



Australian Government

RIIPRM501D Implement, monitor, rectify and report on contracts

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIIPRM501A Implement, monitor, rectify and report on contracts
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to implement, monitor, rectify and report on contracts in the Resources and Infrastructure Industries.

This unit is appropriate for those working in a supervisory or management role.

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

Elements and Performance Criteria

1. Implement, monitor and report on contract administrative procedures	1.1 Access, interpret and apply contract administrative procedures documentation and ensure the work activity is compliant 1.2 Implement contract administration procedures for reviewing contract performance against performance criteria 1.3 Implement procedures for monitoring and rectifying contract performance 1.4 Develop and implement written procedures for adjusting contract performance where performance does not meet contractual requirements
2. Monitor contract time frame and specifications	2.1 Undertake regular inspection of contract services to ensure compliance with contract specifications 2.2 Identify and document variations between the specified scope of services and the contract, and notify relevant personnel 2.3 Carry out testing of services in progress by the contractor
3. Resolve contractual	3.1 Investigate disagreements to identify cause and validity

disputes	3.2 Negotiate and agree terms of resolution 3.3 Follow contracted prescriptions for dispute resolution 3.4 Seek specified advice to resolve disputes 3.5 Seek appropriate technical/legal advice to clarify dispute issues
4. Implement contract completion	4.1 Review contract conditions and responsibilities with appropriate personnel to ensure satisfactory completion 4.2 Report contract completion to appropriate personnel 4.3 Evaluate contract performance against agreed benchmarks

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIPRM501A Implement, monitor, reactivity and report on contracts

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIPRM501D Implement, monitor, rectify and report on contracts

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- demonstrates completion of the implementation, monitoring, rectifying and the reporting on contracts that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - developing and reviewing procedure/s for the management of contracts
 - planning and coordinating work, prioritises and adjusts activities to meet contract requirements
 - identifying contract issues and consults, negotiates and uses conflict resolutions techniques to resolve contractual disputes
 - monitoring contract and reviewing conditions to identify and document variations between the specified scope of services and the contract
 - preparing clear, concise and legible completion report/s on contracts variations, performance and outcomes

Knowledge Evidence

The candidate must demonstrate knowledge of implementing, monitoring, rectifying and reporting on contracts through:

- site contract management procedures
- contract management requirements
- inspection and testing of contracted services / products

- site reporting procedures
- review processes and techniques
- negotiation and communication techniques to resolve contractual activity and disputes
- contract design criteria

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil	3-6	5 Years

Construction		
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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