



Australian Government

**Assessment Requirements for MSFID4022
Prepare quotation and contract
documentation for design projects**

Release: 1

Assessment Requirements for MSFID4022 Prepare quotation and contract documentation for design projects

Modification History

Release 1. Supersedes and is not equivalent to MSFID4006 Prepare quotation and contract documentation for design projects.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared quotations and contract documentation for 3 different design projects.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key components of contract law at an overview level:
 - terms and obligations of contract
 - methods of contractual agreement
 - exclusion clauses
 - dispute resolution clause
 - termination of contracts
- how to determine scope of design services required from a project brief and client information, and how different factors typically impact costs:
 - design complexity
 - level of customer certainty about preferences
 - desired number and nature of concepts for development
 - amount of consultation required with client and other suppliers
- ways that design services are costed
- design quotation presentation and inclusions
- types of additional information that may be included in quotations:
 - quotes from suppliers
 - promotional information
- features and inclusions of design contracts
- legal obligations of designers
- mathematical procedures for estimation and costing, including application of goods and services tax (GST).

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - design briefs
 - information technology for document creation.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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