



Australian Government

Assessment Requirements for CPPDSM4074 Select and appoint contractors in the property industry

Release: 1

Assessment Requirements for CPPDSM4074 Select and appoint contractors in the property industry

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4074A Select and appoint contractors in the property industry.

This version first released with CPP Property Services Training Package Version 5.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person also coordinate contractor requirements, including selecting and appointing the contractor, for two different tasks in a property industry context.

In doing the above, the person must:

- complete selection of contractors, including reviewing criteria and reporting recommendations
- evaluate and select contractors using appropriate selection criteria and communication techniques
- determine contractor requirements through research and consultation
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with coordinating contractor requirements for a variety of projects
- prepare selection schedule and criteria, and arrange people to be involved in the selection process.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- contract law relating to engaging contractors
- contractor fees and payments
- contractor types, roles and capabilities
- insurance requirements for contractors
- intellectual property rights and contractors
- limitations of own work role, responsibilities and professional abilities relating to engaging contractors
- professional indemnity for contractors
- key requirements of federal and state or territory legislation and local government regulations relating to engaging contractors
- selection processes and selection criteria for contractors

- techniques for monitoring contractor performance.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - organisational plans, policies and procedures for engaging contractors
 - organisational templates for use in selecting and appointing contractors
 - specifications for work to be performed or service to be provided by contractor
- supervisor:
 - member of a work team in a property industry context.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>