



Australian Government

MSFFL3052 Plan and cost flooring technology work

Release: 1

MSFFL3052 Plan and cost flooring technology work

Modification History

Release 1. Supersedes and is equivalent to MSFFL3001 Plan and cost flooring technology work.

Application

This unit describes the skills and knowledge required to obtain job information, plan the scope of work, estimate the net cost of providing products and/or services and calculate the final cost to the customer. It includes the development of customer quotations.

This unit applies to flooring technicians.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Flooring technology

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. Identify job requirements	1.1 Obtain details of customer requirements in a manner suited to the nature of the job 1.2 Read and correctly interpret aspects of site plans and supporting documentation that affect flooring installation 1.3 Take and record accurate site measurements 1.4 Confirm details of other conditions that may impact installation from site assessment reports 1.5 Create a floor plan to scale and record details in accordance with 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>
2. Develop a work plan	2.1 Identify and analyse technical and material options for completing the work 2.2 Accurately quantify details of products and/or services required for the work 2.3 Confirm draft outline work proposal with customer and amend as necessary 2.4 Finalise and document work plan that clearly specifies the scope of work
3. Estimate costs	3.1 Estimate required materials types and quantities based on work plan 3.2 Calculate types and duration of usage of major tools and equipment required to support the work plan 3.3 Estimate labour requirements based on work plan 3.4 Identify and estimate other costs that may be incurred based on work plan
4. Determine cost to customer	4.1 Accurately calculate and document total cost of providing products and/or services based on estimates 4.2 Determine and document allowances for overheads and mark-up percentages in accordance with workplace procedures 4.3 Accurately calculate and document final cost to customer in accordance with workplace procedures
5. Complete final documentation	5.1 Check and verify costing details in accordance with workplace procedures 5.2 Identify and resolve costing errors or anomalies 5.3 Prepare accurate customer quotation in accordance with workplace formats 5.4 File or store costing and quotation documentation for future reference in accordance with workplace procedures

Foundation Skills

The Foundation Skills describe those required skills (such as, language, literacy, numeracy and employment skills) that are essential to performance:

- technology skills to draw floor plans to scale and to use calculators and computers for costings and quotation preparation.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFFL3001 Plan and cost flooring technology work

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSFFL3052 Plan and cost flooring technology work

Modification History

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Performance Evidence

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

- planned, costed and documented 3 flooring installation jobs that have different requirements in terms of:
 - scope and nature of products and/or services
 - labour costs
 - material costs
 - major equipment usage
 - site conditions
- created scale floor plans in both manual and digital formats
- used the following processes correctly in estimating and costing the 3 jobs:
 - estimation
 - measurement
 - the four basic mathematical operations – addition, subtraction, multiplication and division
 - calculation of percentage mark-ups
 - calculation of Goods and Services Tax (GST).
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- implications of Australian Standards on planning and costing of work for the relevant flooring materials
- mathematical procedures for estimation and measurement, including calculation of area and estimation of material and labour requirements
- site conditions and how they may impact planning and costing of work:
 - access requirements
 - building project status
 - heating/cooling requirements
 - humidity
 - lighting

- power supply
- security arrangements
- temperature
- ventilation
- how to draw a floor plan to scale
- products and/or services for which costings are being prepared, including:
 - sources of information
 - features, options and suitability for different customer requirements including requirements for preparation, installation and finishing
 - legal and ethical considerations
 - costs involved in providing products/services:
 - materials, tools and major equipment for preparation, installation and finishing
 - labour rates and their components (normal and overtime estimates, both direct and indirect costs covering employees and contractors)
 - production time and cost
 - transport and delivery
 - overhead components
- project management principles and their application to planning of flooring installations
- components of a work plan that inform job costing, including:
 - covering and/or installation type
 - finishing
 - floor preparation
 - personnel and timings by labour type
 - transportation methods and costs
 - work area isolation and/or protection
 - work permits, as applicable
 - work timings and program
- industry sector and enterprise costing and quoting procedures:
 - mark-up percentages
 - application of GST
 - documentation formats and inclusions for quotations and contracts
 - terms and conditions included in quotations
 - checking and approval processes
 - procedures to address variations.
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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:
 - details of customer requirements
 - sites requiring installation of flooring materials
 - measuring equipment
 - site assessment information
 - manual drawing materials
 - digital drawing software
 - information technology hardware
 - workplace procedures and costing schedules for planning and costing of work.

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

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