



Australian Government

BSBPUR301 Purchase goods and services

Release: 1

BSBPUR301 Purchase goods and services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine purchasing requirements and make and receive purchases.

It applies to individuals who work under a level of supervision and who conduct low risk, low expenditure purchasing for an organisation using established and documented purchasing strategies. Individuals may be working in a small organisation with general responsibility for conducting purchasing within an organisation, or they may be a purchasing specialist working in a large organisation. Some judgement may be required to make decisions about purchasing strategies.

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

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. Understand purchasing and own requirements	1.1 Read, understand and clarify organisation's purchasing strategies as required 1.2 Determine own role and limits of authority in consultation with relevant personnel
2. Make purchases	2.1 Receive purchase specifications from relevant personnel and clarify as required 2.2 Select purchasing methods most appropriate to particular purchases within limits of own role

ELEMENT	PERFORMANCE CRITERIA
	2.3 Obtain approvals for purchases as required 2.4 Obtain quotations from suppliers as required 2.5 Select suppliers, place orders and make purchases
3. Receive purchases	3.1 Receive goods or make arrangements to receive services 3.2 Advise relevant personnel of receipt of purchase 3.3 Ensure goods received are checked for compliance with specifications 3.4 Take action to resolve non-compliance with specifications 3.5 Facilitate registration of new assets 3.6 File and store purchase records

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.2, 3.3, 3.4	Gathers and interprets a range of textual information to identify relevant key information
Writing	1.1, 1.2, 2.1, 2.5, 3.1, 3.2, 3.5	Creates everyday workplace documentation using terminology and format relevant to audience and purpose
Oral Communication	1.1, 1.2, 2.1, 2.3-2.5, 3.1, 3.2, 3.4	- Uses suitable language to liaise with suppliers and clarify information within the organisation - Uses active questioning and listening techniques to confirm requirements
Numeracy	2.1, 2.4, 2.5	Interprets simple numerical data and makes basic calculations to determine costs of goods and services
Navigate the world of work	1.1, 2.1, 3.3, 3.4	- Adheres to organisational procedures and policies - Understands how own role connects with others and contributes to broader work goals
Interact with others	1.1, 1.2, 2.1, 2.3-2.5, 3.2	- Selects from a small range of communication modes, forms and channels to meet a specific purpose within the immediate work environment - Seeks to cooperate with others to achieve results in immediate work context

Get the work done	1.2, 2.2, 2.5, 3.4-3.6	• Takes responsibility for planning, sequencing and prioritising tasks for efficient and effective outcomes • Responds to predictable routine problems and implements standard or logical solutions • Uses the main features and functions of digital tools to complete work tasks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPUR301 Purchase goods and services	BSBPUR301B Purchase goods and services	Updated to meet Standards for Training Packages	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 BSBPUR301 Purchase goods and services

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Performance Evidence

Evidence of the ability to:

- obtain quotes from prospective suppliers
- select appropriate purchasing methods
- receive, check and document purchases.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline organisation policy and procedures relating to:
 - purchasing strategies
 - recordkeeping systems related to purchasing and assets
 - standard contracting arrangements
- explain purchasing and procurement principles for:
 - accountability
 - probity and transparency
 - risk management
 - value for money.

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 resources.

Assessors must satisfy NVR/AQTF assessor requirements.

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