



Australian Government

Assessment Requirements for BSBPRC402 Negotiate contracts

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- prepare and conduct contract negotiations for the procurement of goods and/or services in accordance with organisational policies and procedures, including:
- using market analysis to evaluate suppliers
- determining objectives for contract negotiation
- arranging contract documentation and ensuring compliance
- using a range of effective and persuasive negotiation techniques
- demonstrating personal effectiveness in contract negotiation processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role:

- key provisions of relevant legislation, codes of practice and national standards that affect procurement of goods and/or services
- key principles of procurement contracts, including:
- organisational policies, procedures and relevant documentation for contract negotiation
- key legal requirements for the acquisition of goods and/or services
- organisation practices, policies and procedures for procurement
- procurement principles for:
 - accountability
 - probity and transparency
 - risk management
 - value for money.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – procurement and contracting field of work and include access to:

- organisation policies and procedures
- procurement strategies and relevant procurement records
- sample contracts
- office equipment and supplies
- case studies and, where possible, real situations in the workplace.

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>