



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>