



Australian Government

Assessment Requirements for AMPX408 Coordinate contracts

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must coordinate the production, packaging and transportation of products to contracted markets in accordance with enterprise, customer and legal requirements. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- apply food safety and QA requirements where relevant
- apply problem-solving skills to resolve issues that impact on capacity to meet contractual obligations
- apply relevant mathematical skills
- calculate costs and prices for local, national and international markets, including the impacts of inter-market taxes, tariffs, duties, charges or exchange rates
- complete documentation accurately and on time
- use effective communication strategies, including cross cultural communication, to negotiate or confirm transactions in the marketplace including new, distant and diverse markets
- determine implications for the enterprise of information relevant to the sale of meat and meat products in a local, national and international context (including market regulations, agents' terms and conditions)
- identify and apply relevant workplace health and safety regulatory and workplace requirements
- identify and follow freight, insurance and banking procedures
- liaise, as required, with agents, representatives and brokers
- prepare schedules and coordinate supply, production, packaging and transshipment of product to meet contract specifications and deadlines
- review enterprise operations and processes to meet regulatory requirements
- use appropriate communication and information technology to complete communication, scheduling, monitoring and reporting tasks

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- legislation, regulations and codes of practice applicable to the production, sale, packaging and transportation of meat products in local, national or international markets, including legislative requirements and regulations for meat and other ingredients
- standard documentation required for local, national or international trade
- product specifications and enterprise contractual obligations
- negotiation and communication strategies appropriate for use with government agencies and business clients

Assessment Conditions

Competency must be demonstrated in the workplace while coordinating at least one complete contractual process, or coordinating ongoing contracts over a minimum period of three months. A workplace referee report could be used to confirm this.

All evidence must be collected in the context of current Australian meat industry standards and regulations.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>