



Australian Government

FNSIGN403 Estimate jobs

Release: 1

FNSIGN403 Estimate jobs

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to estimate the time requirements for jobs, gather cost estimates from external service providers, scope the jobs, and produce and document the estimates. It encompasses inspecting the vehicle or property to determine the cause and extent of damage for the preferred method of repair, and determining a preferred method or strategy for restoration or repair.

It applies to individuals who work within organisations of various sizes and across a range of customer bases.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Insurance general

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Estimate time requirements for jobs	1.1 Calculate time estimates for job requirements based on industry times, staff estimates, standard service or repair times, relevant specifications and subcontracted work time 1.2 Estimate repair times and consider whether repair is a viable option 1.3 Incorporate turnaround times for work completed by subcontractor into total time estimates
2. Determine availability	2.1 Ascertain viability of replacement compared to repair to meet

ELEMENT	PERFORMANCE CRITERIA
and source of parts or materials	appropriate standards and legal requirements where appropriate 2.2 Determine parts or materials requirements to ensure cost constraints are met 2.3 Determine availability of parts or materials and consumables where required
3. Identify subcontract repair work costs for incorporation into total estimated cost	3.1 Document estimate appropriately 3.2 Document relevant repair requirements, scope of works, procedures and costs in logical order 3.3 Document repair requirements in detail whenever possible 3.4 Note potential variations on estimate
4. Estimate total job costs	4.1 Give external repairers or service providers clear outline of work and time requirements of job 4.2 Cost parts, materials and consumables according to industry and/or organisation pricing standards 4.3 Document and agree on job cost estimate with repairers or external service providers 4.4 Approve repair or total loss settlement in accordance with organisational procedures and legislation 4.5 Document final estimate and contract conditions 4.6 Prepare variations estimate if required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.4	Interprets, analyses and evaluates textual information from a range of sources and complexity levels
Writing	1.1 3.1-3.4, 4.1-4.6	- Generates clear and detailed textual and numerical information in a logical sequence to convey scope of requirements, timeframe and costs - Uses text type and vocabulary appropriate to the audience, and legislative and organisational requirements to detail agreed final repair cost or

		settlement
Oral Communication	4.1, 4.3	Participates effectively in verbal exchange using clear and direct language to convey requirements, and careful listening and questioning techniques to elicit and confirm the agreement of others
Numeracy	1.1-1.3, 2.1, 2.2, 3.1, 3.2, 3.4, 4.2, 4.4, 4.5, 4.6	Uses developed mathematical knowledge to predict timeframes, identify, interpret and evaluate numerical information, and perform and document accurate calculations and variances
Navigate the world of work	2.1, 4.2, 4.4	Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	4.1, 4.3	Selects and uses appropriate conventions and protocols when communicating with internal or external stakeholders to seek or share information
Get the work done	1.1, 1.2, 2.2, 2.3, 3.1-3.4, 4.1-4.6	- Plans, organises and implements routine and non-routine tasks, aiming to achieve them efficiently - Systematically gathers and analyses all relevant information and evaluates options to make decisions about repair requirements that adhere to organisational and legislative requirements - Uses digital technologies and systems to locate information, enter or update data and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSIGN403 Estimate jobs	FNSIGN403A Estimate jobs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>

Assessment Requirements for FNSIGN403 Estimate jobs

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Performance Evidence

Evidence of the ability to:

- accurately estimate time required for service and repair jobs by collating information relevant to specifications, industry standard service and repair timeframes, and staff estimates
- determine availability and source of parts and materials
- estimate total job costs incorporating costs relating to subcontractors, materials and parts
- document relevant repair requirements, scope of works, procedures and costs in a logical order.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe relevant compliance requirements
- describe contract law relating to insurance repairs
- explain estimating principles
- explain sale-contracting principles
- describe processes to access subcontractors, materials and parts
- outline effective negotiation techniques
- describe key areas of technical knowledge of vehicles and/or buildings used in estimating jobs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general insurance field of work and include access to:

- organisational records, policy and procedures

- common office equipment, technology, software and consumables.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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