



Australian Government

TLIR5005 Manage a contract

Release: 1

TLIR5005 Manage a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage a contract in various contexts within the transport and logistics industry.

It includes confirming contract requirements, establishing a contract management system, and monitoring and evaluating the contract.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Confirm contract requirements

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Relevant parties are consulted to identify their contract requirements

1.2 Special provisions needed are identified

1.3 Need for specialist legal advice is identified and advice is obtained as required

1.4 Key performance outcomes and measures are specified for

- inclusion in contract
- 1.5 Relationship with contractor is established in accordance with organisational policies and procedures
- 2 Establish contract management system**
- 2.1 Effective communication/information strategies are established
- 2.2 Dispute and complaint system is established in accordance with organisational policies and procedures
- 2.3 Consistent and accurate records of contract progress are maintained
- 2.4 Management strategy is documented, monitored for effectiveness and adapted as required during the life of the contract
- 3 Monitor contract**
- 3.1 Regular inspections of contract services are undertaken to ensure compliance with specifications
- 3.2 Relationship with contractor is managed in accordance with organisational policies and procedures
- 3.3 Regular planned progress meetings are conducted and documented between all contract personnel to ensure problems are identified, resolved early and documented
- 3.4 Variations between specified scope of services and contract are identified and documented, and relevant personnel are notified without delay
- 3.5 Contract costs are monitored on a regular basis to ensure service is carried out within financial and contractual requirements
- 3.6 Payments for contract services are authorised in accordance with contract conditions and organisational contract administrative system
- 4 Evaluate contract**
- 4.1 Evaluation of contract performance is undertaken relative to planned performance measures and in consultation with stakeholders and suppliers
- 4.2 Conclusions are detailed against agreed criteria and a complete picture of supplier performance, organisational procurement processes and value for money is provided
- 4.3 Evaluation is documented in accordance with organisational requirements to assist improvement in future procurement activities

4.4 Relevant parties are advised of evaluation outcomes in a timely manner in accordance with organisational guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR5005A Manage a contract.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>