



Australian Government

Assessment Requirements for MSFKB4006

Prepare quotation and contract documentation for design project

Release: 1

Assessment Requirements for MSFKB4006 Prepare quotation and contract documentation for design project

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret and analyse design brief and confirm measurements, itemised inclusions and resources required for the design implementation
- Research information on prices and suppliers and use mathematical ideas and techniques to correctly calculate costs for all components and services, including sourcing the required quality components for the best available price
- Calculate trade and associated labour costs such as plant/equipment and overheads for completing the design brief work to specifications
- Produce and present to the client a quote that documents material, trades and design costs, including samples of materials in a manner that informs the client of their choices and the details of the inclusions
- Present and conform client agreement to the fully itemised and costed contract documentation for the work
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to design contracts
- Information resources
- Research techniques
- Market rate for design fees, labour costs and material costs
- Appropriate mathematical procedures for estimation, costing and measurement
- Established communication channels and protocols
- Relevant problem identification and resolution techniques
- Types of labour available

Assessment Conditions

- Assessors must:

- hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
- have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, supervisor's reports and completed documentation for design quotes and contracts.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to work-related information resources.

Links

Companion Volume implementation guides are found in VETNet -

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