



**Australian Government**

# **CPPDSM4074 Select and appoint contractors in the property industry**

**Release: 1**

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Replaces superseded equivalent CPPDSM4074A Select and appoint contractors in the property industry.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

## Application

This unit of competency specifies the outcomes required to coordinate contractor requirements for a variety of projects in the property industry. It requires the ability to administer contracts and coordinate the selection and monitoring of contractor arrangements.

The unit supports the work of those involved in coordinating contractor requirements for a variety of projects in the property industry. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

## Pre-requisite Unit

Nil

## Competency Field

Strata community management

## Unit Sector

Property services

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- |                        |                                                                                        |
|------------------------|----------------------------------------------------------------------------------------|
| 1. Determine selection | 1.1. Selection purpose and context are identified to determine selection requirements. |
|------------------------|----------------------------------------------------------------------------------------|

- requirements.
- 1.2. Selection information is gathered to assist in identifying **selection process** and types of **contractors** required.
  - 1.3. Draft selection documentation is prepared.
  - 1.4. Selection processes and timelines are established that make efficient use of time and resources.
2. Arrange selection process.
- 2.1. Individuals involved in the selection process are nominated and organised.
  - 2.2. Selection criteria are prepared.
  - 2.3. Selection process and criteria are checked for compliance with organisational and legislative requirements.
  - 2.4. Business equipment and technology are used to gather and organise evidence in a format suitable for analysis and interpretation.
3. Select contractors.
- 3.1. Selection process is conducted.
  - 3.2. Information obtained from each contractor is judged against specified selection criteria.
  - 3.3. Contractor preferences, needs and expectations are clarified and addressed using appropriate consultative processes.
  - 3.4. Selection decision is made based on selection criteria and evaluation of sufficient evidence to enable a judgement of best candidate.
  - 3.5. Own limitations in interpreting selection criteria or making selection decision are identified and appropriate support is sought as required.
4. Record and report selection results.
- 4.1. Selection decisions are recorded and reported.
  - 4.2. Clear and constructive feedback is provided to candidates regarding outcomes of selection process, and guidance on future options.
  - 4.3. Relevant documentation is completed and processed.
  - 4.4. Selection process is reviewed against established criteria to improve and modify future assessment practices.

## Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

| Skill                         | Performance feature                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning skills to:           | <ul style="list-style-type: none"><li>• maintain current knowledge of sources of contractors, services provided and fees.</li></ul>                                |
| Oral communication skills to: | <ul style="list-style-type: none"><li>• ask questions to seek and clarify further information relating to previous work experience of contractors.</li></ul>       |
| Reading skills to:            | <ul style="list-style-type: none"><li>• access, interpret and evaluate tender documents submitted by contractors.</li></ul>                                        |
| Writing skills to:            | <ul style="list-style-type: none"><li>• prepare terms of reference and selection criteria for contractors.</li></ul>                                               |
| Technology skills to:         | <ul style="list-style-type: none"><li>• use business technology to access online information on the type and quality of service provided by contractors.</li></ul> |

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

|                                                                             |                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Selection process</i></b> must include at least two of the following: | <ul style="list-style-type: none"><li>• competitive tendering</li><li>• direct order</li><li>• request for proposal</li><li>• request for quotation</li><li>• restricted tendering</li><li>• select tendering.</li></ul> |
| <b><i>Contractors</i></b> must include at least three of the following:     | <ul style="list-style-type: none"><li>• business advisers</li><li>• information technology</li><li>• professional advisers</li><li>• property advisers</li><li>• technicians</li><li>• tradespeople.</li></ul>           |

## Unit Mapping Information

CPPDSM4074A Select and appoint contractors in the property industry

## Links

Companion Volume implementation guides are found in VETNet -

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

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

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## 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

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