



**Australian Government**

# **MSFID6016 Select and monitor contractors**

**Release: 1**

## MSFID6016 Select and monitor contractors

### Modification History

Release 1. Supersedes and is equivalent to MSFID6007 Select and instruct consultants and contractors.

### Application

This unit describes the skills and knowledge required to analyse requirements and select and monitor contractors for an interior decoration or design project. Engagement of contractors may be direct or on behalf of the client.

This unit applies to interior decorators and designers who coordinate the services of multiple contractors to achieve the design solution for the client.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

### Pre-requisite Unit

N/A

### Unit Sector

Interior Decoration and Design

### 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. Analyse project requirements	1.1 Determine contractor requirements from detailed review of proposed design 1.2 Identify and document key project activities, interrelationships and timelines 1.3 Develop quality and cost criteria based on the project brief and proposed design 1.4 Incorporate regulatory, safety, risk and sustainability issues into contractor engagement processes 1.5 Develop accurate and comprehensive contractor specifications
2. Source and select contractors	2.1 Research current and relevant information on potential contractors 2.2 Collate accurate specifications, technical data and other requested

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	information for potential contractors 2.3 Obtain and evaluate contractor qualifications against specifications and nominated quality criteria 2.4 Create contractor agreements in writing detailing all costs and product and/or service details 2.5 Identify insurances necessary for the engagement of contractors for the specific project
3. Monitor contractors	3.1 Create documentation for contractors that provides accurate information about project requirements and timelines 3.2 Establish communication protocols that facilitate efficient exchange of information and expertise 3.3 Evaluate contractor performance against agreements and timelines and take action accordingly to support project quality and integrity 3.4 Evaluate information from contractor performance for its application to future work

## Foundation Skills

The Foundation Skills describe those required skills (such as, language, literacy, numeracy and employment skills) that are essential to performance:

- technology skills to use digital research and create and present project documentation.

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

## Unit Mapping Information

Supersedes and is equivalent to MSFID6007 Select and instruct consultants and contractors.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>