



Australian Government

**Assessment Requirements for MSFFT4012
Prepare a tender submission**

Release: 1

Assessment Requirements for MSFFT4012 Prepare a tender submission

Modification History

Release 1 - New unit of competency

Performance Evidence

- Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- On a minimum of two (2) occasions and for different/significant goods or services, prepare and submit formal tenders that are framed to serve marketing purposes and which address or are supported by:
 - the full requirements of the tender brief
 - total resource requirements
 - total costing covering all components and scenarios
 - appropriate legislative requirements
 - options for the client
- Negotiate changes/variations to tender and conduct review of outcome
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Enterprise operating procedures and requirements
- Organisation resources, capacities and capabilities
- Tender management, preparation, submission and review processes

- Tender evaluation processes
- Financial and legal requirements for tendering
- Relevant legislation relating to tendering and contracting for goods and/or services of the organisation

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to requests for tender, previous tenders and outcomes, information relating to relevant resources, appropriate staff/advisers and supporting technology.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>