



Australian Government

MSFID4022 Prepare quotation and contract documentation for design projects

Release: 1

MSFID4022 Prepare quotation and contract documentation for design projects

Modification History

Release 1. Supersedes and is not equivalent to MSFID4006 Prepare quotation and contract documentation for design projects.

Application

This unit describes the skills and knowledge required to identify design costs and prepare quotation and contract documentation for client agreement. It does not include costings related to the realisation of the design.

This unit applies to designers.

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

N/A

Unit Sector

Interior Decoration and Design

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. Determine design costs	1.1 Assess design outcomes from review of design brief 1.2 Explore requirements with client using open questioning and discussion 1.3 Identify factors and complexities that affect the scope of design services 1.4 Identify and obtain information needed from others involved in the project 1.5 Accurately calculate design costs based on current rates and outcomes of brief review and customer discussions
2. Prepare and present	2.1 Itemise and accurately detail inclusions on documentation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
quotation	2.2 Identify and include information to support quotation 2.3 Present quote to the client and discuss to confirm agreement on inclusions 2.4 Modify and finalise quote based on client response 2.5 Obtain and document client agreement to the quote
3. Prepare and present contract documentation	3.1 Select contract format based on the scope of the design project, business protocols and legal requirements 3.2 Identify and action the need for specialist legal expertise based on the project nature and scope 3.3 Note inclusions, costs and parameters of design services in the contract documents 3.4 Develop and accurately document terms and conditions

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 prepare and present quotations and associated documentation using digital media.

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

Unit Mapping Information

No equivalent unit.

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 MSFID4022 Prepare quotation and contract documentation for design projects

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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:

- prepared quotations and contract documentation for 3 different design projects.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key components of contract law at an overview level:
 - terms and obligations of contract
 - methods of contractual agreement
 - exclusion clauses
 - dispute resolution clause
 - termination of contracts
- how to determine scope of design services required from a project brief and client information, and how different factors typically impact costs:
 - design complexity
 - level of customer certainty about preferences
 - desired number and nature of concepts for development
 - amount of consultation required with client and other suppliers
- ways that design services are costed
- design quotation presentation and inclusions
- types of additional information that may be included in quotations:
 - quotes from suppliers
 - promotional information
- features and inclusions of design contracts
- legal obligations of designers
- mathematical procedures for estimation and costing, including application of goods and services tax (GST).

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:
 - design briefs
 - information technology for document creation.

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

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