



Australian Government

DEFPBC004 Establish the contract details of a Performance Based Contract

Release: 2

DEFPBC004 Establish the contract details of a Performance Based Contract

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 required to establish the contract details for a Performance Based Contract (PBC) within an existing contract or to commission a new contract.

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 under limited direction 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 describe the essential outcomes.

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

1 Establish contract requirements

1.1 Contribute to establishing PBC requirements to be included in the contract

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|--------------------------------------|------------|--|
| | 1.2 | Communicate to all relevant stakeholders the agreed PBC requirements |
| | 1.3 | Document all agreed PBC requirements |
| 2 Draft contract requirements | 2.1 | Contribute to drafting PBC requirements into the contract, including Conditions of Contract and Conditions of Tender |
| | 2.2 | Contribute to assessing draft PBC requirements against agreed PBC requirements |
| 3 Assess contract viability | 3.1 | Contribute to assessing the draft PBC against original contract requirements, contract outcome and contract scope of work defined in the initial requirements report |
| | 3.2 | Contribute to assessing the draft PBC against the business case report, including net benefits and key enablers |
| | 3.3 | Contribute to preparing a final PBC 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 DEFPBC004 Establish the contract details of a Performance Based Contract

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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:

- assessing Performance Based Contract (PBC) requirements against PBC business plan
- communicating effectively with stakeholders
- customising contract requirements for application in a PBC
- drafting the elements of a PBC
- maintaining records of PBC requirements
- planning and organising to meet PBC requirements
- preparing complex PBC documents.

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:

- contract drafting and negotiation
- government procurement processes, requirements and timeframes
- management of stakeholders and stakeholder expectations
- PBC principles.

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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