



Australian Government

Assessment Requirements for MSFFDM4011 Prepare tender submissions

Release: 1

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Modification History

Release 1. Unit code and title changed. Application changed. Elements and Performance Criteria updated to active voice. Range of Conditions removed and relevant content added to Assessment Requirements. Assessment Requirements changed to remove duplication with Performance Criteria. Supersedes and is equivalent to MSFFT4012 Prepare a tender submission.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- prepare two formal tenders for different and significant goods and services that address:
 - the full requirements of the tender brief
 - total resource requirements
 - total costing covering all components and scenarios
 - legislative requirements
 - options for the client.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- work area for which tender is being prepared, including:
 - compliance requirements (internal and external)
 - quality requirements
- features and formats of complex information that includes:
 - multi-trade work instructions and work orders
 - building and structural plans and safety procedures – and how to interpret them
- report writing techniques
- factors that impact decision to submit tenders:
 - resources
 - capacities
 - capabilities
- tender processes:
 - management
 - preparation
 - submission
 - review

- evaluation
- financial and legal requirements for tendering
- legislation relating to tendering and contracting for goods and/or services of the workplace.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - requests for tender
 - computer equipment and software.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>