



Australian Government

TLIR4010 Plan purchasing

Release: 1

TLIR4010 Plan purchasing

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 plan purchasing in various contexts in the transport and logistics industry.

It includes preparing invitations to offer, identifying suppliers, issuing invitations to offer and preparing purchase recommendations.

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

Elements describe the essential outcomes.

1 Prepare invitations to offer

PERFORMANCE CRITERIA

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

- 1.1 Specifications for goods and services to be purchased are obtained from relevant personnel and are clarified as required
- 1.2 Purchasing methods most appropriate to particular purchases are selected
- 1.3 Invitations to offer are prepared

- 1.4 Approval of invitations to offer is obtained
- 2 Identify suppliers**
 - 2.1 Organisational records are reviewed for potential suppliers
 - 2.2 Sources of supply are identified
 - 2.3 Invitations are made to suppliers
 - 2.4 Sources of supply are evaluated against purchasing strategy requirements
- 3 Issue invitations to offer**
 - 3.1 Invitations to offer are distributed
 - 3.2 Briefings are conducted as required
 - 3.3 Clarification of issues arising is made with suppliers in accordance with purchasing strategies
- 4 Prepare recommendations to purchase**
 - 4.1 Offer documents are received from suppliers
 - 4.2 Offer documents are assessed against purchasing strategy requirements
 - 4.3 Further information is sought from suppliers as required
 - 4.4 Specialist expertise is obtained to assist with evaluation as required
 - 4.5 Offers are evaluated against purchasing strategy requirements
 - 4.6 Shortlists of suppliers who have made offers and who meet purchasing criteria are prepared
 - 4.7 Preferred offers are selected
 - 4.8 Recommendations about preferred offers are made for approval by relevant personnel
 - 4.9 Approval is obtained for recommended offers

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 TLIR4010A Plan purchasing.

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 TLIR4010 Plan purchasing

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 and using software appropriately
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- working collaboratively with others
- working systematically with required attention to detail.

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:

- organisational purchasing strategy
- procedures for operating electronic communications equipment
- product knowledge about the goods and services being supplied
- relevant legislation, codes of practice and national standards related to procurement, for example Trade Practices Act, contract law, sale of goods legislation, consumer protection legislation and legislation related to the import of goods and services, where relevant
- requirements for completing relevant documentation
- steps involved in planning work activities.

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
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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