



Australian Government

Department of Education, Employment and Workplace Relations

TLIR4009A Implement purchasing systems

Release: 1

TLIR4009A Implement purchasing systems

Modification History

Not Applicable

Unit Descriptor

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This unit involves the skills and knowledge required to implement purchasing systems. It includes identifying purchasing requirements; sourcing purchases; checking costings, and arranging purchasing. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work may be undertaken in various contexts within the transport and distribution industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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 The supplier/vendor is advised of the 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 Any recommendations regarding alternative suppliers are communicated to appropriate personnel following 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 checked 4.2 Order is placed with supplier and delivery schedules are confirmed 4.3 Appropriate orders and invoices are exchanged according to workplace procedures 4.4 Materials are checked/inspected on receipt in accordance with site requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of national and state or territory regulatory requirements and codes of practice, particularly those relating to trade practices and privacy of information

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental procedures and regulations
- Enterprise purchase/sales records system
- Knowledge of different types of purchasing systems, their use and applications
- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation, particularly in relation to systems implementation
- Code of practice for working collaboratively with others
- Typical problems encountered in implementing purchasing systems and possible solutions
- Steps involved in planning the work activities

Required skills:

- Communicate effectively with others when completing work activities
- Read and interpret instructions, procedures, information and signs relevant to work activities
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to purchasing systems, including reports, and documenting of discrepancies
- Operate electronic communication equipment to required protocol
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, errors in data input, collection or measurement, particularly in relation to cost, order quantity or quality
- Modify activities depending on differing operational contingencies, risk situations and environments
- Monitor work activities in terms of planned schedule and ensure purchasing system is operating within identified time constraints

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of

EVIDENCE GUIDE

demonstrate competency in this unit

this unit and include demonstration of applying:

- the underpinning knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Depending on the organisation concerned, workplace procedures may be called:

- standard operating procedures (SOPs)
- company procedures
- enterprise procedures
- organisational procedures

RANGE STATEMENT

Communication in the work area may include:

- established procedures
- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Consultative processes may involve:

- other employees and supervisors
- suppliers of equipment
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists

Documentation and records may include:

- workplace policies and procedures related to purchasing, record keeping and costing
- purchasing records such as order forms, instructions or invoices
- workplace preferred supplier lists
- quality assurance procedures
- relevant OH&S and environmental protection regulations
- emergency procedures
- dangerous goods declarations and material safety data sheets, where applicable
- relevant Australian Standards and certification requirements

Applicable legislation and regulations may include:

- trade practices legislation
- privacy legislation
- workplace relations regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

R - Contract Procurement