



Australian Government

Department of Education, Employment and Workplace Relations

LMFGN3002B Estimate and cost job

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather information	1.1.Details of customer requirements are obtained through discussion with customer or from information supplied 1.2.Details of products and/or services to be provided are developed 1.3.Delivery point and methods of transportation are determined where necessary 1.4.Details are recorded in accordance with enterprise practice
2. Estimate materials, time and labour	2.1.Types and quantities of materials required for product manufacture are estimated 2.2.Labour requirements to achieve product manufacture and perform required services are estimated 2.3.Time requirements to manufacture and/or install item and perform required services are estimated
3. Calculate costs	3.1.Total materials, labour and overhead costs are calculated in accordance with enterprise procedures 3.2.Total job cost is calculated, including overheads and mark-up percentages 3.3.Final cost to customer is calculated
4. Document details and verify where necessary	4.1.Details of costs and charges are documented in accordance with enterprise practice 4.2.Costs, calculations or other details are verified in accordance with enterprise practice 4.3.Customer quotation is prepared 4.4.Details are documented for future reference in accordance with enterprise practice

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, costs and government charges
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems
- complete an outline plan of activities, including the preparation and layout of the worksite, the obtaining of equipment and materials, and the avoidance of back tracking, work flow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use mathematical ideas and techniques to correctly complete measurements, estimate material, labour and overhead requirements and accurately cost the product/service
- use checking techniques to anticipate and overcome costing problems
- use workplace technology related to the estimation and validation of job costs

Required knowledge

- range of products and services offered by the enterprise
- enterprise or equivalent costing procedures
- components of overheads costs
- components of labour costs
- labour rates and approximate costs of products and materials
- basic mathematical processes

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical Aspects of Evidence

- Interpret specifications and instructions for products and materials to be used
- Interpret work orders
- Document and communicate work-related information including:
 - customer requirements
 - products, materials and labour required
 - costing calculations for products, materials and labour
 - special conditions
- Use of calculators, computer programs and other aids in the estimation and cost calculation processes
- Estimate and cost three varied jobs including:
 - estimate quantities of material required
 - determine the types and amount of labour required to complete the work
 - estimate time required to complete the work
 - estimate overheads associated with the job

Resource Implications

Access is required to real or appropriately simulated situations involving estimation and costing of products and services.

Access is required to specifications and costs of relevant of products, equipment and materials and information on labour costs and availability, safety procedures, regulations, quality standards, and enterprise procedures.

Access is required to all necessary facilities and associated equipment including calculators, computers and relevant software.

Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of

EVIDENCE GUIDE	
	competency.
Context of Assessment	Assessment may occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Unit scope

- The estimation and job costing covered here is to be that undertaken by a tradesperson in relation to a sector product for a single client or customer
- The client or customer may be external or internal
- Estimation and costing is to include overheads, labour and materials

Unit context

- OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and local safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements

Workplace context

- Work organisation procedures and practices relating to the provision of information and preparation of quotations
- Reporting actions which may include: verbal and written communication in accordance with enterprise policies and procedures
- Oral, written or visual communication including: completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes
- Use of calculators and/or computers running appropriate software for estimating and calculating necessary details

Information and procedures

- Enterprise work orders and instructions
- Industry codes and symbols
- Product designs, patterns and prototypes
- Building/architectural plans

RANGE STATEMENT

	• Australian, international and enterprise quality standards and procedures • Work scheduling documentation • Job procedures
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Unit Sector(s)

Unit sector	Generic
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		