



Australian Government

MSFGN3002 Estimate and cost job

Release: 3

MSFGN3002 Estimate and cost job

Modification History

Release 3. Supersedes and is equivalent to MSFGN3002 Estimate and cost job (Release 2).

Release 2. Assessment Requirements amended. Supersedes and is equivalent to MSFGN3002 Estimate and cost job (Release 1).

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN3002B - Estimate and cost job.

Application

This unit of competency describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and services, and calculate the final cost to the customer. It includes developing customer quotations.

The unit applies to workers who cost jobs for individual customers in line with established costing procedures.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Generic

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Gather job information	1.1	Obtain details of customer requirements in line with job and workplace requirements
	1.2	Record job specifications based on information gathered
	1.3	Source and develop details relating to delivery points and methods of transportation
2. Estimate time and labour	2.1	Estimate required material types and quantities or service type based on specifications

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
	2.2	Estimate labour requirements based on specifications
	2.3	Identify time requirements to manufacture and/or install product(s), or perform service(s) and estimate other costs that may be incurred based on specifications
3Calculate costs	3.1	Calculate and document total cost of providing product or service based on estimates
	3.2	Determine and document allowances for overheads and mark-up percentages according to workplace procedures
	3.3	Calculate and document final cost to customer according to workplace procedures
4. Complete final documentation	4.1	Check and verify costing details according to workplace procedures
	4.2	Identify and resolve costing errors or anomalies
	4.3	Prepare accurate customer quotation according to workplace formats
	4.4	File and store costing and quotation documentation for future reference according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Technology skills to:	use calculators and computer software for costings and preparing quotations
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Unit Mapping Information

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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 MSFGN3002 Estimate and cost job

Modification History

Release 3. Supersedes and is equivalent to MSFGN3002 Estimate and cost job (Release 2).

Release 2. Text missing from Assessment Requirements reinstated

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN3002B - Estimate and cost job.

Performance Evidence

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

- estimate and cost three different jobs that each have different requirements in terms of:
 - scope and nature of product and/or service
 - labour costs
 - material costs
 - quantities of material required
 - overheads associated with the job
- use the following mathematical processes correctly in estimating and costing the above three jobs:
 - estimation
 - calculation of percentage mark-ups
 - calculation of GST
- use workplace technology related to the estimation and validation of job costs
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- ways in which job information may be gathered, including:
 - on-site inspection and measurement
 - customer discussion
 - review of documentation
- products and/or services for which costings are being prepared, including:
 - sources of information
 - features, options and suitability for different customer requirements
 - legal and ethical considerations
 - costs involved in providing products/services:
 - materials

- labour rates and their components
- production time and cost
- transport and delivery
- overhead components
- industry sector and enterprise costing and quoting procedures:
 - mark-up percentages
 - application of GST
 - documentation formats and inclusions for quotations
 - terms and conditions included in quotations
 - checking and approval processes
- workplace procedures and protocols for:
 - establishing information on customer requirements
 - recording job specifications
 - checking and verifying costing details
 - filing and storing costing and quotation documentation
- mathematical processes used to estimate and cost jobs:
 - estimation
 - the four basic mathematical operations: addition, subtraction, multiplication, and division
 - calculation of percentage mark-ups
 - calculation of GST

Assessment Conditions

Assessment must occur in the workplace, or in a simulated environment that reflects workplace conditions and contingencies.

Access is required to:

- use of suitable facilities, equipment and resources, including:
 - product/service information
 - costing and quotation procedures and documentation
 - technology for calculation of costs
- modelling of industry operating conditions, including time constraints for preparation of costings and quotations.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards

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