



Australian Government

Assessment Requirements for MEM30022 Undertake supervised procurement activities

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM30022A Undertake supervised procurement activities.

Performance Evidence

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

- planning procurement activities on at least two occasions
- establishing contractual arrangements
- monitoring and following up on contracts
- completing contractual arrangements on at least two occasions including the maintenance of all procurement records.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

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:

- standard contracts
- procurement policies and practices including approval procedures
- method of requesting and receiving offers
- evaluation and selection of offer
- contract arrangements and management
- receipt and payment of goods or services.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking supervised procurement activities 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 that 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.

Links

Companion Volume implementation guides are found in VETNet -

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