



Australian Government

**CPCCB6003 Establish, maintain and
review contract administration procedures
and frameworks**

Release: 1

CPCBC6003 Establish, maintain and review contract administration procedures and frameworks

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCBC6003A Establish, maintain and review contract administration procedures and frameworks. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to manage organisational contract administration procedures and frameworks for building and construction projects. It includes establishing and maintaining a contract management system necessary to produce accurate and successful project outcomes in accordance with organisational guidelines.

This unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing building and construction projects.

This unit of competency is suitable for those using cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Establish contract administration procedures and frameworks.	<p>1.1 Establish contract administration team comprising of persons with wide experience and knowledge in the building and construction industry.</p> <p>1.2 Develop overview of the organisation's current legal and administrative climate and communicate this to the contract administration team.</p> <p>1.3 Develop strategic plan for construction contract administration procedures and frameworks.</p> <p>1.4 Establish information gathering mechanisms that draw strategic performance advice from all parts of the organisation.</p> <p>1.5 Develop and implement quality assurance measures as part of the contract administration process.</p> <p>1.6 Develop and establish reporting and feedback structures through which advice and action instructions can be conveyed to employees and subcontractors.</p> <p>1.7 Establish benchmarks for contract performance and introduce a management framework for achieving, maintaining and exceeding those parameters.</p> <p>1.8 Develop and introduce measures through which contract defaulters can be managed back into contract compliance.</p>
2 Maintain contract administration procedures and frameworks.	<p>2.1 Introduce policy and administrative guideline documentation that supports the contract administration process.</p> <p>2.2 Develop and implement evaluation and review methods to ensure administration procedures and frameworks are effective.</p> <p>2.3 Initiate internal feedback systems and methods to ensure that difficulties with administration of contracts are resolved within organisational guidelines.</p> <p>2.4 Introduce measures which ensure the safety and security of contract administration documentation.</p> <p>2.5 Maintain overall corporate contract administration</p>

framework comprising of employees, subcontractors, client and management.

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| 3 | Review contract administration procedures. | 3.1 | Develop, implement and manage review, recording and evaluation system to ensure probity and effectiveness of the contract administration system. |
| | | 3.2 | Implement and manage regular scheduled and unscheduled reviews of contract administration procedures. |
| | | 3.3 | Undertake formal evaluation of the contract and administration system regularly in consultation with organisation's legal advisors. |
| | | 3.4 | Review and clarify operating procedures. |
| | | 3.5 | Review contract documentation processes and provide feedback to those preparing contracts. |

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- communication skills to:
 - consult with staff, stakeholders, clients and legal advisors
 - direct activities of personnel involved in contract administration processes
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access, extract information and complex data to analyse for strategic purposes.

Unit Mapping Information

Supersedes and is equivalent to CPCBC6003A Establish, maintain and review contract administration procedures and frameworks.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>