

## National Occupational Standards Commissioning, Procurement and Contracting

### Level 4 Units

Unit number	Unit title	Elements	Links to units at other levels
	<b>Core units</b>		
CPC 401	Develop effective working relationships with individuals, families, communities, colleagues, partners and providers	A Plan and prepare for effective working relationships	301
		B Establish effective working relationships	501
		C Evaluate the effectiveness of working relationships	
CPC 402	Promote effective arrangements for governance and organisational responsibility	A Champion your own and partner organisations' legal, ethical, social and regulatory responsibilities	302
		B Promote compliance with your own and partner organisations' legal, ethical, social and regulatory responsibilities	502
		C Review and evaluate the effectiveness of governance and organisational responsibility arrangements	
CPC 403	Enable understanding of the commissioning environment in your area of responsibility	A Identify the outcomes required by individuals, families and communities and what is needed to achieve them	303
		B Support others to recognise the potential for future developments and innovations	503
		C Encourage recognition of the nature of the relationship between individuals, families and communities, the supply market and your organisation	

Unit number	Unit title	Elements	Links to units at other levels
CPC 404	Negotiate effectively in order to promote positive outcomes	A Plan and prepare for negotiations	304
		B Undertake negotiations	
		C Review and evaluate the effectiveness of negotiations	
	<b>Optional Units</b>		
CPC 405	Encourage innovative approaches to commissioning	A Identify the need for innovative approaches	312
		B Motivate and enthuse others to be original and innovative	
		C Recognise and support innovative and creative ideas	
CPC 406	Contribute to the development, maintenance and evaluation of systems to promote rights, responsibilities, equality and diversity of individuals, families and communities	A Contribute to developing, maintaining and evaluating systems that respect rights and interests of individuals, families and communities	
		B Contribute to developing, maintaining and evaluating systems to ensure that everyone is treated equally	
		C Contribute to developing, maintaining and evaluating systems that promote confidence in you and your organisation	
CPC 407	Ensure the engagement of individuals, families and communities in all commissioning activities	A Contribute to systems that require the active engagement of individuals, families and communities	309
		B Communicate and share information with all individuals, families and communities	
		C Ensure that service providers engage with individuals, families and communities	

Unit number	Unit title	Elements	Links to units at other levels
CPC 408	Research the needs of the local population for the provision of services	A Assess the required outcomes and service needs of individuals, families and communities and the wider local population	308
		B Make recommendations for services based on a needs assessment	
CPC 409	Manage resources to meet priorities and demand	A Identify and review resources available to meet demand	315
		B Establish commissioning priorities and balance demands on resources	
		C Secure effective resource allocation for activities and projects	
CPC 410	Develop evidence based commissioning policies and strategies to achieve positive outcomes	A Gather data and intelligence to provide evidence to develop policies and strategies to improve outcomes	512
		B Review and evaluate the effectiveness of current strategies and policies in improving outcomes	
		C Agree revised policies and strategies to improve outcomes	
CP 411	Develop joint working agreements and practices and review their effectiveness	A Establish requirements for joint working	
		B Agree and review joint working agreements and practices	
		C Identify and work within the boundaries, roles and responsibilities of joint working agreements and practices	
CPC 412	Work with partners to jointly commission services	A Identify and agree positive outcomes from commissioning jointly	
		B Take joint commissioning decisions	

Unit number	Unit title	Elements	Links to units at other levels
		C Evaluate the effectiveness of joint commissioning in achieving outcomes	
CPC413	Make decisions and solve problems	A Exchange information to solve problems and make decisions	313
		B Analyse information to support decision making	508
		C Provide information to support decision making	
CPC 414	Initiate and implement change and improvement in services, provision and systems	A Identify and evaluate opportunities for change and improvement in services, provision and systems	
		B Negotiate and agree the introduction of changes to services, provision and systems	
		C Review and evaluate the introduction of changes	
CPC 415	Assess required outcomes and specify a sustainable supply of services	A Analyse information and prepare the business case	
		B Develop purchasing and technical specifications for services	
		C Decide the duration and nature of the supply agreement	
CPC 416	Find out if the market can deliver services to meet priorities and outcomes	A Find out the size and nature of the market	
		B Find out the capacity and capability of the market	
		C Find out the potential of the market	

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CPC 417	Manage and develop the market to deliver your organisation's priorities and outcomes	A Work with the market to identify where additional capacity is needed	
		B Support the market in developing additional sustainable capacity	
		C Review and evaluate the how the sustainable capacity of the market has developed	
CPC 418	Plan the development of self directed support	A Promote and encourage individuals, families and communities to direct their own support	314
		B Support the market to respond positively to a self directed environment	
		C Develop procurement and contracting activities for a self directed environment	
CPC 419	Purchase goods and services to meet the continual development and changing needs of the provision	A Plan the purchase of goods or services	
		B Purchase goods or services	
		C Evaluate the purchase of goods or services	
CPC 420	De-commission services	A Plan to de-commission services	
		B Manage the process of de-commissioning services	
		C Manage the changes resulting from de-commissioning services	
CPC 421	Manage contracts to achieve outcomes	A Plan to manage a contract	307
		B Monitor and maintain progress towards achievement of outcomes	
		C Monitor and maintain contract costs and deal with any claims from contractors	
CPC 422	Secure the supply of a programme of specified services	A Plan the tendering process	
		B Tender for the supply of specified services	

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		C Evaluate tenders and award a contract	
CPC 423	Manage and use e-procurement to deliver priorities and outcomes	A Deliver priorities and outcomes through e-procurement B Secure services through e-tendering C Work with service providers through e-contract management	
CPC 424	Improve contract performance	A Identify opportunities for improving contract performance against outcomes B Negotiate and agree the implementation of improvements C Evaluate the impact of improvements on the achievement of outcomes	305
CPC 425	Implement quality assurance for your area of responsibility	A Establish quality assurance systems B Maintain quality assurance systems C Recommend improvements to quality assurance systems	
CPC 426	Evaluate and improve organisational performance for your area of responsibility	A Identify and develop measures and criteria to evaluate performance B Evaluate your organisation's performance C Identify the reasons for successful performance	310
CPC 427	Plan implement and manage the sharing and knowledge of good practice to inform innovation and improve delivery	A Plan sharing knowledge and good practice B Implement and manage sharing knowledge and good practice C Review and evaluate sharing knowledge and good practice	
CPC 428	Assess the impact of commissioning activity on social, economic and environmental sustainability	A Plan a sustainability impact assessment	

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	social, economic and environmental sustainability	B Carry out a sustainability impact assessment	
	Contribute to and influence strategy and policy development within and beyond your own organisation	C Report on a sustainability impact assessment	
CPC 429	Contribute to and influence strategy and policy development within and beyond your own organisation	A Prepare and present information and arguments within your organisation	
		B Contribute to the development of strategy and policy outside your own organisation	