



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM209B Supervise contractors

Revision Number: 1

PUADEFMR209B Supervise contractors

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to supervise contractors working on a training area or a range.

The contracting out of much of the work on training areas and ranges requires the range manager and range control officer to maintain a level of supervision to ensure that the required level of service is maintained.

The focus of the *monitoring/supervisory* role of range managers and range control officers with contractors and contractor staff is the continued safety and security of training area and range activities, infrastructure and facilities. They do not provide technical supervision or advice, but act as a local point of contact for works contracts and other professional/para professional activities that may be carried out from time to time.

Application of the Unit

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This unit was developed for range management and range control work within Defence but may be applicable to work in this field.

Typically, people who or apply this unit would work independently or as part of a team under direct and indirect supervision, use discretion and judgement and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

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
<p>1. Plan and prepare for the monitoring and supervision of contractors</p>	<p>1.1 Monitoring/supervision requirements in the form of management information system reports, work orders and contracts are obtained, interpreted and clarified/confirmed before commencing</p> <p>1.2 All relevant <i>OH&S standards, statutory requirements</i>, Range Standing Orders and <i>other instructions, policies and procedures</i> are identified, accessed, interpreted and applied</p> <p>1.3 Details of the <i>contractual requirements</i> are identified, obtained and applied in accordance with policy and procedures</p> <p>1.4 Training area and range access requirements are identified, confirmed and applied in accordance with Range Standing Orders, instructions, policy and procedures</p>
<p>2. Monitor and supervise contractor activities</p>	<p>2.1 Current user activities and contractor requirements are assessed</p> <p>2.2 Relevant briefings are prepared and delivered in accordance with Range Standing Orders, instructions, policy and procedures</p> <p>2.3 Priority for the activity is determined and applied in accordance with Range Standing Orders, instructions, policy and procedures</p> <p>2.4 Monitoring and/or supervision is conducted to ensure that the contractor is performing in accordance with the contract/specification/direction</p> <p>2.5 Corrective action is carried out in accordance with contractual requirements</p> <p>2.6 Ongoing checks on the service/activity are undertaken in accordance with directions received from the relevant contract manager</p>
<p>3. Complete monitoring and supervision records</p>	<p>3.1 Monitoring/supervision records are completed and maintained in accordance with relevant contracts and/or Range Standing Orders</p> <p>3.2 Key information relevant to the contractor activity is identified and reported in accordance with the relevant contract requirements and Range Standing Orders</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- composition of teams and roles and responsibility of team members
- interpersonal
- maintain documentation
- principles of teamwork and teams aims and objectives
- read, interpret and apply contractual requirements
- read, interpret and apply legislation, policies and procedures
- use a variety of verbal and non-verbal communication techniques
- write reports

Required Knowledge

- details of the relevant Defence contract
- documentation requirements
- relevant legislation, policies and procedures
- supervisory processes
- techniques for giving and receiving feedback
- verbal and non-verbal communication techniques

Evidence Guide

EVIDENCE GUIDE

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Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to plan and prepare for supervision, identify and rectify contractual non-compliance, and maintain records and key information related to the contract.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated range and training area management contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated work environment, in accordance with all relevant legislation and organisation requirements.

Specific resources for assessment

Access is required to an operating range and training area with contactor support.

Guidance information for assessment

In all cases assessment should be supported by questions to assess knowledge and those aspects of competency which are difficult to assess directly.

Questioning techniques should suit the language and literacy levels of the candidate.

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.

Monitoring and supervisory role may include

A local point of contact for works contracts and other professional/para professional activities that may be carried out from time to time

Access to specific equipment

Access to training area/range facilities

Isolation of related equipment

Occupational health and safety standards, statutory requirements, other instructions, policies and procedures may include

Australian Defence Force policy, procedures and guidelines

Emergency and accident procedures

Environment protection legislation

Equal opportunity, equal employment opportunity and affirmative action legislation

Federal, state and territory legislative requirements

Handling of dangerous goods and materials

Housekeeping

Workers compensation

Workplace relations

Contractual requirements may include

Adherence to safety and other statutory requirements

Qualifications of personnel to perform the work

Sequence of work

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil