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| Title: | **Understand how to manage contracts and contractors in the workplace** |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **8** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand how contracts are managed in the workplace
 | 1.11.2 | Briefly outline contract management procedures and tools used in own workplaceDescribe a contract that you have assisted in managing and explain how you do this |
| 1. Understand how contractors can be managed in the workplace
 | 2.12.22.32.4 | Explain how to communicate all relevant information to contractor(s) in the workplaceGive an example of a contractor that you manage and explain what information the contractor will require to perform their function safelyUsing the example provided explain a control tool that you could use to monitor the contractors workUsing the example provided explain how you could stop a contractor working if the work were unsafe, unauthorised or causing business disruption |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of managing contracts and contractors in the workplace. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Facilities Management 2008 NOS: FM326 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Asset Skills |
| Equivalencies agreed for the unit (if required) | M3.46 - Managing contracts and contractors in the workplace |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Basic awareness of contract law (for example the importance of agreement between two parties, the pre-requisites of offer, acceptance, consideration and intention to create legal relations)
* Types of contracts (for example fixed price, measured term, framework, PFI, labor only, design and build, supply only, supply and fix, annual rolling)
* Contract management procedures and tools (for example setting objectives, requirements, plans and specifications. Awarding and administering contracts. Pre-start contract meetings, regular reviews and reports , compliance audits, customer surveys, meetings, service level agreements, post-contract evaluation)
* Basic awareness of the scale and scope of contracts (regional, national or global)
* Basic awareness of the monitoring and evaluation of contracts including penalties and rewards for delivery
* Basic awareness of the stages of commissioning or mobilising new contracts (for example enabling works, site access, documentation, transfer of staff, training, induction) (learners may be part of a team doing this, or expected to be able to work in a team doing this)
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| 2 | * Examples of types of relevant information required by contractors (for example fire, safety, site rules and code of conduct, accident reporting, hours of work, safety equipment, emergency arrangements)
* Types of contractors commonly used in the workplace (for example photo-copier engineers, water cooler distributor, decorator, internal landscaping operatives, food seller and distributor, lift engineers, maintenance contractors, specialist cleaning contractors)
* Examples of control tools (permit to work, risk assessment, method statement, security ID, criminal record checks, access control, insurance)
* Robust contractor selection processes, site induction, risk assessment and method statement, permit to work system, supervision (for example discuss concerns, order work to cease immediately, inform employing organisation, report to enforcing authority, dismiss from site, safeguard work area)
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