



Australian Government

Assessment Requirements for PSPPCM014 Participate in budget and procurement review processes

Release: 1

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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 • Assessment Requirements created drawing upon specified assessment information from superseded unit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.

- consulting and negotiating with stakeholders
- developing concise arguments, using conceptual and reasoning skills
- conveying the required message in potentially hostile situations
- writing reviews, reports, submissions and other complex documents
- reading and applying complex documents, including contracts, legislation and guidelines
- providing feedback
- modelling effective team management approaches
- referring issues to the correct person
- problem-solving skills to apply decision-making processes or methodologies
- anticipating and neutralising potential arguments and objections
- undertaking research and business analysis
- documenting procurement review and budget decisions in an appropriate format
- developing costings for budget and other submissions
- maintaining currency of best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- operate organisational IT systems

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.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to budget and procurement review processes, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- risk management procedures
- probity principles and issues that relate to budget and procurement processes
- codes of conduct, codes of practice and standards of individual behaviour relating to budget and procurement processes
- risks associated with financial and accounting issues relevant to budget and procurement review processes
- environmental, sustainability and corporate social responsibility principles relevant to budget and procurement review processes

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>

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