



Australian Government

MSTGN3003 Estimate and cost job

Release: 1

MSTGN3003 Estimate and cost job

Modification History

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

Application

This unit of competency covers skills and knowledge required to estimate materials, labour and time requirements, and establish costs for products and services.

The unit of competency applies to estimating and costing products and services for an identified project, activity or operation.

Discretion, initiative and judgement must be demonstrated on the job, either individually or in a team environment. Work may involve referral of matters to other workplace personnel. Work is undertaken according to established procedures involving a range of products, services and equipment.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

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

Pre-requisite Unit

Nil

Competency Field

Generic

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Gather relevant information about job	1.1	Obtain details of customer requirements through discussion with customer or from information supplied
		1.2	Develop details of products and services to be provided

- and any special provisions
- 1.3 Determine delivery details and methods of transportation, where necessary
 - 1.4 Record details and document specifications
- 2 **Estimate materials, labour and time**
- 2.1 Research, locate and interpret technical information about materials, equipment, products and services required for the job
 - 2.2 Estimate types, quality and quantities of materials required for work
 - 2.3 Estimate acceptable price range for required products
 - 2.4 Estimate labour requirements to perform required services
 - 2.5 Estimate time requirements to perform required services
- 3 **Calculate costs**
- 3.1 Calculate total materials costs and labour costs
 - 3.2 Calculate transport and delivery costs for products, as required
 - 3.3 Determine allowances for overheads and mark-up percentages
 - 3.4 Calculate total job cost
 - 3.5 Calculate final cost to customer
- 4 **Document and verify details**
- 4.1 Use calculators, computers with appropriate software or other aids to estimate, calculate and verify costings according to workplace procedures
 - 4.2 Document details of costs and charges
 - 4.3 Obtain verification of costs, calculations and other details by other enterprise personnel, as required
 - 4.4 Prepare customer quotation in appropriate format to meet required enterprise or industry standards

4.5 Document and record details for future reference

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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

Range of Conditions

This field allows for 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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSTGN3003 Estimate and cost job

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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.

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