



**Australian Government**

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

# **FPIFGM4210B Prepare a tender**

**Release: 1**

## **FPIFGM4210B Prepare a tender**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to respond to and prepare a tender. The unit includes preparation of bid estimates in the required format

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPIFGM4210A Prepare a tender

### **Application of the Unit**

#### **Application of the unit**

The unit involves preparing a tender in a forest environment setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

**Employability skills**      This unit contains employability skills

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify tender requirements	1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to preparing a <i>tender</i> are identified and followed 1.2. <i>Relevant information</i> and protocols are obtained in line with organisational procedures 1.3. Project specifications are identified and job scope defined in line with organisational procedures and environmental requirements 1.4. Required <i>resources</i> and <i>capacity</i> are identified and documented in line with organisational procedures 1.5. <i>Communication</i> with others is established and maintained in line with organisational requirements
2. Complete tender documentation	2.1. Tender is prepared in line with project specifications and timeline 2.2. Tender information is collated and documented in required format 2.3. Tender document is promptly disseminated to <i>appropriate personnel</i> for review and modification in line with organisational procedures 2.4. Areas of insufficient detail are identified and corrected in line with organisational procedures
3. Undertake bid estimation	3.1. Bid <i>estimations</i> are detailed in the required format in line with organisational procedures 3.2. Work is sequenced in line with project timelines, organisational procedures and environmental requirements 3.3. Contingency plans are developed in line with organisational procedures 3.4. Budget approval is obtained for appropriate personnel in line with organisational requirements

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

## **REQUIRED SKILLS AND KNOWLEDGE**

### **Required skills**

- Technical skills sufficient to use and maintain relevant tools and equipment; interpret and evaluate tender specifications
- Communication skills sufficient to use appropriate communication and interpersonal techniques and methods with colleagues and others; interpret and convey information in written or verbal form
- Literacy skills sufficient to prepare a tender, based on the accurate assessment of tender requirements; prepare written tenders in appropriate style and format; record and report workplace information; maintain documentation
- Numeracy skills sufficient to measure, estimate and calculate time, cost, quality and quantity
- Problem solving skills sufficient to review and identify work requirements; identify problems; demonstrate appropriate response procedures

### **Required knowledge**

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for preparing a tender
- Environmental protection requirements, including the minimisation of environmental impact and the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for preparing a tender
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Problem identification and resolution strategies, including methods for identifying omissions or areas of insufficient detail in tender documentation
- Risk assessment procedures
- Organisational workflow
- Tender formats and protocols
- Established communication channels and protocols
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

# Evidence Guide

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can efficiently prepare a tender in line with specifications and timeframes

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to preparing a tender
- following organisational policies and procedures relevant to preparing a tender
- interpreting tender specifications to identify resource requirements and organisational capacity
- preparing tender documentation in the required format
- determining areas of insufficient detail or omissions from tender documentation and making necessary improvements

### Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package

## EVIDENCE GUIDE

- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

**OHS requirements:** are to be in line with applicable commonwealth,

## RANGE STATEMENT

state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- legislation
- organisational policies and procedures
- workplace practices

**Environmental requirements**  
may include:

**Legislative requirements:**

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

**Organisational requirements**  
may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures



## RANGE STATEMENT

- ethical standards
  - recording and reporting requirements
  - equipment use, maintenance and storage requirements
  - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Tender** may include:
- in-house
  - negotiated
  - open
  - selective
- Relevant information:**
- may be from the tender supplier
- and may include:
- specifications
  - performance measures
  - due date
  - number of copies required
  - format of information
  - protocols
- Resources** may include:
- work
  - time
  - personnel
  - equipment
- Capacity** may include:
- resources
  - time
  - other priorities
  - competition
  - facilities
  - expertise of staff
- Communication** may include:
- verbal and non-verbal language
  - constructive feedback
  - active listening
  - questioning to clarify and confirm understanding
  - use of positive, confident and cooperative language
  - use of language and concepts appropriate to individual social and cultural differences
  - control of tone of voice
- Appropriate personnel** may
- managers

**RANGE STATEMENT**

include:

- supervisors
- colleagues
- clients

**Estimations** may be:

- verbal or written

and may include:

- time
- cost
- quality
- quantity

**Unit Sector(s)**

Not Applicable

**Competency field**

**Competency field**

Forest Growing and Management