

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

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Plan the implementation of contract contents
Code	109031L5
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 comprehending the contract contents and the knowledge of works project management to effectively coordinate the implementation of the contract contents and develop specific implementation plans, so as to ensure the smooth commencement of works projects and the proper compliance of contract requirements.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to the planning of the implementation of contract contents</p> <ul style="list-style-type: none"> • Comprehend the contents of project contracts, the relevant details and the completion dates • Possess knowledge of works project management and contract management • Possess knowledge of resource management in the arboriculture and horticulture industry <p>2. Plan the implementation of contract contents</p> <ul style="list-style-type: none"> • Review the contract contents and relevant details of the projects, such as service scope, specifications, working drawings, terms and completion dates • According to the contractual terms, service scope and specifications, submit the documents required by the contracts to the clients and set out the specific contents of the method statements, including the work methods, materials, technology, machinery specifications, etc. • Coordinate the briefings before the commencement of works to ensure that the project teams understand the contract requirements and method statements correctly <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Fully understand the contents of the contracts when implementing the contract requirements and coordinating internal briefings • Anticipate problems that may affect the progress of the works, report to superiors in a timely manner and be able to suggest preventive or corrective measures
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to fully understand the contents of the contracts and details of implementation; • Able to develop appropriate method statements in accordance with the contents of the contracts; and • Able to explain the contents and requirements of the method statements to work teams accurately to ensure that the works projects are executed as planned.
Remark	