

Unit Title:	Monitor and evaluate contracts
OCR unit number	502
Sector unit number	Y/601/2586
Level:	5
Credit value:	6
Guided learning hours:	35

Unit purpose and aim

This unit is about monitoring and evaluating a contractor's performance and compliance against the requirements of a contract.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand monitoring procedures</p>	<p>The Learner can:</p> <p>1.1 Describe ways of building relationships with contractor(s)</p> <p>1.2 Explain the purpose and benefits of building relationships with contractor(s)</p> <p>1.3 Describe different ways of monitoring compliance with a contract</p> <p>1.4 Identify and evaluate different methods of monitoring contracts, that meet all needs</p> <p>1.5 Describe ways of tracking achievement of contract objectives</p> <p>1.6 Give examples of what constitutes a breach of contract</p> <p>1.7 Identify ways of dealing with a breach of contract</p> <p>1.8 Describe the legal, regulatory and organisational requirements governing contracts</p>	<p>Learning outcomes 1 and 2 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.</p>
<p>2. Understand how to evaluate contractor(s) performance</p>	<p>2.1 Identify and evaluate the sources and types of</p>	

	<p>information that can be used to monitor contracts</p> <p>2.2 Describe the purpose and benefits of evaluating and reporting on contractor(s) strengths and areas for improvement</p>	
3. Be able to monitor the performance of contractors	<p>3.1 Agree procedures for communicating with contractor(s)</p> <p>3.2 Agree procedures for communicating with others involved</p> <p>3.3 Agree procedures with contractors for monitoring performance</p> <p>3.4 Check contractors compliance with the contract including, as required</p> <p>a) legal and regulatory requirements</p> <p>b) organisational requirements</p> <p>3.5 Make sure contract objectives are being met</p> <p>3.6 Agree action with contractor(s) to deal with non-compliance</p> <p>3.7 Deal with breaches of contract(s) within agreed timescales, if required</p>	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to monitor and evaluate contracts.
4. Be able to evaluate the performance of contractor(s)	<p>4.1 Agree procedures for evaluation</p> <p>4.2 Agree sources of information for evaluation</p> <p>4.3 Gather and analyse information</p> <p>4.4 Identify and report on strengths of contractor(s)</p> <p>4.5 Identify and report on areas for improvement for contractor(s)</p>	

Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Implementation plans
- Procedures relating to communicating with contractors and others
- Procedures relating to monitoring of contractor performance
- Legal, regulatory and organisational requirements relating to contract
- Monitoring records
- Records of non-compliance
- Communications relating to non-compliance, breaches of contract
- Compliance targets
- Evaluation activities
- Evaluation reports
- Improvement plans

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAF121 Monitor and evaluate contracts.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English	Mathematics	ICT			
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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.