



**Australian Government**

# **Assessment Requirements for AHCBUS514 Negotiate and monitor contracts**

**Release: 1**

# Assessment Requirements for AHCBUS514 Negotiate and monitor contracts

## Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has negotiated and monitored at least one contract with a person or entity external to the enterprise, including:

- established agreed terms and conditions with the person or entity
- negotiated to obtain fair outcomes
- documented the contract
- monitored the performance of the contract.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- contract and commercial law applicable to the type of agreement
- types of contracts used within the enterprise, including employment contracts and services contracts
- typical considerations taken into account when developing a contract, including:
  - current state/territory and Commonwealth legislation for employment and taxation
  - work health and safety in terms of duties of employers, employees, suppliers and contractors
  - hazardous substances and dangerous goods
  - environment protection
  - equal opportunity
  - equal employment opportunity
  - affirmative action standards
  - certification requirements
  - license, patent or copyright arrangements
  - quality assurance procedures
  - emergency procedures

- processes of formulation and negotiation of contracts
- enterprise business policies and procedures for maintenance of confidentiality.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to information about contracts and relevant contract/employment legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>