

	Unit ID: 1931
Domain	BUILDING AND CIVIL CONSTRUCTION MANAGEMENT
Title:	Apply knowledge of contract documentation
Level: 5	Credits: 10

Purpose

This unit standard is intended for those who apply knowledge contract documentation. People credited with this unit standard are able to understand and apply general condition of contract, demonstrate an understanding of and apply codes of practice and ethic relevant to contract management, interpret and apply standardised and project specifications and interpret and apply tender and construction drawing.

This unit standard is intended for those who work as building and civil construction environment.

Special Notes

1. Entry information:

Prerequisites

- *None*

2. Contract documentation may include but not limited to general conditions of contract (contract law), standards specifications, tender and project documentation, tender and construction drawings.

3. Assessment evidence may be collected from a real workplace or simulated workplace in which building and civil construction management are carried out.

4. Glossary and abbreviations

'Law of contract' refers to a body of law that governs oral and written agreements and subjects, such as agency relationships, commercial paper, employment, and business organizations.

5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and/or manufacturers' specifications.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act 2007(Act no 11, 2007)
- Regulations relating to the health & Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the

national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Understand and apply general condition of contract

Performance Criteria

- 1.1 Principles of Law of Contract are explained.
- 1.2 Different conditions of contract (Contract Law) documents are identified.
- 1.3 Sections of the documents are accessed and information is extracted.
- 1.4 Clauses are interpreted and applied.
- 1.5 Disputes and claims are lodged and resolved in accordance with the relevant clauses of the general conditions of contract.

Element 2: Demonstrate an understanding of and apply codes of practice and ethic relevant to contract management

Performance Criteria

- 2.1 Purpose and importance of Codes of Practice and ethics are explained.
- 2.2 Relevant Codes of Practice are identified and used.

Element 3: Interpret and apply standardised and project specifications

Performance Criteria

- 3.1 Specifications are understood and explained in the context of quality control.
- 3.2 Relevant sections of the documents are accessed and information is extracted.
- 3.3 Relevant clauses are interpreted and applied.

Element 4: Interpret and apply tender and construction drawing

Performance Criteria

- 4.1 The role of tender and construction drawings as part of contract documentation is explained.
- 4.2 Information is extracted and applied from drawings.
- 4.3 The interface between drawings, specifications, the bill of quantities and general conditions of contract is explained in terms of the contract/project documentation.

Registration Data

Subfield:	Civil and Building Services Engineering
Date first registered:	30 August 2018
Date this version registered:	30 August 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority