

Unit Description

fmedge UNIT: 09 Support Services & Procurement
CATEGORY: Intermediate

SUMMARY OF UNIT CONTENT:

This **fmedge** Unit covers the competencies required to coordinate a purchasing system for goods and services and to prepare tender documentation for facility management and/or maintenance operations. These include the ability to follow established procurement principles, to identify and implement procurement system processes and support mechanisms, to accurately determine facility requirements, develop a detailed budget, and to prepare documentation in accordance with established tender criteria and conditions.

The primary learning outcomes include:

- Determine procurement system requirements
- Organise support processes
- Implement procurement system
- Review procurement system
- Determine tender requirements
- Estimate resource requirements
- Prepare tender documentation

This **fmedge** Unit presents the following Units of Competence which lead to qualification within the Australian Qualification Framework:

AQF Unit Code	AQF Unit Description
PRDPOD526A	Coordinate facilities procurement system
PRDPOD508A	Prepare tender documentation

For more information, contact:

fmedge facility management training
level 8, 350 Collins Street
Melbourne
Victoria, 3000

Phone: 03 8605 4844
e-mail: info@fmedge.com.au

or
iHub Education Pte Ltd
171 Kampong Ampat #02-01
Singapore 368330
Phone: 65 62854537
Fax: 65 62837912
e-mail: enquiry@ihubeducation.com