

UNIT CODE	PSPPCM001
UNIT TITLE	Carry out basic procurement
APPLICATION	<p>This unit describes the performance outcomes, skills knowledge required to plan and undertake basic procurement of goods or services and receive goods or services.</p> <p>This unit applies to those working in public sector roles whose duties include simple purchasing of low-value goods or services and coordinating the end-to-end process. Those undertaking this unit would work under supervision, and as part of a team, while performing routine tasks, in familiar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Procurement
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan for basic procurement of goods or services	1.1 Confirm procurement requirements and limit of delegated authority. 1.2 Determine the most suitable option for acquiring goods or services. 1.3 Identify the approval process. 1.4 Conduct risk planning for the procurement activity.
2. Undertake procurement	2.1 Obtain quotes and approvals for procurement of goods or services, declaring and resolving any conflict of interest. 2.2 Assess and select suppliers or service providers in accordance with organisational policies and procedures. 2.3 Initiate and conduct procurement in accordance with organisational policies and procedures.

3. Receive goods or services	<p>3.1 Implement quality assurance processes to ensure goods or services meet procurement specifications.</p> <p>3.2 Resolve non-compliance with specifications within limits of own authority.</p> <p>3.3 Confirm receipt of goods or services and process accounts for payment.</p> <p>3.4 Maintain records and meet reporting obligations to provide an audit trail.</p>
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FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> understand a variety of text to determine and confirm task requirements.
Writing skills to:	<ul style="list-style-type: none"> grammatically correct sentence structure to prepare documents for internal and external audiences.
Numeracy skills to:	<ul style="list-style-type: none"> use basic mathematical formulas to calculate whole numbers and decimals to confirm actual versus expected expenditure.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> understand responsibilities and boundary of own role adhere to organisational policy and procedures.
Teamwork skills to:	<ul style="list-style-type: none"> uses agreed communication practices and chain of command to share and provide information.
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPPCM001 Carry out basic procurement.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCM001 Carry out basic procurement
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PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ prepare a basic procurement plan for goods or services ■ for the above procurement plan: <ul style="list-style-type: none"> ○ write and convey procurement requirements ○ consult and negotiate with providers ○ assess procurement options and select the most suitable option ○ assess goods and services against specifications ■ create solutions for 3 simulated difficulties, irregularities or failure of supplier to meet procurement contract.
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KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ Commonwealth, state/territory and local government procurement legislation, policies and procedures, including environmental purchasing guidelines ■ conflict of interest, gifts and inappropriate relationships with providers relating to procurement of goods and services ■ procurement options and methods ■ procurement reporting requirements ■ procurement records management ■ financial management systems requirements.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment that closely resembles normal workplace environments. <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ legislation, policy, procedures and protocols relating to basic procurement of goods and services ■ codes of conduct and codes of practice ■ relevant resources and equipment required of the working environment. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide