



Australian Government

RIIPRM501D Implement, monitor, rectify and report on contracts

Release: 2

RIIPRM501D Implement, monitor, rectify and report on contracts

Modification History

Release	Comment
1	This unit replaces RIIPRM501A Implement, monitor, rectify and report on contracts
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to implement, monitor, rectify and report on contracts in the Resources and Infrastructure Industries.

This unit is appropriate for those working in a supervisory or management role.

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

Elements and Performance Criteria

1. Implement, monitor and report on contract administrative procedures	<p>1.1 Access, interpret and apply contract administrative procedures documentation and ensure the work activity is compliant</p> <p>1.2 Implement contract administration procedures for reviewing contract performance against performance criteria</p> <p>1.3 Implement procedures for monitoring and rectifying contract performance</p> <p>1.4 Develop and implement written procedures for adjusting contract performance where performance does not meet contractual requirements</p>
2. Monitor contract time frame and specifications	<p>2.1 Undertake regular inspection of contract services to ensure compliance with contract specifications</p> <p>2.2 Identify and document variations between the specified scope of services and the contract, and notify relevant personnel</p> <p>2.3 Carry out testing of services in progress by the contractor</p>
3. Resolve contractual	<p>3.1 Investigate disagreements to identify cause and validity</p>

disputes	<ul style="list-style-type: none">3.2 Negotiate and agree terms of resolution3.3 Follow contracted prescriptions for dispute resolution3.4 Seek specified advice to resolve disputes3.5 Seek appropriate technical/legal advice to clarify dispute issues
4. Implement contract completion	<ul style="list-style-type: none">4.1 Review contract conditions and responsibilities with appropriate personnel to ensure satisfactory completion4.2 Report contract completion to appropriate personnel4.3 Evaluate contract performance against agreed benchmarks

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIPRM501A Implement, monitor, reactivity and report on contracts

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>