



Australian Government

Department of Education, Employment and Workplace Relations

MEM11016B Order materials

Release: 1

MEM11016B Order materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing a purchase/order list and placing the order.
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Application of the Unit

Application of the unit	This unit applies to purchasing activities carried out by a person other than the purchasing officer, such as maintenance, service, stores and warehouse personnel. Approval to order limits and delegations will be included in the standard operating procedures or purchasing policy Band: A Unit Weight: 2
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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. Prepare purchase order/list	1.1. Purchase order/list is prepared to standard operating procedures. 1.2. Material specifications, price limitations, quantities and delivery requirements are determined from instructions, requisitions etc.
2. Purchase order	2.1. Supplier/vendor is informed of requirements and specifications according to standard operating procedures. 2.2. Supplier/vendor is followed up to achieve delivery as required. 2.3. Where appropriate, goods are directly received and checked for damage. 2.4. Records/files are completed accurately according to 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 instructions, specifications, standard operating procedures, requisitions, lists, records, files and other applicable reference documents
- preparing an order/list
- checking and clarifying order information
- entering information onto manual and electronic proformas and standard workplace forms
- accessing manual and electronic order information
- communicating with suppliers, manufacturers and other personnel
- checking for conformance to specifications
- following verbal instructions
- orally reporting routine information
- record keeping

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Look for evidence that confirms knowledge of:

- ordering policy (delegations, preferred suppliers etc.)
- ordering procedures
- safe work practices and procedures
- hazards and control measures associated with ordering 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 order 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 ordering 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 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.

Material specifications	Material specifications can be gained from manufacturers' catalogues, from the item, from a drawing
Supplier/vendor	Local, national, international, preferred supplier

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Materials handling
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