



Australian Government

Assessment Requirements for MSTGN3023 Estimate and cost jobs

Release: 1

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Modification History

Release 1. Unit code, Title and Application changed. Minor title change for consistency. Elements and Performance Criteria simplified. Foundation Skills field populated. Range of Conditions removed. Assessment Requirements clarified with generic foundation skills statements moved to appropriate section and duplication with Performance Criteria removed. Supersedes and is equivalent to MSTGN3003 Estimate and cost job. Supersedes and is not equivalent to MSTTF3002 Gain customer acceptance of service proposal (covers costing content).

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- estimate and cost two jobs that each have different requirements in terms of:
 - scope and nature of products/services
 - labour costs
 - materials costs
- use the following mathematical processes correctly in estimating and costing the above two jobs:
 - estimation
 - calculation of percentage mark-ups
 - calculation of GST
- use workplace technology for the estimation and validation of job costs.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- ways in which job information may be gathered, including:
 - inspection and measurement
 - customer discussion
 - review of documentation
- products and/or services for which costings are being prepared, including:
 - sources of information
 - features, options and suitability for different customer requirements
 - legal and ethical considerations
 - costs involved in providing products/services:
 - materials

- labour rates and their components
- production time and cost
- transport and delivery
- overhead components
- industry sector and organisation costing and quoting procedures:
 - mark-up percentages
 - application of GST
 - documentation formats and inclusions for quotations
 - terms and conditions included in quotations
 - checking and approval processes
- mathematical processes used to estimate and cost jobs:
 - estimation
 - the four basic mathematical operations: addition, subtraction, multiplication, and division
 - calculation of percentage mark-ups
 - calculation of GST
- workplace procedures and protocols for:
 - establishing information on customer requirements
 - recording job specifications
 - checking and verifying costing details
 - filing and storing costing and quotation documentation.
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - product/service information
 - costing and quotation procedures and documentation
 - technology for calculation of costs

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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