



Australian Government

MSFKB4006 Prepare quotation and contract documentation for design project

Release: 1

MSFKB4006 Prepare quotation and contract documentation for design project

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers calculating costs for a design project and preparing formal quotation and contract documentation for client agreement.

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

Pre-requisite Unit

Competency Field

Unit Sector

Kitchens and Bathrooms

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Identify costs involved in producing design | 1.1 Design brief is reviewed to confirm required outcomes and inclusions and any other client requirements |
| | 1.2 Measurements and quantities are confirmed |
| | 1.3 Specification schedule is developed to itemise all inclusions |
| | 1.4 Labour resources and suppliers are identified and role in design implementation confirmed |
| 2 Calculate project costs | 2.1 Costs of materials, components and finishes are calculated |
| | 2.2 Labour costs, including design fees, are calculated |
| | 2.3 Overheads and hidden costs are calculated |

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| | 2.4 | Costs of required plant and equipment are calculated |
| | 2.5 | Supplier prices are compared to ensure most cost-effective solutions |
| | 2.6 | Options for reducing costs are identified |
| 3 | Prepare and present cost quotation | <p>3.1 Costs are itemised and detailed on documentation according to industry standards</p> <p>3.2 Additional information and samples are prepared, as required, to support quotation</p> <p>3.3 Quote is presented to the client and details and costing options discussed to confirm all items documented</p> <p>3.4 Quote is modified and finalised according to client response</p> <p>3.5 Client agreement to the quote is obtained and documented</p> |
| 4 | Prepare and present contract documentation | <p>4.1 Inclusions, costs and parameters of the design are noted in the contract documents</p> <p>4.2 Contract is prepared according to industry standards and presented and explained to client</p> |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit context includes:

- Work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local

	- safe operating procedures or equivalent - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements - work requires individual to demonstrate some discretion, judgement and problem solving for the quotation and contracting of projects, including materials, components and services as part of the design implementation
Design brief includes:	- client needs and objectives - milestones - functional requirements - budget - timelines - consultation requirements - colour requirements - specific inclusions
Labour resources include:	- tradespeople - contract services - labourers
Overheads and hidden costs include:	- costs of providing service - business overheads - transport and delivery - sales and marketing costs - time delays or other timing factors - demolition and rubbish removal costs - supplier cost increases
Additional information includes:	- fliers and promotional information - product samples - drawings and plans - product codes - insurance information
Contract documents include:	- drawings - plans - project schedules - specification schedules - visual information

Unit Mapping Information

Supersedes and is not equivalent to MSFID4022 Prepare quotation and contract documentation for design project

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 MSFKB4006 Prepare quotation and contract documentation for design project

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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.

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