



Australian Government

MEM11012 Purchase materials

Release: 1

MEM11012 Purchase materials

Modification History

Release 1. Supersedes and is equivalent to MEM11012B Purchase materials

Application

This unit of competency defines the skills and knowledge required to determine purchasing requirements, prepare purchase order/list and purchase materials.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

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

Band: A

Unit Weight: 6

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify job requirements from specifications, job sheets or work instructions

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|---|-----|---|
| 2 | Determine purchasing requirements | 2.1 | Consult with client, customer and/or user to determine purchasing requirements |
| | | 2.2 | Determine material specifications from orders, instructions and/or technical drawings |
| | | 2.3 | Determine quantities, price limitations and delivery requirements from orders, instructions |
| 3 | Prepare purchase order/list and purchase materials | 3.1 | Develop purchase order/list according to SOPs |
| | | 3.2 | Inform supplier/vendor of requirements and specifications |
| | | 3.3 | Adjust purchasing schedules, as required |
| | | 3.4 | Exchange appropriate paperwork/contracts in accordance with SOPs |
| | | 3.5 | Maintain records/files in accordance with SOPs |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Purchasing includes one (1) or more of the following:**
- one-off
 - multiple quantities of raw materials, components and equipment

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**Purchasing schedules
include one (1) or more
of the following:**

- purchasing specifications - determined from standard engineering drawings, data sheets and/or instructions - written or verbal
- purchasing schedules - developed to site procedures and for pre-contracted suppliers/vendors

**Paperwork/contracts
include one (1) or more
of the following:**

- generated manually
- electronically utilising on-site system

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM11012 Purchase materials

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting information on purchasing from specifications, data sheets, orders, records, files, technical drawings and purchasing schedules for purchasing requirements
- communicating with client, customer, user and supplier/vendor in identifying purchasing specifications and determining quantities, price and delivery requirements
- selecting the supplier and developing the purchase order in accordance with SOPs
- checking/clarifying and entering and maintaining information on manual and electronic workplace documents utilising an on-site system
- maintaining records/files in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- suppliers and available products
- purchasing procedures
- contract initiation and exchange procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in purchasing materials at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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