



Australian Government

FBPPPL4005 Manage supplier agreements and contracts

Release: 1

FBPPPL4005 Manage supplier agreements and contracts

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage internal and external agreements for the supply of goods and/or services.

The unit applies to individuals with an understanding of supply chain relationships and arrangements who are responsible for the evaluation and management of new and existing contractual arrangements.

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

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish contractual arrangements	1.1 Document and agree specifications for the delivery of goods and/or services according to workplace procedures 1.2 Develop and document criteria for selection of suppliers according to workplace procedures 1.3 Identify and assess potential suppliers against selection criteria 1.4 Select preferred supplier according to the selection criteria and workplace procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.5 Negotiate, agree and document supply contracts with parties 1.6 Develop contingency plans in the event of supplier failure to deliver
2. Administer and evaluate delivery of goods and/or services against agreements	2.1 Assess the quality of goods and services supplied against specifications 2.2 Determine and document non-compliance and implement corrective action within the terms of contractual arrangements 2.3 Manage relationships with suppliers to support effective delivery according to workplace procedures 2.4 Review and renegotiate vendor agreements as required to ensure timely delivery and cost-effective supply of quality goods and services

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, and checks for accuracy and completeness
Writing	Accurately records information, prepares contracts and correspondence using clear language and organisational formats and protocols
Numeracy	Applies modelling skills to identify, analyse and evaluate costings, production scheduling, time durations and human resource allocations for contract development and monitoring
Oral communication	Uses collaborative and inclusive techniques including active listening, questioning and verbal and non-verbal signals to convey and clarify information and to confirm understanding during negotiations
Navigate the world of work	Takes responsibility for following explicit and implicit policies, procedures and legislative requirements for contract development
Interact with others	Implements strategies for a diverse range of colleagues and clients

Skill	Description
	in order to build rapport and foster strong relationships
Get the work done	- Monitors progress of production plans and schedules, and reviews and manages them to meet new demands and priorities - Applies systematic and analytical decision-making processes for complex and non-routine situations - Investigates new and innovative ideas as a means to develop contacts through negotiation and analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4005 Manage supplier agreements and contracts	FDFPPL4007A Manage supplier agreements and contracts	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>