Draft 0.1

This is our work-in-progress update to CPCCBC6003A Establish, maintain and review contract administration procedures and frameworks: https://training.gov.au/Training/Details/CPCCBC6003A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Re-templated to meet Standards for Training Packages 2012.

Sequenced Elements and Performance Criteria.

Specified what and how performance is demonstrated in Performance Evidence.

Captured critical Range Statement items and included industry relevant knowledge in Knowledge Evidence.

Stated mandatory conditions and specific requirements for assessment.

CPCCBC6003
Establish, maintain and review contract administration procedures and frameworks

Application

This unit of competency specifies the skills and knowledge required to manage organisational contract administration procedures and frameworks for building or civil construction projects. It includes establishing and maintaining a contract management system necessary to produce accurate and successful project outcomes in accordance with organisational guidelines.

This unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing building or construction projects.

This unit is suitable for those using cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Establish contract administration procedures and frameworks.	1.1	Establish contracts administration team comprising of persons with wide experience and knowledge in the building and construction industry.
	1.2	Develop overview of the organisation's current legal and administrative climate and communicate this to the contracts administration team.
	1.3	Develop strategic plan for construction contract administration procedures and frameworks.
	1.4	Establish information gathering mechanisms that draw strategic performance advice from all parts of the organisation.
	1.5	Develop and implement quality assurance measures as part of the contracts administration process.
	1.6	Develop and establish reporting and feedback structures through which advice and action instructions can be conveyed to employees and subcontractors.
	1.7	Establish benchmarks for contract performance and introduce a management framework for achieving, maintaining and exceeding those parameters.
	1.8	Develop and introduce measures through which contract defaulters can be managed back into contract compliance.
2. Maintain contract administration	2.1	Introduce policy and administrative guideline documentation that supports the contract administration process.

procedures and frameworks.	2.2	Develop and implement evaluation and review methods to ensure administration procedures and frameworks are effective.
	2.3	Initiate internal feedback systems and methods to ensure that difficulties with administration of contracts are resolved within organisational guidelines.
	2.4	Introduce measures which ensure the safety and security of contract administration documentation.
	2.5	Maintain overall corporate contract administration framework comprising of employees, subcontractors, client and management.
3. Review contract administration procedures.	3.1	Develop, implement and manage review, recording and evaluation system to ensure probity and effectiveness of the contract administration system.
	3.2	Implement and manage regular scheduled and unscheduled reviews of contract administration procedures.
	3.3	Undertake formal evaluation of the contract and administration system regularly in consultation with organisation's legal advisors.
	3.4	Review and clarify operating procedures.
	3.5	Review contract documentation processes and provide feedback to those preparing contracts.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- technology skills to:
  - use digital tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access, extract information and complex data to analyse for strategic purposes.

Unit Mapping Information

Supersedes and equivalent to CPCCBC6003A Establish, maintain and review contract administration procedures and frameworks.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC6003 Establish, maintain and review contract administration procedures and frameworks

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by establishing two contract frameworks and procedures for two different projects. One for a medium rise construction project and one for a civil construction project.

In doing this, the candidate must:

- establish contract administration systems with approaches to processes, practices and procedures
- develop a strategic plan based on task analysis, worker input and financial data

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- appropriate sector of the building and construction industry and nature of the contracts upon which its activities are based
- factors to be considered in assessing the risk inherent in different types of building and construction projects
- financial and business administration principles commensurate with organisational needs
- human resource practices and the industry's industrial relations climate and practices:
    - employment conditions
    - individual organisational contracts
    - enterprise agreements
    - subcontractor contractual arrangements
- legislative, regulatory, and administrative obligations incumbent on the building and construction industry:
    - work health and safety (WHS)
    - environmental requirements and sustainability principles and concepts
    - employment and financial practices
- contract administration procedures and frameworks:
    - authorised courses of action
    - dispute resolution
    - document and contract distribution
    - document preparation, completion and handling
    - internal and external communication models
    - progress and contract performance reviews
    - response times
    - staff roles and organisational procedures
- organisational policies and procedures:
    - safety and security measures

    - confidentiality in contract handling
    - documentation security identification
    - limitations on contract access
    - limitations on contract circulation
    - limitations on document distribution
    - security and protection of document filing and storage
- quality assurance measures:
    - distributing information
    - establishing performance benchmarks for system
    - maintaining a quality dialogue with all parties to the construction process
    - managing within organisational policy
    - monitoring internal expenditures and funding allocations
    - obtaining adequate feedback from clients, subcontractors and suppliers
    - providing feedback and developing remediation procedures
    - responding to external legislation and regulation requirements.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment.

Candidates must be provided with:

- current and relevant government building acts and regulations
- regulations, codes and standards relevant to contracts and contract administration
- industry contracts relevant to the operations of the organisation
- sufficient equipment and materials to facilitate establish, maintain and review contract administration procedures and framework.

Links

Companion Volume Implementation Guide: to be added.