



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM6006A Develop facilities procurement system

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to manage the development of a facilities procurement system. It requires the ability to establish the strategic context in which procurement takes place and to review procurement performance to facilitate improvement.

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 managing the development of facilities procurement systems.

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 Establish procurement system context.	1.1 Procurement system context is established and analysed according to organisational and legislative requirements. 1.2 Applicable ethical, organisational and legal requirements are interpreted and applied. 1.3 Relationship between organisation and its procurement environment is examined and defined. 1.4 Analysis is undertaken of organisational capability, potential future procurement interests and activities, supply markets and collaborators. 1.5 Recommendations for improvement to organisational structures and procurement systems are negotiated with relevant people. 1.6 Supply markets are monitored to identify problems, limitations and new opportunities.
2 Define strategic procurement directions.	2.1 Strategic procurement direction is determined through consultative processes with relevant people. 2.2 Strategic procurement plan is developed to guide procurement processes according to industry and organisational ethical standards. 2.3 Procurement plan is prepared in required format, style and structure and presented to relevant people for feedback. 2.4 Procurement plan is reviewed to ensure opportunities and current and emerging trends are reflected. 2.5 Situations requiring specialist advice are identified and addressed.
3 Evaluate and improve procurement performance.	3.1 Procurement system is reviewed using established evaluation methods to improve procurement performance. 3.2 Reliable evaluation methods are used, making efficient use of time and resources. 3.3 Measures and criteria are established that provide sufficient information to make judgements about progress towards strategic goals and implementation of procurement processes. 3.4 Strategies to improve procurement performance are documented and implemented. 3.5 Information is securely maintained with due regard to client confidentiality, and 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 negotiate procurement arrangements, obtain feedback and consult with clients
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- evaluation skills to analyse risk, market trends and factors and to 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
- management skills to plan strategic procurement directions, achieve an improved procurement system and make decisions about procurement processes
- organisational skills to manage procurement system development and determine appropriate timeframes.

Required knowledge and understanding:

- benefits and risks of a range of procurement options such as lease, purchase, sale 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 and planning and professionalism
- limitations of work role, responsibility and professional abilities
- organisational policies and procedures for employment or tendering of services and procurement
- 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

REQUIRED SKILLS AND KNOWLEDGE

- industrial relations
- OHS
- privacy
- property sales, leasing and management
- risk management strategies relating to managing suppliers
- strategic management principles and practices
- strategic planning
- 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 managing the development of a procurement system. 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:

- interpreting and applying applicable legal, ethical and organisational requirements
- developing strategic procurement plan and defining the strategic procurement direction ensuring opportunities and current or emerging trends are reflected
- establishing strategic procurement context by analysing supply markets and organisational environment and capability, and recommending improvements to structures and systems
- knowledge of organisation's practices, ethical standards

- and legislative requirements associated with managing the development of a facilities procurement system
- reviewing facilities procurement system against set criteria and implementing improvements to procurement processes as required.

Context of and specific resources for assessment

Resource implications for assessment include:

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

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 may include:

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

Context may include:

- competitive
- cultural
- financial
- legal aspects of organisational functions
- operational
- political
- social.

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.

Environment may relate to:

- competitors
- contract and tender arrangements
- environmental issues, such as water, noise and air
- financial and supply markets
- leasing and tenancing arrangements or prospects
- market share
- neighbours
- property and facilities stakeholders
- situational issues
- size, location and nature of facilities
- stability of property or facilities, industry and market suppliers.

Analysis:

- may be:
 - explorative, descriptive, causative or predictive
 - quantitative and qualitative
- may include:
 - basic statistical analysis
 - critical analysis
 - mathematical calculations
 - problem solving.

Relevant people may include:

- agents
- clients and stakeholders

- company directors
 - governing body
 - government personnel
 - legal representatives
 - management and colleagues
 - members of industry associations
 - property or facilities owners and managers
 - technical experts.
- Procurement direction*** may be influenced by:
- Australian industry involvement requirements
 - client and stakeholder needs and intentions
 - disposal of assets
 - end user requirements
 - government policies
 - industry development requirements
 - potential provider and supplier base.
- Consultative processes*** may include:
- face-to-face meetings
 - telephone, facsimile and written communication.
- Procurement processes*** may include:
- advertisement
 - complying and non-complying tendering
 - direct appointments
 - open quotations
 - register of suppliers.
- 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.
- Specialist advice*** may be sought from:
- clients and stakeholders
 - company directors
 - governing body
 - legal, functional and technical experts
 - management and colleagues.
- Evaluation methods*** could be qualitative or quantitative and may include:
- checklists
 - cost data analysis
 - expert and peer review
 - interviews
 - observation
 - questionnaires
 - review of quality assurance data.

- Strategies to improve*** may be assessed for:
- ability to add value
 - ability to improve client satisfaction
 - cost-effectiveness
 - degree of client or management support
 - ease of implementation
 - practicality
 - viability.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development