

Title	Manage the procurement of goods or services in the print industry		
Level	5	Credits	20

Purpose	<p>This unit standard is intended for people working towards a management role in the print industry.</p> <p>People credited with this unit standard are able to: explain the need for a procurement plan in the print industry; prepare and implement a procurement plan for a print company; and evaluate goods or services supplied for a print company.</p>
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Classification	Printing > Print Industry Management
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Available grade	Achieved
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Guidance Information

1 Definitions

Accepted industry practice – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

Goods – major machinery or equipment, and related fittings, printing machines, binders, computer hardware, folding machines, cutting machines, gluing machines, pre-press equipment.

Print industry – all sectors involved in print and packaging industries including pre-production, production, and post-production activities, suppliers and distributors. The sectors include graphic pre-press, digital output, sheet-fed, reel-fed, screen, binding and finishing, and fibreboard packaging.

Print company – a production company within any of the print industry sectors.

Services – computing, finishing, pre-press, distribution and freight, marketing, consultancy, installation of equipment, installation or implementation of systems.

Workplace procedures – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.

2 Assessment information

All evidence presented for this unit standard must be in accordance with workplace procedures and accepted industry practices.

Outcomes and performance criteria

Outcome 1

Explain the need for a procurement plan in the print industry.

Performance criteria

- 1.1 The need for a procurement plan is explained.
- 1.2 Identification of ancillary components and consumables required for procurement ensures that the print company's requirements are met without the need for unplanned procurement.

Outcome 2

Prepare and implement a procurement plan for a print company.

Range evidence of one major goods or service required by a print company.

Performance criteria

- 2.1 Means of procurement and procurement criteria to meet print company's requirements are specified.

Range means of procurement may include but are not limited to – selective procurement, quotations, closed tendering, open tendering, single stage tendering, multiple stage tendering; triggers for procurement may include but are not limited to – order level, budget, cash flow, stock levels, timing, quality management; procurement criteria may include but are not limited to – name, quantity, materials, dimensions, function, performance characteristics, grade, properties, lead times.

- 2.2 Potential suppliers and a timeframe for supply that meets the print company's requirements is specified.

- 2.3 Procurement criteria are documented in accordance with established practices of potential suppliers.

- 2.4 The number of quotations to be sought is specified.

- 2.5 Information is given to potential suppliers.

Range may include but is not limited to – requirements for format, content, timing, communication method.

- 2.6 The preferred supplier is selected and orders are progressed.

- 2.7 Best practice principles for procurement are implemented on the basis of the plan.

Range may include but is not limited to – foresight, simplicity, economy, measurement, cooperation, communication, contract, training, ethics, sustainability.

Outcome 3

Evaluate goods or services supplied for a print company.

Performance criteria

- 3.1 Supplied goods or services are identified and compared with the procurement criteria, and their fitness for purpose is determined.
- 3.2 Non-conforming goods or services are processed.
- 3.3 Documentation relating to the acceptance or rejection of goods or services is completed.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	12 December 2008	31 December 2022
Rollover and Revision	2	31 May 2018	N/A
Review	3	23 July 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this assessment standard.