



Australian Government

BSBPUR401 Plan purchasing

Release: 1

BSBPUR401 Plan purchasing

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 prepare invitations to offer, identify suppliers, issue invitations to offer, and prepare purchase recommendations.

It applies to individuals who are required to prepare for complex purchasing agreements up to and including the point at which the organisation selects, without prejudice, a supplier.

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. Prepare invitations to offer	1.1 Obtain specifications for goods and services to be purchased from relevant personnel and clarify as required 1.2 Select purchasing methods most appropriate to particular purchases 1.3 Prepare invitations to offer 1.4 Obtain approval of invitations to offer
2. Identify suppliers	2.1 Review organisation's records for potential suppliers 2.2 Identify sources of supply 2.3 Invite suppliers 2.4 Evaluate sources of supply against requirements of purchasing

ELEMENT	PERFORMANCE CRITERIA
	strategies
3. Issue invitations to offer	3.1 Distribute invitations to offer 3.2 Conduct briefings as required 3.3 Clarify issues arising with suppliers in line with purchasing strategies
4. Prepare recommendations to purchase	4.1 Receive offer documents from suppliers 4.2 Assess offer documents against requirements of purchasing strategies 4.3 Seek further information from suppliers as required 4.4 Obtain specialist expertise to assist with evaluation as required 4.5 Evaluate offers against requirements of purchasing strategies 4.6 Prepare shortlists of suppliers that make offers and who meet purchasing criteria 4.7 Select preferred offers 4.8 Make recommendations about preferred offers and seek approval from relevant personnel 4.9 Obtain approval for recommended offers

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, 1.3, 2.1, 2.4, 4.2, 4.5-4.7	Gathers and interprets a range of textual information to identify relevant key information
Writing	1.3, 1.4, 2.3, 4.3, 4.6, 4.8, 4.9	Creates everyday workplace documentation using terminology and format relevant to audience and purpose
Oral Communication	1.1, 1.4, 3.2, 3.3, 4.3, 4.8, 4.9	- Uses suitable language to liaise with suppliers and clarify information within the organisation - Uses active questioning and listening techniques to confirm requirements
Navigate the	1.1, 2.4, 3.3, 4.2,	Follows organisational procedures and policies

world of work	4.5, 4.6	Understands how own role connects with others and contributes to broader work goals
Get the work done	1.2, 1.3, 2.1-2.4, 3.1, 4.1, 4.3-4.7	- Takes responsibility for planning, sequencing and prioritising tasks for efficient and effective outcomes - Implements standard procedures to make routine decisions - Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPUR401 Plan purchasing	BSBPUR401B Plan purchasing	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 BSBPUR401 Plan purchasing

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Performance Evidence

Evidence of the ability to:

- confirm goods or services required and prepare invitations to offer
- identify and evaluate potential suppliers
- issue an invitation to offer
- shortlist suppliers and make a recommendation to purchase.

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 practices, policies and procedures for purchasing
- 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 procedure
- purchasing strategies and relevant purchasing records
- office equipment and supplies
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

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