



Australian Government

RIIPRM501E Implement, monitor, rectify and report on contracts

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement, monitor, rectify and report on contracts in the resources and infrastructure industries.

It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement, monitor and report on contract administrative procedures	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to implement, monitor, rectify and report on contracts 1.3 Implement contract administration procedures for reviewing contract performance against performance criteria according to workplace procedures 1.4 Implement procedures for monitoring and rectifying contract performance 1.5 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 confirm compliance with contract specifications according to job requirements 2.2 Identify and document variations between the specified scope of

ELEMENT	PERFORMANCE CRITERIA
	services and the contract, and notify relevant personnel as required 2.3 Carry out testing of services in progress by the contractor according to workplace procedures
3. Resolve contractual disputes	3.1 Investigate disagreements to identify cause and validity 3.2 Negotiate and agree terms of resolution according to workplace procedures 3.3 Follow contracted prescriptions for dispute resolution 3.4 Seek specified advice to resolve disputes 3.5 Seek appropriate technical and legal advice to clarify dispute issues according to workplace procedures
4. Implement contract completion	4.1 Review contract conditions and responsibilities with relevant personnel to confirm satisfactory completion 4.2 Report contract completion to appropriate personnel 4.3 Evaluate contract performance against agreed benchmarks

Foundation Skills

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

SKILL	DESCRIPTION
Writing	Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIPRM501D Implement, monitor, rectify and report on contracts.

Links

Companion Volume implementation guides is found on VETNet -

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

Assessment Requirements for RIIPRM501E Implement, monitor, rectify and report on contracts

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement, monitor, rectify and report on contracts on at least two occasions, including:
 - developing and reviewing procedure/s for the management of contracts
 - planning and coordinating work by prioritising and adjusting activities to meet contract requirements
 - identifying contract issues and consulting, negotiating and using 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.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for implementing, monitoring, rectifying and reporting on contracts
- work effectively with others to conduct implement, monitor, rectify and report on contracts in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to implement, monitor, rectify and report on contracts

- key policies, procedures and documentation required to implement, monitor, rectify and report on contracts, including:
 - site contract management procedures
 - site legal services support
 - contract management requirements
 - inspection and testing of contracted services and products
 - site reporting procedures
 - review processes and techniques
- principles and techniques required for negotiation and communication techniques to resolve contractual activity and disputes
- principles and techniques required for contract design criteria
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to implement, monitor, rectify and report on contracts
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work 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.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment

- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
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.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**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 a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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