



Australian Government

Assessment Requirements for MSTGN3003 Estimate and cost job

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTGN3003B Estimate and cost job

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- interpreting work orders, customer requirements, specifications and instructions for products and materials to be used
- locating and interpreting technical information about products, materials, equipment and operating procedures
- estimating and costing materials and equipment, labour, time, transport and overheads, on at least two (2) occasions
- calculating total costs of products or services
- calculating costs to customer and preparing quotation
- using calculators, computer programs and other aids to estimate, calculate and communicate costs
- documenting and communicating job-related information, including customer requirements; products, materials and labour required; costing calculations for products, materials and labour and special conditions in required format
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- products and services offered by the enterprise
- details of materials, products and equipment
- workplace costing procedures
- components of overheads costs
- components of direct labour costs
- work flow and manufacturing processes
- basic mathematical processes and formulas
- labour rates and approximate costs of products and materials
- use of calculators, computers and other technology
- industry standards for customer service and providing quotations

- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements
 - have vocational competency in estimating and costing jobs, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>