



Australian Government

Assessment Requirements for AHCBUS504

Prepare estimates, quotes and tenders

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- research the details of the quoted service and clarify with the client
- identify requirements for estimate, quote or tender including format, specifications and deadline for submission
- identify and cost the resources and services required to fulfil the tender and check for availability
- investigate options for supplies, services, contractors and consultants with current pricing structures and availability
- develop a work schedule with timelines and expenditure
- consider potential problems and risks and develop contingency plans
- develop detailed costing sheets with the final quoted cost, including an estimated margin for risk
- submit the completed tender to the client with supporting information including details of organisations previous work and client feedback
- seek feedback from the client to ensure information supplied is sufficient.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant State and Federal legislation, awards, enterprise agreements and management policies relating to labour hire and employment terms
- current pricing structures and options for supplies, services, contractors and consultants
- enterprise and industry standards and practices for formatting, organising and presenting financial and quantitative information
- business ethics in relation to confidentiality and the tendering process.

Assessment Conditions

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

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>