

## Unit mapping

KQ: Knowledge questions		KQ	PA
PA: Practical assessment – Task (T), Workplace Skills (WS)			
Elements and performance criteria			
<b>E 1</b>	<b>Determine purchasing requirements</b>		
PC 1.1	Access and interpret information and discuss end product requirements with relevant personnel to determine goods to be purchased	Q 1.1	T 1a
		Q 1.2	T 1b
		Q 1.3	T 2a
		Q 1.4	T 2b
		Q 1.5	T 2c
			T 3a
PC 1.2	Check and assess quality and suitability of stock on hand before proceeding with new purchases	Q 1.6	T 3c
		Q 1.7	T 3d
		Q 1.8	
		Q 1.9	
PC 1.3	Maximise use of suitable stock on hand to avoid wastage	Q 1.10	T 3d
		Q 1.11	
PC 1.4	Use forecasting methods to calculate required quantity of goods	Q 1.12	T 3b
		Q 1.13	T 3d
		Q 1.14.a	T 3f
		Q 1.14.b	
PC 1.5	Determine price limitations for the purchase of goods using job costings	Q 1.15	T 4a
		Q 1.16	T 4b
		Q 1.17	
PC 1.6	Develop purchase lists and prioritise purchasing requirements according to organisational deadlines	Q 1.18	T 4c
		Q 1.19	T 4d
		Q 1.20	
<b>E 2</b>	<b>Source suppliers and discuss requirements</b>		
PC 2.1	Source and review potential suppliers and comply with organisational procedures for the supply of goods	Q 2.1	T 5a
		Q 2.2	T 6d
		Q 2.3	T 6e
		Q 2.4	T 6f
		Q 2.5	T 6h
		Q 2.6	
		Q 2.7	
PC 2.2	Inform supplier of requirements and specifications	Q 2.8	T 5c
		Q 2.9	
		Q 2.10	
PC 2.3	Confirm availability of supply to meet production requirements	Q 2.11	T 6g
		Q 2.12	
		Q 2.13	

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PC 2.4	Seek price for the supply and negotiate costs within scope of individual responsibility and organisational policy	Q 2.14	T 6a
		Q 2.15	T 6b
		Q 2.16	WS 2
		Q 2.17	
		Q 2.18	
		Q 2.19	
		Q 2.20	
		Q 2.21	
PC 2.5	Refer complex supply issues to a higher level staff member for action	Q 2.22	T 7a
		Q 2.23	T 7b
		Q 2.24	WS 2
E 3 Assess quality of goods and make purchase			
PC 3.1	Assess supplier capacity to meet price, quality and delivery expectations	Q 3.1	T 6d
		Q 3.2	T 6e
		Q 3.3	T 6f
PC 3.2	Complete assessment of quality of goods	Q 3.4	T 6e
		Q 3.5	
		Q 3.6	
		Q 3.7a	
		Q 3.7b	
PC 3.3	Select supplier and purchase goods based on price, availability and quality, and within scope of individual responsibility and organisational policy	Q 3.8	T 6h
		Q 3.9	T 8c
		Q 3.10	T 8e
		Q 3.11.a	
		Q 3.12	
PC 3.4	Keep accurate purchase records	Q 3.13	T 8d
		Q 3.14	
		Q 3.15	

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Knowledge evidence			
KE 1	For specific industry sector and organisation:		
	▪ features of products purchased and the expected level of quality	Q 1.8 Q 1.9 Q 3.6	
	▪ formats for and contents of workplace documents that describe supply requirements	Q 1.6 Q 1.18 Q 3.11.a Q 3.11.b	
	▪ considerations in determining quality and suitability of stock on hand	Q 1.8 Q 1.9	
	▪ forecasting methods for calculating required quantity of goods to be purchased	Q 1.13 Q 1.14.a	
	▪ sources of product and supplier information	Q 1.1 Q 2.2	
	▪ sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements	Q 2.7 Q 3.12	
	▪ formats for and inclusions of supplier specifications for the purchase of goods	Q 1.2 Q 1.9	
	▪ stock ordering procedures and documents	Q 3.11.a Q 3.11.b	
	▪ individual stock ordering responsibilities	Q 1.8 Q 3.11.a	
	▪ sources of information to determine purchase requirements	Q 1.1 Q 1.3 Q 2.16	
KE 2	Organisational procedures for the supply of goods:		
	▪ completing purchase orders	Q 3.11.b	
	▪ gaining authority to purchase	Q 3.10	
	▪ limitations on which suppliers can be used	Q 2.7	
	▪ who is authorised to negotiate and purchase	Q 2.21 Q 3.10	
KE 3	Assessment of supplier capacity to meet price, quality and delivery expectations	Q 3.1 Q 3.2 Q 3.3 Q 3.4 Q 3.5 Q 3.6 Q 3.7.a	
KE 4	Determinants of the quality of incoming goods	Q 3.6 Q 3.7.b	

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PE 1	Determine and <u>confirm purchasing requirements</u> and make arrangements for supply of at least six different goods	T 3a T 4e
PE 2	Ensure that at least three different end product requirements or customer specifications are met, across the supply of the above six goods	T 2b T 5b T 5c
PE 3	Assess supplier capacity to meet price, quality and delivery expectations for each of the above goods	T 6d T 6e T 6f
PE 4	Complete above purchasing activities following organisational requirements for stock ordering, including procedures and documentation	T 8a T 8b WS 1

**Foundation skills**

FS 1	Reading skills to: <ul style="list-style-type: none"><li>comprehend and <u>follow</u> operational documents that describe purchasing requirements for goods</li></ul>	T 3a
FS 2	Writing skills to: <ul style="list-style-type: none"><li>write purchase orders and descriptive purchase specifications for suppliers</li></ul>	T 5b T 8a
FS 3	Oral communication skills to: <ul style="list-style-type: none"><li>discuss product and purchase requirements with supervisors and managers</li></ul>	T 2a T 3e T 4e
FS 4	Numeracy skills to: <ul style="list-style-type: none"><li>interpret job costings and calculate supplier costs</li></ul>	T 4a T 4c
FS 5	Initiative and enterprise skills to: <ul style="list-style-type: none"><li>purchase from the most cost-effective supplier</li></ul>	T 6h T 8c
FS 6	Teamwork skills to: <ul style="list-style-type: none"><li>discuss production requirements with supervisors and managers to determine purchase requirements</li></ul>	T 3e
FS 7	Planning and organising skills to: <ul style="list-style-type: none"><li>prioritise purchasing requirements according to organisational deadlines</li></ul>	T4 d
FS 8	Technology skills to: <ul style="list-style-type: none"><li>use a calculator to assist with supply numbers and costs</li></ul>	T 3f T 4b