



Australian Government

PSPPCM015 Conduct and manage coordinated procurement

Release: 1

PSPPCM015 Conduct and manage coordinated procurement

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 PSPPROC510A Conduct and manage coordinated procurement. • 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 identify and use existing coordinated procurement contracts (CPC) and cooperative procurement arrangements (CPA) to establish new CPAs across agencies and to arrange for organisations to procure under these contracts and arrangements.

This unit applies to those working in the public sector with responsibility for arranging the procurement of goods and services.

The skills and knowledge described in this unit must be applied within the legislative, and 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, whilst 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 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. Identify applicable existing CPCs, CPAs and opportunities	1.1 Investigate availability and opportunities of CPCs and CPAs. 1.2 Identify and evaluate existing contracts at whole-of-government level and cross-agency arrangements. 1.3 Identify contract terms and assess conditions relating to contracts to determine whether the contract is relevant to the agency concerned. 1.4 Document criteria to identify applicable contracts and compliance with requirements for use.
2. Arrange for organisation to procure under CPCs and CPAs	2.1 Provide information and education about the contract and the requirement for its use to relevant staff. 2.2 Establish procedures to ensure that procurements are made under a CPC or CPA wherever possible, and place orders according to contract terms and conditions. 2.3 Record contractual dealings and report according to contract requirements including expenditure and realised savings.
3. Lead cooperative procurements	3.1 Obtain agreement of management for procurement where no CPAs exist, which would benefit multiple agencies 3.2 Develop a procurement strategy, procurement plan involving other agencies and procurement documents. 3.3 Undertake procurement process, evaluate responses and negotiate contract via cross-agency team. 3.4 Document new CPA and distribute to other agencies

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 PSPPROC510A Conduct and manage coordinated procurement.

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 PSPPCM015 Conduct and manage coordinated procurement

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
- using conceptual and reasoning skills to develop concise arguments
- writing reviews, reports, submissions and other complex documents
- applying decision-making processes and methodologies
- reading and applying the content of complex contracts, legislation and guidelines
- undertaking research and business analysis

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/territory and local government legislation, policies, practices and guidelines relating to conducting and managing coordinated procurement, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- risk management procedures
- probity principles and issues
- best practice examples in procurement practice
- risks associated with financial and accounting issues relevant to conducting and managing coordinated procurement
- WHS, environmental, sustainability and corporate social responsibility practices in the context of conducting and managing coordinated procurement

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>