reporting frameworks to understand efficiency and effectiveness of procurement strategy
4. Evaluate procurement strategies and implement improvements	4.1 Review implementation of procurement strategies to assess areas for improvement 4.2 Identify improvements to procurement strategies from review process 4.3 Gain approval from stakeholders to implement improvements to procurement strategies 4.4 Monitor and review implementation of improvements to determine their effectiveness

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Interprets textual information from a range of sources and determines how content may be applied to organisational requirements
Writing	Develops complex material to convey explicit information and

	results using clear and detailed language appropriate to relevant audience and context
Oral Communication	- Communicates verbally using clear language and appropriate features to provide information to a variety of individuals - Uses active listening and questioning techniques to convey and clarify information
Numeracy	Interprets a range of numerical data to determine procurement objectives
Navigate the world of work	Appreciates the implications of organisational, legal and regulatory responsibilities that relate to own work
Interact with others	- Liaises with suppliers and relevant stakeholders to negotiate agreement on procurement strategies - Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	- Accepts responsibility for planning, prioritising and sequencing complex tasks and workload - Uses analytical processes to generate and evaluate possible solutions to problems - Reflects on outcomes to identify possible improvements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPRC501 Manage procurement strategies Release 1	BSBPUR501 Develop, implement and review purchasing strategies Release 2	Title change, updates to elements and performance criteria, performance and knowledge evidence	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBPRC501 Manage procurement strategies

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:

- undertake research and analysis of organisation objectives and policies
- develop procurement objectives and strategies for an organisation, including:
 - performance management frameworks
- implement procurement strategies developed in an organisation
- evaluate and implement improvements to procurement strategies in an organisation.

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 provisions of relevant legislation that affect procurement and contracting
- key organisational business units
- key industry models for development of procurement strategy
- key components of organisational policies and procedures related to:
 - business terms and conditions for procurement
 - contracting and tendering
 - ethical behaviour
 - procurement processes.

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.

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>