



Australian Government

Assessment Requirements for TLIR0002 Conduct purchasing

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- assessing and managing risks as appropriate to work tasks
- communicating and consulting effectively with stakeholders and in accordance with agreed methods
- completing relevant documentation
- managing tasks with consideration of cultural and geographic backgrounds
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and signs
- working collaboratively with others to ensure document control and quality assurance are maintained to meet contract deadlines
- working systematically to timelines and with required attention to detail and accuracy.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- agencies involved in importation arrangements such as customs brokers, freight forwarders, logistics and transport companies and consultants
- methods of payment applicable to international purchasing
- relevant insurance brokers and available types of policies to cover identified risks
- relevant legislation, codes of practice and national standards, for example, Australian Customs Act, Trade Practices Act, law of contracts, quarantine legislation, national and international legislation relating to restrictions and prohibitions on imports
- requirements for completing relevant documentation
- requirements for purchasing goods and services
- sources of information and assistance external to organisation, for example, relevant regulatory authorities, customs brokers, Austrade, state/territory government departments or agencies, and chambers of commerce
- sources of information on differences in equipment and related standard operating and

- servicing procedures
- workplace policies and procedures for international purchasing.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>