



Australian Government

# **DEFPBC004 Establish the contract details of a Performance Based Contract**

Release: 2

# DEFPBC004 Establish the contract details of a Performance Based Contract

## Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

## Application

This unit describes the skills required to establish the contract details for a Performance Based Contract (PBC) within an existing contract or to commission a new contract.

This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team under limited direction while performing complex tasks in a range of contexts.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

Performance based contract

## Unit Sector

Not applicable.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

### 1 Establish contract requirements

#### 1.1 Contribute to establishing PBC requirements to be included in the contract

- |                                      |            |                                                                                                                                                                      |
|--------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <b>1.2</b> | Communicate to all relevant stakeholders the agreed PBC requirements                                                                                                 |
|                                      | <b>1.3</b> | Document all agreed PBC requirements                                                                                                                                 |
| <b>2 Draft contract requirements</b> | <b>2.1</b> | Contribute to drafting PBC requirements into the contract, including Conditions of Contract and Conditions of Tender                                                 |
|                                      | <b>2.2</b> | Contribute to assessing draft PBC requirements against agreed PBC requirements                                                                                       |
| <b>3 Assess contract viability</b>   | <b>3.1</b> | Contribute to assessing the draft PBC against original contract requirements, contract outcome and contract scope of work defined in the initial requirements report |
|                                      | <b>3.2</b> | Contribute to assessing the draft PBC against the business case report, including net benefits and key enablers                                                      |
|                                      | <b>3.3</b> | Contribute to preparing a final PBC report                                                                                                                           |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>