

<b>Title</b>	<b>Manage a contract for service</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to manage a contract for service.
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<b>Classification</b>	Business Operations and Development > Systems and Resources Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Unit standards in the Systems and Resources Management domain are about using inputs and processes to achieve intended outputs.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
  - the candidate’s workplace
  - where the candidate is a volunteer
  - a cultural, community, or sporting organisation
  - a special event.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 5 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).
- 4 Legislation relevant to this unit standard includes: Fair Trading Act 1986, Health and Safety at Work Act 2015, Privacy Act 2020, and any other legislation relating to the organisation and/or its operations.
- 5 *Contract for service* exists when a person (or organisation) agrees to carry out work as an independent contractor (or entity), not as part of the employer’s organisation nor under the employer’s total control; employment contracts are therefore excluded from this unit standard.  
For this unit standard, the contract will:
  - not be routine or familiar, and/or
  - involve people from different parts of the organisation, and/or
  - involve a variety of possible ways of achieving the objective(s), where it is not initially clear which is preferred, and/or
  - require a range of specialised skills and/or knowledge, and/or
  - involve significant budget and/or financial responsibility, and/or
  - be in force for over six months.

- 6 This unit standard is relevant to either party to the contract, and it excludes the actual development of the contract.

## Outcomes and performance criteria

### Outcome 1

Manage a contract for service.

### Performance criteria

- 1.1 The contract is interpreted to identify the contract's terms, and their implications for managing the contract.

Range terms may include but are not limited to – areas of responsibilities of the contracting parties, purpose, outcomes, pricing expectations, payment terms, standards of quality, commencement, duration, scope, quality measures, contractor competencies, monitoring procedures, specified times for review of performance against the contract, dispute resolution, termination, variations to contract; evidence is required for eight.

- 1.2 The contract and associated performance are monitored and reviewed to identify success factors and potential improvements.

<b>Replacement information</b>	This unit standard replaced unit standard 19028.
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<b>Planned review date</b>	31 December 2025
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 November 2011	N/A
Review	2	17 March 2016	N/A
Revision and Rollover	3	29 July 2021	N/A
Rollover and Revision	4	27 April 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council

[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.