



BSB51507 Diploma of Purchasing AQF Level 5

Assessment Criteria

***Please refer to checklist on the last page**

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HOW TO COMPLETE YOUR ASSESSMENT

This book has been designed to assist you in achieving your competency level assessment through a systematic and relatively simple process. We encourage you to read and understand the requirements and should you have any concerns please do not hesitate to contact us so that we can assist you in completing the assessment.

Your Assessment

The process you will be following is known as a competency-based assessment. The difference between this process and traditional forms of assessments is that evidence of your current skills and knowledge will be measured against national and international standards of best practice, not against the learning you have undertaken either recently or in the past. Furthermore, the assessment will be concerned with how you apply the skills and knowledge in your workplace, not in the training room or in a hypothetical case study.

The standards used are known as Competency Standards and are endorsed by industry groups and national bodies here and overseas.

When your assessment is successful against these standards, your skills and knowledge will be deemed to be equal to national and international best practice, and the qualification you gain will reflect this.

Using the Assessment Guidelines

The criteria by which you will be assessed are listed in this book. Also listed is the underpinning knowledge you will be questioned on either by written or verbal assessment.

Included is the evidence you may bring forward to show that your competencies (that is, your skills and knowledge as they are applied in your workplace) match the desired standards. This evidence will be assessed and judged and any recommendations made from this.

There are only two recommendations that will be made as a result of your assessment – the evidence you have brought forward shows that you are:

- competent against the national standards and need produce no more evidence, or
- you are not yet competent, in that evidence you have provided doesn't yet show your skills and knowledge to be equivalent to the national standards – you will be asked to bring forward other evidence

Please Note: You may find that as a result of your assessment you are 'competent' in some areas but 'not yet competent' in others. This is okay. Where you have been assessed as 'competent', these areas need not required any further production of evidence leaving you free to concentrate on the others. Your assessor will explain this to you further at the time of you assessment.

Evidence

Evidence of competency can be shown in any one, of a number of ways:

- Direct examination of evidence – either by written exam to ascertain your underpinning knowledge or by observation of you carrying out the task
- Oral or written questions – these help the assessor get a better understanding of why you do, or have done, certain things in the manner shown
- Supporting evidence – from workmates, current or former employers and supervisors, or others who have worked with you and know the quality and degree of skills and knowledge you possess. Such evidence doesn't necessarily have to come from formal or full-time work you've done in the past – it might be voluntary or part-time work, or it might even be from a different area altogether such as sports, home duties or hobbies
- Historical evidence – such things as qualifications, certificates, reports etc. These will show that you were capable of demonstrating the required level of competence in the past. In some cases historical evidence might have to be supported by direct evidence that shows your skill and knowledge is still current.

Any of these can be presented as written evidence, video-taped performance or audio tapes of such things as interviews, counselling sessions etc, or supporting evidence given verbally by friends or workmates.

Your evidence will be assessed against the Element and the Performance Criteria of the Units of Competency you nominate. Don't be put off if you can only find, for example, Direct Evidence for one part of the Element and Performance Criteria and Historical Evidence for the rest – this is okay. The assessor will decide whether or not it meets the Rules of Evidence and that is all that matters.

What is important is that your evidence satisfied your assessor as to the level and degree of your skills and knowledge when measure against the competency standards.

How the Assessment is Carried Out

When you feel that you are ready to have your skills and knowledge assessed, you should arrange for the assessor to observe the activity you are claiming competency in. If you do not have the time or resources to provide direct observation of your skills and knowledge you can provide written or other evidence and this is known as a Portfolio of Evidence. The majority of your assessment for this qualification will be through a 'Portfolio of Evidence'.

