Unit of Competency

CPPSCM4047 Implement procurement processes in strata community management

Modification history

Release	Comments
1	Supersedes and is not equivalent to CPPDSM4047 Implement and monitor procurement process. Unit updated to reflect specific strata community management requirements. This version first released with CPP Property Services Training Package Release 15.0.

Application

This unit of competency specifies the skills and knowledge required to implement and monitor procurement processes for goods and services. It includes taking reasonable steps to ensure that any goods or services procured by strata community managers are procured at competitive prices and on competitive terms by determining, monitoring and finalising procurement processes that use different procurement methods and ensure compliance with regulatory and budgetary requirements. It also includes selecting and appointing contractors and monitoring contractual arrangements associated with the procurement of goods and services.

This unit is suitable for strata community managers who apply a broad range of skills and knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems. Strata community managers may also be known as strata managers, owners corporation managers or body corporate managers depending on the jurisdiction of operation.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some states and territories. For further information, check with the relevant regulatory authority.

Prerequisite Unit

None.

Unit Sector

Strata Community Management.

Elements and Performance Criteria

1. Determine procurement requirements.	1.1 Identify procurement objectives and goods or services required to meet strata community and regulatory requirements. 1.2 Source and interpret information to clarify procurement requirements. 1.3 Identify factors likely to impact procurement objectives. 1.4 Recognise own authority limitations and gain approvals including fee for service specified in strata management agreement as required according to workplace requirements. 1.5 Select appropriate procurement process and timelines to ensure competitive prices and terms and to achieve procurement objectives and regulatory requirements.
2. Identify and select contractors.	2.1 Identify types of contractors required to achieve procurement objectives and establish selection criteria.

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	2.2 Consult with relevant persons to clarify contractor preferences, needs and expectations and gather evidence to enable judgement of the best candidate. 2.3 Assess contractors against selection criteria and evidence to verify competitive terms and price according to strata community and regulatory requirements. 2.4 Consult with strata community committee to select contractor for the provision of required goods or services.
3. Monitor procurement process.	3.1 Systematically monitor procurement process and negotiate variations to supply according to contractual and workplace requirements and in consultation with strata community committee. 3.2 Regularly consult with suppliers, contractors and other relevant persons throughout procurement process to manage risk and ensure efficient use of time and resources. 3.3 Conduct calculations to monitor expenditure and resource use and ensure procurement objectives are achieved according to regulatory, budgetary and contractual requirements.
4. Finalise procurement process.	4.1 Complete procurement process within designated timeframes. 4.2 Confirm directions from strata community committee that the supplied goods or services meet procurement objectives, required quality standards and contractual requirements. 4.3 Identify failures or variances to procurement objectives and implement prompt remedial actions according to workplace requirements. 4.4 Maintain procurement system, records and reports according to strata community committee directions and regulatory and workplace requirements.

Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to CPPDSM4047 Implement and monitor procurement process

Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSCM4047 Implement procurement processes in strata community management

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to implement procurement processes for two different goods or services for a strata community, procured using different methods listed below:

- tendering
- request for proposal
- request for quotation.

At least one contractor must be selected to provide the required goods or services from an evaluation of a minimum of two potential candidates to ensure competitive terms and pricing.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- basic contract law relating to engaging contractors for the procurement of goods and services
- compliance requirements of legislation and regulations relevant to the implementation of procurement processes in strata community management in the jurisdiction of operation:
    - building legislation relevant to new works and maintenance
    - civil liability
    - environmental protection (sustainability)
    - equal employment, anti-discrimination and disability discrimination
    - fair trading and consumer protection
    - financial probity
    - privacy
    - records management
    - work health and safety (WHS)
- implications of warranties, guarantees and exclusions relating to the procurement of goods and services
- interpersonal communication strategies and techniques used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- key principles of procurement:
    - accountability and recording
    - ethics and fair dealing
    - open and effective competition

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    - planning and professionalism
    - value for money
- limitations of own work role, responsibilities and abilities and when to engage specialists or project managers relating to procurement
- methods for calculating and analysing costs and budgets associated with the procurement of goods and services
- negotiation techniques
- requirements of professional indemnity for contractors
- selection processes and criteria for contractors to ensure competitive terms and pricing of goods and services
- types and purpose of contracts used in the procurement of goods and services in strata community management:
    - construction contracts
    - employment contracts
    - procurement contracts
- types, and benefits and risks of procurement processes used in strata community management:
    - tendering
    - request for proposal
    - request for quotation
- workplace requirements for implementing procurement processes in strata community management:
    - quality standards relating to the procurement of goods and services
    - systems for procurement and storing information and documentation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

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