MSFGN3002 Estimate and cost job
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Modification History
Release 2 - Text missing from Assessment Requirements reinstated
Release 1 - New unit of competency

Application
This unit of competency covers estimating materials, labour and time requirements to establish costs for provision of furnishing services or products. Estimation and job costing is that undertaken by a tradesperson in relation to a sector product for a single client or customer.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector
Generic

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance criteria</th>
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</thead>
<tbody>
<tr>
<td>Gather information</td>
<td>1.1 Details of customer requirements are obtained through discussion with customer and information supplied</td>
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<tr>
<td></td>
<td>1.2 Details of products and/or services to be provided are developed</td>
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<tr>
<td></td>
<td>1.3 Delivery point and methods of transportation are determined, where necessary</td>
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<tr>
<td>Estimate materials, time and labour</td>
<td>2.1 Types and quantities of materials required for product manufacture are estimated</td>
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<td>2.2 Labour requirements to achieve product manufacture and</td>
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</tbody>
</table>
perform required services are estimated

2.3 Time requirements to manufacture and/or install item and perform required services are estimated

3 Calculate costs

3.1 Total materials, labour and overhead costs are calculated in accordance with enterprise procedures

3.2 Total job cost is calculated, including overheads, government charges and mark-up percentages

3.3 Final cost to customer is calculated

4 Document details and verify, where necessary

4.1 Details of costs and charges are documented in accordance with enterprise practice

4.2 Costs, calculations or other details are verified in accordance with enterprise practice

4.3 Customer quotation is prepared

4.4 Details are documented for future reference in accordance with enterprise practice

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions
Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit context includes:

- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes, and local safe operating procedures
- work is carried out in accordance with legislative
Workplace context includes:

- the client or customer may be external or internal
- work organisation procedures and practices relating to the provision of information and preparation of quotations
- reporting actions which may include verbal and written communication in accordance with enterprise policies and procedures
- oral, written or visual communication, including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes
- use of calculators and/or computers running appropriate software for estimating and calculating necessary details

Information and procedures include:

- enterprise work orders and instructions
- industry codes and symbols
- product designs, patterns and prototypes
- building/architectural plans
- Australian, international and enterprise quality standards and procedures
- work scheduling documentation
- job procedures

Unit Mapping Information

Supersedes and is equivalent to LMFGN3002B Estimate and cost job.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73