



Australian Government

CPCCB6003 Establish, maintain and review contract administration procedures and frameworks

Release: 2

CPCBC6003 Establish, maintain and review contract administration procedures and frameworks

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 CPCBC6003A Establish, maintain and review contract administration procedures and frameworks. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to manage organisational contract administration procedures and frameworks for building and construction projects. It includes establishing and maintaining a contract management system necessary to produce accurate and successful project outcomes in accordance with organisational guidelines.

This unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing building and construction projects.

This unit of competency is suitable for those using cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

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| 1 Establish contract administration procedures and frameworks. | <ul style="list-style-type: none">1.1 Establish contract administration team comprising of persons with wide experience and knowledge in the building and construction industry.1.2 Develop overview of the organisation's current legal and administrative climate and communicate this to the contract administration team.1.3 Develop strategic plan for construction contract administration procedures and frameworks.1.4 Establish information gathering mechanisms that draw strategic performance advice from all parts of the organisation.1.5 Develop and implement quality assurance measures as part of the contract administration process.1.6 Develop and establish reporting and feedback structures through which advice and action instructions can be conveyed to employees and subcontractors.1.7 Establish benchmarks for contract performance and introduce a management framework for achieving, maintaining and exceeding those parameters.1.8 Develop and introduce measures through which contract defaulters can be managed back into contract compliance. |
| 2 Maintain contract administration procedures and frameworks. | <ul style="list-style-type: none">2.1 Introduce policy and administrative guideline documentation that supports the contract administration process.2.2 Develop and implement evaluation and review methods to ensure administration procedures and frameworks are effective.2.3 Initiate internal feedback systems and methods to ensure that difficulties with administration of contracts are resolved within organisational guidelines. |

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| | 2.4 | Introduce measures which ensure the safety and security of contract administration documentation. |
| | 2.5 | Maintain overall corporate contract administration framework comprising of employees, subcontractors, client and management. |
| 3 | Review contract administration procedures. | |
| | 3.1 | Develop, implement and manage review, recording and evaluation system to ensure probity and effectiveness of the contract administration system. |
| | 3.2 | Implement and manage regular scheduled and unscheduled reviews of contract administration procedures. |
| | 3.3 | Undertake formal evaluation of the contract and administration system regularly in consultation with organisation's legal advisors. |
| | 3.4 | Review and clarify operating procedures. |
| | 3.5 | Review contract documentation processes and provide feedback to those preparing contracts. |

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- communication skills to:
 - consult with staff, stakeholders, clients and legal advisors
 - direct activities of personnel involved in contract administration processes
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access, extract information and complex data to analyse for strategic purposes.

Unit Mapping Information

Supersedes and is equivalent to CPCCB6003A Establish, maintain and review contract administration procedures and frameworks.

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>

Assessment Requirements for CPCBC6003 Establish, maintain and review contract administration procedures and frameworks

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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

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