

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Enter into contracts with contractors
Code	109029L5
Range	This unit of competency is applicable to managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of negotiating with contractors and setting appropriate contractual terms in accordance with the contract contents and by making use of critical judgment and legal knowledge, so as to safeguard the interests of the organisation and avoid contractual disputes.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of entering into contracts</p> <ul style="list-style-type: none"> • Comprehend the contents of project contracts, and each of the terms and restrictions • Comprehend the contents of contracts for similar projects of the organisation • Comprehend contract management and related legal knowledge • Comprehend the coverage of all-risk insurance, public liability insurance and labour insurance, and related knowledge <p>2. Enter into contracts with contractors</p> <ul style="list-style-type: none"> • Review the contents of the project contracts, and the terms and restrictions on sub-contracting • Negotiate co-operation arrangements and conditions with suitable contractors • Draw up appropriate contractual terms that protect the benefits of both parties, such as service scope and details of works, material requirements, prices, insurance requirements, acceptance standards, completion dates, payment arrangements and terms of contract termination • Submit the contracts to superiors for approval after entering into and reviewing the contracts <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • State clearly the terms of the contracts to avoid disputes and seek legal advice if necessary • Handle and keep the documents and the electronic version of the project contracts confidentially
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to identify suitable contractors and negotiate co-operation arrangements in accordance with the requirements of the organisation and the contract contents; and • Able to enter into contracts with contractors with terms that are appropriate, clear and able to protect the benefits of both parties.
Remark	