



**Australian Government**

# **FWPCOT3304 Take off material quantities**

**Release: 1**

# FWPCOT3304 Take off material quantities

## Modification History

| Release   | Comments                                                                              |
|-----------|---------------------------------------------------------------------------------------|
| Release 1 | This version released with FWP Forest and Wood Products Training Package Version 6.0. |

## Application

This unit of competency describes the knowledge and skills required to take off material quantities and estimate costs from completed designs and specifications. It involves itemising materials and detailing material sizes and quantities for the purpose of pricing.

The unit applies to designers (timber truss and frame), production fabricators (timber truss and frame) and timber manufactured products technicians who take responsibility for organising and completing these tasks with a high degree of self-direction.

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

## Pre-requisite Unit

Nil

## Unit Sector

Common Technical (COT)

## Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                     |
| 1. Identify materials and prepare to take off    | 1.1 Determine job requirements from work order, and where required, confirm with appropriate person<br>1.2 Identify specified materials from production plan<br>1.3 Select common industry materials where no specific information is provided and material is not critical to design<br>1.4 Estimate material quantities and express as industry standard |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                            |
|                                                  | lengths or sheet sizes, allowing for minimal wastage<br>1.5 Determine multiple requirements for identical material, and document total quantities                                                                                                                                                                                                                                                                                                                 |
| 2. Compile materials list                        | 2.1 Calculate, scale or extract physical dimensions for components from production specifications<br>2.2 Establish details and dimensions of components to be listed<br>2.3 Create a material take-off list according to workplace procedures<br>2.4 Categorise items and complete itemised list of all materials from production specifications<br>2.5 Compile and maintain detailed notes and records of material usage, and cutting and machining requirements |
| 3. Calculate quantities and prices               | 3.1 Calculate and document total requirements for each line item in take-off.<br>3.2 Express quantities in measurement units that match item type, order and production requirements<br>3.3 Calculate total order costs using item rate chart<br>3.4 Complete and maintain accurate records of pricing according to workplace procedures<br>3.5 Retain records of take-off list, pricing and associated documentation                                             |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill    | Description                                                                                                                                                 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy | <ul style="list-style-type: none"> <li>Estimate material quantities and usage for cutting and machining</li> <li>Use formulas to calculate costs</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version       | Code and title<br>previous version      | Comments                                                                                                              | Equivalence status |
|-----------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------|
| FWPCOT3304 Take off material quantities | FWPCOT3214 Take off material quantities | Application updated<br>Elements and Performance Criteria reworded and re-sequenced<br>Assessment Requirements updated | Equivalent         |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>