



Australian Government

BSBPRC503 Manage international procurement

Release: 1

BSBPRC503 Manage international procurement

Modification History

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

Application

This unit describes the skills and knowledge required to manage international procurement of specific goods and/ or services within organisational policies and procedures, and regulatory frameworks.

It applies to individuals who are responsible for managing international procurement activities in an organisation. They develop and implement relevant supply chain management strategies, manage and review the implementation of improvements to international procurement strategies. They will be responsible for implementing management techniques to help them involve others, be innovative, consultative, influential and persuasive in order to achieve targets effectively.

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

Unit Sector

Administration – Procurement 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. Develop and document strategies for international procurement	1.1 Research and analyse strategic implications for the organisation's international procurement of goods and/ or services 1.2 Research international market structures and determine the benefits of global sourcing 1.3 Research and analyse export regulatory requirements of goods and/ or services to be procured internationally 1.4 Draft and submit for approval the organisation's strategies for

ELEMENT	PERFORMANCE CRITERIA
	international procurement
2. Implement international procurement strategies	2.1 Communicate international procurement strategies to relevant personnel and stakeholders 2.2 Provide support to stakeholders to implement international procurement strategies 2.3 Monitor implementation of international procurement strategies within the organisation 2.4 Identify and address problems and issues arising from implementation of international procurement strategies
3. Monitor international procurement activities	3.1 Evaluate cultural considerations potentially impacting international procurement activities 3.2 Research and assess the legal requirements on internationally procured goods and/ or services and their alignment with organisational strategies 3.3 Assess STEEPLE (social, technical, economic, environmental, legislative and ethical) factors and their impact and risks on international procurement activities 3.4 Evaluate suppliers and potential exception clauses 3.5 Clarify and resolve any discrepancies to the satisfaction of all parties 3.6 Prepare draft contract documentation and access legal expertise to check legality of contract agreement
4. Determine payment strategies	4.1 Analyse financial risk and implement available controls in accordance with organisational policies and procedures 4.2 Identify source and availability of funds for payment that cover goods and/ or services 4.3 Research and analyse currency payment methods and implication on acquisition of goods and/ or services 4.4 Select currency payment methods 4.5 Finalise processing of payment and confirm funds release with organisational management
5. Determine logistics strategies	5.1 Determine requirements for pre-shipment inspection and arrange inspection 5.2 Research and analyse shipping facilities and other transport risks 5.3 Research and analyse regulatory compliance requirements for

ELEMENT	PERFORMANCE CRITERIA
	importation into Australia 5.4 Develop logistics strategies for the organisation taking into account appropriate transport, insurance and regulatory compliance requirements 5.5 Gain approval from relevant personnel for implementation of logistics strategies
6. Evaluate international procurement strategies	6.1 Review implementation of international procurement strategies and identify improvements 6.2 Design and develop improved international procurement strategies in accordance with organisational policies and procedures 6.3 Gain approval from organisational management to implement improvements to international procurement strategies 6.4 Communicate changes to relevant stakeholders and identify support provided to implement improvements 6.5 Monitor and review implementation of changes to determine effectiveness of improvements

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 complex textual information and determines how content may be applied to organisational requirements
Writing	- Develops and revises strategic, contractual and purchasing material to appropriate to audience and context - Completes authorisations according to requirements
Oral Communication	- Uses 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 financial information and makes calculations when considering commercial risks, purchasing strategies and insurance requirements
Navigate the world	- Contributes to organisation's strategic directions - Adheres to implicit and explicit organisational policies and

of work	procedures Complies with all legal requirements relevant to own rights and responsibilities and considers the implications of these when negotiating, planning and undertaking work
Interact with others	- Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience - Collaborates with others to provide support and negotiate agreement
Get the work done	- Develops plans to manage complex international purchasing activities in a timely and logical manner - Uses analytical skills to consider potential and actual problems and implement solutions or contingency plans - Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPRC503 Manage international procurement Release 3	BSBPUR503 Manage international purchasing 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 BSBPRC503 Manage international procurement

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Performance Evidence

Evidence of the ability to:

- undertake research and analysis of international procurement strategies
- effective communication and negotiation with stakeholders and suppliers
- design and develop international procurement strategies for an organisation, including:
 - implementation of international procurement strategies in an organisation
 - completion of a complex international purchase
 - • assessment of financial records to complete payment for goods and/ or services
 - prepare contract documentation
 - evaluation of transport and logistics strategies to obtain goods and/ or services procured internationally.

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 features of international markets and cultural considerations relevant to procurement in supplier countries
- key features of methods of payment applicable to international procurement
- contract documentation and processes for accessing legal advice
- key components of organisational policies and procedures for international procurement
- key details of available agencies involved in arranging importation arrangements such as:
 - consultants
 - customs brokers
 - freight forwarders

- logistics and transport companies.
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Assessment Conditions

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

- organisation policies and procedures
- purchasing strategies and relevant purchasing 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

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