

Specification of Competency Standards for ICT Operation and Support

Unit of Competency

Functional Area: System and Hardware Support

Title	Purchase computing hardware/components
Code	107900L2
Range	This unit of competency applies to junior Information Technology (IT) personnel who have been entrusted with the task of purchasing hardware or components for own use or perform the purchase for colleagues. This UoC concerns small purchase but the involved steps can also be applied for larger purchase by following relevant organisation guidelines.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge for purchasing computing hardware/components <ul style="list-style-type: none"> • Possess good knowledge of computing hardware and accessories • Possess basic knowledge with organisation's procurement procedures and guidelines • Possess good knowledge of IT products and trends • Possess good knowledge of the ICAC guidelines on Prevention of Bribery Ordinance and Clean Business Practices 2. Purchase computing hardware/components <ul style="list-style-type: none"> • Find 2 or 3 model names of the needed computing hardware/component with similar specification • Search and collect reviews of each of the computing hardware/component model name from: <ul style="list-style-type: none"> • Previous users, friends, colleagues • Internet • Comment from unbiased retailers • Create a comparison list of functions/features which is ordered in the most needed functions/features • Identify top 2 most suitable items from the comparison list or the quantity indicated by the organisation purchasing procedure • Identify suitable suppliers and acquire price quotations • Complete recommendation and purchasing documents in accordance with the organisation's purchasing guidelines and procedures. Authorisation from supervisor may be required 3. Exhibit professionalism <ul style="list-style-type: none"> • Strictly follow the organisation's purchasing guidelines/procedures and ICAC guidelines, and exhibit ethics when procuring hardware/components
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Perform sufficient research to identify suitable products/models and be satisfied it matches the functions/features required • Seek the required number of quotations from suppliers and follow the procurement guidelines of ICAC and the organisation • Correctly follow the organisation guidelines to complete required documents to seek purchase approval from supervisor
Remark	