



Australian Government

BSBPUR503 Manage international purchasing

Release: 2

BSBPUR503 Manage international purchasing

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
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 manage international purchasing of specific goods within organisation policies and procedures and regulatory frameworks.

It applies to individuals who are responsible for managing international purchasing in an organisation. They develop and implement relevant supply chain management strategies, manage and review the implementation of improvements to international purchasing strategies and support the work of employees carrying out international purchasing functions.

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. Develop and document strategies for international purchasing	1.1 Research and analyse strategic implications for the organisation's international purchasing 1.2 Research international market structures 1.3 Research and analyse export requirements of supplier country 1.4 Draft and submit for approval the organisation's strategies for international purchasing

ELEMENT	PERFORMANCE CRITERIA
2. Implement international purchasing strategies	2.1 Communicate international purchasing strategies to relevant personnel and stakeholders 2.2 Provide support to stakeholders to implement international purchasing strategies 2.3 Monitor implementation of international purchasing strategies within the organisation 2.4 Identify and address problems and issues arising from implementation of international purchasing strategies
3. Undertake more complex international purchasing	3.1 Ensure that export markets and cultural considerations having a potential impact on international purchasing are researched and appropriate markets chosen 3.2 Research and apply relevant international legal requirements on sale of goods and Australian regulatory controls applicable to imports into Australia 3.3 Apply relevant INCOTERMS and trade terms to international purchasing 3.4 Draft exception clauses to business conditions 3.5 Clarify and resolve any discrepancies to the satisfaction of all parties 3.6 Prepare draft contract and access legal expertise to check legality of contract agreement
4. Determine payment strategies	4.1 Analyse financial risk and implement available controls 4.2 Identify source and availability of funds for payment 4.3 Research and analyse currency payment methods 4.4 Select currency payment methods 4.5 Plan and implement expenditure phasing
5. Arrange barter or countertrade	5.1 Research and analyse strategic implications of arranging specific barter or countertrade 5.2 Determine suppliers willing to engage in international barter or countertrade 5.3 Negotiate and reach agreement with partners on commercial conditions for proposed barter or countertrade 5.4 Prepare draft contract and access legal expertise to check legality of contract agreement 5.5 Approve and issue contracts 5.6 Investigate and resolve any disagreements and discrepancies to

ELEMENT	PERFORMANCE CRITERIA
	the satisfaction of all parties
6. Determine logistics strategies	6.1 Determine requirements for pre-shipment inspection and arrange inspection 6.2 Research and analyse shipping facilities and other transport risks 6.3 Research and analyse regulatory compliance requirements for importation into Australia 6.4 Develop logistics strategies for the organisation taking into account appropriate transport, insurance and regulatory compliance requirements 6.5 Gain approval from relevant personnel for implementation of logistics strategies
7. Evaluate international purchasing strategies and implement identified improvements	7.1 Review implementation of international purchasing strategies 7.2 Identify improvements to international purchasing strategies from the review process 7.3 Gain approval to implement improvements to international purchasing strategies 7.4 Communicate changes to relevant stakeholders and identify support provided to implement improvements 7.5 Monitor and review implementation of changes to determine effectiveness of improvements

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, 2.2-2.4, 3.1, 3.2, 3.6, 4.3, 5.1, 5.2, 5.4, 6.2-6.4, 7.1, 7.5	Interprets complex textual information and determines how content may be applied to organisational requirements
Writing	1.4, 2.1, 3.4, 3.6, 5.4, 5.5, 6.4, 6.5, 7.3, 7.4	Develops and revises strategic, contractual and purchasing material to appropriate to audience and context

		• Completes authorisations according to requirements
Oral Communication	2.1, 2.2, 3.5, 5.3, 5.6, 7.3, 7.4	• 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	1.1, 1.3, 2.3, 3.3, 4.1-4.5, 6.4	• Interprets financial information and makes calculations when considering commercial risks, purchasing strategies and insurance requirements
Navigate the world of work	1.1, 1.3, 2.1-2.4, 3.2, 3.3, 3.6, 5.1, 5.3, 6.3, 6.4	• Contributes to organisation's strategic directions • Adheres to implicit and explicit organisational policies and 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	2.1, 2.2, 3.5, 5.3, 5.5, 5.6, 6.5, 7.3, 7.4	• 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	1.1, 2.3, 2.4, 3.5, 4.1, 4.4, 4.5, 5.1, 5.2, 5.6, 6.1, 7.1, 7.2, 7.5	• 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
BSBPUR503 Manage international purchasing	BSBPUR503C Manage international 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 BSBPUR503 Manage international purchasing

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Performance Evidence

Evidence of the ability to:

- complete documented international purchasing strategies for an organisation
- implement international purchasing strategies in an organisation
- complete a complex international purchase
- complete a barter or countertrade
- implement an evaluation of transport and logistics strategies to obtain goods purchased internationally.

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:

- describe international markets and cultural considerations relevant to purchasing in supplier countries
- explain what INCOTERMS are, and what they are used for
- outline and explain methods of payment applicable to international purchasing, including barter and countertrade
- identify organisation policies and procedures for international purchasing
- identify available agencies involved in arranging importation arrangements such as:
 - consultants
 - customs brokers
 - freight forwarders

- identify available insurance brokers and types of policies to cover identified risks
- identify sources of information and assistance external to organisation
- identify available logistics and transport companies.

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.

Assessors must satisfy NVR/AQTF assessor requirements.

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