



Australian Government

PSPPCM014 Participate in budget and procurement review processes

Release: 1

PSPPCM014 Participate in budget and procurement review processes

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 PSPPROC509A Participate in budget and procurement review processes. • 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 participate in government budget and review processes to ensure that procurement and contract management activities occur within established procedures and financial obligations are fulfilled.

This unit applies to those working in roles involving budgets and reviews for procurement.

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 independently seeking advice as required, performing complex tasks in a range of 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	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Comply with the budget cycle	1.1 Identify and incorporate requirements of legislation, policy and guidelines relevant to the budget cycle into criteria for decision making. 1.2 Produce calendar of budget cycle, including identification of approval stages and deadlines. 1.3 Document and explain organisation's internal budget processes to staff. 1.4 Develop compliance strategies to ensure budget process obligations are met, including security requirements. 1.5 Identify consequences of non-compliance with obligations and produce strategies to mitigate non-compliance.
2. Meet cabinet and other approval process	2.1 Identify and apply appropriate cabinet and/or other approval processes. 2.2 Use relevant cabinet documentation templates to prepare cabinet papers and submissions. 2.3 Adhere to security requirements applicable to cabinet papers and other submissions. 2.4 Meet policy requirements of the organisation applicable to cabinet papers and other submissions. 2.5 Comply with internal organisational processes for cabinet submissions.
3. Prepare a simple business case	3.1 Identify outcomes expected of the business case. 3.2 Prepare work plans in consultation with management and other stakeholders to ensure that business case satisfies guidelines and supports expected outcomes. 3.3 Seek information to support the business case from inside and outside the organisation and confirm its authenticity and reliability. 3.4 Organise information gathered into concise, logical arguments to support required outcomes. 3.5 Arrange appropriate reviewers for the business case and incorporate their comments into the final submission.
4. Comply with government procurement review processes	4.1 Identify and analyse requirements of legislation, and policy and probity guidelines for procurement reviews for relevance to the procurement activity. 4.2 Build applicable procurement review processes into activity plan. 4.3 Prepare plans to ensure procurement reviews undertaken by internal or external bodies are provided with assistance required to achieve the review. 4.4 Prepare records and information to enable procurement review to be completed in a prompt and efficient way.

5. Implement procurement review recommendations	5.1 Assess recommendations from procurement review processes against organisational policies and procedures. 5.2 Address organisation-wide implications of recommendations through communication with areas of the organisation affected by the recommendations. 5.3 Develop and initiate processes for continuous improvement reflecting the recommendations. 5.4 Evaluate the implementation of recommendations at appropriate intervals to ensure continuous improvement.
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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 PSPPROC509A Participate in budget and procurement review processes.

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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Assessment Requirements for PSPPCM014 Participate in budget and procurement review processes

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.

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