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# Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

## 1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<b>Australian Qualifications Framework</b> The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> .
<b>Volume of learning</b> When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a>	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

## Section 2: Unit of competency information

### 2.1 Unit of competency

#### BSBPUR301 Purchase goods and services

##### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

##### Application

This unit describes the skills and knowledge required to determine purchasing requirements and make and receive purchases.

It applies to individuals who work under a level of supervision and who conduct low risk, low expenditure purchasing for an organisation using established and documented purchasing strategies. Individuals may be working in a small organisation with general responsibility for conducting purchasing within an organisation, or they may be a purchasing specialist working in a large organisation. Some judgement may be required to make decisions about purchasing strategies.

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

##### Unit Sector

Administration – Purchasing and Contracting

##### Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

## 2.2 Unit of competency assessment requirements

### Assessment Requirements for BSBPUR301 Purchase goods and services

#### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.
<b>Performance Evidence</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• obtain quotes from prospective suppliers</li> <li>• select appropriate purchasing methods</li> <li>• receive, check and document purchases.</li> </ul> <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
<b>Knowledge Evidence</b>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> <li>• outline organisation policy and procedures relating to: <ul style="list-style-type: none"> <li>– purchasing strategies</li> <li>– recordkeeping systems related to purchasing and assets</li> <li>– standard contracting arrangements</li> </ul> </li> <li>• explain purchasing and procurement principles for: <ul style="list-style-type: none"> <li>– accountability</li> <li>– probity and transparency</li> <li>– risk management</li> <li>– value for money.</li> </ul> </li> </ul>
<b>Assessment Conditions</b>	<p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – purchasing and contracting field of work and include access to:</p> <ul style="list-style-type: none"> <li>• organisation policies and procedures</li> <li>• purchasing strategies and relevant purchasing records</li> <li>• office equipment and resources.</li> </ul> <p>Assessors must satisfy NVR/AQTF assessor requirements.</p>
<b>Links</b>	<p>Companion volumes available from the IBSA website:  <a href="http://www.ibsa.org.au/companion_volumes">www.ibsa.org.au/companion_volumes</a> -  <a href="http://www.ibsa.org.au/companion_volumes">www.ibsa.org.au/companion_volumes</a></p>

## 3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBPUR301 Purchase goods and services*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Understand purchasing and own requirements	
<b>Suggested time allocation:</b> 22 hours <b>Suggested resources:</b> <ul style="list-style-type: none"> <li>Recommended reading</li> <li>Slide presentation software</li> </ul>	Slide nos: 2–15
<b>Recommended reading</b>	<b>Terminology checklist</b>
Aspire learner guide <i>BSBPUR301 Purchase goods and services</i> , Release 1 Topic 1: Understand purchasing and own requirements	<ul style="list-style-type: none"> <li>Purchasing and Supplier strategy</li> <li>Bulk purchasing</li> <li>Sustainability</li> <li>Buying local</li> <li>Reducing cost</li> <li>Ethical purchasing</li> <li>Preferred supplier</li> <li>Certified supplier strategy</li> <li>Selection criteria</li> <li>Warranty</li> <li>Supplier partnerships</li> <li>Code of ethics</li> <li>Contract law</li> <li><i>Competition and Consumer Act 2010</i> (Cth)</li> <li>Product/service specification</li> <li>Quotations</li> <li>Subsidiaries</li> <li>Organisation charts and Position descriptions</li> <li>Purchasing limits</li> <li>Centralised and decentralised purchases</li> </ul>
<b>Suggested training strategies</b>	
<ul style="list-style-type: none"> <li>Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for <i>BSBPUR301 Purchase goods and services</i>. You may wish to discuss recognition of prior learning processes with learners at this stage.</li> </ul>	

## 3.3 Learning mapping

*BSBPUR301 Purchase goods and services, Release 1*

Unit of competency	Content	Practice tasks	Learning checkpoint
<b>Element 1: Understand purchasing and own requirements</b>			
1.1 Read, understand and clarify organisation's purchasing strategies as required	1A Understand the organisation's purchasing strategies	1	LC 1: Part A 3, 4, 5
1.2 Determine own role and limits of authority in consultation with relevant personnel	1B Clarify purchasing authority with relevant personnel	2	LC 1: Part A 6
<b>Element 2: Make purchases</b>			
2.1 Receive purchase specifications from relevant personnel and clarify as required	2A Receive purchasing specifications	3	LC 2: Part A 1, 3, 4
2.2 Select purchasing methods most appropriate to particular purchases within limits of own role	2B Select appropriate purchasing methods	4	LC 2: Part A 6
2.3 Obtain approvals for purchases as required	2C Obtain approvals for purchases	5	LC 2: Part A 5
2.4 Obtain quotations from suppliers as required	2D Get quotes from suppliers	6	LC 2: Part B 1, 2
2.5 Select suppliers, place orders and make purchases	2E Select suppliers, place orders and make purchases	7	LC 2: Part B 3
<b>Element 3: Receive purchases</b>			
3.1 Receive goods or make arrangements to receive services	3A Receive goods or services	8	LC 3: Part B 1, 3

## Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

<b>Complete the following task</b>	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
<b>Select and complete one of the following</b>	Part B – Project: Purchasing goods and services at BizOps Enterprises You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Purchasing goods and services at work You will demonstrate your skills and knowledge by completing a project in your workplace.
<b>Select and complete one of the following</b>	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

## Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

## How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
<b>Training organisation name:</b>	
<b>Candidate name:</b>	
<b>Phone number:</b>	
<b>Date:</b>	
<b>Email:</b>	
<b>Assessor name:</b>	
<b>Unit of competency:</b>	BSBPUR301 Purchase goods and services, Release 1
<b>Assessment tasks selected:</b>	<p>Part A – Questioning</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part B – Project: Purchasing goods and services at BizOps Enterprises OR</p> <p><input type="checkbox"/> Part C – Project: Purchasing goods and services at work</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part D – Observation OR</p> <p><input type="checkbox"/> Part E – Third-party report</p>



## 4.3 Assessment mapping

*BSBPUR301 Purchase goods and services, Release 1*

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
<b>Element 1: Understand purchasing and own requirements</b>					
1.1 Read, understand and clarify organisation's purchasing strategies as required	Q1, Q2			O1	O1
1.2 Determine own role and limits of authority in consultation with relevant personnel	Q3	P1	P1		
<b>Element 2: Make purchases</b>					
2.1 Receive purchase specifications from relevant personnel and clarify as required	Q4	P2	P2	O2	O2
2.2 Select purchasing methods most appropriate to particular purchases within limits of own role	Q5	P3	P3	O3	O3
2.3 Obtain approvals for purchases as required	Q6			O4	O4
2.4 Obtain quotations from suppliers as required	Q7, Q8	P4	P4		
2.5 Select suppliers, place orders and make purchases	Q9, Q10	P5	P5	O5	O5
<b>Element 3: Receive purchases</b>					
3.1 Receive goods or make arrangements to receive services	Q11	P6	P6		

## 4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

### Record of outcome

<b>Training organisation name:</b>		
<b>Candidate name:</b>		
<b>Unit code and title:</b>	BSBPUR301 Purchase goods and services, Release 1	
<b>Assessor name:</b>		
<b>Assessor email:</b>		
<b>Assessor phone number:</b>		
<b>Assessment tasks:</b>		<b>Satisfactorily completed</b>
	Part A – Questioning	<input type="checkbox"/>
	<input type="checkbox"/> Part B – Project: Purchasing goods and services at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Purchasing goods and services at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	