

# ASTSPM3O21

Prepare information relevant to dispute resolution within a surveying environment



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## Overview

### The Standards that are part of this Unit

SPM3/O21.1 Summarise information relevant to a dispute

SPM3/O21.2 Produce evidence for submission

This unit is about when there is a dispute regarding the acquisition or disposal of a property, producing evidence by research and following organisational procedures.

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### Performance criteria

*You must be able to:*

#### Summarise information relevant to a dispute

- 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)

#### Produce evidence for submission

*You need to know and understand:*

- K10 how do you summarise documents and confirm that they are valid? (application) (b) [1]
- K11 how do you include relevant examples from existing cases and precedent into the background materials and evaluation criteria? (application) (c) [1]
- K12 how and why do you assess documents for relevance? (analysis) (b) [1]
- K13 how and why do you examine existing cases and precedent? (analysis) (c) [1]
- K14 how and why do you select relevant examples from existing cases and precedent? (evaluation) (c) [1]
- K15 how do you summarise valid, reliable and relevant information which is relevant to the dispute? (application) (a) [1,2]
- K16 how do you produce case materials? (application) (d) [2]
- K17 how do you follow agreed procedures and meet time limits for submitting written materials and responses? (application) (e) [2]
- K18 how and why do you investigate **sources of** information that are relevant to the dispute? (analysis) (a) [1,2]

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## 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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**Originating organisation** Asset Skills

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**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance 2010

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**Key words** dispute, acquisition, disposal, property, evidence, research, organisational procedures