



Australian Government

FWPTMM3212 Estimate and cost job

Release: 1

FWPTMM3212 Estimate and cost job

Modification History

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

Application

This unit of competency describes the skills and knowledge required to estimate resource requirements, cost and price for the manufacture of a custom made timber product. This includes determining customer requirements, sourcing information, estimating the cost and price of the product and preparing and presenting the quotation.

The unit applies to individuals who calculate the cost and provide customer quotations for custom made timber products.

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

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

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. Source information for quotations	1.1 Identify, negotiate and confirm customer requirements 1.2 Assess product information for suitability to customer requirements 1.3 Determine delivery point, delivery date and time and method of transportation according to workplace procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Source, select and interpret product costing information 1.5 Record all details according to workplace procedures
2. Estimate materials, time and labour	2.1 Estimate types and quantities of materials required for product manufacture 2.2 Estimate labour and other resource requirements to manufacture and/or install product and other required services 2.3 Document estimate for manufacture, installation and other service provision, and check against customer requirements
3. Calculate cost and price	3.1 Calculate costs for total materials, labour and overheads according to workplace procedures 3.2 Calculate total manufacture and/or installation costs 3.3 Apply mark-up according to workplace procedures, and determine total price to customer 3.4 Document details of calculations and price to customer according to workplace procedures and consumer protection legislation
4. Prepare and present quotation	4.1 Check price and calculations against product and service components and customer requirements 4.2 Prepare and provide quotation to customer according to workplace procedures and consumer protection legislation 4.3 Inform customer of their rights and obligations according to workplace procedures and consumer protection legislation 4.4 Complete and maintain accurate records of quotations according to workplace procedures and consumer protection legislation

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
Reading	Interprets the content of sometimes unfamiliar and detailed product information documents, including: in-house price lists, product description sheets or manuals, supplier price lists, product

Skill	Description
	description sheets or manuals
Writing	Develops, documents and presents complex quotations in a prescribed time period according to workplace procedures and formats
Oral communication	Responds to oral questions on routine and non-routine matters related to customer requirements, costing of products and price of product to customer
Numeracy	- Identifies routine product and costing information, and calculates routine customer supply costs - Calculates mark-up rates and discounts for finished products - Prepares accurate quotations indicating number of products to be delivered, timeframe for delivery and total costs to customer
Navigate the world of work	Follows workplace policies and procedures relevant to work role
Interact with others	Participates in conversations to inform customers about price of products
Get the work done	Identifies and responds to routine customer problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3212 Estimate and cost job	FWPTMM3203 Estimate and cost job	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of unit and assessment requirements	Equivalent unit

Links

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

Assessment Requirements for FWPTMM3212 Estimate and cost job

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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

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