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An introduction to...

SPECIFICATION WRITING

A step-by-step guide



5 JULY & 11 OCTOBER 2011 - LONDON

PROGRAMME

This popular seminar is designed for all those in the public sector involved in the drafting of service specifications, whether for use in Tendering, Contracting, Procurement, Market Testing, Best Value or a PFI/PPP exercise. No previous knowledge of specification writing will be assumed.

Introduction

- What is a specification?
- How can it be used?
- Specifications and contracts

Specification Design

- Types of specification
- Performance (Output) specifications
- Method specifications and Method Statements
- Resource (Input) specifications

Case Study

A system approach to specification design

Specification Writing

Practical guidance and helpful tips on writing specifications

Specification Practice (Extended Session)

A series of practical case studies to draft a performance specification for your service

- ① Profile of the organisation
drafting background to the organisation
- ② Services to be provided – identifying the services to be provided; multi-service and single-service specifications; dealing with service changes and developments; documenting activity levels and workload measures
- ③ Standards to be achieved – documenting user standards; identifying time-based standards; effectiveness targets; quality system standards
- ④ Tasks to be performed – task and process analysis; identifying the key tasks to be performed
- ⑤ Resources – use, ownership, maintenance and replacement of assets; the treatment of 'free' assets; drafting manpower requirements; the treatment of IT and other resources
- ⑥ Monitoring – liaison arrangements; monitoring techniques; the use of sanctions and incentives; redress and grievance procedures

Review

- A timetable for writing specifications
- A specification checklist

This seminar can also be run In-House Please ask for details

0945 Registration, 1000 Start, 1630 Close, Lunch is included
Venue: London - City Centre Hotel
Fee per delegate: £270.00 plus £54.00 VAT Total £324.00

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<i>ETC is one of the leading providers of short course training to the public sector in the UK, Ireland & Europe, with a fifteen year plus track record of delivering practical, detailed and focused training that will help you to 'do your job better'</i>

FAX BOOKING LINE 0113 298 2088
e-mail mail@publicsecta.com

Presented by: Jeff Collingwood CPFA, regular presenter of this seminar for ETC

Jeff is a regular and well respected presenter for ETC and has successfully delivered this seminar to a wide range of public sector audiences across the UK, Ireland and Europe. He is a CIPFA qualified accountant with enormous practical, 'hands on' experience of advising and training public sector organisations on Tendering, Contracting, Procurement, Specification Writing, Contract Monitoring, SLAs, CCT and Market Testing. He has worked extensively within the public sector, as well as for a range of consultancy practices advising the public sector.



ETC, PO Box 999, Leeds, LS16 0AA Telephone 0113 230 6170

BOOKING FORM

SPECIFICATION WRITING

5 July or 11 October 2011- London

ORGANISATION _____
 ADDRESS _____

 POSTCODE _____

① First Name _____ Surname _____
 Job Title _____
 ② First Name _____ Surname _____
 Job Title _____

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