



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT505A Determine acceptable developers for projects

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge 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. The process involves analysis and recording of objective evidence across a broad range of technical and managerial operations.

Application of the Unit

This unit applies to the process of identifying appropriate organisations to develop and maintain organisational systems. Special care is taken to ensure appropriate solutions providers have the skills, depth of capability and support to undertake the required tasks.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and 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

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

Required skills

- analytical skills to determine:
 - business requirements or specifications
 - selection criteria
 - technical requirements or specifications
- communication skills to liaise with:
 - business units, managers and other staff or users
 - contract developers
 - project team members
 - technical staff and service providers
- literacy skills to:
 - prepare contracts
 - write technical specifications and requirements
- numeracy skills to make judgements about quotes from potential developers
- problem-solving skills to plan and manage:
 - contract developers
 - project
 - project team members
- technical skills to navigate on the web.

Required knowledge

- basic knowledge of processes and procedures relating to:
 - business liaison
 - business negotiation
- overview knowledge of:
 - Australian Computer Society Code of Ethics
 - industry and ecommerce standards.

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 ability to: systematically select professional and skilled providers and developers who can complete the required development project.
Context of and specific resources for assessment	Assessment must ensure access to: - business plan - procurement policies - selection policies. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct observation of candidate identifying and selecting potential developers - review of selection process documents such as ranked assessments, tendering guidelines, and selection criteria prepared by candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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>Specifications</i> may include:	• business case • business requirement specifications • project plan • request for information (RFI) • request for proposal (RFP) • request for tender and invitation to tender • technical and system specification • use of case statements.
<i>Project</i> may include:	• business improvement process • ebusiness solution involving the total organisation or part of the organisation • systems-only change • total organisational change.
<i>Appropriate person</i> may include:	• authorised business representative • client • supervisor.
<i>Developers</i> may include:	• internal or external sources of expertise: • analysts or programmers • consultants • contractors • employees • solution providers.
<i>Organisational guidelines</i> may include:	• communication methods • content of emails • dispute resolution • document procedures and templates • downloading information and accessing particular websites • financial control mechanisms • opening mail with attachments • personal use of emails and internet access • virus risk.
<i>Due diligence</i> may include:	• checking for vendor certification • checking membership of professional bodies

	• checking developer's website and their 'seal of trust' credentials • checking with appropriate quality and industry bodies • conducting a check of reputation in the industry • identifying the work of the developer to be employed • obtaining referees of previous clients.
<i>Selection criteria</i> may include:	• registration of interest • RFI • RFP • involving: • advertising to the open market • cold calling • existing relationships • extending an existing relationship • getting recommendation from someone trusted • identifying a well-designed ebusiness site and finding the developers • online searching • preferred supplier lists • responding to advertisements.

Unit Sector(s)

General ICT