



Australian Government

UEECO0003 Manage contract variations

Release: 1

UEECO0003 Manage contract variations

Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Application

This unit involves the skills and knowledge required to manage contract variations.

It includes understanding the specification on which the contracted price is based, identifying contract variations, and negotiating and submitting variations documentation.

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

Pre-requisite Unit

Not applicable

Competency Field

Commercial

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify terms of variations

PERFORMANCE CRITERIA

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

- 1.1** Work health and safety (WHS)/occupational health and safety (OHS) procedures for a given work area are identified, obtained and applied
- 1.2** WHS/OHS risk control measures and workplace procedures are followed
- 1.3** Original scope of work and contract price is obtained from specifications, plans, diagrams and relevant tender

		submission/acceptance documents
	1.4	Costing and claiming variations are obtained from relevant tender submission/acceptance and contract documents
2 Manage contract variations	2.1	Contract variations are determined and documentation issued by the customer representative or relevant person
	2.2	Variations are priced in accordance with workplace procedures
	2.3	Variation approvals are negotiated with relevant person/s and in accordance with workplace procedures
	2.4	Unplanned events are identified and resolution techniques are applied in accordance with workplace procedures
	2.5	Approved variations are submitted for payment in accordance with workplace procedures
	2.6	Variations documents are forwarded to relevant person/s in accordance with workplace procedures

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 may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

Contracts must include at least the following:

- five variations for electrotechnology

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC007B Manage contract variations.

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>

Assessment Requirements for UEECO0003 Manage contract variations

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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, performance criteria and range of conditions on at least two separate occasions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - using risk control measures
- ascertaining the terms of the contract, including:
 - ascertaining arrangements for claiming variations
 - ascertaining work specifications, plans, diagrams and contract price
- dealing with unplanned events in accordance with resolution techniques and workplace procedures
- forwarding variation documentation appropriately
- managing contract variations, including:
 - negotiating contract variation approvals
 - pricing variations in accordance with the contract.

Knowledge Evidence

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

- problem-solving techniques
- relevant costing and evaluating estimations
- relevant manufacturer specifications
- relevant job safety assessments or risk mitigation processes
- relevant specifications, plans and diagrams
- relevant WHS/OHS legislated requirements
- relevant workplace documentation
- relevant workplace instructions, policies and procedures.

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 suitable workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated suitable 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, facilities and equipment currently used in industry
- resources that reflect current industry practices in relation to managing contract variations
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

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