



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPGOV407B Provide a quotation**

**Revision Number: 1**

## PSPGOV407B Provide a quotation

### Modification History

Not applicable.

### Unit Descriptor

#### Unit descriptor

This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.

In practice, providing a quotation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

This is one of 2 unit of competency in the *Working in Government* Competency Field dealing with quoting/tendering for work. The related unit is:

PSPGOV603B Develop a tender submission response

This unit replaces and is equivalent to *PSPGOV407A Prepare a quotation*.

### Application of the Unit

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## **Employability Skills Information**

**Employability skills**      This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *italics* is explained in the Range Statement following.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |   |  |
|---|--|
| <b>1. Clarify requirements</b>                          | <ul style="list-style-type: none"><li>1.1 Requirements are confirmed with the funder/purchaser in accordance with organisational policy and procedures</li><li>1.2 Market research is conducted in accordance with <i>legislation, policy and procedures</i> to confirm the viability of providing a quotation</li></ul>   |
| <b>2. Establish costs and availability of resources</b> | <ul style="list-style-type: none"><li>2.1 Costs for labour, equipment or materials are obtained in accordance with organisational policy and procedures and included in the quotation in full</li><li>2.2 Availability of equipment, materials or personnel is confirmed for the timeframe required</li><li>2.3 Infrastructure costs to the organisation of providing the goods or services are included</li><li>2.4 Cost or benefit from any asset disposal at the conclusion of the contract is included</li></ul>                         |
| <b>3. Prepare estimate</b>                              | <ul style="list-style-type: none"><li>3.1 Estimate is prepared to take account of all requirements and allow for contingencies</li><li>3.2 Estimate is structured to provide for cost recovery or to return a profit according to legislation, policy and procedures</li><li>3.3 Costs are estimated to enable provision of goods or <i>services</i> to the standards required by the <i>client</i></li><li>3.4 Estimate is checked for accuracy and detailed in accordance with organisational procedures and client requirements</li></ul> |
| <b>4. Prepare and submit quotation</b>                  | <ul style="list-style-type: none"><li>4.1 Quotation is prepared in accordance with organisational policy and procedures</li><li>4.2 Required details are included to meet client requirements</li><li>4.3 Quotation is submitted within required timeframe</li><li>4.4 Organisational recordkeeping requirements for providing quotations are met</li></ul>  |
| <b>5. Take follow-up action</b>                         | <ul style="list-style-type: none"><li>5.1 Changes and variations to the quotation are negotiated to meet the needs of the client and the organisation, in accordance with policy, procedure and delegated authority</li></ul>  |

**ELEMENT****PERFORMANCE CRITERIA**

5.2 Proposal, outcome and preparation process are evaluated using feedback from a range of *stakeholders* and the results are used to improve subsequent quotations

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Skill requirements

Look for evidence that confirms skills in:

- using numeracy for selecting and applying mathematical concepts, estimating, checking reasonableness of results
- using a range of mathematical language to communicate mathematical information
- managing financial and other resources
- using literacy for oral clarification of issues and negotiating variations and changes with clients
- using required language and style for written quotations
- using technical and other vocabulary
- applying research and analysis methods
- using problem solving including conceptual/reasoning skills
- networking with clients, suppliers and stakeholders
- responding to diversity, including gender and disability
- applying legislation and guidelines including occupational health, safety and environment when providing quotations

#### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, guidelines, policies and practices relating to providing quotations for services
- organisational tendering guidelines, policies and practices
- financial accountability requirements
- legal requirements of selling government services
- implications of contracting agreements where government is the provider
- whole-of-life considerations
- disposals considerations including legal aspects of disposals
- approval processes
- tendering management processes
- equal employment opportunity, equity and diversity principles
- public sector legislation including occupational health, safety and environment, in the context of providing quotations

## Evidence Guide

### EVIDENCE GUIDE

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

#### Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

PSPETHC401A Uphold and support the values and principles of public service

PSPGOV403B Use resources to achieve work unit goals

PSPGOV404B Develop and implement work unit plans

PSPGOV406B Gather and analyse information

PSPGOV412A Use advanced workplace communication strategies

PSPGOV413A Compose complex workplace documents

PSPGOV417A Identify and treat risks

PSPGOV421A Exercise delegations

PSPGOV422A Apply government processes

PSPLEGN401A Encourage compliance with legislation in the public sector

#### Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- quotations prepared and submitted in a range of (3 or more) contexts (or occasions, over time)

#### Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to proving quotations

## EVIDENCE GUIDE

- case studies and workplace scenarios to capture the range of situations likely to be encountered when proving quotations

### Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when proving quotations, including coping with difficulties, irregularities and breakdowns in routine
- quotations prepared and submitted in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

### For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments



## Range Statement

### RANGE STATEMENT

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance Criteria is explained here.

#### *Legislation, policies and procedures may include*

- State/Territory and Commonwealth legislation and regulations such as:
  - public sector management acts
  - privacy legislation
  - freedom of information
  - equal employment opportunity, anti-discrimination and harassment legislation
  - employment legislation
  - occupational health and safety legislation
  - ethics and accountability standards
  - public sector standards
  - organisational policy, procedures and protocols
  - international legislation/codes of behaviour
  - enterprise bargaining agreements
  - award conditions/requirements
  - strategic and business plans
  - delegation guidelines

#### *Services quoted may include*

- electronic
- computerised
- bureau services
- procedural systems
- training
- mechanical

#### *Clients may include*

- private sector organisations
- Commonwealth, State/Territory, Local Government organisations
- intra-organisation units

## **RANGE STATEMENT**

*Stakeholders may include*

- clients
- managers
- peers

## **Unit Sector(s)**

Not applicable.

## **Competency field**

**Competency field** Working in Government