



Australian Government

**Assessment Requirements for
CPCCBC6003 Establish, maintain and
review contract administration procedures
and frameworks**

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Modification History

- Release 2 Updated reference to general construction induction training program.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.
- Supersedes and is equivalent to CPCCBC6003A Establish, maintain and review contract administration procedures and frameworks. Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by establishing a contract administration framework and monitoring its effectiveness across two different building or civil construction projects.

In doing this, the candidate must:

- establish contract administration system quality assurance measures, processes and procedures to achieve organisational benchmarks for contract performance
- evaluate and review the compliance, effectiveness and probity of the framework.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- appropriate sector of the building and construction industry and nature of the contracts upon which its activities are based
- factors to be considered in assessing the risk inherent in different types of building and construction projects
- financial and business administration principles commensurate with organisational needs
- human resource practices and the industry's industrial relations climate and practices:
 - employment conditions
 - individual organisational contracts
 - enterprise agreements
 - subcontractor contractual arrangements
- legislative, regulatory, and administrative obligations incumbent on the building and construction industry:
 - work health and safety (WHS)
 - environmental requirements and sustainability principles and concepts

- employment and financial practices
- contract administration procedures and frameworks:
 - authorised courses of action
 - dispute resolution
 - document and contract distribution
 - document preparation, completion and handling
 - internal and external communication models
 - progress and contract performance reviews
 - response times
 - staff roles and organisational procedures
- organisational policies and procedures:
 - safety and security measures
 - confidentiality in contract handling
 - documentation security identification
 - limitations on contract access
 - limitations on contract circulation
 - limitations on document distribution
 - security and protection of document filing and storage
- quality assurance measures:
 - distributing information
 - establishing performance benchmarks for system
 - maintaining a quality dialogue with all parties to the construction process
 - managing within organisational policy
 - monitoring internal expenditures and funding allocations
 - obtaining adequate feedback from clients, subcontractors and suppliers
 - providing feedback and developing remediation procedures
 - responding to external legislation and regulation requirements.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- current and relevant government building, privacy and consumer law Acts and regulations
- regulations, codes and standards relevant to contracts and contract administration
- construction contracts relevant to the projects

- business technology, applications and software systems for accessing, researching, extracting, analysing and presenting information, interpreting data and developing documents and reports.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>