



Australian Government

TLIX5040 Manage contracted support services

Release: 1

TLIX5040 Manage contracted support services

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 contracted support services in support of organisational operations, in accordance with relevant workplace policies and procedures.

It includes determining the scope of contracted support provided, integrating contracted support into organisational operations, and supervising the delivery of and reporting on, contracted support performance.

The unit applies to people with responsibility for managing contracted services in a deployed context. However, this unit can apply to anyone managing/administering contract services. This unit does not include establishing the contractual arrangements.

This person will bring management skills and leadership to perform the scope of this unit of competency. Contracted support may be comprised of a range of capabilities from different disciplines such as road transport, supply, maintenance, catering or health. These services are usually procured to supplement organisational capability to fill organisational capability gaps.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

- 1 Determine the scope of contracted support**
 - 1.1 Contract service arrangements are confirmed and clarified as required
 - 1.2 Contract obligations are identified in accordance with contractual and organisational requirements
 - 1.3 Contract authority is consulted to clarify and assist with contract administration issues
 - 1.4 Contract service arrangement risks are assessed and responded to in accordance with contract requirements, and organisational policy and procedures
 - 1.5 Contract supervision strategy is developed and documented to establish the environment for contractor integration and production in the workplace
- 2 Integrate contracted support with own operations**
 - 2.1 Arrangements for interaction and production between contracted personnel and organisational personnel are established
 - 2.2 Opportunities to communicate between contracted personnel and organisational personnel are established to promote an open and productive environment
 - 2.3 Concerns expressed by workplace and contracted personnel are responded to quickly to resolve issues and to provide an equitable workplace
 - 2.4 Unity and cohesion are promoted to enable the integration between contracted personnel and organisational personnel
- 3 Supervise the delivery of contracted support**
 - 3.1 Workplace obligations to the contractor are monitored in accordance with the contract requirements and organisational policy and procedures
 - 3.2 Contractor performance is monitored against service arrangements to ensure all agreement obligations are being met
 - 3.3 Notices of contract variations are reviewed and integrated into current workplace arrangements in accordance with the contract, and organisational policy and procedures
 - 3.4 Complaints are responded to in a manner that resolves simple issues early and close to the source of the problem
 - 3.5 Effective communication strategies and processes are established and implemented to assist ongoing

communication between contracted personnel and organisational personnel

4 Report on the performance of contracted support

- 4.1 Communication on the performance of the contract is maintained with the contract authority in accordance with contractual requirements, and organisational policy and procedures
- 4.2 Performance reporting is carried out in accordance with contractual requirements, and organisational policy and procedures
- 4.3 Contract information is maintained in accordance with organisational policy and procedures

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 TLIX5040A Manage contracted support services.

Links

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