



Australian Government

Assessment Requirements for AHCBUS515

Prepare estimates, quotes and tenders

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared an estimate, quote or tender for at least one project, including:

- clarified details of requirement with client
- investigated options for supplies, services, contractors and consultants with current pricing structures and availability
- developed a work schedule with timelines and expenditure
- developed detailed costing sheets with the final quoted cost, including an estimated margin for risk
- submitted the completed document to the client with supporting information including details of organisation's previous work and client feedback
- sought feedback from the client to ensure information supplied is sufficient.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- state/territory and Commonwealth legislation, awards, enterprise agreements relevant to project
- enterprise policies relating to labour hire and employment terms
- current pricing structures and options for supplies, services, contractors and consultants
- enterprise and industry standards and practices for formatting, organising and presenting financial and quantitative information
- ethical considerations in relation to confidentiality and the tendering process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to information about, and costs of, supplies and services, relevant to project.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>