



Australian Government

Department of Education, Employment and Workplace Relations

RIIPRM501A Implement, monitor, rectify and report on contracts

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the implementation, monitoring, rectifying and reporting on contracts in the resources and infrastructure industries. It includes implementation, monitoring and reporting administrative procedures, monitoring contract time frame and specifications, resolving contractual disputes and implementing contract completion. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in a management or supervisory role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement, monitor and report administrative procedures	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Implement contract administration procedures for reviewing contract performance against performance criteria 1.3. Implement procedures for monitoring and rectifying performance 1.4. Develop and implement procedures for adjusting performance where performance does not meet contractual requirements
2. Monitor contract time frame and specifications	2.1. Undertake regular inspection of contract services to ensure compliance with contract specifications 2.2. Identify and document variations between the specified scope of services and the contract, and notify relevant personnel 2.3. Carry out testing of services in progress by the contractor in accordance with legislative, regulation and worksite requirements
3. Resolve contractual disputes	3.1. Investigate disagreements to identify cause and validity 3.2. Negotiate and agree terms of resolution 3.3. Follow contracted prescriptions for dispute resolution 3.4. Seek specified advice to resolve disputes 3.5. Seek appropriate technical/legal advice to clarify dispute issues
4. Implement contract completion	4.1. Review contract conditions and responsibilities with appropriate personnel to ensure satisfactory completion 4.2. Report contract completion to appropriate personnel 4.3. Evaluate contract performance against agreed benchmarks

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to implement, monitor, rectify and report on contracts:

- apply legislative, organisation and site requirements and procedures for implementing, monitoring, rectifying and reporting on contracts
- access, interpret and apply technical information and briefings to other staff
- apply the principles of contract management
- assess the risks and the hazards attached to contract management
- develop procedures appropriate to site operations for management of contracts
- plan and coordinate work
- identify training needs related to contract management
- interpret and apply contract specifications
- conduct testing of contracted services and products

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to implement, monitor, rectify and report on contracts:

- legislative and statutory requirements and the instructions relating to contract maintenance
- site operation procedures
- site design relating to contracted services
- contract management requirements
- risk management procedures
- inspection and testing of contracted services / products
- site reporting procedures
- review processes and techniques
- knowledge of contract design criteria
- training programs
- computer based systems

Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for implementing, monitoring, rectifying and reporting on contracts • implementation of procedures and techniques for the safe, effective and efficient implementation, monitoring, rectification and reporting on contracts • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of processes to implement, monitor, rectify and report on contracts that best meet the required outcomes • working with others to undertake and complete the implementation, monitoring, rectification and reporting on contracts • consistent successful implementation, monitoring, rectification and reporting on contracts
<p>Context of and specific resources for assessment</p>	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection

	<p>and use of resources for particular worksites may differ due to the site circumstances.</p> <ul style="list-style-type: none"> • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
<p>Method of assessment</p>	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge in undertaking the implementation, monitoring, rectification and reporting on contracts • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of processes for implementation, monitoring, rectification and reporting on contracts that best meet the required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's:

	<ul style="list-style-type: none">• working with others to undertake and complete the implementation, monitoring, rectification and reporting on contracts• provision of clear and timely required support and advice on the implementation, monitoring, rectification and reporting on contracts
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

<p>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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Contracts may be for :</p>	<ul style="list-style-type: none"> • products • maintenance contracts • supply contract • cleaning contracts • waste removal contracts • plant and equipment commissioning and decommissioning contracts • equipment supply contracts • other worksite requirements
<p>Administration may include:</p>	<ul style="list-style-type: none"> • supervision • management • monitoring • overseeing
<p>Contract performance is evaluated in terms of:</p>	<ul style="list-style-type: none"> • adherence to time lines • costs • progress towards objectives • adherence to quality standards • occupational health and safety standards
<p>Testing may include:</p>	<ul style="list-style-type: none"> • sampling • routine checks • audit • observation • meetings • occupational health and safety checks
<p>Contract conditions may include:</p>	<ul style="list-style-type: none"> • tender documentation • maintenance plans

	<ul style="list-style-type: none">• defects liability
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Unit Sector(s)

Project Management

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.