

Statement of Attainment SG00010433 Contract and Relationship Management



Program Overview

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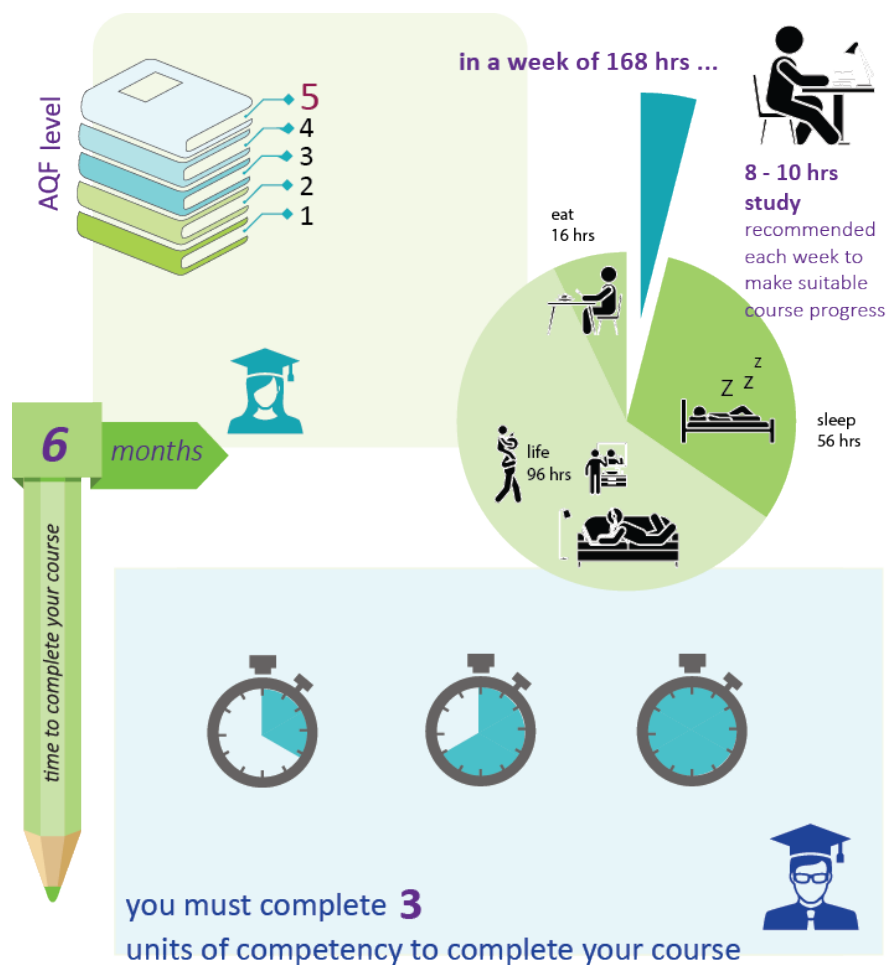
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Overview

Welcome

Welcome to SG00010433 Contract and Relationship Management skillset. This Statement of Attainment program is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

Contact points

As experienced distance education providers, we understand the importance of communication. We have used our online site to take advantage of current technology and make sure information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: procurement@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

Statement of Attainment SG00010433 Contract and Relationship Management

Aim of the program

This qualification aims to equip participants with the skills and knowledge to plan to manage a contract, manage contract performance and finalise contracts.

Learning outcomes

On completion of the course you should be able to:

- Manage the business relationship
- Manage performance of the contract
- Manage contract issues
- Implement communication and information strategy
- Complete contracts
- Implement contract review strategy
- Confirm contract requirements
- Prepare contract management plan
- Develop stakeholder relationships
- Implement contract strategies
- Implement contractual agreements.

Structure of the program

There are three (3) units of competency in this skillset and all must be successfully completed in order to achieve a Statement of Attainment for SG00010433 Contract and Relationship Management.

The program is offered through online study and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are also available online, at Training.gov.au or by clicking the table links provided.

Table 1: Course structure

Course name	Assessment Tasks	Unit/s of competency
Contract and Relationship Management	Task 1: Contract Management Plan	PSPPCM011 Plan to manage a contract
	Task 2: Manage contract performance	PSPPCM008 Manage contract performance
	Task 3: Finalising the contract	PSPPCM009 Finalise contracts

If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the

additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview.

Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

Units of competency in the Statement of Attainment SG00010433 Contract and Relationship Management in which you are enrolled are nationally recognised and accredited. Units are listed on the national register and are placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Study workload

The nominal duration of your enrolment in the skillset is 4-6 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have.

Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 8-10 hours per week of self-directed workplace and individual study, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to six (6) months from enrolment date to complete the Statement of Attainment SG00010433 Contract and Relationship Management. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress and options.

(Note: Where your enrolment has been fully or partially funded by Government, the terms and conditions set by the funding body will apply, and may prevent an extension to your study period.)

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.