



Australian Government

Department of Education, Employment and Workplace Relations

MEM11012B Purchase materials

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers determining purchasing requirements, preparing purchase order/list and purchasing materials.
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Application of the Unit

Application of the unit	This unit applies to purchasing one-off or multiple quantities of raw materials, components, equipment etc. Contracts and paperwork may be generated manually or electronically using the on-site system. Band: A Unit Weight: 6
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Licensing/Regulatory Information

Not Applicable

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 purchasing requirements	1.1. Client, customer, user is consulted as necessary to determine purchasing requirements. 1.2. Material specifications are determined from orders, instructions and/or technical drawings. 1.3. Quantities, price limitations and delivery requirements are determined from orders, instructions.
2. Prepare purchase order/list	2.1. Purchase order/list is developed to standard operational procedure.
3. Purchase material	3.1. Standard operating procedures are followed. 3.2. Supplier/vendor is informed of requirements and specifications. 3.3. Purchasing schedules are adjusted where required to standard operating procedures. 3.4. Appropriate paperwork/contracts are exchanged to standard operating procedures. 3.5. Records/files are maintained accurately using standard operating procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- reading, interpreting and following information on orders, instructions and/or technical drawings, standard operating procedures, purchasing schedules, orders, records, files and other applicable reference documents
- planning and sequencing tasks
- checking and clarifying information
- entering and maintaining information on manual and electronic workplace documents
- checking for conformance to specifications
- communicating with client, customer, user, supplier/vendor
- identifying purchasing specifications

REQUIRED SKILLS AND KNOWLEDGE

- calculating quantity, price and delivery requirements
- selecting suppliers
- maintaining purchase documentation

Required knowledge

Look for evidence that confirms knowledge of:

- suppliers and available products
- purchasing procedures
- contract initiation and exchange procedures
- safe work practices and procedures
- hazards and control measures associated with purchasing materials

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

A person who demonstrates competency in this unit must be able to prepare a purchase order and purchase materials.

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

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with preparing a purchase order and purchasing materials or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Guidance information for

EVIDENCE GUIDE**assessment****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.

Purchasing

Can cover one-off or multiple quantities of raw materials, components, equipment etc.

Purchasing schedules

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

Paperwork/contracts

Generated manually or electronically utilising on-site system

Unit Sector(s)**Unit sector****Co-requisite units****Co-requisite units**

Competency field

Competency field	Materials handling
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