

Unit 407

Prepare specifications for contracts

UAN:	H/506/1957
Level:	4
Credit value:	4
GLH:	23
Relationship to NOS:	Business & Administration (2013) National Occupational Standards: <ul style="list-style-type: none">• CFABAF132 Prepare specifications for contracts
Assessment requirements specified by a sector or regulatory body:	Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to prepare specifications for contracts and introduces learners to the principles supporting the preparation of specifications for contracts. Upon completion of this unit, learners will be able to prepare specifications for contracts.

Learning outcome

The learner will:

1. Understand the principles supporting the preparation of specifications for contracts.

Assessment criteria

The learner can:

- 1.1 explain the scope of **contract specifications**
- 1.2 explain the roles and interests of those who should be involved in a tender process
- 1.3 analyse the legal implications of a range of types of contracts and agreements
- 1.4 explain the requirements of confidentiality and data protection
- 1.5 evaluate the risks associated with procurement and tendering processes
- 1.6 explain the basis for the design of a tender evaluation process.

Assessment Guidance/ Evidence Requirements

Four elements of **contract specifications** include:

- Offer

- Acceptance
- Consideration
- The intention to create legal relations

Types of contract include:

Contract of service (contract of employment)

Contract for services (commercial ie cleaning services)

Procurement processes include:

Who to use as a supplier

What kind of contract terms will be required

What constraints/restrictions on purchasing power

Evidence may be provided by:

- research report
- professional discussion
- questioning

Learning outcome

The learner will:

2. Be able to prepare specifications for contracts.

Assessment criteria

The learner can:

- 2.1 confirm the requirements for the contract specification
- 2.2 draft contract specifications that meet the requirements including post-contractual requirements
- 2.3 specify the parameters of the contract in line with the requirements
- 2.4 provide sufficient information to enable potential suppliers to develop proposals that are capable of meeting the specification
- 2.5 define objective selection criteria to evaluate tender proposals
- 2.6 establish a selection process that meets organisational requirements
- 2.7 adhere to organisational policies and procedures, legal and ethical requirements when preparing specifications for contracts.

Assessment Guidance/ Evidence Requirements

Evidence may be provided by

- product
- witness testimony
- professional discussion
- report
- questioning

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Supporting information

Guidance

For this unit the candidate's report can outline how they worked through the unit, which may also include additional evidence from, eg witness testimony, as well as product. A report at this level would be in excess of 2000 words.