



Australian Government

Assessment Requirements for FWPTMM3212 Estimate and cost job

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- prepared and presented quotations for a custom made timber product chosen from the following list:
 - stairs
 - doors
 - windows
 - frames
 - beams
 - roof trusses
 - floor systems
 - wall frames
- calculated the cost of the following components of the custom made timber product:
 - labour
 - materials
 - specialist skills and advice
 - delivery and transportation
 - installation
 - contingencies
- calculated the price of the custom made product including:
 - mark-up
 - discount
 - overheads.

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:

- procedures for determining and negotiating customer requirements in order to prepare a quotation
- procedures for planning and estimating the costs of a custom made timber product, including:
 - methods of determining labour rates and job time length
 - methods of determining job processes and material requirements
 - methods of planning for contingencies
- cost minimisation and waste avoidance procedures and practices
- workplace quotation flow chart
- methods for determining cost and price of custom made timber products
- components of cost of custom made timber products
- primary components of consumer protection laws that relate to the provision of quotations and workplace 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
 - guarantees
- industry and workplace practices in relation to:
 - quotation systems
 - sources of information on costs for materials and labour 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

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a forest and forest products factory setting or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
 - computers, keyboards and printers

- industry current software programs used to prepare quotations
- customer briefs on which to quote, including product requirements and special requests
- product and other workplace information, either electronic or hard copy: in-house price lists, product description sheets or manuals, cost schedules for materials and labour to manufacture and install, schedule of overhead costs, delivery types and costs and schedule of fees
- workplace template for quotations
- specifications:
 - access to written workplace procedures for preparing and presenting quotations
 - current consumer protection law in relation to preparation and presentation of quotations.

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=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>