



Australian Government

PSPPCM003 Procure goods and services

Release: 1

PSPPCM003 Procure goods and services

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC406B Procure goods and services. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage the expenditure of public monies for simple procurement of low value/low risk goods and services using contractual arrangements that include simple tendering and requests for quotation. The unit requires analysis and decision making in the procurement process. It includes planning and undertaking procurement, managing contractors and completing contractual arrangements.

This unit applies to those who enter into contracts or go out to tender or manage the procurement but are not procurement professionals. Those undertaking this unit may be developing a request for tender but procurement is not a major part of their role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under minor supervision, while performing routine tasks in familiar contexts.

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

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for procurement of goods and services	1.1 Identify and select options for procuring goods and services using market assessment. 1.2 Identify commercial strategy to achieve the procurement outcome set out in the business plan, achieve value for money, and meet legal and probity requirements. 1.3 Conduct risk planning for the procurement activity. 1.4 Identify process and criteria for evaluation of offers from suppliers or service providers to meet public sector probity requirements, and record them in a tender evaluation plan. 1.5 Develop procurement plan to manage procurement process and contractual arrangements. 1.6 Consult stakeholders about the planned procurement and incorporate their feedback into the procurement process.
2. Undertake procurement	2.1 Choose method for requesting and receiving offers to suit the procurement activity and comply with organisational policy and procedures and probity requirements. 2.2 Evaluate offers using specialist expertise as required and select. 2.3 Undertake notification of successful and unsuccessful suppliers. 2.4 Ensure contractual arrangements are formalised before work commences and payment is made. 2.5 Negotiate, formalise and report contractual arrangements that are legally binding to all parties and suitable to the procurement activity.
3. Manage contractors	3.1 Establish communication strategies to build and maintain relationships with contractors. 3.2 Monitor performance against contract performance indicators for quality assurance of the goods or services and to ensure compliance with contract specifications. 3.3 Monitor and review contract performance indicators to ensure relevance. 3.4 Obtain approvals for contract variations. 3.5 Investigate, document and resolve or refer disputes or complaints. 3.6 Ensure contractual obligations to contractors are met. 3.7 Maintain records to provide an audit trail and for other organisational purposes.
4. Complete	4.1 Confirm goods and services received as meeting contractual

contractual arrangements	specification and required outcome, and process accounts for payment. 4.2 Finalise, cancel or terminate contracts. 4.3 Evaluate and record contract performance, outcomes and management processes, to inform ongoing contract management practices.
---------------------------------	--

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC406B Procure goods and services.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPPCM003 Procure goods and services

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- writing procurement specifications in unambiguous terms
- consulting and negotiating with providers
- writing, reading and/or signing contractual agreements
- engaging in ongoing communication with contractors that may involve explaining or clarifying written and oral information, note-taking at meetings, active listening, and checking for understanding
- providing feedback
- evaluating procurement options and selecting the most suitable option
- assessing goods or services provided against specifications
- managing contractor performance against contract requirements
- making payments and managing financial arrangements
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational procurement policies, practices and approval processes
- organisation's code of conduct and code of ethics
- procurement options and methods
- probity and ethical issues

- codes of conduct, codes of practice and standards of individual behaviour relating to procuring goods and services, in particular identifying and managing conflict of interest, gifts and inappropriate relationships with providers
- procedures for receipt and payment of goods or services
- common use arrangements
- procurement approval procedures
- financial accountability requirements
- aspects of contract law, laws of tort, trade practices law, commercial law and other legislation relating to receipt and evaluation of offers, negotiation and award of contracts

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>