



**Australian Government**

# **PSPPCM028 Carry out basic procurement**

**Release: 1**

# PSPPCM028 Carry out basic procurement

## Modification History

Supersedes and is equivalent to PSPPCM001 Carry out basic procurement.

## Application

This unit describes the performance outcomes, skills knowledge required to plan and undertake basic procurement of goods or services and receive goods or services. This unit applies to those working in public sector roles whose duties include simple purchasing of low value goods or services and coordinating the end-to-end process. Those undertaking this unit work under supervision, and as part of a team, while performing routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## Pre-requisite Unit

Nil

## Competency Field

Procurement

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes*

1. Plan for basic procurement of goods or services.

### PERFORMANCE CRITERIA

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- 1.1. Confirm procurement requirements and limit of delegated authority.
- 1.2. Determine the most suitable option for acquiring goods or services.
- 1.3. Identify the approval process.
- 1.4. Conduct risk planning for the procurement activity.

- |                               |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Undertake procurement.     | <ul style="list-style-type: none"><li>2.1. Obtain quotes and approvals for procurement of goods or services, declaring and resolving any conflict of interest.</li><li>2.2. Assess and select suppliers or service providers in accordance with organisational policies and procedures.</li><li>2.3. Initiate and conduct procurement in accordance with organisational policies and procedures.</li></ul>                  |
| 3. Receive goods or services. | <ul style="list-style-type: none"><li>3.1. Implement quality assurance processes to ensure goods or services meet procurement specifications.</li><li>3.2. Resolve non-compliance with specifications within limits of own authority.</li><li>3.3. Confirm receipt of goods or services and process accounts for payment.</li><li>3.4. Maintain records and meet reporting obligations to provide an audit trail.</li></ul> |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

| SKILLS              | DESCRIPTION                                                                                                                                                            |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading skills to:  | <ul style="list-style-type: none"><li>interpret a variety of texts to determine and confirm task requirements.</li></ul>                                               |
| Writing skills to:  | <ul style="list-style-type: none"><li>prepare routine documents for internal and external audiences.</li></ul>                                                         |
| Numeracy skills to: | <ul style="list-style-type: none"><li>perform routine calculations in relation to procurement in own job role to confirm actual versus expected expenditure.</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to PSPPCM001 Carry out basic procurement.

## Links

Companion Volume implementation guides are found in VETNet -

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

# Assessment Requirements for PSPPCM028 Carry out basic procurement

## 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

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