



Australian Government

CPPDSM4074 Select and appoint contractors in the property industry

Release: 1

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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Replaces superseded equivalent CPPDSM4074A Select and appoint contractors in the property industry.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:	maintain current knowledge of sources of contractors, services provided and fees.
Oral communication skills to:	ask questions to seek and clarify further information relating to previous work experience of contractors.
Reading skills to:	access, interpret and evaluate tender documents submitted by contractors.
Writing skills to:	prepare terms of reference and selection criteria for contractors.
Technology skills to:	use business technology to access online information on the type and quality of service provided by contractors.

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.

<i>Selection process</i> must include at least two of the following:	- competitive tendering - direct order - request for proposal - request for quotation - restricted tendering - select tendering.
<i>Contractors</i> must include at least three of the following:	- business advisers - information technology - professional advisers - property advisers - technicians - tradespeople.

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>