

CONDUCT MARKET SURVEY

UNIT CODE: BUS/OS/SC/CR/06/5

Unit Description

This unit specifies the competencies required to conduct market survey. It involves, identifying organization's needs, collecting market data, weighing supplier alternatives and conducting buyer /supplier negotiation. This applies in the Supply Chain Management Sector.

ELEMENTS AND PERFORMANCE CRITERIA

Element <i>These describe the key outcomes which make up workplace function</i>	Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i>
1. Identify organizations needs	1.1 Requisitions from user departments are received as per the SOPs 1.2 Requisitions are recorded as per the SOPs 1.3 Specifications are established as per the requisition. 1.4 Specifications are verified as per organization policy
2. Collect Market Data / Information	2.1 Availability of suppliers is established as per the specification

Element <i>These describe the key outcomes which make up workplace function</i>	Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i>
	2.2 Availability of the product in the market is established as per the specification. 2.3 The price of the product is established as per the supplier. 2.4 The terms and conditions are established based on the supplier. 2.5 The distance between the supplier and organization is examined as per the organization's needs.
3. Weigh Supplier Alternatives	3.1 Market Data is analyzed as per the SOPs 3.2 The best alternative is selected as per the specifications
4. Conduct Buyer/ Supplier Negotiation	4.1 Buyer /supplier negotiation is Planned as per the organizations needs 4.2 Buyer /supplier negotiation is Conducted as per the SOPs 4.3 Buyer /supplier agreement is executed

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Range	Variables <i>May include but not limited to:</i>
1. Market Data	1.1 Quality 1.2 Price 1.3 Delivery times 1.4 Terms and conditions 1.5 Distance 1.6 Availability of the goods in the market 1.7 Suppliers

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Organizing skills
- Analytical skills
- Negotiation skills
- Interpersonal skills
- Communication skills

- Evaluation skills
- Problem solving
- Critical thinking
- Risk assessment and management

Required Knowledge

The individual needs to demonstrate knowledge of:

- Market structures
- Market geopolitics
- Market needs
- Supplier evaluation
- Supplier risk management
- Supply dynamics
- Specification development

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Established specifications appropriately</p> <p>1.2 Verified specifications correctly</p> <p>1.3 Established availability of suppliers, product, price, terms and conditions and distance between the supplier and</p>
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	<p>organization appropriately</p> <p>1.4 Analyzed market data correctly</p> <p>1.5 Selected the best alternative</p> <p>1.6 Planned for buyer /supplier negotiation</p> <p>1.7 Conducted the buyer /supplier negotiation</p> <p>1.8 Executed the buyer /supplier agreement</p>
2. Resource Implications	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Third party reports</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Observation</p>
4. Context of Assessment	<p>Assessment could be conducted:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the-job</p> <p>4.3 During industrial attachment</p>
5. Guidance information for assessment	<p>Holistic assessment with related units in the sector</p>