



Australian Government

MSFGN3006 Estimate and cost job

Release: 1

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Modification History

Release 1. Changes to code, application, elements, performance criteria, assessment requirements. Foundation skills added. Range of conditions removed. Assessment requirements changed.

Application

This unit of competency can be applied in any industry involving the manufacture and/or installation of products or delivery of services. It describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and services, calculate mark-up and tax, calculate the full cost to the customer, and develop a customer quotation.

Workers with this competency cost jobs for customers on-site and off-site using discretion, judgement and specialised industry knowledge in line with established costing procedures.

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

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 Find out what customer requires in sufficient detail for accurate costings 1.2 Record job specifications based on information gathered 1.3 Identify delivery timing and methods
2. Estimate time and labour	2.1 Identify material and service types and quantities required 2.2 Identify labour requirements to manufacture and install products and perform services 2.3 Estimate other costs that may be incurred
3. Calculate costs	3.1 Calculate and document total cost of providing products and services based on estimates 3.2 Determine and document allowances for overheads and mark-up

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	percentages according to workplace procedures 3.3 Calculate and document final cost to customer, including goods and services tax (GST) where required, 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 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.

- Communication skills to understand and clarify customer needs
- Numeracy skills to calculate required time and materials, cost, mark-up, and GST
- Technology skills to use standard industry technology for estimation, costing and documentation

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSFGN3002 Estimate and cost job

Links

Companion Volume implementation guides are found in VETNet – -

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