



Australian Government

MSFGN3002 Estimate and cost job

Release: 3

MSFGN3002 Estimate and cost job

Modification History

Release 3. Supersedes and is equivalent to MSFGN3002 Estimate and cost job (Release 2).

Release 2. Assessment Requirements amended. Supersedes and is equivalent to MSFGN3002 Estimate and cost job (Release 1).

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN3002B - Estimate and cost job.

Application

This unit of competency describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and services, and calculate the final cost to the customer. It includes developing customer quotations.

The unit applies to workers who cost jobs for individual customers in line with established costing procedures.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Generic

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Gather job information	1.1	Obtain details of customer requirements in line with job and workplace requirements
	1.2	Record job specifications based on information gathered
	1.3	Source and develop details relating to delivery points and methods of transportation
2. Estimate time and labour	2.1	Estimate required material types and quantities or service type based on specifications

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	2.2	Estimate labour requirements based on specifications
	2.3	Identify time requirements to manufacture and/or install product(s), or perform service(s) and estimate other costs that may be incurred based on specifications
3 Calculate costs	3.1	Calculate and document total cost of providing product or service based on estimates
	3.2	Determine and document allowances for overheads and mark-up percentages according to workplace procedures
	3.3	Calculate and document final cost to customer according to workplace procedures
4. Complete final documentation	4.1	Check and verify costing details according to workplace procedures
	4.2	Identify and resolve costing errors or anomalies
	4.3	Prepare accurate customer quotation according to workplace formats
	4.4	File and store costing and quotation documentation for future reference according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Technology skills to:	<ul style="list-style-type: none"> use calculators and computer software for costings and preparing quotations
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Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>