



Australian Government

BSBPUR504 Manage a supply chain

Release: 1

BSBPUR504 Manage a supply chain

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 manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain.

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 – 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. Implement demand driven supply chain management strategy	1.1 Assign responsibility for supply chain management within the organisation in accordance with supply chain management strategy 1.2 Access and organise technology and software for implementation of the supply chain management system within the requirements of the strategy and budgetary allocation 1.3 Design policies and procedures to guide business relations and operations in accordance with organisation strategy 1.4 Design or re-design supporting business processes to assist in implementing organisation strategy 1.5 Provide support to staff, customers and supply chain to assist in implementation of the organisation's supply chain management strategy

ELEMENT	PERFORMANCE CRITERIA
2. Manage supply chain	2.1 Manage communication and information exchange with strategic partners and suppliers in accordance with the supply chain management strategy 2.2 Facilitate and collaborate with supply chain organisations to determine demand at each level of the supply chain in accordance with the supply chain management strategy 2.3 Manage sales and payments in accordance with supply chain and risk management strategies, and legal and ethical requirements 2.4 Implement actions to build trust and foster a supply chain culture in accordance with the supply chain management strategy 2.5 Identify opportunities to adjust policies and procedures to respond to the changing needs of customers, supply chain and the organisation
3. Evaluate and improve supply chain effectiveness	3.1 Monitor demand chain management and supply chain management in accordance with the supply chain management strategy 3.2 Review and identify improvements in the effectiveness of the supply chain with each level of the supply chain, including staff and customers 3.3 Compare business data and reports of outcomes, budgets, timelines and forecasts to actual performance 3.4 Review technology performance and make recommendations for improvements to hardware, software and/or their use in accordance with strategy and budget 3.5 Use feedback and evaluation results to plan and improve future supply chain management strategies

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	1.1-1.5, 2.1-2.5, 3.1, 3.3-3.5	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	1.1, 1.3-1.5, 3.2, 3.4, 3.5	• Designs, develops and revises strategic documents appropriate to audience and context
Oral Communication	1.1, 1.5, 2.2, 3.2	• 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	1.2, 2.3, 3.3	• Analyses and compares financial information to assist in managing, evaluating and improving the supply chain
Navigate the world of work	1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.4	• 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	1.1, 1.5, 2.1, 2.2, 2.4, 3.2	• 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	1.1, 1.2, 2.1, 2.3-2.5, 3.1, 3.2-3.5	• 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
BSBPUR504	BSBPUR504B	Updated to meet	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
Manage a supply chain	Manage a supply chain	Standards for Training Packages	

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 BSBPUR504 Manage a supply chain

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Performance Evidence

Evidence of the ability to:

- implement a supply chain management strategy
- successfully manage a supply chain
- 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

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

- identify key provisions of relevant legislation that affects purchasing and contracting operations
- explain organisation policies and procedures related to:
 - business terms and conditions for purchasing, tendering and contracting
 - contracting and tendering
 - ethical behaviour
 - purchasing
 - supply chain management
- outline techniques to establish collaborative relationships.

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.

Links

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