A Portfolio of Evidence is simply a compilation of all of your evidence into a manageable and easily handled folder. Once you have sufficient evidence to support your claim for competency you should submit this folder for assessment. **Don't forget to clearly mark which piece of evidence related to which Element of Competency and Performance Criteria.**

During the assessment, the assessor will first of all scan the evidence you bring forward or are demonstrating to ensure that it meets the broad requirements of the competency standards, and that:

- the activity is being or has been performance safely (whether the standards specify this or not);
- the evidence appears to meet the criteria and range of variables;
- there are no legislative or legal issues arising out of the evidence (for example, there are no obvious commercially confidential items or information being brought forward, or that there are no breaches of such things as EEO or OS&H legislation);
- the evidence appears to meet the Rules of Evidence (see below); and
- whether or not the evidence being brought forward covers the entire range of competencies or only certain performance criteria or elements

The evidence will then be judged against the competency standards.

The Rules of Evidence

When making a judgement about your evidence, the assessor will be looking for:

- Validity – does your evidence relate to the standards you are seeking assessment against or are they more closely related to something else?
- Authenticity – does your evidence reflect something you have actually done either in full or in part?
- Currency – does your evidence show that you can perform this activity now or in the future, including you having up to date knowledge?
- Reliability – will your evidence be capable of showing the same outcomes no matter how many times it is assessed or how many assessors carry out the assessment?
- Sufficiency – is there sufficient evidence to show you competency or will there need to be more (or supporting) evidence brought forward?

These are the questions the assessor will ask themselves when assessing and judging your evidence. It will be very helpful to them if you ask yourself these questions before selecting and presenting the evidence – time, and a lot of frustration and heartache, may be saved if you do.

Notes on Completing this Book

Under the National Framework for the Recognition of Training, the smallest part of the standards for which you can gain a full qualification is the Unit. To make the achievement of this easier for you, each Unit is broken down into individual Elements against which you will be assessed.

Each element is accompanied by a set of Assessment Criteria. These show the standard to which you should be displaying your skills and knowledge. Where and how you display these is detailed in the Assessment Requirements.

Please take careful note of the **Assessment Requirements**. In this section will be found details of the type of evidence you will be expected to bring forward to demonstrate your competency. This evidence will be sought either through a formal (written or demonstrated) examination or from work you are currently doing or have done in the past. (This is known as Recognition of Prior Learning – RPL – and, in most cases, can provide you with all the evidence you may need to gain the qualification. Speak to your assessor about this.)

When completing your assessment, you will be asked a number of questions in relation to the assessment. Explanations of these questions are as follows:

Question 1: How was the achievement of this element demonstrated?

In order to be assessed as competent at an Element, you must have convinced your assessor that you are able to meet all of the Assessment Criteria across the Evidence Requirements. You will probably have carried out many tasks counting towards a particular Element over a period of time, but you don't have to list everything you've done – only those that may provide the strongest source of evidence to support your claim.

Be sure to include sufficient details to show competence across all of the Assessment Criteria.

Question 2: Over what period of time/number of occasions?

Here you will need to provide details of the period of time over which you were assessed for this Element and/or the number of occasions on which the task was carried out for assessment purposes. For example, if you were assessed three times over a period of four weeks this information would be put in here.

This helps the assessor see that the competency you have claimed isn't a 'flash in the pan' and that you can actually perform consistently at the desired level.

Question 3: In what situation/locations?

Some candidates will do everything in one place, usually their normal workplace, and in that case will put the name of their office/workshop here. Others, however, may do some of the work at clients' premises or out in the field.

Where the activity was carried out isn't as important as the fact that you record it. The assessor will need this information to help them make an informed judgement about the conditions and situations in which you are applying your skills and knowledge. The quality of evidence can then be judged along with any special circumstances surrounding how the evidence was gained.

Question 4: What is the evidence and where can it be found?

The Assessment will provide a record of what you have achieved. To maintain proof of this achievement it is important that you keep an up to date record of what it is and where it can be found. This will be especially important if you are thinking of applying for assessment against a higher level of competency standards where the evidence you are developing may be usable then.

Evidence may be provided by a whole variety of things depending on your particular circumstances and the Elements against which you are seeking assessment. Some of these Elements state what is required, and this must be followed, but others may not be as specific and this is where common sense must be used.

Where possible, you should seek advice from your assessor or RPL advisor to make sure what you're thinking is in line with the needs of the standards.

