



Australian Government

TLIR5005 Manage a contract

Release: 1

TLIR5005 Manage 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 manage a contract in various contexts within the transport and logistics industry.

It includes confirming contract requirements, establishing a contract management system, and monitoring and evaluating the contract.

The unit generally applies to those who lead individuals or teams.

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 Confirm contract requirements

PERFORMANCE CRITERIA

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

1.1 Relevant parties are consulted to identify their contract requirements

1.2 Special provisions needed are identified

1.3 Need for specialist legal advice is identified and advice is obtained as required

1.4 Key performance outcomes and measures are specified for

- inclusion in contract
- 1.5 Relationship with contractor is established in accordance with organisational policies and procedures
- 2 Establish contract management system**
- 2.1 Effective communication/information strategies are established
- 2.2 Dispute and complaint system is established in accordance with organisational policies and procedures
- 2.3 Consistent and accurate records of contract progress are maintained
- 2.4 Management strategy is documented, monitored for effectiveness and adapted as required during the life of the contract
- 3 Monitor contract**
- 3.1 Regular inspections of contract services are undertaken to ensure compliance with specifications
- 3.2 Relationship with contractor is managed in accordance with organisational policies and procedures
- 3.3 Regular planned progress meetings are conducted and documented between all contract personnel to ensure problems are identified, resolved early and documented
- 3.4 Variations between specified scope of services and contract are identified and documented, and relevant personnel are notified without delay
- 3.5 Contract costs are monitored on a regular basis to ensure service is carried out within financial and contractual requirements
- 3.6 Payments for contract services are authorised in accordance with contract conditions and organisational contract administrative system
- 4 Evaluate contract**
- 4.1 Evaluation of contract performance is undertaken relative to planned performance measures and in consultation with stakeholders and suppliers
- 4.2 Conclusions are detailed against agreed criteria and a complete picture of supplier performance, organisational procurement processes and value for money is provided
- 4.3 Evaluation is documented in accordance with organisational requirements to assist improvement in future procurement activities

- 4.4 Relevant parties are advised of evaluation outcomes in a timely manner in accordance with organisational guidelines

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 TLIR5005A Manage a contract.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIR5005 Manage a contract

Modification History

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Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and communicating effectively with others when managing a contract
- completing documentation related to contract management, including reports relevant to deliverables of stages and completion
- modifying activities depending on operational contingencies, risk situations and environments, and negotiating modifications with the contractor or agent as required
- monitoring and prioritising work activities in terms of planned schedule
- negotiating solutions to problems as they arise during the contract timeframe
- operating electronic communications equipment to required protocol
- reading and interpreting instructions, procedures, information and the contract itself.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- confidentiality issues in relation to contracted services such as intellectual property
- disposals considerations
- equal employment opportunity and anti-discrimination law
- ethical issues
- financial and accounting issues relevant to the contract
- financial management of a contract including negotiating price variations during the contract
- organisational purchasing policies and practices
- performance management in terms of identifying and managing contract compliance
- procedures for acceptance of goods or services
- procedures for operating electronic communications equipment
- procurement approval processes

- procurement negotiation practices, including legal aspects
- relevant sections of national and state/territory regulatory requirements and codes of practice related to procurement, including contract law, trade practices law and commercial law to a level sufficient to be able to manage the performance of a contractor
- requirements for completing relevant documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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 include:

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

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