



Australian Government

CPPDSM4047 Implement and monitor procurement process

Release: 1

CPPDSM4047 Implement and monitor procurement process

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4047A Implement and monitor procurement process.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to implement and monitor purchasing processes for goods and services. It requires the ability to follow procurement procedures, determine and arrange appropriate suppliers, and check that final procurement meets client objectives.

The unit supports workers in the property industry who are involved in implementing and monitoring purchasing processes for goods and services. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| 1. Determine procurement requirements. | 1.1. Procurement requirements and objectives are identified. |
| | 1.2. Information on procurement requirements is gathered and reviewed to determine appropriate <i>procurement</i> |

process and timelines.

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|----------------------------------|------|---|
| | 1.3. | Factors likely to affect procurement objectives are identified. |
| | 1.4. | Own limitations of authority are identified and appropriate approvals gained as required. |
| 2. Monitor procurement process. | 2.1. | Procurement process is systematically monitored and variations to supply are identified. |
| | 2.2. | Effective communication channels are used to ensure accurate communication flow with suppliers. |
| | 2.3. | Expenditure and resource usage are monitored to ensure procurement objectives are achieved within budget parameters. |
| | 2.4. | Reliable methods of monitoring procurement are used to ensure efficient use of time and resources. |
| 3. Finalise procurement process. | 3.1. | Purchase of goods and services is completed within designated timeframes. |
| | 3.2. | Inspection is arranged to confirm procurement meets required quality standards and procurement objectives. |
| | 3.3. | Defects or variances to procurement objectives are identified and prompt remedial action is taken. |
| | 3.4. | Procurement system and records, and reports on procurement process, are maintained using business equipment and technology. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	maintain current knowledge of procurement procedures.
Oral communication skills to:	discuss and confirm procurement arrangements with suppliers.
Reading skills to:	interpret procurement documentation.

- Writing skills to:
- complete standards forms and prepare complex written reports on defects or variations to goods or services ordered through procurement process.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Procurement process*** must include at least two of the following:
- open tendering
 - request for proposal
 - request for quotation
 - restricted tendering
 - single source
 - two stage tendering.

Unit Mapping Information

CPPDSM4047A Implement and monitor procurement process

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPDSM4047 Implement and monitor procurement process

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also implement and monitor purchasing processes for two different goods or services relating to managing a building or facility.

Each product or service must be procured using a different procurement method selected from the following:

- open tendering
- request for proposal
- request for quotation
- restricted tendering
- single source
- two-stage tendering.

In doing the above, the person must:

- review procurement objectives and relevant information to determine procurement processes, and source appropriate authority or delegations for procurement
- finalise procurement process within agreed timeframes, using business equipment and technology to maintain records and reports
- apply knowledge of organisation's practices, ethical standards, and legislative requirements associated with implementing and monitoring purchasing processes for goods and services
- use effective oral and written communication to effectively monitor the implementation of the procurement process against budget parameters.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- benefits and risks associated with, and procedures for, the following procurement processes:

- open tendering
- request for proposal
- request for quotation
- restricted tendering
- single source
- two-stage tendering
- best practice procurement principles
- implications of warranties, guarantees and exclusions relating to goods and services
- key principles of procurement, including:
 - accountability and recording
 - ethics and fair dealing
 - open and effective competition
 - planning and professionalism
 - value for money
- limitations of own work role, responsibilities and professional abilities
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - work health and safety (WHS).

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - details of goods or services to be procured
 - organisational procurement policies and procedures
 - organisational procurement process checklist
 - guides on procurement processes and procedures
- relationship with team members and supervisor:
 - member of a work team in a property industry context.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

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