



Australian Government

RIIPRM501E Implement, monitor, rectify and report on contracts

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement, monitor, rectify and report on contracts in the resources and infrastructure industries.

It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement, monitor and report on contract administrative procedures	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to implement, monitor, rectify and report on contracts 1.3 Implement contract administration procedures for reviewing contract performance against performance criteria according to workplace procedures 1.4 Implement procedures for monitoring and rectifying contract performance 1.5 Develop and implement written procedures for adjusting contract performance where performance does not meet contractual requirements
2. Monitor contract time frame and specifications	2.1 Undertake regular inspection of contract services to confirm compliance with contract specifications according to job requirements 2.2 Identify and document variations between the specified scope of

ELEMENT	PERFORMANCE CRITERIA
	services and the contract, and notify relevant personnel as required 2.3 Carry out testing of services in progress by the contractor according to workplace procedures
3. Resolve contractual disputes	3.1 Investigate disagreements to identify cause and validity 3.2 Negotiate and agree terms of resolution according to workplace procedures 3.3 Follow contracted prescriptions for dispute resolution 3.4 Seek specified advice to resolve disputes 3.5 Seek appropriate technical and legal advice to clarify dispute issues according to workplace procedures
4. Implement contract completion	4.1 Review contract conditions and responsibilities with relevant personnel to confirm satisfactory completion 4.2 Report contract completion to appropriate personnel 4.3 Evaluate contract performance against agreed benchmarks

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	<ul style="list-style-type: none"> Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	<ul style="list-style-type: none"> Conveys information and requirements clearly, and listens carefully
Reading	<ul style="list-style-type: none"> Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	<ul style="list-style-type: none"> Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIPRM501D Implement, monitor, rectify and report on contracts.

Links

Companion Volume implementation guides is found on VETNet -

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