

## Unit Title: Prepare specifications for contracts

OCR unit number: 8  
 Level: 4  
 Credit value: 4  
 Guided learning hours: 23  
 Unit reference number: H/506/1957

## Unit aim and purpose

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 Outcomes  | Assessment Criteria   | Additional Guidance   |
|--|---|---|
| <b>The Learner will:</b><br>1 Understand the principles supporting the preparation of specifications for contracts | <b>The Learner can:</b><br>1.1 Explain the scope of contract specifications<br>1.2 Explain the roles and interests of those who should be involved in a tender process<br>1.3 Analyse the legal implications of a range of <b>types of contracts</b> and agreements<br>1.4 Explain the requirements of confidentiality and data protection<br>1.5 Evaluate the risks associated with procurement and tendering processes<br>1.6 Explain the basis for the design of a tender evaluation process | <b>Contracts</b> may cover: <ul style="list-style-type: none"> <li>• Distribution agreements</li> <li>• Partnership agreements</li> <li>• Joint ventures</li> </ul> |
| 2 Be able to prepare specifications for contracts  | 2.1 Confirm the requirements for the contract specification<br>2.2 Draft contract specifications that meet the requirements including post-contractual requirements<br>2.3 Specify the parameters of the contract in line with the requirements   |   |

| Learning Outcomes | Assessment Criteria  | Additional Guidance   |
|-------------------|--|---|
|                   | 2.4 Provide sufficient information to enable potential suppliers to develop proposals that are capable of meeting the specification<br>2.5 Define objective selection criteria to evaluate tender proposals<br>2.6 Establish a selection process that meets organisational requirements<br>2.7 <b>Adhere to organisational policies and procedures, legal and ethical requirements</b> when preparing specifications for contracts | Where possible, adherence to <b>organisational policies and procedures, legal and ethical requirements</b> should be confirmed by a line manager or experienced colleague |

## Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

## Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

## National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

| Occupational standards   | Unit number | Title  |
|--|-------------|--|
| Business & Administration (2013)<br>National Occupational Standards: | CFABAF132   | <ul style="list-style-type: none"> <li>Prepare specifications for contracts</li> </ul> |

## Additional information

For further information regarding administration for this qualification, please refer to the OCR document 'Admin Guide: Vocational Qualifications' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).