



Australian Government

Assessment Requirements for SITXINV007

Purchase goods

Release: 1

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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 and make arrangements for supply of at least six different goods
- ensure that at least three different end product requirements or customer specifications are met, across the supply of the above six goods
- 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:

- for specific industry sector and organisation:
 - features of products purchased and the expected level of quality
 - formats for and contents of workplace documents that describe supply requirements
 - considerations in determining quality and suitability of stock on hand
 - forecasting methods for calculating required quantity of goods to be purchased
 - 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
 - stock ordering procedures and documents
 - individual stock ordering responsibilities
 - sources of information to determine purchase requirements
- 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
- determinants of the quality of incoming goods.

Assessment Conditions

Skills must be demonstrated in an operational business environment where goods are purchased. This can be:

- an industry workplace; or
- an industry-realistic simulated environment.

Assessment must ensure access to:

- diverse and comprehensive range of industry-relevant 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

Companion Volume implementation guides are found in VETNet -

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