



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGACOM402A Arrange contracts**

**Release: 1**

## **LGACOM402A Arrange contracts**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome.

### **Application of the Unit**

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This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Prerequisite Unit/s**

### **Employability Skills Information**

#### **Employability Skills**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Receive tenders

- 1.1. Tenders are received in accordance with council procedures.
- 1.2. Record of applications is maintained.

#### 2. Evaluate tenders against agreed criteria

- 2.1. A comparative statement of tenders highlighting key factors is prepared.
- 2.2. Bids are compared and assessed.
- 2.3. The bid or shortlist of bids that meets service requirements is identified.
- 2.4. Tender presentations are organised and attended to assist in the selection process, where required.

#### 3. Prepare recommendations for council

- 3.1. Quality accreditation, previous project records, employment practices and occupational health and safety (OHS) records are verified.
- 3.2. An accurate report with clear recommendations is prepared for council to enable informed decision making to occur.

#### 4. Formalise acceptance of tender

- 4.1. A letter of acceptance is sent to successful tenderer outlining accurate details and conditions.
- 4.2. Contract documentation is completed in accordance with standards and council procedures.
- 4.3. Unsuccessful tenderers are informed of outcome according to council procedures.
- 4.4. Quality of contract documentation is evaluated in the light of tenders received.

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## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level, required for this unit

#### **Required Skills**

- report writing
- oral presentation skills and interview techniques
- applying criteria
- verifying claims
- investigating.

#### **Required Knowledge**

- relevant council policies and procedures
- quality assurance methods
- relevant Australian and industry standards
- statutory and council tender requirements
- contractual processes
- statutory council requirements
- tendering codes of practice
- evaluation methods.
- Strategies, policies and procedures on sustainable practice

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## Evidence Guide

### EVIDENCE GUIDE

#### Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated

#### Critical aspects of evidence to be considered

Provide an accurate evaluation report.  
 Identify the financial stability of the tenderer.  
 Identify the quality standards of the tenderer.  
 Ensure confidentiality of the tender process  
 Adhere to sustainable practices  
 Observe relevant environmental procedures

#### Context of assessment

On the job or in a simulated work environment.

#### Relationship to other units (prerequisite or co-requisite units)

Prerequisite units: nil.  
 Co-requisite units: nil.

#### Method of assessment

The following assessment methods are suggested:  
 observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies  
 written and/or oral questioning to assess knowledge and understanding  
 completion of workplace documentation  
 third-party reports from experienced practitioners  
 completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

#### Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables.

#### Resource implications

Access to a workplace or simulated case study that enables competency to be assessed and that provides such resources as:  
 relevant council policy and procedure documentation

## **EVIDENCE GUIDE**

relevant Australian and industry standards  
a range of tender examples.

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

**Comparative statement may include:**

- matrix
- data
- criteria
- compliance
- score.

**Council procedures may include:**

- code of conduct
- probity guidelines
- anti-corruption policies
- equal employment opportunity
- OHS
- risk management
- resource management/sustainable practice
- environmental awareness
- storage and disposal of documentation
- security of tenders.

**Formalisation may include:**

- contract signing procedure
- preliminary deposits.

**Service requirements may include:**

- life-cycle costing
- financial stability
- capacity
- sustainability
- employment and industrial relations history
- quality assurance
- OHS records.

**Presentations may include:**

- meetings
- site visits
- project inspections
- interviews.

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## **Unit Sector(s)**

**Unit Sector** Administration Units

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## **Competency field**

**Competency Field**

## **co-requisite unit/s**

**Co-requisite Unit/s**