Klarstig

# Procurement Community Organizations Training Knowledge Quiz

Use this short knowledge check to discuss sound working practices. Choose one answer for each scenario and explain how you would apply the guidance in your role.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Learner name or reference ***

**When instructions are unclear what should you do first ***

- ☐ Assume the usual approach is acceptable
- ☐ Skip the task without telling anyone
- ☐ Ask the responsible person for clarification

**What is the best way to document a completed task ***

- ☐ Rely only on memory
- ☐ Record the result date and relevant evidence
- ☐ Mark complete before checking the result

**How can you demonstrate that you understood a new procedure ***

- ☐ Explain and apply it in an appropriate practice scenario
- ☐ Repeat the title of the training
- ☐ State that attendance is enough

**What should you do if you still need support after training ***

- ☐ Hide the gap
- ☐ Skip the related work indefinitely
- ☐ Describe the gap and ask for targeted practice or guidance

**How will you apply these principles to your work ***

## Specific details

### Training topic and learning objective

Complete when relevant to this request.

**A work example showing how the learning will be applied**

## Operating context

### Community program or neighborhood

Complete when relevant to this request.

**Participation access communication and volunteer arrangements**

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

**Specifications alternatives approval limits and delivery requirements**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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