



Australian Government

**Assessment Requirements for MSTGN6004
Negotiate and manage contracts to produce
finished design products**

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTGN6004B Negotiate and manage contracts to produce finished design products

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- communicating within the workplace, including liaising with other departments and, where relevant, overseas personnel to establish contract criteria
- determining contract and quality requirements and advertising or circulating in relevant media
- reviewing and selecting contractor and preparing contract detailing required products and/or services
- monitoring performance of contractor and suppliers and applying methods to eliminate causes of unsatisfactory performance
- evaluating implementation and effectiveness of contract in meeting contract requirements and assessing quality outcomes
- evaluating and assessing effectiveness of contract process and identifying improvements to contracting process
- preparing report and maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- principles of quality management, their application and delegation of responsibilities within a contract
- documentation procedures for contracts
- research techniques
- workplace procurement practices and procedures
- legal requirements for contracting
- performance monitoring and management methods
- strategic planning
- financial and accounting issues
- quality standards and practices
- work health and safety (WHS) practices, including hazard identification and control measures
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in negotiating and managing contracts to produce finished design products, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>