



Australian Government

Department of Education, Employment and Workplace Relations

ICAA5138B Determine acceptable developers for projects

Release: 1

ICAA5138B Determine acceptable developers for projects

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Specify development requirements	1.1. Prepare and document clear specifications for the project 1.2. Submit specifications to appropriate person for sign-off and authority to contract developers 1.3. Prepare request for tender document if appropriate, using specifications 1.4. Prepare and document agreed selection guidelines
2. Identify potential developers	2.1. Investigate potential developers in line with organisational guidelines 2.2. Request development quotes from potential developers 2.3. Assess submitted quotes against selection guidelines and make a shortlist of potential developers , where appropriate
3. Select a potential developer	3.1. Assess the capability of developers to do the project work 3.2. Confirm that potential developers understand the scope of the work to be undertaken 3.3. Conduct a due diligence check where appropriate and assess the quality of developers 3.4. Select appropriate developers using selection criteria 3.5. Inform developers of their selection according to organisational guidelines
4. Sign off the selection process	4.1. Prepare contract for signing according to enterprise procedures 4.2. Sign contract and prepare developers to commence work according to contract

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Preparing contracts

REQUIRED SKILLS AND KNOWLEDGE

- Preparing tender documentation
- Assessing learners
- Applying selection guidelines to determine the successful developer

Required knowledge

- Writing technical specifications and requirements
- Business liaison
- Business negotiation
- Industry standards
- Website navigation
- E-commerce standards
- Australian Computer Society Code of Ethics

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm that learners can systematically select professional and skilled providers/developers who can successfully complete the required development project.

To demonstrate competency in this unit the learner will require access to:

- Selection policies
- Procurement policies
- E-business plan

Context of and specific resources for assessment

Selection and assessment of solution providers is essential for maintaining organisational systems. Special care should be exercised to ensure appropriate solutions providers have the skills, depth of capability and support.

Identifying appropriate organisation to meet these needs involves analysis and recording of objective evidence across a broad range of technical and/or managerial operations.

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for

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	self and others. Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. - Competency in this unit should to be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. - Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended An individual demonstrating this competency would be able to: Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with

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	substantial depth in some areas - Analyse and plan approaches to technical problems or management requirements - Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations - Evaluate information, using it to forecast for planning or research purposes - Take responsibility for own outputs in relation to broad quantity and quality parameters - Take some responsibility for the achievement of group outcomes - Maintain knowledge of industry products and services
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Project</i> may include:	- a total organisational change - a systems-only change - a business improvement process - an e-business solution involving the total organisation or part of the organisation
<i>Appropriate person</i> may include:	- supervisor - teacher - authorised business representative - client
<i>Organisational guidelines</i> may include but not limited to:	- personal use of emails and internet access - content of emails - downloading information and accessing particular websites - opening mail with attachments - virus risk

RANGE STATEMENT	
	• dispute resolution • document procedures and templates, • communication methods • financial control mechanisms
Developers may include:	• internal or external sources of expertise, including solution providers, contractors, consultants, analyst/programmer or employees
Due diligence	Depends on the importance of the development; the greater the importance the more detailed the due diligence check. Items covered include: • Obtaining referees of previous clients • Identifying the work of the developer to be employed • Conducting a check of reputation in the industry • Checking with appropriate quality and industry bodies • Checking for vendor certification • Checking membership of professional bodies • Checking the developer's website and checking their 'seal of trust' credentials
Selection criteria	In government organisations there may be well-defined tender processes that have to be followed. In other organisations there may be no procedure, with tender handled differently. Different methods may include one or several of the following: • Registration of interest (ROI) • Request for information (RFI) • Request for proposal (RFP) The above approaches could involve advertising to the open market, existing relationships or preferred supplier lists. This may also be done by advertising, cold

RANGE STATEMENT

	calling, responding to advertisements, on-line searching, getting recommendation from someone trusted, extending an existing relationship or identifying a well-designed e-business site and finding the developers
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Unit Sector(s)

Unit sector	Analyse and Design
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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