



Australian Government

TLIR4003 Negotiate a contract

Release: 1

TLIR4003 Negotiate a contract

Modification History

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

Application

This unit involves the skills and knowledge required to contract transport and logistics services in compliance with relevant regulations, standards, legal requirements, codes of practice and workplace procedures.

It includes negotiating the contract, finalising the contract negotiations, as well as completing all contract requirements with a contractor.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Negotiate contract specifics with contractor

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Requirements of the contract are clearly documented and agreed to by the relevant parties

1.2 Areas of ambiguity or concern are clarified and resolved

- 1.3 Negotiations are undertaken with selected contractor for the contracting of required goods/services on a 'without prejudice' basis
 - 1.4 Conditions for service and/or supply of goods/services are agreed between the enterprise and the contractor including the determination of key performance indicators
 - 1.5 Alternative contractors are negotiated with if agreement is unable to be reached with preferred contractor
 - 1.6 Contract negotiations are conducted in accordance with established workplace requirements and relevant legislation
- 2 Complete contract negotiations**
- 2.1 Contract documentation is drafted in accordance with relevant legislation, workplace procedures and negotiated conditions of service and supply
 - 2.2 Technical support in drafting contracts is accessed as required
 - 2.3 Contract documentation is signed and exchanged between relevant parties
- 3 Complete enterprise contract requirements**
- 3.1 Documentation systems are established to ensure traceability of orders and financial transactions
 - 3.2 Workplace systems that require interaction with contractors are identified and actioned
 - 3.3 Quality assurance procedures for supplied goods/services are initiated
 - 3.4 Contract and ancillary documentation is completed and stored as required, in accordance with workplace procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4003A Negotiate a contract.

Links

Companion Volume implementation guides are found in VETNet -

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