
Overview

This standard is about preparing specifications for contracts. It includes preparing and agreeing selection criteria and other requirements of contractors. It is for administrators who prepare specifications for contracts.

CFABAF132 SQA Unit Code FE1C 04

Prepare specifications for contracts

Performance criteria

- You must be able to:*
- P1 prepare specifications for products/services
 - P2 prioritise requirements for specifications
 - P3 prepare and agree selection criteria for specifications for products/services
 - P4 identify requirements for contractor(s), consulting with others where required

Knowledge and understanding

You need to know and understand:

- K1 the different types of contracts and agreements, when they are appropriate and the correct ones to use for a particular product or service
- K2 the legal, regulatory and organisational requirements governing contracts
- K3 the correct terminology to use in specifications and contracts
- K4 how to prioritise requirements and the purpose and benefits of doing so
- K5 the purpose and benefits of having objective selection criteria
- K6 how to identify requirements for contractors, consulting with others where required
- K7 how to prepare a specification for products/services

Additional Information

Skills

1. analysing
2. evaluating
3. monitoring
4. negotiating
5. planning
6. prioritising
7. problem solving
8. reporting

Links to other NOS

Business Resources; Communications

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