

Overview

This standard is about preparing information relevant to the resolution of disputes regarding the acquisition or disposal of a property, producing evidence by research and following organisational procedures. This also covers disputes concerning construction, contracts and valuation.

Prepare information relevant to the resolution of disputes

Performance criteria

You must be able to:

1. collate and prepare information which is relevant to the resolution of the dispute, within the legal time limits
2. identify information which does not comply with the relevant standards and verify it with the legal professionals who produced it
3. investigate sources of information that are required for the resolution of the dispute and summarise the information for the relevant parties involved
4. assess the documentation for relevance, verify its validity, identify and obtain information to fill any gaps and produce a summary as part of the case materials
5. examine existing cases and precedents, select relevant examples and include them in the case materials and evaluation criteria
6. notify the relevant legal professionals in cases where expert advice is required
7. produce conclusions and recommendations for further action and pass them to the legal professionals involved in resolving the dispute
8. follow agreed organisational procedures and meet the specified legal time limits for submitting written materials and responses to the relevant legal professionals

Knowledge and understanding

You need to know and understand:

1. how to collate and prepare information which is relevant to the resolution of the dispute
2. how to identify information which does not comply with the relevant standards and verify it with the legal professionals who produced it
3. how to investigate the sources of information that are required for the resolution of the dispute and how to summarise the information for the relevant parties involved
4. how to assess the documentation for relevance, verify its validity, identify and obtain information to fill any gaps and produce a summary as part of the case materials
5. the importance of examining existing cases and precedents and selecting relevant examples to be included in the case materials and evaluation criteria
6. how and when to notify the relevant legal professionals where expert advice is required
7. how to produce conclusions and recommendations for further action and pass them to the legal professionals involved in resolving the dispute
8. how to follow agreed organisational procedures and meet the specified legal time limits for submitting written materials and responses to the relevant legal professionals

Prepare information relevant to the resolution of disputes

Scope/range related to performance criteria Information which is relevant to the dispute/sources of information:

- contract documents
- correspondence
- instructions
- contract records
- technical reports
- witness testimony
- other evidential material
- expert opinion
- statutes
- case summaries
- research and test sources
- standards and codes of practice
- colleagues

Dispute:

- property
- construction
- contracts
- valuation

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Suite Surveying, Property Maintenance

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