

**Information and Communications Technology Industry Training Advisory Committee  
Software Products and Software Services (SW) branch  
Unit of Competencies**

1. Title	Manage contract	
2. Code	ITSWG518A	
3. Range	Manage contract for an organisation [Generic Skills – Contract Management]	
4. Level	5	
5. Credit	5	
6. Competency	<p>6.1 Acquire general management skills for managing contracts</p> <p>6.2 Understand general finance, accounting and government laws on contracts</p> <p>6.3 Adhere to the highest standard of ethical business practices in all business dealings</p>	<p><u>Performance Requirement</u> Be able to</p> <ul style="list-style-type: none"> <li>▪ demonstrate various management skills including time management, situational leadership, planning, creativity, risk awareness, numerical analysis, communication, influencing, teamwork, improvement, presentations, ICT and eSkills</li> <li>▪ be aware of the need to support others in a helpful, flexible way</li> <li>▪ adopt a courteous, positive attitude, working under close supervision and in accordance with pre-determined rules/procedures</li> </ul> <p>Be able to comply the rules and review compliance options and challenge and to recommend the preferred approach</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ understand and comply with all ethical and business practice standards of all the organizations which one works</li> <li>▪ identify and resolve standards conflicts, discrepancies and omissions between the organizations with which one works using generally-recognized international principles</li> <li>▪ promote decisions that support the best long-term interests of businesses, their customers, shareholders, and the communities in which they operate</li> <li>▪ freely share and encourage discussion of the code of ethics and practice standards with others and bring attention to and encourage corrective action when there is observed non-compliance with these standards by others</li> <li>▪ work with fellow professionals to identify and promote changes to this code intended to enhance the field's professionalism</li> </ul>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) provide general supports in managing contracts; and (ii) provide code of ethics and practice standards to enhance professionalism.	
Remark		