



Australian Government

TLIR4009 Implement purchasing systems

Release: 1

TLIR4009 Implement purchasing systems

Modification History

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

Application

This unit involves the skills and knowledge required to implement purchasing systems in various contexts within the transport and logistics industry.

It includes identifying purchasing requirements, sourcing purchases, checking costings and arranging the purchase of materials.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

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 Identify purchasing requirements	1.1 Purchasing requirements are identified from orders and instructions in accordance with workplace procedures 1.2 Quantities, quality of goods, price limitations and delivery requirements are determined or confirmed in consultation with appropriate personnel
2 Source purchase	2.1 Source/s of materials are identified from workplace preferred supplier lists or through networks and knowledge of local

and/or overseas suppliers

2.2 Supplier/vendor is advised of requirements and specifications in accordance with site requirements

2.3 Availability of supply is confirmed

2.4 Difficulties in supply are reported in accordance with workplace procedures

3 Check costings

3.1 Alternative suppliers are contacted to check different costings

3.2 Actual costs are compared to predicted costs

3.3 Recommendations regarding alternative suppliers are communicated to appropriate personnel in accordance with workplace procedures

3.4 All records/reports are maintained in accordance with site requirements

4 Purchase materials

4.1 Capacity of supplier to meet price, quality and delivery expectations is confirmed

4.2 Order is placed with supplier and delivery schedules are confirmed

4.3 Appropriate orders and invoices are exchanged in accordance with workplace procedures

4.4 Materials are checked/inspected on receipt in accordance with site requirements in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4009A Implement purchasing systems.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for TLIR4009 Implement purchasing systems

Modification History

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Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation including reports and documenting discrepancies
- identifying, sourcing and procuring purchasing requirements in accordance with workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, errors in data input, collection or measurement promptly, particularly in relation to cost, order quantity or quality.

Knowledge Evidence

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

- different types of purchasing systems, their use and applications
- enterprise purchase/sales records system
- procedures for operating electronic communications equipment
- relevant sections of national, state/territory legislative and regulatory requirements, and codes of practice, particularly those relating to trade practices and privacy of information
- requirements for completing relevant documentation, particularly in relation to systems implementation
- steps involved in planning work activities
- typical problems encountered in implementing purchasing systems and possible solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 include:

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