



**Australian Government**

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

# **LMFKB4006A Prepare quotation and contract documentation for design project**

**Revision Number: 1**

## LMFKB4006A Prepare quotation and contract documentation for design project

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the skills and knowledge required to calculate costs for a design project and prepare formal quotation and contract documentation for client agreement. This unit includes evaluation of costing options and presentation of documentation to client.
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### Application of the Unit

<b>Application of the unit</b>	This unit of competency applies to work conducted by designers for the quotation and contracting of projects including materials, components and services as part of the design implementation.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## 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.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify costs involved in producing design	1.1. <i>Design brief</i> is reviewed to confirm required outcomes and inclusions and any other client requirements 1.2. Measurements and quantities are confirmed 1.3. Specification schedule is developed to itemise all inclusions 1.4. <i>Labour resources</i> and suppliers are identified and role in design implementation confirmed
2. Calculate project costs	2.1. Costs of materials, components and finishes are calculated 2.2. Labour costs, including design fees are calculated 2.3. <i>Overheads and hidden costs</i> are calculated 2.4. Costs of required plant and equipment are calculated 2.5. Supplier prices are compared to ensure most cost effective solutions 2.6. Options for reducing costs are identified
3. Prepare and present cost quotation	3.1. Costs are itemised and detailed on documentation according to industry standards 3.2. <i>Additional information</i> and samples are prepared as required to support quotation 3.3. Quote is presented to the client and details and costing options discussed to confirm all items documented 3.4. Quote is modified and finalised according to client response 3.5. Client agreement to the quote is obtained and documented
4. Prepare and present contract documentation	4.1. Inclusions, costs and parameters of the design are noted in the <i>contract documents</i> 4.2. Contract is prepared according to industry standards and presented and explained to client

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- Accessing and reading workplace information including diagrams, drawings and design plans
- Applying safety procedures
- Applying research techniques
- Collecting, organising and understanding information related to design projects, costing schedules and contract preparation
- Communicating and negotiating ideas and information
- Accurately recording and maintaining information
- Using computer operations for internet access and searches
- Performing costing calculations
- Communicating with suppliers
- Clarifying and checking design-related information
- Carrying out work according to occupational health and safety (OHS) practices
- Using mathematical ideas and techniques to correctly complete measurements, calculate area and volume, and estimate other material requirements
- Maintaining current knowledge of materials and components used in design projects
- Using the workplace technology related to the use of tools including calculators, measuring and recording devices

#### Required knowledge

- State or territory OHS legislation, regulations, standards and codes of practice relevant to design contracts
- Information resources
- Research techniques
- Market rate for design fees, labour costs and material costs
- Appropriate mathematical procedures for estimation, costing and measurement
- Established communication channels and protocols
- Problem identification and resolution techniques
- Types of labour available

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<p><b>Overview of assessment</b></p>	<p>Assessment processes and techniques must be culturally appropriate and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<ul style="list-style-type: none"> <li>• Interpret and analyse design brief</li> <li>• Itemise inclusions and resources required for project implementation</li> <li>• Calculate costs for all components</li> <li>• Research information on prices and suppliers</li> <li>• Produce a quote that documents all costs</li> <li>• Complete contract documentation</li> <li>• Present quote and contract to client in a manner that informs the client of their choices and the details of the inclusions</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<ul style="list-style-type: none"> <li>• The application of competency is to be assessed in the workplace or realistically simulated workplace</li> <li>• Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints</li> <li>• Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context</li> <li>• Assessment is to comply with relevant regulatory or Australian Standards requirements</li> <li>• The following resources should be made available: <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• work related information resources</li> </ul> </li> </ul>
<p><b>Method of assessment</b></p>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package</li> <li>• Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge</li> <li>• Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure correct interpretation and</li> </ul>

**EVIDENCE GUIDE**

	<p>application</p> <ul style="list-style-type: none"><li>• Assessment may be applied under project related conditions (real or simulated) and require evidence of process</li><li>• 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</li><li>• Assessment may be in conjunction with assessment of other units of competency</li></ul>
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## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b>Bold italicised wording</b>, 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.</p>	
<b>Design brief</b>	<p>Design brief may include:</p> <ul style="list-style-type: none"> <li>• client needs and objectives</li> <li>• milestones</li> <li>• functional requirements</li> <li>• budget, timelines and consultation requirements</li> <li>• colour requirements</li> <li>• specific inclusions</li> </ul>
<b>Labour resources</b>	<p>Labour resources may include:</p> <ul style="list-style-type: none"> <li>• trades people</li> <li>• contract services</li> <li>• labourers</li> </ul>
<b>Overheads and hidden costs</b>	<p>Overheads and hidden costs may include:</p> <ul style="list-style-type: none"> <li>• costs of providing service</li> <li>• business overheads</li> <li>• transport and delivery</li> <li>• sales and marketing costs</li> <li>• time delays or other timing factors</li> <li>• demolition and rubbish removal costs</li> <li>• supplier cost increases</li> </ul>
<b>Additional information</b>	<p>Additional information may include</p> <ul style="list-style-type: none"> <li>• fliers and promotional information</li> <li>• product samples</li> <li>• drawings and plans</li> <li>• product codes</li> <li>• insurance information</li> </ul>
<b>Contract documents</b>	<p>Contract documents may include</p> <ul style="list-style-type: none"> <li>• drawings</li> <li>• plans</li> <li>• project schedules</li> </ul>



**RANGE STATEMENT**

	<ul style="list-style-type: none"><li>• specification schedules</li><li>• visual information</li></ul>
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**Unit Sector(s)**

<b>Unit sector</b>	Kitchens and bathrooms
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**Competency field**

<b>Competency field</b>	
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**Co-requisite units**

<b>Co-requisite units</b>		