



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM5024A Implement facilities procurement systems

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to coordinate a purchasing system for goods and services. It requires the ability to follow established procurement principles to identify and implement procurement system processes and support mechanisms.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of those involved in coordinating a purchasing system for goods and services.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine procurement system requirements.	1.1 Procurement system requirements and objectives are determined in consultation with relevant people according to organisational and legislative requirements. 1.2 Relevant documentation is sourced and interpreted to establish contractual, organisational and legislative requirements. 1.3 Quality assurance goals and strategies and performance measures are determined for incorporation into implementation processes. 1.4 Analysis is undertaken of supply market to identify factors that may affect procurement processes and decisions. 1.5 Risk assessment is conducted on expected procurement system outcomes according to organisational procedures.
2 Organise support processes.	2.1 Procurement support processes are determined and organised according to procurement system objectives and organisational requirements. 2.2 Targets and milestones are identified and linked to the achievement of procurement system objectives according to organisational procedures. 2.3 Appropriate communication channels are used to inform relevant people of procurement system processes and obtain feedback according to organisational requirements. 2.4 Roles and responsibilities associated with the implementation of the procurement system are clearly defined and documented. 2.5 Monitoring and reporting arrangements and delegations for procurement activities are determined and documented according to organisational requirements.
3 Implement procurement system.	3.1 Procurement system is implemented within agreed timeframes according to organisational and legislative requirements. 3.2 Sub-plans are reviewed and implemented according to procurement system objectives and organisational and legislative requirements. 3.3 Procurement processes are documented in established formats using business equipment and technology and distributed to relevant people.

ELEMENT**PERFORMANCE CRITERIA**

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|-------------------------------------|---|
| | 3.4 Situations requiring <i>specialist advice</i> are identified and assistance is sought where appropriate according to organisational requirements. |
| 4 Review procurement system. | 4.1 Systematic review processes and established <i>evaluation methods</i> are identified and used to evaluate procurement system processes and outcomes. |
| | 4.2 Reliable evaluation methods for measuring performance of supply markets are used according to organisational requirements, making efficient use of time and resources. |
| | 4.3 <i>Opportunities for improvement</i> to procurement system are assessed and recommendations presented to relevant people according to organisational requirements. |
| | 4.4 <i>Information</i> is securely maintained according to legislative and organisational requirements. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- communication skills to discuss and confirm procurement arrangements, obtain feedback and liaise with suppliers
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- evaluation skills to assess risk, analyse supply market and review procurement system
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- literacy skills to interpret written and oral information
- organisational skills to schedule activities and determine appropriate timeframes
- research skills to source and identify market factors that may affect procurement and to source relevant documentation
- technology skills to maintain a database of information about suppliers and prepare reports and recommendations.

Required knowledge and understanding:

- benefits and risks of a range of procurement options, such as lease, purchase, sale

REQUIRED SKILLS AND KNOWLEDGE

- and leaseback, and term contract
- best practice procurement principles
- implications of warranties, guarantees and exclusions
- key principles of procurement, including value for money, open and effective competition, accountability and recording, ethics and fair dealing, planning and professionalism
- limitations of work role, responsibility and professional abilities
- organisation's policies and procedures for employment or tendering of services and procurement
- relevant Australian standards
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - privacy
 - property sales, leasing and management
- risk management strategies relating to managing suppliers
- tendering and contracting processes, including a range of contractual arrangements
- user needs and requirements for facilities
- whole of life costing and price-quality relationship issues.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed through practical demonstration of coordinating a purchasing system for goods and services. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The

demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- determining procurement system requirements and objectives by interpreting relevant documentation and analysing supply market factors and quality assurance goals and strategies
- implementing procurement system within agreed timeframes and reviewing sub-plans to ensure implementation complies with procurement system objectives
- knowledge of organisation's practices, ethical standards and legislative requirements associated with coordinating a purchasing system for goods and services
- using appropriate communication channels to identify roles, time lines and reporting arrangements to support implementation of procurement system
- using established evaluation methods to review procurement system processes and outcomes, and incorporating recommendations for improvement.

Context of and specific resources for assessment

Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment
- workplace documentation.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical

requirements of the workplace

- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases activity and must include evidence relating to each of the where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Procurement system may include:

- buying
- common use contracts
- facilities management
- franchising
- gainsharing and open book
- incentive contracting
- leasing

Relevant people may include:

- maintenance and support arrangements
- pre-qualification of suppliers
- prime contractor and subcontractor
- research and development
- short-term or long-term arrangements
- sole or multiple suppliers
- standard form agreements
- standing orders.
- agents
- clients
- government personnel
- legal representatives
- management and colleagues
- members of industry associations
- property or facility owners and managers
- technical experts
- tenants.

