

**DISPOSE ORGANIZATIONAL ASSETS**  
**UNIT CODE: BUS/OS/SC/CR/06/6/A**

**Unit Description**

This unit specifies the competencies required to dispose organization’s assets. It involves Identifying assets for disposal, classifying assets for disposal, executing disposal orders and preparing disposal certificate. This applies in the Supply chain management sector.

**ELEMENTS AND PERFORMANCE CRITERIA**

<p><b>ELEMENT</b>  <i>These describe the key outcomes which make up workplace function</i></p>	<p><b>PERFORMANCE CRITERIA</b>  <i>These are assessable statements which specify the required level of performance for each of the elements.</i>  <b><i>Bold and italicized terms are elaborated in the Range</i></b></p>
<p>1. Monitor progress of procurement contracts</p>	<p>1.1 Notification of unserviceable, obsolescent, obsolete or surplus assets is received from user departments.            1.2 List of unserviceable, obsolescent, obsolete or surplus assets is verified based on organization’s needs and technological dynamics as per workplace policy.</p>

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	<p>1.3 A disposal committee is appointed as per legal requirement.</p> <p>1.4 Assets to be disposed are assessed as per standard operating procedures based on legal requirements.</p> <p>1.5 An assessment report is prepared as per workplace policy.</p>
<p>2. Classify assets for disposal</p>	<p>2.1 Serviceable/surplus assets are identified and categorized as per the SOP</p> <p>2.2 Unserviceable assets are identified and categorized as per the SOP</p> <p>2.3 Obsolete and obsolescent assets are identified and categorized as per the SOP</p> <p>2.4 A classification report and recommendation for suitable methods of assets disposal is prepared as per workplace policy and legal requirements.</p>

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3. Execute disposal orders	3.1 <b><i>Authority to dispose</i></b> is sought as per the legal requirements. 3.2 Schedules for asset disposal is prepared and disseminated to relevant stakeholders as per workplace policy guided by SOPs. 3.3 The actual <b><i>disposal</i></b> is executed as per SOP and legal requirements.
4. Prepare disposal certificate	4.1 Disposal orders are documented as per legal requirements and SOP 4.2 Disposal documents are <b><i>ratified</i></b> as per the legal requirements Disposal documents are filed and maintained as per workplace policy and legal requirements.

## **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.

<b>Range</b>	<b>Variables</b>
1. Authority to dispose	1.1 Organization Management 1.2 NEMA regulations 1.3 Public Health
2. Disposal	2.1 Sale by tender 2.2 Donations 2.3 Waste Disposal Management 2.4 Sale by auction 2.5 Trade-in 2.6 Transfer to other entities
3. Ratified	3.1 Simple representation 3.2 Endorsements

## 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

#### Required Knowledge

The individual needs to demonstrate knowledge of:

- Methods of asset disposal
- Legal framework of asset disposal and related laws
- Waste management and disposal
- Disposal documents and documentation
- Health and safety in asset disposal

#### 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 Demonstrated understanding of asset disposal legal framework.</p> <p>1.2 Verified list of unserviceable, obsolescent, obsolete or surplus assets</p> <p>1.3 Facilitated the appointment of an asset disposal committee</p>
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	<p>1.4 Assessed and categorized assets to be disposed and prepared a report with recommendations</p> <p>1.5 Sought authority to dispose</p> <p>1.6 Demonstrated knowledge of stakeholders and their roles in asset disposal</p> <p>1.7 Prepared and disseminated Schedules for asset disposal to relevant stakeholders</p> <p>1.8 Demonstrated knowledge of asset disposal methods</p> <p>1.9 Documented and maintained asset disposal documents</p>
2. Resource Implications	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p> <p>2.2 A functional procurement entity with a warehouse</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	Assessment could be conducted: 4.1 On-the-job 4.2 Off-the-job 4.3 During industrial attachment
5. Guidance Information for Assessment	Holistic assessment with related units in the sector.

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