

ASTO21

Prepare information relevant to dispute resolution



Overview

The Standards that are part of this Unit

1. O21.1 Summarise information relevant to a dispute
2. O21.2 Produce evidence for submission

This is an optional unit for Maintenance, Quantity Surveying, General Practice and Valuation. It is not applicable to Building Surveying.

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Performance criteria

Summarise information relevant to a dispute

You must be able to:

- P1 collating **information which is relevant to the dispute**, within the time limits, identifying potentially inaccurate **information** and clarifying it with the people who produced it
- P2 obtaining **information** about similar cases, identifying key points and common features and producing an accurate summary
- P3 obtaining enough additional **information** to make a valid evaluation in instances where the **information** is incomplete
- P4 identifying **information** which will support the case and summarising and justifying it in a reasoned argument
- P5 notifying decision makers in cases where expert interpretation and judgment is required
- P6 producing justifiable conclusions and recommendations for further action and passing them to the people involved in the **dispute**
- P7 disclosing **information which is relevant to the dispute** only to those who have a right to see it

Produce evidence for submission

You must be able to:

- P8 investigating **sources of information** that are relevant to the dispute and summarising valid, reliable and relevant information
- P9 assessing documents for relevance, confirming that they are valid and summarising them accurately
- P10 examining existing cases and precedent, selecting relevant examples and including them into the background materials and evaluation criteria
- P11 producing case materials which are complete and contain valid, reliable and accurate **information**
- P12 following agreed procedures and meeting time limits for submitting written materials and responses

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Knowledge and understanding

You need to know and understand:

Summarise information relevant to a dispute

- K1 how do you collate **information which is relevant to the dispute** and clarify potentially inaccurate **information** with the people who produced it? (application) (a) [1]
- K2 how do you obtain **information** about similar cases? (application) (b) [1]
- K3 how do you obtain enough additional **information** to make a valid evaluation in instances where the **information** is incomplete? (application) (c) [1]
- K4 how do you disclose **information which is relevant to the dispute?** (application) (g) [1]
- K5 how do you produce an accurate summary of key points and common features from similar cases? (application) (b) [2]
- K6 how do you identify **information** which will support the case? (understanding) (d) [1,2]
- K7 how do you identify key points and common features of similar cases? (understanding) (b) [2]
- K8 how do you summarise **information** which will support the case? (application) (d) [1,2]
- K9 how do you notify decision makers where expert advice is required? (application) (e)
- K10 how do you produce justifiable conclusions and recommendations for further action and pass them to the people involved in the dispute? (application) (f) [2]

Produce evidence for submission

You need to know and understand:

- K11 how do you summarise documents and confirm that they are valid? (application) (b) [1]
- K12 how do you include relevant examples from existing cases and precedent into the background materials and evaluation criteria? (application) (c) [1]
- K13 how and why do you assess documents for relevance? (analysis) (b) [1]
- K14 how and why do you examine existing cases and precedent? (analysis) (c) [1]
- K15 how and why do you select relevant examples from existing cases and precedent? (evaluation) (c) [1]
- K16 how do you summarise valid, reliable and relevant information which is relevant to the dispute? (application) (a) [1,2]
- K17 how do you produce case materials? (application) (d) [2]
- K18 how do you follow agreed procedures and meet time limits for submitting written materials and responses? (application) (e) [2]
- K19 how and why do you investigate **sources of information** that are

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relevant to the **dispute?** (analysis) (a) [1,2]

Additional Information

Scope/range related to performance criteria

Summarise information relevant to a dispute

1. **Information which is relevant to the dispute:**
 - 1.1. contract documents
 - 1.2. correspondence
 - 1.3. instructions
 - 1.4. contract records
 - 1.5. technical reports
 - 1.6. witness testimony
 - 1.7. other evidential material
 - 1.8. expert opinion
 - 1.9. statutes

2. **Dispute:**
 - 2.1. property
 - 2.2. construction
 - 2.3. contracts
 - 2.4. valuation

Produce evidence for submission

3. **Sources of information:**
 - 3.1. contract documents
 - 3.2. correspondence
 - 3.3. instructions
 - 3.4. contract records
 - 3.5. technical reports
 - 3.6. case summaries
 - 3.7. research and test sources
 - 3.8. standards and codes of practice
 - 3.9. witnesses
 - 3.10. colleagues
 - 3.11. statutes

4. **Dispute:**
 - 4.1. property
 - 4.2. construction
 - 4.3. contracts
 - 4.4. valuation

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Suite Surveying, Property Maintenance and Valuation

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