Throughout your initial interview or training session you will have discussed what may or may not be useful or sufficient evidence of competency against the standards. You should refer to your notes for ideas on where to start collecting evidence or talk to your assessor.

Common Range of Variables

The Range of Variables used to relate to the context and conditions under which or through which the Element and Assessment Criteria are to be performed for the purposes of the assessment.

There are a number of Ranges that are common to all Units. To reduce unnecessary duplication, these are listed below:

Higher project authorities may be:

- the client/customer
- the manager (in larger projects where the individual is section head or sub-project leader)
- other personnel within the project/organisation designated specific authority over certain aspects of the project
- the program/maintenance managers
- higher management within the organisation

Stakeholders may be from: within the project, other activities affected by this project, the client/customer, suppliers/contractors and/or the parent organisation.

The Client is the authority, or authorities, for whom the task is being undertaken. The client may be internal or external to the organisation. The client may be the customer, the owner, the sponsoring authority in the case of projects where a contract does not exist, or it may be an authority specifically designated as the client.

Further Information

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QUALIFICATION: *Diploma Purchasing AQF Level 5*

WORKSHOP TITLE: *CP06 Administering the Contract*

UNITS OF COMPETENCIES:

BSBPUR502A Manage Supplier Relationships
BSBRKG502B Manage and Monitor Business and
Records Systems

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBPUR502B Manage Supplier Relationships

BSBPUR502B/01 Manage Purchasing Agreements

- 1.1 Monitor supplier performance throughout the durations of **agreements**
- 1.2 Identify, monitor and manage risks identified in **risk management plans** throughout the durations of agreements
- 1.3 Identify and address potential and actual performance issues
- 1.4 Negotiate and resolve amendments to agreements as a consequence of addressing performance issues
- 1.5 Seek and obtain approval for amendments
- 1.6 Communicate approved amendments to suppliers and **relevant personnel**

BSBPUR502B/02 Resolve Disagreements with Suppliers

- 2.1 Identify and investigate cause of **disagreements** with suppliers and assess their validity
- 2.2 Negotiate and resolve disagreements
- 2.3 Document amendments to agreements as a consequence of the resolution of disagreements
- 2.4 Seek and obtain approval for amendments
- 2.5 Communicate approved amendments to suppliers and relevant personnel

BSBPUR502B/03 Finalise Agreements

- 3.1 Confirm all supplier obligations as having been met prior to agreements being finalised
- 3.2 Finalise purchasing agreements on **completion** of contract
- 3.3 Document arrangements to finalise agreements

BSBPUR502B/04 Review Performance of Suppliers

- 4.1 Evaluate supplier performance against the requirements of purchasing agreements
- 4.2 Inform suppliers of evaluation outcomes as required
- 4.3 Make **recommendations** about future use of suppliers are made to relevant personnel

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Successfully managed relationships with suppliers over the life of specific purchasing agreements
- Resolution of a dispute with a supplier
- Finalisation of an agreement with a supplier
- Evaluation of supplier performance and formulation of recommendations about future use of supplier.

ASSESSMENT MUST ENSURE:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Organisation's purchasing strategies and relevant purchasing records

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBRKG502B Manage and Monitor Business or Records Systems

BSBRKG502B/01 Determine requirements or modifications

- 1.1 Identify and **document** core business, supporting activities, resources, **business and social context**, using observation and **consultation**
- 1.2 Determine security and access requirements for business or records system content from analysis of organisation's activities
- 1.3 Analyse organisational reporting and accountability requirements in the context of the business documentation
- 1.4 Identify organisational functions and activities for which records must be kept, from analysis of business and context documentation
- 1.5 Determine nature, detail, and format of records (content and **metadata**) for each organisational function from analysis of the business and its context

BSBRKG502B/02 Devise an appropriate record keeping system

- 2.1 Determine metadata needed to manage records (store, locate and retrieve) in a business or records system
- 2.2 Select scale, and number of **business or records systems** appropriate to scale and nature of business operations
- 2.3 Select technological requirements of business or records systems appropriate to scale and nature of business operations
- 2.4 Select cost structure for business or records systems appropriate to scale, nature, and organisational cash flow requirements
- 2.5 Ensure maintenance, disposal and updating requirements of business or records system conform to scale, nature, and culture of the organisation
- 2.6 Select business or records system suited to the projected growth of the organisation

