



Australian Government

Department of Education, Employment and Workplace Relations

ICTWOR3035A Organise material supply

Release: 1

ICTWOR3035A Organise material supply

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to organise material supplies for a telecommunications project. It involves preparing and evaluating tenders from third party suppliers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.
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Application of the Unit

Application of the unit	Technical staff who organise material supply for a telecommunications project apply the skills and knowledge in this unit.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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

ELEMENT	PERFORMANCE CRITERIA
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 the 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 accept according to 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 the 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

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - communicate in a team

REQUIRED SKILLS AND KNOWLEDGE

- convey technical and operational information to others
- liaise with internal and external personnel on technical and operational matters
- literacy skills to:
 - interpret technical documentation, such as equipment manuals and specifications
 - read and interpret drawings related to supply of materials
 - prepare and interpret work procedures
- numeracy skills to estimate materials and resource requirements
- planning and organisational skills to:
 - organise, coordinate and sequence material supply requirements
 - apply inventory analysis techniques and tools
- problem solving skills to:
 - solve civil and logistics problems
 - develop and implement a supply plan
 - analyse supply logistics
- project management skills to:
 - manage tasks
 - review job progress
 - work systematically with required attention to detail
- technical skills to assess requirements

Required knowledge

- appropriate engineering and design practices and procedures
- enterprise permit and recording procedures
- occupational health and safety (OHS) practices
- overview knowledge of work planning and organisation theory
- relevant plant and equipment operations
- relevant statutory requirements
- time management techniques
- tools, equipment and materials required to do the work

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the ability to:

- apply the tender process according to both enterprise and legislative requirements
- comply with all related OHS requirements and work practices
- determine material needs:
 - from design plans
 - from relevant databases
 - beyond current holdings
- organise supply of equipment and material to site
- record materials received on asset register.

Context of, and specific resources for assessment

Assessment must ensure:

- site for ordering materials for a telecommunications project
- relevant regulatory, enterprise, supplier and equipment documentation that impact on work activities.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate preparing and evaluating tenders received from third party suppliers
- direct observation of the candidate organising resources for a telecommunications project
- oral or written questioning to assess required knowledge.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICTWOR3093A Manage spare parts
- ICTWOR4041A Schedule resources.

EVIDENCE GUIDE

	Aboriginal people and other people from a non-English speaking background may have second language issues. Access must be provided to appropriate learning and assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the oral communication skill level, and language and literacy capacity of the candidate and the work being performed. In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. Where applicable, physical resources should include equipment modified for people with special needs.
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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, if used in the performance criteria, is detailed below. 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) may also be included.

Assess material needs may relate to:

- analysis of needs against existing stocks and gaps determined
- determining the timeframe for material supply from project management briefs and associated time charts
- materials:
 - network switching
 - transmission

RANGE STATEMENT	
	• radio(fixed and mobile) systems and equipment including infrastructure • relevant installation and maintenance tools and test equipment.
Relevant legislation, codes, regulations and standards may include:	• Australian Communications and Media Authority (ACMA) standards • International Standards ISO 9000 and ISO 9001 • International Telecommunications Union (ITU) recommendations • OHS Act • heritage legislation • industrial awards and conditions • Taxation Act and legislation • Customs Act.
Preferred suppliers may be:	• based on service agreement • existing suppliers • recommended.
Tender may include:	• invitations by letter and in the press • price and conditions of purchase according to company guidelines • procedures that are enterprise specific • supplier agreements • tender evaluation criteria: • ability to meet planned timeframe • capacity • company performance • delivery times • performance and quality • price • product type • quality assurance processes • spares availability.
Warranty details may be:	• distributed to: • finance groups • installers • maintainers • purchasing groups • sales and marketing staff

RANGE STATEMENT	
	• stored manually or electronically in enterprise databases.
<i>Financial documents</i> may include:	• bills • costing documents • internal financial information sheets • invoices.

Unit Sector(s)

Unit sector	Telecommunications
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Workplace effectiveness
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