



Australian Government

BSBPRC504 Manage a supply chain

Release: 1

BSBPRC504 Manage a supply chain

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 a supply chain, including the commercial and technical capabilities to ensure outcomes achieve organisational objectives.

It applies to individuals who are responsible for managing a supply chain in an organisation.

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 implement a supply chain strategy	1.1 Identify the organisation's objectives and the strategies for achieving them 1.2 Review current supply chain management strategy and how it delivers against organisational strategies 1.3 Assess supply chain opportunities that will add value to the organisation within the requirements of the strategy and budgetary allowance 1.4 Design and implement a supply chain strategy that increases effectiveness and achieves organisational objectives 1.5 Gain commitment of stakeholders to implement supply chain strategy 1.6 Assign responsibility to monitor supply chain strategy to relevant personnel

ELEMENT	PERFORMANCE CRITERIA
2. Manage the flow of supplies through the supply chain	2.1 Obtain information on the specifications of supplies in the supply chain 2.2 Clarify the aims, objectives and plans of supplies against organisational policies and procedures 2.3 Allocate supply chain tasks to self and other personnel 2.4 Support personnel to achieve supply chain tasks and milestones 2.5 Monitor and control the achievement of supply chain objectives against cost and timescales 2.6 Present reports on the results of supply chain outcomes to stakeholders
3. Manage supply chain relationships and activities	3.1 Apply portfolio analysis techniques to assess relationships in supply chains in accordance with the supply chain management strategy 3.2 Evaluate financial, technical and performance data of suppliers in accordance with supply chain strategies 3.3 Identify opportunities to adjust supply chain strategies to respond to the changing needs of customers, supply chain and organisational objectives 3.4 Design and implement a framework to promote collaboration with suppliers to achieve a competitive advantage 3.5 Consult with organisation management to confirm progress of supply chain activities in accordance to organisational objectives
4. Evaluate and improve supply chain effectiveness	4.1 Review the effectiveness of current relationships within the supply chain in accordance with the supply chain management strategy 4.2 Compare supply chain management models to determine most appropriate infrastructure to support organisational objectives 4.3 Assess techniques to support the development of innovation in the supply chain 4.4 Analyse cost reduction activities for a supply chain to achieve organisational objectives 4.5 Consolidate analysis and evaluation results to improve future supply chain management strategies and seek feedback from organisation management

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	Gathers and analyses textual information from a range of sources and identifies relevant and key information to assist in the supply chain management process
Writing	Designs, develops and revises strategic documents appropriate to audience and context
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	Analyses and compares financial information to assist in managing, evaluating and improving the supply chain
Navigate the world of work	- Contributes to organisation's strategic directions by developing and revising organisational policies and procedures - Complies with all legal requirements relevant to own 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 achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	- Develops plans to manage complex supply chain activities, with an awareness of how they contribute to strategic goals - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account - Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations - Actively identifies digital systems, devices and applications with potential to meet current or future needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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BSBPRC504 Manage a supply chain Release 1	BSBPUR504 Manage a supply chain Release 1	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 BSBPRC504 Manage a supply chain

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Performance Evidence

Evidence of the ability to:

- critically evaluate organisational supply chain management
- successfully manage a supply chain in accordance with organisational policies and procedures, including:
 - implement a supply chain strategy
 - monitor supply chain activities
 - co-ordinate staff and engage relevant stakeholders
 - liaise with suppliers to drive efficiencies
- evaluate and formulate recommendations to improve supply chain management strategy.

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 organisational objectives and their relationship to the supply chain strategy
- key requirements relating to the management of a supply chain, including:
 - organisational policies and procedures for procurement, tendering and contracting
 - contracting and tendering
 - ethical behaviour
 - purchasing and procurement
 - supply chain management
- techniques to establish collaborative relationships
- relevant legislation, regulations, standards and organisation policies.

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
- supply chain strategies and relevant supply chain management 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.

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