BSBRKG502B/03 Develop an implementation plan

- 3.1 Identify and document recordkeeping responsibilities of individual personnel or organisational units
- 3.2 Develop **measurable performance indicators** for recordkeeping activities
- 3.3 Develop **procedures and guidelines** for capturing and controlling records
- 3.4 Communicate an implementation plan to users of the system and other relevant organisational staff

BSBRKG502B/04 Monitor and review business or records systems

- 4.1 Monitor and notify staff in accordance with approved timeframes, frequency, and organisational policies and guidelines where applicable
- 4.2 Record details of **variation** from business or records system's rules, standards and procedures that exceed agreed limits
- 4.3 Provide required **reports** to **appropriate authority** relating to use and maintenance of records
- 4.4 Designate responsibilities to staff for record creation and capture activities in accordance with organisational policies

BSBRKG502B/05 Identify and respond to problems and changes

- 5.1 Identify any **problems and changes** that require a **systemic response** using the monitoring reports and external events
- 5.2 Make recommendations for **revisions** to systems, procedures, and strategic plans in response to identified variations, changes and problems
- 5.3 Devise amendments to systems and implementation or other plans where required
- 5.4 Prepare recommendations for system amendments, planning and implementation
- 5.5 Authorise or gain authorisation, for procedures for using the business or records systems, and for any subsequent alterations and amendments to the procedures

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Translating organisational needs into a business or records system
- Developing business or records system specifications and performance indicators to monitor and access system effectiveness
- Knowledge of relevant organisational policies, strategies and procedures

ASSESSMENT MUST ENSURE:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Access to examples of records, recordkeeping systems and policies

QUALIFICATION: *Diploma of Purchasing AQF Level 5*

WORKSHOP TITLE: *CP08 Practical Purchasing*

UNITS OF COMPETENCIES:

BSBPUR504B Manage a Supply Chain

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBPUR504B Manage a Supplier Chain

BSBPUR504B/01 Implement Demand Driven Supply Chain Management Strategy

- 1.1 Assign responsibility for **supply chain management** within the organisation in accordance with supply chain management strategy
- 1.2 Access and operationalise technology and software for implementation of the supply chain management system within the requirements of the strategy and budgetary allocation
- 1.3 Design policies and procedures to guide business relations and operations in accordance with the strategy
- 1.4 Design or re-design **supporting business processes** to support implementation of the strategy
- 1.5 Provide support to staff, customers and supply chain to assist in implementation of the supply chain management strategy

BSBPUR504B/02 Manage Supply Chain

- 2.1 Manage communication and information exchange with strategic partners and suppliers in accordance with the supply chain management strategy
- 2.2 Facilitate and collaborate with supply chain organisations to determine demand at each level of the supply chain in accordance with the supply chain management strategy
- 2.3 Manage sales and payments in accordance with supply chain and risk management strategies, and legal and ethical requirements
- 2.4 Implement actions to build trust and foster a supply chain culture in accordance with the supply chain management strategy
- 2.5 Identify opportunities to adjust policies and procedures to respond to the changing needs of customers, supply chain and the organisation

BSBPUR504B/03 Evaluate and Improve Supply Chain

- 3.1 Monitor **demand chain management** and supply chain management in accordance with the supply chain management strategy
- 3.2 Review and identify **improvements in the effectiveness of the supply chain** with each level of the supply chain, including staff and customers
- 3.3 Compare business data and reports to outcomes, budgets, timelines and forecasts to actual performance

- 3.4 Review technology performance and make recommendations for improvements to hardware, software and/or their use in accordance with strategy and budget
- 3.5 Use feedback and evaluation results to plan and improve future supply chain management strategies

