



Australian Government

Assessment Requirements for AUMANA001 Prepare and document quotations

Release: 1

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Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMANA3001 Prepare and document quotation

Performance Evidence

Before competency can be determined, individuals must have competently prepared and documented a quotation on a minimum of three occasions.

Individuals must demonstrate they can:

- prepare a detailed estimate of job labour, parts, equipment and materials based on customer requirements
- accurately estimate the job, allowing for contingencies
- prepare a detailed, legible quotation document
- follow workplace procedures when preparing and processing the quotation.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- procedures for determining and negotiating customer requirements in order to prepare a quotation
- procedures for planning and estimating a job, including:
 - methods of determining labour rates and job time length
 - methods of determining job processes and material requirements
 - methods of planning for contingencies
- cost minimisation and waste avoidance procedures and practices
- workplace quotation flow chart.

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to quotations they have prepared.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive manufacturing workplace or simulated workplace
- real or simulated customer product or service requiring a quotation
- workplace documentation for estimating and preparing a quotation
- workplace procedures for preparing and processing a quotation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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