



**Australian Government**

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

# **LMTGN3003B Estimate and cost job**

**Revision Number: 1**

## **LMTGN3003B Estimate and cost job**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor**      This unit covers the skills and knowledge to estimate materials, labour and time requirements and establish costs for products and services.

## Application of the Unit

### Application of the Unit

The unit applies to the estimating and costing of products and services.

Discretion, initiative and judgement must be demonstrated on the job, either individually or in a team environment. Work may involve referral of matters to other workplace personnel. Work is undertaken according to established procedures involving a range of products, equipment and installation sites

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with communicating information to and from customers on requirements, as well as an application of knowledge of production processes and operations. This unit also requires an ability to plan and estimate production requirements and calculate costs.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisites

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Not applicable.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Gather information	<ul style="list-style-type: none"><li>1.1 Details of customer requirements are obtained through discussion with customer or from information supplied.</li><li>1.2 Details of products and services to be provided are developed.</li><li>1.3 Delivery point and methods of transportation are determined where necessary.</li><li>1.4 Details are recorded.</li></ul>
2 Estimate materials, labour and time	<ul style="list-style-type: none"><li>2.1 Types and quantities of materials required for work are estimated.</li><li>2.2 Labour requirements to perform required services are estimated.</li><li>2.3 Time requirements to perform required services are estimated.</li></ul>
3 Calculate costs	<ul style="list-style-type: none"><li>3.1 Total materials costs and labour costs are calculated.</li><li>3.2 Total job cost is calculated, including overheads and mark-up percentages.</li><li>3.3 Final cost to customer is calculated.</li></ul>
4 Document and verify details	<ul style="list-style-type: none"><li>4.1 Details of costs and charges are documented.</li><li>4.2 Costs, calculations and other details are verified by other enterprise personnel, as required.</li><li>4.3 Customer quotation is prepared.</li><li>4.4 Details are documented for future reference.</li></ul>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- products and services offered by the enterprise
- operating principles of products and equipment
- workplace costing procedures
- components of overheads costs
- components of direct labour costs
- workflow and manufacturing processes
- basic mathematical processes
- basic mathematical formulas
- labour rates and approximate costs of products and materials
- OHS practices, including hazard identification and control measures
- quality standards and practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- locate and interpret technical information about products, materials, equipment and operating procedures
- identify customer requirements
- calculate amounts and sizes of materials
- apply hourly rates for labour and overheads
- estimate production times
- calculate total costs of products or services
- ascertain or estimate delivery, availability and timelines
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

<b>Critical aspects of evidence</b>	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpret work orders</li><li>• interpret specifications and instructions for products and materials to be used</li><li>• estimate quantities of materials required</li><li>• determine the types and amount of labour required to complete the work</li><li>• estimate time required to complete the work</li><li>• document and communicate work-related information, including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions</li><li>• use calculators, computer programs and other aids in the estimation and cost calculation processes</li></ul>
<b>Consistency in performance</b>	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
<b>Resource implications</b>	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>
<b>Context for assessment</b>	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
<b>Interdependent assessment</b>	<p>This unit may be assessed independently or in combination with other relevant units.</p>

## 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. Add any 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.

**Legislative/regulatory requirements** All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

**OHS practices** OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

## Unit Sector(s)

**Sector** All