



Australian Government

MSFGN3006 Estimate and cost job

Release: 1

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Modification History

Release 1. Changes to code, application, elements, performance criteria, assessment requirements. Foundation skills added. Range of conditions removed. Assessment requirements changed.

Application

This unit of competency can be applied in any industry involving the manufacture and/or installation of products or delivery of services. It describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and services, calculate mark-up and tax, calculate the full cost to the customer, and develop a customer quotation.

Workers with this competency cost jobs for customers on-site and off-site using discretion, judgement and specialised industry knowledge in line with established costing procedures.

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

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 Find out what customer requires in sufficient detail for accurate costings 1.2 Record job specifications based on information gathered 1.3 Identify delivery timing and methods
2. Estimate time and labour	2.1 Identify material and service types and quantities required 2.2 Identify labour requirements to manufacture and install products and perform services 2.3 Estimate other costs that may be incurred
3. Calculate costs	3.1 Calculate and document total cost of providing products and services based on estimates 3.2 Determine and document allowances for overheads and mark-up

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	percentages according to workplace procedures 3.3 Calculate and document final cost to customer, including goods and services tax (GST) where required, 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 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.

- Communication skills to understand and clarify customer needs
- Numeracy skills to calculate required time and materials, cost, mark-up, and GST
- Technology skills to use standard industry technology for estimation, costing and documentation

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSFGN3002 Estimate and cost job

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 MSFGN3006 Estimate and cost job

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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 demonstrated the ability to:

- estimate and cost 3 jobs with differing:
 - scope and nature of product or service
 - labour costs
 - material costs
 - quantity requirements
 - overheads.

In estimating and costing each of these 3 jobs, the candidate must:

- use standard industry technology for estimation, costing and documentation
- use mathematical processes to accurately estimate and correctly calculate percentage mark-ups and GST.
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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 services suitable for the job, including:
 - sources of information
 - features and options
 - costs involved in providing products and 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 goods and services tax (GST)
- documentation formats and inclusions for quotations
- terms and conditions included in quotations
- checking and approval processes
- workplace procedures and protocols for:
 - identifying customer requirements
 - recording job specifications
 - checking and verifying costing details
 - filing and storing costing and quotation documentation
- legal and ethical considerations relevant to estimating and costing jobs.
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Assessment Conditions

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

The candidate must have access to:

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

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