Organisational requirements may be outlined and reflected in:

- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals.

Legislative requirements may be outlined and reflected in:

- Australian standards
- general duty of care to clients
- home building requirements
- privacy requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS
- relevant industry codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning,

- utilities use (water, gas and electricity), and contract or common law
- strata, community and company titles
 - tenancy agreements
 - trade practices laws and guidelines.
- Relevant documentation** may relate to:
- budgets and operating costs
 - contracts and tender documentation
 - facility and asset management plans
 - goods and services
 - legal documentation
 - maintenance plans and strategies
 - management policy and procedures
 - organisational and business strategic plans and sub-plans
 - procurement guidelines, practices and policies
 - property drawings
 - quotations and invoices
 - register of suppliers
 - tenancy and other contracts.
- Quality assurance goals and strategies** may include:
- a formal structure against which progress can be evaluated
 - budgets and timetables that enable the commitment of resources at appropriate stages
 - compliance with Australian standards
 - contingency plans to cater for a change of corporate focus or significant resource difficulties
 - continuous improvement strategies
 - mechanisms for involving a wide variety of interested parties or stakeholders
 - procedures for monitoring and evaluating procurement requirements and client satisfaction
 - reducing risk by anticipating, evaluating and developing strategies for the management of possible problems
 - reporting procedures and protocols.
- Performance measures:**
- may include:
 - quantitative and qualitative assessments
 - may be:
 - financial and non-financial
 - statistical and non-statistical.
- Analysis:**
- may be:
 - explorative, descriptive, causative or predictive
 - quantitative and qualitative

- may include:
 - basic statistical analysis
 - critical analysis
 - mathematical calculations
 - problem solving.
- Procurement processes*** may include:
 - advertisement
 - complying and non-complying tendering
 - direct appointments
 - open quotations
 - register of suppliers.
- Factors that may affect procurement processes and decisions*** may relate to:
 - budgetary constraints
 - collaborative arrangements
 - environmental issues
 - factors and conditions affecting supply
 - industry involvement requirements
 - leasing instead of up-front capital investment
 - level of risk, complexity and sensitivity
 - political imperatives and strategies
 - potential impact of intended contracting activity
 - strategic and tactical issues
 - supply market capacity, structure, maturity and strength.
- Risks*** may relate to:
 - changes to regulations and legislation
 - client and staff satisfaction
 - competition
 - contracts and tenders
 - emergencies and disasters
 - fire and security
 - health and safety
 - market influences
 - physical, financial or human resources
 - project control and cash flow
 - suppliers and contractors
 - time constraints.
- Targets and milestones*** may include:
 - agreed reporting requirements
 - completion of key tasks and project phases
 - measurement and achievement of set outcomes
 - progress reports.
- Communication channels*** may include:
 - direct line supervision paths
 - lateral supervision paths
 - organisational communication protocols and procedures
 - organisational networks.

- Feedback** may include:
- formal and informal discussions, reviews and evaluations with:
 - existing and previous clients
 - peers, colleagues and managers
 - information provided by others involved in a professional capacity, both internal and external to the organisation.
- Roles and responsibilities** may be influenced by:
- codes of conduct
 - job description and employment arrangements
 - organisational policy relevant to work role
 - skills, training and competencies
 - supervision and accountability requirements, including OHS
 - team structures.
- Sub-plans** may relate to:
- bid evaluation
 - communication and public relations
 - contingency
 - contract negotiation
 - contract review
 - disposal
 - environment issues
 - human resource management
 - industry policy
 - market evaluation
 - risk management.
- Business equipment and technology** may include:
- computers
 - data storage devices
 - email
 - facsimile machines
 - internet, extranet and intranet
 - printers and photocopiers
 - scanners
 - software applications, such as databases and word applications.
- Specialist advice** may be sought from:
- agents
 - authorised delegations
 - clients
 - legal, functional and technical experts
 - managers.
- Evaluation methods** could be qualitative or quantitative and may
- checklists
 - cost data analysis
 - expert and peer review

include:

- interviews
- observation
- questionnaires
- review of quality assurance data.

Opportunities for improvement may be assessed for:

- ability to add value
- ability to improve customer satisfaction
- cost-effectiveness
- degree of management support
- ease of implementation
- practicality
- viability.

Information may relate to:

- budgets and operating costs
- current and planned property or site developments
- facility and asset management plans
- legal documentation
- maintenance plans and strategies
- management policy and procedures
- property drawings
- relevant project contracts
- services
- sub-plans
- tenancy and other contracts.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development