



Australian Government

Department of Education, Employment and Workplace Relations

FPITMM3203B Estimate and cost job

Release: 1

FPITMM3203B Estimate and cost job

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to estimate materials, labour and time requirements and establish costs for provision of services or products

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 FPITMM3203A Estimate and cost job

Application of the Unit

Application of the unit

This unit involves estimating and costing jobs in a forest products factory 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

Prerequisite units

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. Gather information	<p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to <i>estimating and costing</i> are identified and followed</p> <p>1.2. Details of customer requirements are obtained through discussion with customer or from information supplied</p> <p>1.3. <i>Product information</i> is assessed and communicated to <i>appropriate personnel</i> in line with customer requirements</p> <p>1.4. Delivery point and methods of <i>transportation</i> are determined in line with organisational procedures and environmental protection requirements</p> <p>1.5. Details are recorded in line with organisational practice</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Estimate materials, time and labour	<p>2.1. Types and quantities of materials required for product manufacture are estimated</p> <p>2.2. <i>Resource requirements</i> to achieve product manufacture and perform required services are estimated</p> <p>2.3. Completed estimate for product manufacture is documented and checked to match customer requirements</p>
3. Calculate costs	<p>3.1. Total materials, labour and <i>overhead costs</i> are calculated in line with organisational procedures</p> <p>3.2. Total job cost is calculated, including overheads and <i>mark-up percentages</i></p> <p>3.3. Final cost to customer is calculated in line with organisational procedures</p>
4. Check and document details	<p>4.1. Details of costs and charges are documented in line with organisational practice</p> <p>4.2. Costs, calculations or other details are checked in line with organisational practice</p> <p>4.3. Customer <i>quotation</i> is prepared in line with organisational procedures</p> <p>4.4. Details are documented for future reference in line with organisational practice</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to safely estimate and cost materials, labour and overheads
- Problem solving skills sufficient to identify problems and equipment faults and 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 estimating and costing
- Environmental protection requirements, including the safe disposal of waste material and minimising carbon emissions
- Organisational and site standards, requirements, policies and procedures relevant to estimating and costing
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Estimating and costing procedures
- Product knowledge and production procedures
- Staff salaries and overheads
- Profit margins
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their safe use, operation 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 safely and efficiently estimate and cost jobs within organisational requirements

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 estimating and costing
- following organisational policies and procedures relevant to estimating and costing
- effective communication and safe working practices
- estimating and costing jobs on behalf of the organisation following established procedures

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
- 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

EVIDENCE GUIDE

- 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. Bold 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, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing

RANGE STATEMENT

- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- 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
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling)

RANGE STATEMENT

- Estimating and costing** is to include:
- and re-use guidelines)
 - labour
 - material
 - overheads
- Product information** may include:
- current product range and availability
 - making comparisons between products and services related to brand options
 - product features
 - warranties and price
 - knowledge of competitors' products
 - service range and pricing structure
 - environmental sustainability issues
- Appropriate personnel** may include:
- supervisor
 - manager
 - colleagues
 - clients
 - customers
 - suppliers
- Transportation** may include:
- ships
 - trains
 - trucks
 - utes
 - vans
 - couriers
- 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 and body language
- Material** may include:
- native timber species
 - imported timber species
 - dressed timber
 - in-the-rough timber
 - stress and non-stress graded timber
 - preservative treated timber

RANGE STATEMENT

- medium density fibreboard
 - laminated veneer
 - chipboard
 - fibreboard and other manufactured board products
 - coated and/or treated timber products
 - beams or laminated beams
- Resource requirements** may include:
- number of personnel to complete the job
 - time requirements
 - overtime considerations and overheads
- Overhead costs** may include:
- superannuation
 - sick leave entitlements
 - leave loading
 - other staff entitlements
 - enterprise overheads
 - environmental protection requirements
- Mark-up percentage** is the desired or intended profit margin over and above all costs
- Quotations** are formally presented costs for producing a product or providing a service to the customer

Unit Sector(s)

Unit sector No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field

Timber Manufactured Products and Timber
Merchandising