



Australian Government

SITXINV003 Purchase goods

Release: 1

SITXINV003 Purchase goods

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to determine the purchasing requirements for goods, source suppliers, discuss requirements, and assess the quality of goods before purchase.

It does not cover the specialist skills to systematically purchase and control the supply of goods for an organisation. These skills are covered by:

- SITXINV004 Control stock
- SITXINV005 Establish stock purchasing and control systems.

The unit applies to all tourism, travel, hospitality and event industry sectors where the purchase of any type of good takes place, including food and beverage supplies. Purchasing goods may involve placing an order for future delivery or purchasing goods face-to-face and taking immediate delivery.

The unit applies to operational personnel who operate with some level of independence and under limited supervision. This includes tour coordinators, account managers for professional conference organisers, event coordinators and banquet coordinators. In a kitchen environment it can apply to chefs of all levels, including commis chefs, but in larger organisations purchasing often remains the responsibility of sous chefs and executive chefs.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine purchasing requirements.	1.1.Access and interpret information and discuss end product requirements with relevant personnel to determine goods to be purchased. 1.2.Check and assess quality and suitability of stock on hand before proceeding with new purchases. 1.3.Maximise use of suitable stock on hand to avoid wastage. 1.4.Use forecasting methods to calculate required quantity of goods. 1.5.Determine price limitations for the purchase of goods using job costings. 1.6.Develop purchase lists and prioritise purchasing requirements according to organisational deadlines.
2. Source suppliers and discuss requirements.	2.1.Source and review potential suppliers and comply with organisational procedures for the supply of goods. 2.2.Inform supplier of requirements and specifications. 2.3.Confirm availability of supply to meet production requirements. 2.4.Seek price for the supply and negotiate costs within scope of individual responsibility and organisational policy. 2.5.Refer complex supply issues to a higher level staff member for action.
3. Assess quality of goods and make purchase.	3.1.Assess supplier capacity to meet price, quality and delivery expectations. 3.2.Complete assessment of quality of goods. 3.3.Select supplier and purchase goods based on price, availability and quality, and within scope of individual responsibility and organisational policy. 3.4.Keep accurate purchase records.

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">comprehend and follow operational documents that describe purchasing requirements for recipes, menus, itineraries, event running sheets, and organisational procedures. |
|--------------------|---|

- Writing skills to:
- write purchase orders and descriptive purchase specifications for suppliers.
- Oral communication skills to:
- discuss product and purchase requirements with supervisors and managers.
- Numeracy skills to:
- interpret job costings and calculate supplier costs.
- Initiative and enterprise skills to:
- purchase from the most cost-effective supplier.
- Teamwork skills to:
- discuss production requirements with supervisors and managers to determine purchase requirements.
- Planning and organising skills to:
- prioritise purchasing requirements according to organisational deadlines.
- Technology skills to:
- use a calculator to assist with supply numbers and costs.

Unit Mapping Information

SITXINV301 Purchase goods

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXINV003 Purchase goods

Modification History

Not applicable.

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:

- determine and confirm purchasing requirements for at least six of the goods listed in the knowledge evidence
- make purchase arrangements for the goods to meet different:
 - end product requirements
 - customer specifications:
 - numbers
 - special requests
- assess supplier capacity to meet price, quality and delivery expectations for each of the above goods
- complete above purchasing activities following organisational requirements for stock ordering, including procedures and documentation.

Knowledge Evidence

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

- specific industry sector and organisation:
 - features of products sold and the expected level of quality
 - formats for and contents of workplace documents that describe supply requirements
 - forecasting methods for calculating required quantity of goods
 - formats for and inclusions of job costings that describe purchase price limitations
 - sources of product and supplier information
 - sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements
 - formats for and inclusions of supplier specifications for the purchase of goods
 - full content of stock ordering procedures and documents
 - individual stock ordering responsibilities
- sources of information to determine purchase requirements:
 - buffet designs
 - catering orders
 - customer specifications:
 - numbers

- special requests
- event orders
- event running sheets
- function orders
- menus
- operational itineraries for crew
- passenger itineraries
- passenger lists
- recipes
- reservation profiles
- rooming lists
- standard yields
- goods that need to be purchased by a business:
 - alcoholic or non-alcoholic beverages
 - cleaning agents and chemicals
 - customer travel products:
 - luggage labels
 - travel bags
 - travel wallets
 - tickets
 - vouchers
 - event supplies
 - food:
 - dairy products
 - dry goods
 - fresh goods
 - frozen goods
 - fruit or vegetables
 - meat, poultry or seafood
 - fuel:
 - aircraft
 - coaches
 - hire cars
 - vessels
 - general stores
 - housekeeping supplies
 - linen
 - merchandise
 - uniforms
- considerations in determining quality and suitability of stock on hand:

- ability to meet customer requirements:
 - numbers
 - special dietary requirements
 - special requests
- ability to meet requirements of:
 - event
 - menu
 - recipe
 - touring itinerary
- for food:
 - currency of best by or use by dates
 - freshness
 - size
 - weight
 - numbers of goods on hand
- organisational procedures for the supply of goods:
 - completing purchase orders
 - gaining authority to purchase
 - limitations on which suppliers can be used
 - who is authorised to negotiate and purchase
- assessment of supplier capacity to meet price, quality and delivery expectations:
 - comparing price with previous supply costs
 - visual assessment
 - taste test for food
 - visual assessment
 - taste test for food
 - checking on others' satisfaction with the supplier
- determinants of the quality of goods:
 - ability to meet:
 - customer specifications
 - organisational quality specifications
 - portion requirements
 - currency of best by or use by dates
 - freshness
 - size
 - weight.

Assessment Conditions

Skills must be demonstrated in a tourism, travel, hospitality or events business or activity for which goods are purchased. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- diverse and comprehensive range of tourism, hospitality or event industry supply items that can be assessed for quality and suitability
- operational workplace specifications:
 - details of supplier contracts
 - job costings
- current commercial stock control procedures and documentation for the ordering of goods.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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