



Australian Government

Assessment Requirements for CPPSCM4047 Implement procurement processes in strata community management

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 15.0.

Supersedes and is not equivalent to CPPDSM4047 Implement and monitor procurement process. Unit updated to reflect specific strata community management requirements. New requirement to identify and select contractors.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to implement procurement processes for two different goods or services for a strata community:

- goods or services must be procured using a total of two different procurement methods selected from the list below:
 - tendering
 - request for proposal
 - request for quotation
- at least one contractor must be selected to provide the required goods or services from an evaluation of a minimum of two potential candidates to ensure competitive terms and pricing.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- basic contract law relating to engaging contractors for the procurement of goods and services
- compliance requirements of legislation and regulations relevant to the implementation of procurement processes in strata community management in the jurisdiction of operation:
 - building legislation relevant to new works and maintenance
 - civil liability
 - environmental protection (sustainability)
 - equal employment, anti-discrimination and disability discrimination
 - fair trading and consumer protection
 - financial probity
 - privacy
 - records management

- work health and safety (WHS)
- implications of warranties, guarantees and exclusions relating to the procurement of goods and services
- interpersonal communication strategies and techniques used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- key principles of procurement:
 - accountability and recording
 - ethics and fair dealing
 - open and effective competition
 - planning and professionalism
 - value for money
- limitations of own work role, responsibilities and abilities and when to engage specialists or project managers relating to procurement
- methods for calculating and analysing costs and budgets associated with the procurement of goods and services
- negotiation techniques
- requirements of professional indemnity for contractors
- selection processes and criteria for contractors to ensure competitive terms and pricing of goods and services
- types and purpose of contracts used in the procurement of goods and services in strata community management:
 - construction contracts
 - employment contracts
 - procurement contracts
- types, and benefits and risks of procurement processes used in strata community management:
 - tendering
 - request for proposal
 - request for quotation
- workplace requirements for implementing procurement processes in strata community management:
 - quality standards relating to the procurement of goods and services
 - systems for procurement and storing information and documentation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>