



Australian Government

MSTGN6008 Negotiate and manage contracts to produce finished design products

Release: 1

MSTGN6008 Negotiate and manage contracts to produce finished design products

Modification History

Release 1. Supersedes and is equivalent to MSTGN6004 Negotiate and manage contracts to produce finished design products.

Unit code changed. Range of conditions removed. Foundation skills information added. Assessment requirements amended. Equivalent outcome.

Application

This unit of competency describes the skills and knowledge required to negotiate and manage design production contracts. It involves establishing performance standards and monitoring procedures to ensure contract specifications are achieved.

The unit of competency applies to contracts, which may include local and international supply and production of materials, components, and complete products and accessories used to produce finished design products. It may also be applied to contracts relating to providing distribution, transportation, and sales and marketing services. Work may be conducted in small to large scale workplaces in all sectors of the textiles, clothing and footwear industry, and may involve individual and team activities.

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

Pre-requisite Unit

N/A

Unit Sector

Generic

Elements and Performance Criteria

Elements	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	Identify contract requirements in collaboration with required personnel and workplace procedures
	1.2	Establish key criteria to define contract parameters
	1.3	Review previous contracts to guide preparation of contract and

Elements	Performance Criteria	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
		selection of contractors
	1.4	Prepare contract detailing required products and services and advertise and/or circulate in relevant media
2. Confirm contract agreement	2.1	Review and shortlist contract applications according to applicant's ability to provide goods and services to required standards
	2.2	Select contract supplier and negotiate contract agreement
	2.3	Confirm agreement deliverables and quality and performance standards
	2.4	Confirm documentation, communication and performance monitoring processes with contract supplier
	2.5	Develop risk management plan according to workplace requirements
	2.6	Complete procurement documentation according to workplace procedures
3. Implement and manage contract agreement	3.1	Monitor performance to ensure standards and targets are being achieved
	3.2	Manage change requests from stakeholders
	3.3	Identify and address inconsistencies and missed targets to re-establish required performance levels
	3.4	Consult required personnel to assist in monitoring performance of contract suppliers
	3.5	Identify and implement improvement opportunities to contract delivery, where possible
	3.6	Update documentation throughout implementation of contract
	3.7	Manage supplier payments according to contract agreement
4. Evaluate contract implementation and	4.1	Evaluate implementation and effectiveness of contract in meeting contract requirements, including quality outcomes

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
maintain records	4.2	Identify and drive improvements to future contracting procedures
	4.3	Provide feedback to supplier to assist in improving future performance
	4.4	Prepare records and maintain reports

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

- Oral communication skills to:
 - maintain networks and build productive relationships with stakeholders
 - effectively address conflicts that arise with contractors
- Numeracy skills to successfully manage budgets and contractor payments
- Initiative and enterprise skills to maintain drive and consistent focus on timely delivery of quality products and services
- Problem solving skills to address contractor performance issues as they arise

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSTGN6004 Negotiate and manage contracts to produce finished design products.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTGN6008 Negotiate and manage contracts to produce finished design products

Modification History

Release 1. Supersedes and is equivalent to MSTGN6004 Negotiate and manage contracts to produce finished design products.

Unit code changed. Range of conditions removed. Foundation skills information added. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements, performance criteria of this unit, and:

- negotiated and managed at least two different contracts that contribute to producing finished design products, including:
 - one with a supplier
 - one with a stakeholder or end user.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- legal, ethical and work health and safety requirements specific to the work task, including:
 - legal requirements for contracting
 - ethical sourcing and sustainable work practices
- regulatory and industry standards for textiles, clothing and footwear products
- Australian and international requirements to eradicate modern slavery
- principles of quality management, including their application and delegation of responsibilities in a contract
- procedures for documenting supplier contracts
- workplace procurement practices and procedures
- contract management principles and practices
- contractor performance monitoring and management methods
- workplace financial and accounting systems required to manage contracts
- quality assurance standards and practice to ensure compliance.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including computing equipment and contract management software system
- modelling of industry operating conditions, including access to suppliers and contractors.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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