



Australian Government

MSFKB4006 Prepare quotation and contract documentation for design project

Release: 1

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