



Australian Government

MEM30022 Undertake supervised procurement activities

Release: 1

MEM30022 Undertake supervised procurement activities

Modification History

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

Application

This unit of competency defines the skills and knowledge required to plan and execute standard procurement activities to achieve required outcomes under the direction and guidance of an experienced procurement officer. Deliverables and conditions desired from the supplier are pre-determined by the organisation and included in the contract. There are pre-existing procedures for requesting and receiving offers.

The unit applies to engineering or related activities and is suitable for people giving technical support in manufacturing or engineering operations and those pursuing technical qualifications and careers at paraprofessional or technician level. All work is carried out under supervision.

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

Pre-requisite Unit

Nil

Competency Field

Engineering technician

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. Plan procurement activities	1.1 Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements at all times 1.2 Interpret and clarify the procurement requirements and outcomes 1.3 Obtain instructions for procedures to manage standard contract 1.4 Select potential suppliers based on procurement needs
2. Establish contractual arrangements	2.1 Ensure method of requesting and receiving offers meets procedures 2.2 Make evaluation and selection of offer including price comparison,

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	timing and suitability in consultation with supervisor and in accordance with policy and procedures 2.3 Submit and formalise contractual arrangements for approval 2.4 Ensure notification of successful and unsuccessful suppliers occurs
3. Follow up on contracts	3.1 Confirm and monitor start-up or transition arrangements 3.2 Implement and manage communication strategies to ensure effective relationship with contractor/s 3.3 Meet contractual obligations to contractors 3.4 Monitor contractor performance to ensure contractual obligations are being met 3.5 Obtain approvals for any contract variations 3.6 Implement and follow disputes and complaints procedures 3.7 Maintain records to provide an audit trail and for other organisational purposes
4. Complete contractual arrangements	4.1 Verify goods or services received as meeting outcomes required 4.2 Ensure contracts are finalised, cancelled or terminated in accordance with organisational procedures 4.3 Maintain records in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Method of requesting and receiving offers include:

- request for quotation
- request for offer

	• direct purchases using existing supply agreements including standing offers • common use arrangements • oral quotations • written quotations • direct purchase from retail or wholesale outlets • electronic commerce.
Evaluation includes one or more of the following:	• price comparison • timing • suitability.
Contractual arrangements include one or more of the following:	• verbal orders • written orders • purchase order • credit card • petty cash • memoranda of understanding/memoranda of agreement • in-house service level agreements • contracts • common use arrangements/standing offers.
Records include one or more of the following:	• purchase requests and orders • invoices • payment requests • statements • petty cash vouchers • offer • contract documents • evaluation process documentation • records of authorised officers' decisions • records of supplier performance.

Unit Mapping Information

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

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 MEM30022 Undertake supervised procurement activities

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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 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.

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