



Australian Government

MEM11016 Order materials

Release: 1

MEM11016 Order materials

Modification History

Release 1. Supersedes and is equivalent to MEM11016B Order materials

Application

This unit of competency defines the skills and knowledge required to prepare a purchase/order list and place the order. It applies to purchasing activities carried out by a person other than the purchasing officer, including maintenance, service, stores and warehouse personnel. Approval to order limits and delegations will be included in the standard operating procedures (SOPs) or purchasing policy.

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

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

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

Band: A

Unit Weight: 2

Pre-requisite Unit

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

Elements describe the essential outcomes.

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

		1.3	Identify job requirements from specifications, job sheets or work instructions
2	Prepare purchase order/list	2.1	Prepare purchase order/list according to SOPs
		2.2	Determine material specifications, price limitations, quantities and delivery requirements from instructions and requisitions
3	Purchase order	3.1	Inform supplier/vendor of requirements and specifications
		3.2	Follow up supplier/vendor to achieve delivery, as required
		3.3	Receive goods and check for damage, where appropriate
		3.4	Complete records/files according to 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.

Material specifications include one (1) or more of the following:

- manufacturers' catalogues
- from the item
- from a drawing

Suppliers/vendors include one (1) or more

- local
- national

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.

of the following:

- international
- preferred supplier

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 MEM11016 Order 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 material specifications, requisitions, lists, records, files and other applicable reference documents for ordering materials
- preparing a purchase order/list, checking and clarifying information and entering information onto manual and electronic proformas and standard workplace forms
- communicating effectively with supplier/vendor and other personnel
- checking received goods for conformance to specifications
- completing all 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
- ordering policy (delegations and preferred suppliers)
- ordering procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in ordering 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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