

# P03 - CONTRACT LAW TERMS AND CONDITIONS

## LEVEL

## DURATION

## METHOD

Working /Practitioner

1 day

Training course

## OVERVIEW

Understanding contract law and the terms and conditions of contracts is vital for public procurement staff, contract users and budget holders. On completion of this course attendees will gain knowledge of terms and conditions of contract.

## AUDIENCE & FORMAT

This course is for those wishing to understand contract law and terms and conditions. On completion of this course attendees will have gained knowledge and understanding of the subject and be able to put principles into practice. The content is presented by a trainer and supported by illustrative case studies and sample terms and conditions. Training notes are supplied for reference.

## OUTCOMES

On completion of this course attendees will:

- Be able to identify and use suitable terms in both buyer and seller contracts
- Know selected clauses that address practical problems and issues
- Know the structure and format of terms and conditions of contract
- Understand the basics of contract law relating to terms and conditions
- Understand the working terms and conditions of contract.

## COURSE CONTENT

- Clauses: contract management, incentives, performance, risk
- Commonly used clauses: 'buyer' and 'seller'
- Contract law essentials and key issues
- Drafting advice: what to do and what to avoid
- Examination of contracts for goods, works and services
- Legal issues to be aware of
- Specimen contractual terms (buyers and suppliers)
- Terms and conditions
- The form and structure of contracts

## Relevant Competencies

- Contract law and Ts and Cs

## PROCUREMENT JOURNEY

- Zone A (develop documents)
- Zone C (contract implementation and management)

