



Australian Government

Department of Education, Employment and Workplace Relations

CUSADM01A Purchase or hire equipment/supplies

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to acquire materials or items not normally held in stock. This unit does not focus on the coordination and negotiation function involved in purchasing, which is covered by **Coordinate the purchase or hire of equipment or supplies**. Complex purchases, hire agreements and negotiations would, generally, be referred to team leaders, supervisors or managers.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Determine items to be acquired	1.1 Receive verbal or written instructions to determine items to be acquired 1.2 Determine the allocated expenditure for the items 1.3 Continually liaise with relevant personnel during the acquisition to ensure that requirements are correctly understood 1.4 Gain approval to amend details before proceeding with acquisition
2 Seek suppliers and costs of purchase or hire	2.1 Determine if suppliers have been sourced or seek relevant suppliers 2.2 Provide suppliers with detailed descriptions of items required 2.3 Seek quotes for the purchase or hire of required resources 2.4 Ensure that materials/items/equipment quoted on meet the requirements 2.5 Provide relevant personnel with the quotes and seek approval to accept the quote
3 Choose and acquire materials/items	3.1 Choose items and obtain approval from the relevant personnel to acquire the materials/items/equipment chosen 3.2 Ensure that materials/items/equipment are acquired in the quantity instructed 3.3 Provide relevant personnel with any required hire, loan or purchase documentation and request that documentation is completed to meet the requirements of the supplier 3.4 Ensure that the supplier advises the methods of payment and any exchange and refund arrangements prior to the acquisition

- 4 Receive and store stock
 - 4.1 Check incoming stock against orders and delivery documentation in accordance with enterprise procedures
 - 4.2 Identify and accurately record variations and communicate these to appropriate personnel
 - 4.3 Inspect items for damage, quality, use by dates, breakages or discrepancies and record in accordance with enterprise procedures
 - 4.4 Safely transport incoming items to the appropriate storage area to avoid damage
 - 4.5 Store items in the appropriate location in accordance with enterprise security procedures
 - 4.6 Communicate the availability of materials/items/equipment to the relevant personnel, allowing them to process or use the materials/items/equipment

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

Underpinning knowledge and skills

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

principles of stock control

storage security systems

safe lifting and handling procedures

interpretation of instructions and purchase documentation

principles of communication

Linkages to other units

This unit has strong linkages to the following units and combined training delivery and/or assessment is recommended:

CUECLE1A Undertake general administrative

procedures

CUSRAD01A Collect and organise information

Critical aspects of evidence

This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector.

Assessment must be contextualised/tailored to meet the needs of the particular sector in which performance is being assessed.

Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.

The following evidence is critical to the judgement of competence in this unit:

knowledge of safety and security issues

ability to interpret instructions

ability to provide clear descriptions of requirements

ability to safely and efficiently receive items

Method and context of assessment

Assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)

role play

case studies

work samples or simulated workplace activities

oral questioning/interview

written or interactive computer based test or quiz

projects/reports/logbooks

third party reports and authenticated prior achievements

portfolios of evidence

Resource requirements

Workplace based assessment should use the range of equipment currently used in that workplace environment.

Simulated workplace activities must be undertaken using an appropriate range of equipment currently used by the specific industry sector.

Key competencies

Level

Collecting, organising and analysing information	2
Communicating ideas and information	2
Planning and organising activities	1
Working with others and in teams	2
Solving problems	1
Using mathematical ideas and techniques	2
Using technology	2

Range Statement

Range of variables

Variable

Scope

Materials may be:

any material to be processed, manufactured or constructed into the required finished product

Items may be:

any finished product required for the production, operation or project

Specialist materials or items/equipment may include:

any material or item not normally held in stock

items requiring special technical application

specialised equipment not held by the organisation

Relevant personnel may include:

production designer

performer

production staff

supervisor

head of department

director

producer

technical director

other technical staff

other specialist staff

designers

floor manager

Communication may be:

verbal

written

Unit Sector(s)

Not applicable.