



Australian Government

Assessment Requirements for FWPTMM3203 Estimate and cost job

Release: 1

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Modification History

Release	Comment
	Replaces equivalent unit FPITMM3203B Estimate and cost job, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare and present quotations for custom made products chosen from the following list:
 - stairs
 - doors
 - windows
 - frames
 - beams
 - roof trusses
 - floor systems
 - wall frames
- sample quotations must include calculations for:
 - labor
 - materials
 - overheads
 - delivery and transportation
 - installation

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- primary components of consumer protection laws that relate to the provision of quotations and organisational responsibility for:
 - nominating and charging cancellation fees
 - providing information on potential price increases
 - providing refunds
 - supplying products as described or substituting suitable products when unable
- industry and specific organisational:
 - quotation systems
 - sources of costs for materials and labor to manufacture and install
 - sources of information on overheads and how overheads are applied to individual quotes
 - delivery types and costs
 - types of fees charged and sources of fee amounts
 - mark-up rates and procedures
 - formats for and inclusions of quotations presented to customers
 - procedures for documenting calculations, communicating quotations to customers and maintaining records.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and printers
- industry current software programs used to prepare and provide quotations
- customer briefs on which to quote, including product requirements and special requests
- product and other organisational information, either electronic or hard copy:
 - in-house price lists, product description sheets or manuals
 - costs for materials and labor to manufacture and install
 - schedule of overhead costs
 - delivery types and costs
 - schedule of fees
- template:
 - customer files
 - quotations
- organisational procedures for:
 - applying mark-ups
 - charging fees
 - preparing and presenting quotations

- documenting calculations, communicating quotations to customers and maintaining records
- relevant personnel for the purposes of communicating information
- current plain English regulatory documents distributed by government regulators for consumer protection law.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>