

## CFABAF132

### Prepare specifications for contracts



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#### 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.

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#### 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

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#### 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

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#### 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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