



Australian Government

Assessment Requirements for TLIR0004 Negotiate a contract

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace policies and procedures
- communicating and working collaboratively and effectively with others when negotiating a contract
- completing documentation related to negotiating a contract
- modifying a contract to cater for variations in service and/or supply of goods/services
- monitoring compliance with agreed key performance indicators (KPIs)
- reading and interpreting procedures and regulatory requirements relevant to negotiating a contract.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- key principles of contracts, including:
 - key legal requirements for the acquisition of service and/or supply of goods/services
 - workplace policies, procedures and relevant documentation for contract negotiation
- key provisions of relevant legislation, codes of practice and national standards that affect contracts for the service and/or supply of goods/services
- knowledge of the service and/or supply of goods/services being supplied
- prequalification processes, including work health and safety (WHS)/occupational health and safety (OHS) and chain of responsibility compliance
- techniques for negotiation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>