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Implementation of a supply chain management strategy
- Successful management of a supply chain
- Evaluation and formulation of recommendations for improvement to supply chain management strategy

ASSESSMENT MUST ENSURE:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Organisation's purchasing strategies and relevant purchasing records

QUALIFICATION: *Diploma of Purchasing AQF Level 5*

WORKSHOP TITLE: *CP09 International Purchasing*

UNITS OF COMPETENCIES:

BSBPUR503B Manage International Purchasing

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBPUR503B Manage International Purchasing

BSBPUR503A/01 Develop and Document Strategies for International Purchasing

- 1.1 Research and analyse **strategic implications** for the organisation's international purchasing
- 1.2 Research international market structures
- 1.3 Research and analyse **export requirements** of supplier country
- 1.4 Draft and submit organisation's strategies for international purchasing for approval

BSBPUR503A/02 Implement International Purchasing Strategies

- 2.1 Communicate international purchasing strategies to relevant personnel and stakeholders
- 2.2 Provide support to stakeholders to implement international purchasing strategies
- 2.3 Monitor the implementation of international purchasing strategies within the organisation
- 2.4 Identify and address problems and issues arising from implementation of international purchasing strategies

BSBPUR503B/03 Undertake More Complex International Purchasing

- 3.1 Ensure that export markets and **cultural considerations** having a potential impact on international purchasing are researched and appropriate markets chosen
- 3.2 Research and apply relevant **international legal requirements** on sale of goods and **Australian regulatory controls** applicable to imports into Australia
- 3.3 Apply relevant **INCOTERMS** and trade terms
- 3.4 Draft exception clauses to business conditions
- 3.5 Clarify and resolve any discrepancies to the satisfaction of all parties
- 3.6 Prepare draft contract and legal expertise accessed to check legality of contract agreement

BSBPUR503B/04 Determine Payment Strategies

- 4.1 Analyse financial risk management and available controls implemented
- 4.2 Identify source and availability of funds for payment
- 4.3 Research and analyse **currency payment methods**
- 4.4 Select currency payment methods
- 4.5 Plan and implement expenditure phasing

BSBPUR503A/05 Arrange Barter or Countertrade

- 5.1 Research and analyse strategic implications of arranging specific **barter or countertrade**
- 5.2 Determine suppliers willing to engage in international **barter or countertrade**
- 5.3 Negotiate and reach agreement with partners on commercial conditions for proposed **barter or countertrade**
- 5.4 Prepare draft contract and access legal expertise to check legality of contract agreement
- 5.5 Approve and issue contracts
- 5.6 Investigate and resolve any disagreements and discrepancies to the satisfaction of all parties

BSBPUR503B/06 Determine Logistics Strategies

- 6.1 Arrange inspection following ascertaining **requirements for pre-shipment inspection**
- 6.2 Research and analyse shipping and other transport risks
- 6.3 Research and analyse **regulatory compliance requirements** for importation into Australia
- 6.4 Develop logistics strategies for the organisation taking into account appropriate transport, insurance and regulatory compliance requirements
- 6.5 Gain approval from relevant personnel for implementation of logistics strategies

BSBPUR503B/07 Evaluate International Purchasing Strategies and Implement Identified Improvements

- 7.1 Review implementation of international purchasing strategies
- 7.2 Identify improvements to international purchasing strategies from the review process
- 7.3 Gain approval to implement improvements to international purchasing strategies
- 7.4 Communicate changes to relevant stakeholders and support provided to implement improvements
- 7.5 Monitor and review implementation of changes to determine effectiveness of improvements

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Completion of documented international purchasing strategies for an organisation
- Implementation of international purchasing strategies in an organisation
- Completion of a complex international purchase
- Completion of a barter or countertrade
- Implementation of an evaluation of transport and logistics strategies to obtain goods purchased internationally

ASSESSMENT MUST ENSURE:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Organisation's purchasing strategies and relevant purchasing

QUALIFICATION: *Diploma of Purchasing AQF Level 5*

WORKSHOP TITLE: *CP10 Specialised Purchasing*

UNITS OF COMPETENCIES:

