



Australian Government

MSFFT4011 Purchase materials and consumables

Release: 1

MSFFT4011 Purchase materials and consumables

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers purchasing materials and consumables required for production within a furnishing enterprise, through existing contracts and other formal purchasing arrangements or through local purchase delegation.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Identify purchasing requirements	1.1	Purchasing requirements are identified from material specifications, orders and instructions in accordance with workplace procedures
		1.2	Purchasing requirements are prioritised, where required, in consultation with others
		1.3	Quantities, quality of goods, price limitations and delivery requirements are determined or confirmed in consultation with appropriate personnel
2	Source materials and consumables	2.1	Sources of materials and/or consumables are identified from workplace preferred supplier lists or through networks and knowledge of local and/or overseas suppliers
		2.2	Difficulties in supply are reported in accordance with workplace procedures

		2.3	Availability of supply is confirmed
3	Compare costs	3.1	Alternative suppliers are contacted to check costing
		3.2	Actual costs are compared to predicted costs
		3.3	Any recommendations regarding alternative suppliers are communicated to appropriate personnel following workplace procedures
		3.4	Delegation to order goods/materials/equipment is exercised
4	Purchase materials and consumables	4.1	Capacity of supplier to meet price, quality and delivery expectations is checked
		4.2	Purchase order/list is developed in accordance with workplace procedures
		4.3	Order is placed with supplier and delivery schedules are confirmed
		4.4	Appropriate orders and invoices are exchanged according to workplace procedures
5	Maintain and monitor material and consumable supplies	5.1	Stock is regularly monitored using inventory records and physical checks, where applicable, to ensure maintenance of supply
		5.2	Up-to-date records of materials and consumables are maintained
		5.3	Acquisition requirements are documented in accordance with workplace procedures
6	Liaise with other departments	6.1	Communication channels with other departments are established in accordance with workplace procedures
		6.2	Liaison with other departments is conducted to ensure customer requirements are achieved

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

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| Unit context includes: | <ul style="list-style-type: none">• work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individuals to demonstrate administrative ability, discretion, judgement and problem solving• work is performed with little external assistance and with minimal supervision or direction• customers may be internal or external |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulations and enterprise policies and practices |
| Information and procedures include: | <ul style="list-style-type: none">• work procedures/instructions• existing contracts or formal purchasing arrangements• supply system directories, indexes and catalogues• machinery/equipment/system technical manuals• legislation/regulations/national and industry codes and practices related to the materials and consumables• quality and Australian Standards and procedures |

Unit Mapping Information

Supersedes and is equivalent to LMFFT4011B Purchase materials and consumables.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFFT4011 Purchase materials and consumables

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Performance Evidence

- Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Purchase materials on a minimum of four(4) occasions, including two (2) different materials and at least one (1) perishable consumable
- Suggest improvements to purchasing operations and, where authorised, negotiate changes
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids, and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Contemporary supply/purchasing systems theory
- Company operating procedures, including procedures for purchasing materials and consumables
- Material and consumable usage rates
- Operation requirements of equipment and work systems in own work area

Assessment Conditions

- Assessors must:

- hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
- have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to production operation with consumable and material requirements, preferred supplier lists and workplace procedures.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>