



**Australian Government**

# **Assessment Requirements for FWPFGM4210 Prepare a tender**

**Release: 1**

# Assessment Requirements for FWPFGM4210 Prepare a tender

## Modification History

Release	Comment
1	<p>Replaces equivalent unit FPIFGM4210B Prepare a tender, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.</p> <p>Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.</p>

## Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- accurately assess tender requirements relevant to the work context
- prepare written tenders in accordance with the organisation's style and format
- use technology to prepare a well written and clear tender
- use technology to store and retrieve necessary documentation
- estimate and calculate time, cost, quality and quantity for a project
- edit and make revisions to a tender so that it is ready for lodgement.

## Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- resources and how to cost them for a tender including
  - work
  - time
  - personnel
  - equipment
- how to set out a budget for a tender
- project planning including
  - specifications
  - scope of work
  - performance measures

- due date
- number of copies required
- format of information
- types of tenders and how to interpret their requirements
- technology necessary for the preparation of tenders and budgets.

## Assessment Conditions

The following resources must be made available:

- computers with software suitable for developing a tender for the industry
- sample tender documents.

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

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>