



Australian Government

ICTWOR302 Organise material supply

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the, skills and knowledge required to organise material supplies for a telecommunications project, including preparing and evaluating tenders from third party suppliers.

It applies to individuals who may be involved in assessing installation requirements, planning and performing installations, testing installed equipment and fault finding. It involves a degree of autonomy and may include limited supervision of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Telecommunications – workplace effectiveness

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine material needs	1.1 Assess material needs from design plans and comply with relevant legislation, codes, regulations and standards 1.2 Check availability of required materials within existing stock 1.3 Assess availability of material from preferred suppliers
2. Prepare and evaluate tenders	2.1 Develop specifications and criteria for material supply and purchasing 2.2 Prepare tender documents and invite quotes from material suppliers according to enterprise policy

	2.3 Evaluate tenders and ensure they are detailed in accordance with enterprise procedures
3. Organise delivery of equipment and material to site	3.1 Select types and quantities of equipment available from existing stocks and pack for distribution 3.2 Arrange delivery of equipment and material within specified timeframe 3.3 Organise third party supply according to agreed timeframe and supply agreements
4. Undertake administrative tasks	4.1 Record warranty details and distribute to relevant parties as required 4.2 Issue relevant financial documents according to enterprise policy 4.3 Record materials received in asset register according to enterprise procedures 4.4 Complete administrative requirements according to enterprise procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.3	Recognises and interprets written and visual text to determine key information and specific requirements and responsibilities
Writing	2.1, 2.2, 3.2, 3.3, 4.1, 4.4	- Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations - Employs the expected writing and formatting conventions to meet the expectations of a specific audience
Oral Communication	2.2, 3.2, 3.3, 4.1	Participates in a verbal exchange of ideas and elicits the view and opinions of others by listening and questioning
Numeracy	1.1, 2.2, 2.3, 3.1, 4.2, 4.3	Uses mathematical skills to estimate materials and resource requirements
Navigate the	1.1, 4.2-4.4	Takes personal responsibility for adherence to relevant legislation, codes, regulations and standards,

world of work		and enterprise policies and procedures
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.3	- Plans purchasing and supply of materials and equipment, accepting stated goals and aiming to achieve them efficiently - Implements actions in relation to supply and delivery as per plan, making slight adjustments if necessary, and addressing some unexpected issues - Uses a formal decision making process, setting or clarifying goals, gathering information, and identifying and evaluating several choices against a limited set of criteria in relation to assessing needs, selecting materials and equipment, and evaluating tenders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWOR302 Organise material supply	ICTWOR3035A Organise material supply	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>