BSBPUR501B Develop, Implement and Review
Purchasing Strategies

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBPUR501B Develop, Implement and Review Purchasing Strategies

BSBPUR501B/01 Determine Purchasing Objectives

- 1.1 Research and analyse industry benchmarks for purchasing for suitability to organisation
- 1.2 Analyse organisation's purchasing data and information
- 1.3 Undertake consultations with **relevant stakeholders** and **personnel** to inform development of purchasing objectives
- 1.4 Draft purchasing objectives in line with organisation's goals
- 1.5 Gain approval from relevant personnel for purchasing objectives

BSBPUR501B/02 Develop Purchasing Strategies

- 2.1 Develop **purchasing strategies** taking into account **legal requirements** and purchasing objectives
- 2.2 Include **five rights** in purchasing criteria
- 2.3 Develop human resource, financial and other plans to support implementation of purchasing strategies
- 2.4 Make changes resulting from feedback from relevant personnel about purchasing plans and strategies
- 2.5 Gain approval for plans to implement purchasing plans and strategies

BSBPUR501B/03 Implement Purchasing Strategies

- 3.1 Communicate purchasing strategies to relevant personnel and stakeholders
- 3.2 Access **resources** needed to implement purchasing strategies
- 3.3 Provide **support** to implement purchasing strategies
- 3.4 Monitor implementation of purchasing strategies by the organisation
- 3.5 Identify and address problems and issues arising during implementation
- 3.6 Provide reports to relevant personnel and stakeholders on implementation of purchasing strategies

BSBPUR501B/04 Evaluate Purchasing Strategies and Implement Improvements

- 4.1 Review implementation of purchasing strategies
- 4.2 Identify improvements to purchasing strategies from review process
- 4.3 Gain approval to implement improvements to purchasing strategies
- 4.4 Communicate improvements to relevant stakeholders and support is provided to implement improvements
- 4.5 Monitor and review implementation of improvements to determine effectiveness of improvements

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Development of purchasing objectives and strategies for an organisation
- Implementation of those purchasing strategies in an organisation
- Evaluation and implementation of improvements to purchasing strategies in an organisation

ASSESSMENT MUST ENSURE:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Organisation's purchasing strategies and relevant purchasing records

QUALIFICATION: *Diploma of Purchasing AQF Level 5*

WORKSHOP TITLE: *PMF02 Project Management Fundamentals*

UNITS OF COMPETENCIES:

BSBPMG502A Manage Project Scope
BSBR501A Manage Risk
BSBWOR501A Manage Personal Work Priorities and Professional Development

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBPMG502A Manage Project Scope

BSBPMG502A/01 Conduct Project Authorisations Activities

- 1.1 Develop and confirm procedures for **project authorisation** with an **appropriate authority** as the basis for future project management activity and the commitment of resources and effort
- 1.2 Obtain **authorisation** to expend resources

BSBPMG502A/02 Conduct Project Scope Definition Activities

- 2.1 Identify project objectives, **deliverables**, constraints, exclusions assumptions and principal work activities
- 2.2 Establish measurable project benefits and outcomes to enable quantified evaluation of **project performance**
- 2.3 Establish agreement to a shared understanding of desired project outcomes with **relevant stakeholders**
- 2.4 Develop and implement scope management plan

BSBPMG502A/03 Manage Application of Scope Controls

- 3.1 Implement agreed scope management procedures and processes
- 3.2 Manage the impact of scope changes within established time, cost and quality constraints according to **change control procedures** and to meet project objectives
- 3.3 Review progress and results recorded to assess the effectiveness of scope management procedures
- 3.4 Identify and document scope management issues and recommended improvements and pass on to a higher authority for application to future projects

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Demonstration of scope management for multiple complex projects
- Knowledge of scope management plans, tools, issues and likely challenges

ASSESSMENT MUST ENSURE:

- Access to workplace documentation used to document and manage project scope
- Consideration of feedback from project stakeholders regarding the management of project scope

