



Australian Government

Assessment Requirements for UEECO0015

Provide quotations for installation or service jobs

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- communicating effectively with suppliers and customers
- costing small or minor jobs up to the value of \$100,000, including:
 - allocating resources to be quantified and costed
 - costing labour plant and materials
 - calculating service costs and margins
- dealing with unplanned customer events/situations in accordance with workplace procedures
- determining list of material (also known as material take off), including type and quantity
- determining scope and extent of quotation work
- developing minor quotation and checking calculations using costing methods in accordance with workplace procedures
- documenting and submitting quotation in accordance with workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- enterprise communication methods, including:
 - communicating with personnel involving oral communications, written procedures, and work instructions
 - communicating with customers and suppliers
- work activities records, including:
 - methods for recording and maintaining work records
 - purpose and extent of maintaining work activities records in an enterprise
 - types of records for maintaining work activities in an enterprise

- work records required by regulation requirements
- enterprise customer relations protocols, including:
 - dealing with customer issues
 - procedures for dealing with customers
 - purpose of customer relations
- costing methods in an enterprise, including:
 - costing policy
 - labour charge out rates
 - margins
 - purchase prices and discounts for materials
- costing small jobs, including:
 - costing labour plant and materials
 - resources to be quantified and costed
 - service costs and margins
- relevant equipment manufacturer specifications
- relevant risk mitigation processes, including risk control measures
- relevant WHS/OHS legislated requirements
- relevant workplace costing policies.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>