

Unit of Competency**Functional Area: Sales and Merchandising**

Title	Prepare contracts
Code	105280L4
Range	This unit of competency is applicable to practitioners in the import and export industry to prepare contracts to protect the interest of the company.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of contract management <ul style="list-style-type: none"> • Use a range of skill to anticipate potential contract problems • Employ contract management skills to prepare contracts 2.1. Prepare contracts <ul style="list-style-type: none"> • Identify clearly all essential prerequisites • Define goods or services to be provided • Set requirements and performance standards • State compensation clearly • State payment schedule and financing terms clearly • Provide the information of effective dates, termination dates, and renewal dates • Identify potential risks and liabilities • Address identified potential risks and liabilities 2.2. Formulate contract terms <ul style="list-style-type: none"> • Define rights and obligations of all parties involved • Set condition and/or warranty • Determine the need to seek legal advice • Make provisions for potential problems that may lead to disputes • Review documents, responsibilities, terms and conditions to avoid contractual problems 3. Prepare contract in a professional manner <ul style="list-style-type: none"> • Prepare contracts to always protect the interest of the company • Maintain fairness in manner and clarity in presentation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of defining rights and obligations of all parties involved • Capable of formulating contract terms • Capable of preparing contracts effectively
Remark	