

National Occupational Standards Commissioning, Procurement and Contracting

Level 3 Units

Unit number	Unit title	Elements	Links to units at other levels
	Core units		
CPC 301	Create and maintain effective working relationships with other people	A Create and maintain effective working relationships with people outside your organisation	401 501
		B Create and maintain effective working relationships with other members of staff	
		C Evaluate the effectiveness of working relationships	
CPC 302	Contribute to the effective governance of your organisation	A Support the policies and procedures of your organisation	402 502
		B Be accountable for what you do	
		C Assist others to support the governance of your organisation	
CPC 303	Research and manage information	A Plan to research, collate and use information	403 503
		B Analyse information and provide advice	
		C Organise, record and store information	
CPC 304	Contribute to resolving issues and conflicts about achieving outcomes	A Establish the basis of the issue or conflict	404 504
		B Facilitate discussions of the issues	
		C Support parties to reach agreement	

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	Optional units		
CPC 305	Work with providers to monitor and review performance against outcomes	A Agree a monitoring plan	424
		B Undertake monitoring of performance using agreed approach	
		C Share and feedback the results of monitoring	
CPC 306	Take action to secure contract compliance	A Agree actions to achieve the quality of service and outcomes specified in the contract	
		B Report on compliance issues	
		C Secure compliance through contractual procedures	
CPC 307	Contribute to planning contract implementation	A Identify the outcomes required for contracts	421
		B Contribute to developing contracts	
		C Develop plans to implement contracts	
CPC 308	Contribute to the planning, monitoring and management of resources	A Contribute to planning the use of resources	408
		B Contribute to monitoring and managing the use of resources	
		C Contribute to review and evaluation of resource management	

Unit number	Unit title	Elements	Links to units at other levels
CPC 309	Support individuals, families and communities to commission their own services	A Provide information about planning and directing services and support	407
		B Support individuals, families and communities to plan their own services and support	
		C Contribute to evaluating individuals, families and communities commissioning their own services and support	
CPC 310	Contribute to planning and organisation of work	A Contribute to planning commissioning activities and work methods to achieve outcomes	426 505
		B Organise work and evaluation	
		C Provide feedback on work performance	
CPC 311	Promote effective communication and information sharing	A Plan communication and information sharing	
		B Communicate and share information	
		C Review and evaluate communication and information sharing	
CPC 312	Promote new and innovative ways of working to achieve outcomes	A Work with others to develop new and innovative ways of working	405
		B Commission new approaches and ways of working to achieve outcomes	
		C Review and evaluate new ways of achieving outcomes	

Unit number	Unit title	Elements	Links to units at other levels	
CPC 313	Contribute to decision making	A Contribute to discussions to solve problems and make decisions	413	
		B Provide information and advice	508	
		C Seek, obtain and report feedback about proposed decisions		
CPC 314	Support the development of self directed support	A Support the market to adapt to self directed support	418	
		B Contribute to developing the structures for self directed support		
		C Provide information and advice to strategic decision makers		
CPC 315	Contribute to establishing commissioning priorities and balancing demands on resources	A. Find out about the priorities wanted by individuals, families and communities	409	
		B Participate in work with individuals, families and communities to balance the demands on resources	506	
		C Provide feedback and advice to inform resource allocation		