



Australian Government

CPPDSM4047 Implement and monitor procurement process

Release: 1

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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Replaces superseded equivalent CPPDSM4047A Implement and monitor procurement process.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> |
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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

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| 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>