

# 119671 Administer contracts for a selected new venture

## **Purpose of this Unit Standard**

Learners working towards this standard will be learning towards the full qualification, or will be working within a SMME (Small, Medium, Micro Enterprise) environment, specialising in New Venture Ownership and Management, where the acquisition of competence against this standard will add value to one's job. This standard will also add value to entrepreneurs who are seeking to develop their entrepreneurial skills so that they can become more marketable for bigger contracts, including commercial and public sector contracts, for example the Department of Public Works programmes.

## **The qualifying learner is capable of:**

- Obtaining contract and analyse performance requirements
- Applying basic risk management techniques in managing performance
- Demonstrating an understanding of contract changes and disputes
- Ensuring compliance and administrative close-out of contract

## **Learning Assumed to Be in Place and Recognition of Prior Learning**

All learners accessing this qualification must be in possession of a GETC or equivalent qualification. The learner must be competent in communications and mathematical literacy at NQF level 2.

## **Outcomes**

- SO1: Obtain and analyse performance requirement of contract.  
 SO2: Apply basic risk management techniques in managing performance.  
 SO3: Demonstrate an understanding of contract changes and disputes.  
 SO4: Ensure compliance and administrative close-out of contract

| SAQA US ID | NQF LEVEL   | CREDITS | US TITLE  |
|------------|-------------|---------|---|
| 119671     | NQF Level 3 | 10      | Administer contracts for a selected new venture |

**Duration: 3 Days**



## Content

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| <p><b>Outcome 1</b><br/>Obtain and analyse performance requirement of conduct</p>          | <ul style="list-style-type: none"> <li>• Contract document is obtained and interpreted in relation to original business proposal.</li> <li>• Contract document is analysed and a basic contract administration plan is drawn up to ensure effective contracts management.</li> <li>• Risks of non-compliance are evaluated against performance requirements and a basic risk management plan drawn up to avoid non-compliance problems.</li> </ul>   |
| <p><b>Outcome 2</b><br/>Apply basic risk management techniques in managing performance</p> | <ul style="list-style-type: none"> <li>• Risk management plan relating to contract is implemented in line with contract requirements.</li> <li>• Common risk areas are identified and quantified against contract performance requirements and original risk management plan.</li> <li>• Contract progress reports are obtained and measured against performance requirements and risk management plan.</li> <li>• Surveillance of risk areas is conducted and appropriate corrective action is taken to avoid negative risk.</li> </ul>           |
| <p><b>Outcome 3</b><br/>Demonstrate an understanding of contract changes and disputes</p>  | <ul style="list-style-type: none"> <li>• Contract terms and conditions relating to changes and disputes are identified and understood in order to effectively manage the contract.</li> <li>• Change and dispute processes are implemented where relevant.</li> <li>• Changes and disputes are negotiated and documented in order to proactively address potential areas of dispute.</li> <li>• Where necessary, external advice is sought in dispute resolution to ensure that unnecessary negative business risk is avoided.</li> </ul>          |
| <p><b>Outcome 4</b><br/>Ensure compliance and administrative close-out of contract</p>     | <ul style="list-style-type: none"> <li>• Work and performance results are evaluated against contract deliverables to establish that work is completed effectively.</li> <li>• Contract terms relating to contract termination are understood and implemented according to contractual requirements.</li> <li>• A basic audit is conducted to ensure that all parties have complied with their obligations.</li> <li>• Contract is signed off and final administrative procedures are dealt with in order to ensure closure of contract.</li> </ul> |

<https://www.stafftraining.co.za/workshops/119671-administer-contracts-for-a-selected-new-venture>