



Australian Government

DEFPBC003 Establish a Performance Based Contract performance measures hierarchy

Release: 2

DEFPBC003 Establish a Performance Based Contract performance measures hierarchy

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to establish a Performance Based Contract (PBC) performance measures hierarchy. It includes conducting a performance measures workshop, establishing the individual performance measures, establishing the individual payment curves for performance measures, analysing and assessing the agreed performance measure hierarchy.

This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team, with limited supervision while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|---|
| 1 Contribute to the conduct of a performance measure workshop | 1.1 Contribute to the assessment of a list of stakeholders required to define the performance measures

1.2 Gather and collate candidate performance measures from a workshop |
| 2 Establish the individual performance measures | 2.1 Define key characteristics of the different type of performance measures used in PBC

2.2 Contribute to the assessment whether individual performance measures from the list of candidate performance measures are required in the PBC as strategic performance measures, key performance indicators or system health indicators

2.3 Contribute to establishing the process for operating the performance measure, including application of business rules

2.4 Contribute to assessing the averaging technique applied to the performance measure |
| 3 Establish the individual payment curves for performance measures | 3.1 Contribute to establishing the performance levels for each performance measure, including the upper, mean and lower levels

3.2 Contribute to establishing the payment curve for each performance measure

3.3 Apply weightings to each key performance indicator |
| 4 Analyse and assess the agreed performance measure hierarchy | 4.1 Implement the established the performance measures

4.2 Assess coverage of the performance measures against the Key Result Areas (KRA)

4.3 Contribute to determining and assessing the risks associated with each of the performance measures

4.4 Contribute to preparing a performance measure hierarchy report |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFPBC003 Establish a Performance Based Contract performance measures hierarchy

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying weighting to key performance indicators
- assessing Key Result Area (KRA) coverage of performance measures
- establishing an effective performance measure hierarchy
- establishing performance requirements for performance measures
- gathering and analysing data
- identifying statistical requirements for Performance Based Contracting (PBC).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applying PBC principles
- effective communication techniques
- management and coordination of staff and stakeholders
- management of stakeholder expectation
- managing meetings and workshops
- performance measures hierarchy and their role in PBC.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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