



Australian Government

AMPX408 Coordinate contracts

Release: 1

AMPX408 Coordinate contracts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to coordinate the production, packaging and transportation of products to contracted markets in accordance with enterprise, customer and legal requirements. This unit is relevant to contracts in local, national and international markets.

The breadth of this unit makes it particularly useful for small and micro businesses in the retail, meat processing, smallgoods manufacturing and food service areas. In a micro or small business one person would have responsibility for overseeing contract management.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clarify characteristics of the client or market	1.1 Identify market regulations, controls and requirements 1.2 Analyse and check contractual requirements against production

Element	Performance criteria
	schedules 1.3 Confirm negotiations with agents, representatives, brokers and clients in accordance with enterprise requirements and ethical standards 1.4 Put contingency plans in place
2. Monitor production for clients and market	2.1 Negotiate and confirm supply of raw products and ingredients in accordance with market and enterprise requirements 2.2 Schedule production to meet contractual requirements 2.3 Meet product specifications, including customer, market and Quality Assurance (QA) requirements 2.4 Package products to maintain quality and meet customer and legal requirements
3. Coordinate product transportation	3.1 Schedule transport, freight and storage with carrier 3.2 Accurately complete documentation 3.3 Confirm insurance arrangements
4. Facilitate financial transactions	4.1 Accurately calculate costs, charges and payments in accordance with enterprise policies and negotiated contracts 4.2 Accurately calculate costs, charges and payments in appropriate currency 4.3 Monitor payments and receipts in accordance with enterprise procedures
5. Monitor contract coordination effectiveness	5.1 Assess performance against targets 5.2 Make recommendations for improvement

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMPSR401C Coordinate contracts	E
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Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AMPX408 Coordinate contracts

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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.

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