



Australian Government

MSTGN3023 Estimate and cost jobs

Release: 1

MSTGN3023 Estimate and cost jobs

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).

Application

This unit describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and/or services and calculate the final cost to the customer. It includes the development of customer quotations.

This unit applies to workers in all sectors who cost the provision of products or services in accordance with established costing procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Gather job information	1.1 Obtain details of customer requirements in line with job and workplace requirements 1.2 Record job specifications based on information gathered
2. Estimate costs	2.1 Interpret technical information required to complete estimates 2.2 Estimate required materials types and quantities based on specification

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.3 Estimate labour requirements based on specification 2.4 Identify and estimate other costs that may be incurred based on specification
3. Calculate costs	3.1 Calculate and document total cost of providing product or service based on estimates 3.2 Determine and document allowances for overheads and mark-up percentages in accordance with workplace procedures 3.3 Calculate and document final cost to customer in accordance with workplace procedures
4. Complete final documentation	4.1 Check and verify costing details in accordance with workplace procedures 4.2 Identify and resolve costing errors of anomalies 4.3 Prepare accurate customer quotation in accordance with workplace formats 4.4 File and store costing and quotation documentation for future reference in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret technical product and/or service information as the basis for estimating costs
- Technology skills to use calculators and computer software for costings and preparing quotations

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSTGN3003 Estimate and cost job.

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 MSTGN3023 Estimate and cost jobs

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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

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