



**Australian Government**

# **PSPPCM009 Finalise contracts**

**Release: 1**

## PSPPCM009 Finalise contracts

### Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC504B Finalise contracts.</p> <ul style="list-style-type: none"> <li>• Unit code updated</li> <li>• Content and formatting updated to comply with new standards</li> <li>• All PC transitioned from passive to active voice</li> </ul>

### Application

This unit describes the skills required to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.

This unit applies to those working as public sector staff with responsibility for finalising contracts.

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 autonomously while performing complex tasks, in familiar contexts.

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

### Competency Field

Procurement

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

<b>1. Complete contracts</b>	<p>1.1 Review contracts due to expire to determine future requirements, and canvass options meeting requirements.</p> <p>1.2 Implement strategies to manage closure, renewal of contracts, or transition to a new contract.</p> <p>1.3 Finalise, amend, cancel or terminate contracts according to arrangements.</p> <p>1.4 Consult with contractor, and report completion, addressing contractor and contract manager performance.</p>
<b>2. Implement contract review strategy</b>	<p>2.1 Determine timing of contract review to ensure a smooth transition to post contract arrangements.</p> <p>2.2 Review and monitor contract including contract management, contractor performance, user satisfaction and audit results.</p> <p>2.3 Document variances where measures or outcomes are not met in full.</p> <p>2.4 Prepare review report documenting outcomes against plans, final costs, user satisfaction, lessons learnt and any shortcomings in contract planning, management policies and procedures.</p> <p>2.5 Suggest recommendations for improvement and support them with evidence.</p>

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC504B Finalise contracts.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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