

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Common

Title	Procure Gerontechnology
Code	110947L4
Range	This Unit of Competency is applicable to practitioners responsible for the procurement of gerontechnology in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to select and purchase the specified equipment and quantities from appropriate suppliers according to the organization's procedures, in order to meet the needs of the organization and its service users.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the procurement of gerontechnology</p> <ul style="list-style-type: none"> • Understand the organization's procurement strategies for gerontechnology • Understand the service user's demands for gerontechnology • Understand the organization's rules and procedures on purchasing gerontechnology • Understand the information on equipment suppliers, such as: <ul style="list-style-type: none"> ○ Suppliers who can provide the equipment ○ Exclusive agencies ○ Discount offers, etc. • Understand the organization's documents and processing methods of procuring gerontechnology • Understand the process of selecting suppliers for different goods • Understand the relevant information on the equipment, such as: model, function, brand reputation and industry evaluation, etc. • Understand the organization's labeling and storage procedures <p>2. Procure gerontechnology</p> <ul style="list-style-type: none"> • Determine the type of equipment required according to the organization's established procurement strategies for gerontechnology • Understand the service user's demands, compare the relevant information of the equipment, select the brand and model accordingly, such as: <ul style="list-style-type: none"> ○ Features, specifications and accessories ○ Arrange trial and evaluation, etc. • Obtain quotations on the equipment according to the established procurement procedures and equipment supplier information, such as: <ul style="list-style-type: none"> ○ Determine the supplier who can provide the equipment ○ Advantages of the organization; discuss with the suppliers on the discounts that they can provide ○ Obtain a specified quantity of verbal or written quotations, according to the type of quotation requested by the organization for goods at different prices, as well as the number of quotations from different suppliers, etc. • Determine the supplier for the required equipment according to the established supplier selection process • Purchasing from selected suppliers according to the established procurement procedures, including: <ul style="list-style-type: none"> ○ Confirm quotation and purchase quantity ○ Delivery agreement ○ Keep the invoice, and apply for payment arrangements with the organization

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	<ul style="list-style-type: none"> ○ Obtain the supplier's purchase receipt after payment by the organization to complete the settlement process, etc. • According to the established fixed asset handling methods, inspect, accept, label and store the equipment accordingly <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Able to purchase gerontechnology from appropriate suppliers, and prepare the relevant documents according to the organization's procurement procedures, in order to meet the service user's demands • Maintain professionalism when purchasing equipment to protect the interests of the organization and its service users
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to accurately and effectively purchase gerontechnology according to the organization's procurement procedures; and • Able to manage and preserve the documents related to purchasing equipment.
Remark	