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBRSK501A Manage Risk

BSBRSK501A/01 Establish Risk Context

- 1.1 Review organisational processes, procedures and requirements for undertaking **risk** management
- 1.2 Determine **scope** for risk management process
- 1.3 Identify internal and external stakeholders and their issues
- 1.4 Review political, economic, social, legal, technological and policy context
- 1.5 Review strengths and weaknesses of existing arrangements
- 1.6 Document critical success factors, goals or objectives for area included in scope
- 1.7 Obtain support for risk management activities
- 1.8 Communicate with **relevant parties** about the risk management processes and invite participation

BSBPMG502A/02 Identify Risks

- 2.1 Invite relevant parties to assist in the identification of risks
- 2.2 Research risks that may apply to scope
- 2.3 Use **tools and techniques** to generate a list of risks that apply to the scope, in consultation with relevant parties

BSBPMG502A/03 Analyse Risk

- 3.1 Assess **likelihood** of risk occurring
- 3.2 Assess **impact or consequence** if risks occur
- 3.3 Evaluate and prioritise risk for treatment

BSBPMG502A/04 Select and Implement Treatments

- 4.1 Determine and select most appropriate **options** for treating risks
- 4.2 Develop an **action plan** for implementing risk treatment
- 4.3 Communicate risk management processes to relevant parties
- 4.4 Ensure all documentation is in order and appropriately stored
- 4.5 Implement and monitor action plan
- 4.6 Evaluate risk management processes

EVIDENCE OF THE FOLLOWING IS CRITICAL:

- Risk management plan which includes a detailed stakeholder analysis, explanation of the risk context, critical success factors, identified and analysed risks, and treatments for prioritised risks
- Details of monitoring arrangements for risk management plan and an evaluation of the risk management plan's efficacy in treating risks
- Knowledge of relevant legislation, codes of practice and national standards

ASSESSMENT MUST ENSURE:

- Access to workplace documentation used to document and manage project scope

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA:

BSBWOR501A Manage Personal Work Priorities and Professional Development

BSBWOR501A/01 Establish Personal Work Goals

- 1.1 Serve as a positive role model in the workplace through personal work planning and organisation
- 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and **own responsibilities and accountabilities**
- 1.3 Measure and maintain personal performance in varying work conditions, work contexts and contingencies

BSBWOR501A/02 Set and Meet Own Work Priorities

- 2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives
- 2.2 Use **technology** efficiently and effectively to manage work priorities and commitments
- 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to

BSBWOR501A/03 Develop and Maintain Professional Competence

- 3.1 Assess personal knowledge and skills against **competency standards** to determine development needs, priorities and plans
- 3.2 Seek feedback from employees, **clients and colleagues** and use this feedback to identify and develop ways to improve competence
- 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence
- 3.4 Undertake participation in networks to enhance personal knowledge, skills and work relationships
- 3.5 Identify and develop new skills to achieve and maintain a competitive edge

EVIDENCE OF THE FOLLOWING IS ESSENTIAL:

- Systems and processes (electronic or paper-based) used to organise and prioritise tasks, which show how work is managed
- Personal development plan, with career objectives and an action plan
- Knowledge of relevant legislation

ASSESSMENT MUST ENSURE:

- Access to appropriate documentation and resources normally used in the workplace

EVIDENCE CHECKLIST

I have the evidence required for assessment for the following units:

- | | | |
|------------|--|--------------------------|
| BSBPMG502A | Manage Project Scope | <input type="checkbox"/> |
| BSBPUR501B | Develop, Implement and Review Purchasing Strategies | <input type="checkbox"/> |
| BSBPUR502B | Manage Supplier Relationships | <input type="checkbox"/> |
| BSBPUR503B | Manage International Purchasing | <input type="checkbox"/> |
| BSBPUR504B | Manage a Supply Chain | <input type="checkbox"/> |
| BSBRKG502B | Manage and Monitor Business or Records Systems | <input type="checkbox"/> |
| BSBRSK501A | Manage Risk | <input type="checkbox"/> |
| BSBWOR501A | Manage Personal Work Priorities and Professional Development | <input type="checkbox"/> |