



Australian Government

Assessment Requirements for PSPPCM028

Carry out basic procurement

Release: 1

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Modification History

Supersedes and is equivalent to PSPPCM001 Carry out basic procurement.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- prepare a basic procurement plan for goods or services
- for the above procurement plan:
 - write and convey procurement requirements
 - consult and negotiate with providers within own authority level and role parameters
 - assess procurement options and select the most suitable option
 - assess goods and services against specifications
- create a solution for three procurement problems, with one to be related to failure of supplier to meet procurement contract.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- Commonwealth, state or territory and local government procurement legislation, policies and procedures, including environmental purchasing guidelines
- conflict of interest, gifts and inappropriate relationships with providers relating to procurement of goods and services
- procurement options and methods
- procurement reporting requirements
- procurement records management
- financial management systems requirements.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, policy, procedures relating to basic procurement of goods and services
- codes of conduct and codes of practice
- details of procurement requirements
- resources and equipment required of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' 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>