



Australian Government

Department of Education, Employment and Workplace Relations

PRMPFES52A Prepare quotations for gaseous fire suppression system designs

Release: 1

PRMPFES52A Prepare quotations for gaseous fire suppression system designs

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to prepare quotation or tender documentation for gaseous fire suppression system designs. The unit requires the ability to accurately determine system requirements, develop a detailed budget and prepare documentation according to set quotation or tender criteria and conditions.

Application of the Unit

Application of the unit

This unit of competency supports the development of fire suppression system design skills and knowledge that can be used throughout the Australian fire protection industry.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Interpret and comply with legal and industry requirements relating to preparation of quotation or tender documentation for gaseous fire suppression system designs. | 1.1 Apply knowledge and understanding of legislative requirements , including the Building Code of Australia (BCA) and relevant state and territory regulations, to gaseous fire suppression system designs and quotation or tender documentation.
1.2 Apply knowledge and understanding of legislative and industry requirements to work procedures and clarify where necessary with relevant persons .
1.3 Identify potential and actual breaches of legislative and industry requirements and take action according to organisational requirements . |
| 2 Determine quotation or tender requirements. | 2.1 Obtain and analyse quotation or tender brief and other relevant documentation .
2.2 Assess viability to comply with quotation or tender requirements against described specifications and operational capacity.
2.3 Conduct customer site visit, as necessary.
2.4 Conduct risk assessment on anticipated project.
2.5 Identify personal limitations in assessing quotation or tender requirements and seek assistance as required from relevant persons .
2.6 Interpret and allow for all relevant organisational requirements and legislative requirements within parameters of quotation or tender requirements. |
| 3 Estimate resource requirements. | 3.1 Determine financial, physical and human resources needed to meet quotation or tender requirements.
3.2 Identify and cost system design requirements .
3.3 Prepare draft system design drawings and calculations to meet quotation or tender requirements.
3.4 Apply organisational rate schedules and conditions to establish costings.
3.5 Identify and account for contingency factors and variations that may affect capacity to meet resource estimates.
3.6 Review all information to check accuracy.
3.7 Determine budget to meet assessed quotation or tender requirements. |

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 4 Prepare and submit quotation or tender documentation. | 4.1 Use business equipment and technology to gather and compile relevant information in a suitable format according to organisational requirements . |
| | 4.2 Prepare draft quotation or tender documentation to accurately reflect specific quotation or tender criteria and conditions. |
| | 4.3 Distribute draft quotation or tender documentation to relevant persons to check accuracy and coverage of information. |
| | 4.4 Seek feedback and, where appropriate, incorporate in quotation or tender documentation. |
| | 4.5 Submit final documentation within timelines and securely maintain a copy according to organisational requirements . |
| 5 Convert accepted quotation or tender into job order. | 5.1 Negotiate changes and variations to meet customer and company needs. |
| | 5.2 Check and validate system design data, cost and resource estimates. |
| | 5.3 Negotiate, where needed, and immediately confirm written agreement to quotation or tender documentation. |
| | 5.4 Successfully negotiate and arrange method of payment with the customer. |
| | 5.5 Create customer file, accurately and promptly update documentation , and store securely. |
| | 5.6 Seek feedback on quotation or tender documentation and review the submission process to identify areas for improvement to support future activities. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- analyse site fire protection and detection requirements
- basic project planning and management
- costing and estimating
- customer relations
- apply language, literacy and numeracy skills to:

- communicate with others in a clear and concise manner in both written and verbal modes
- read, understand and comply with quotation or tender criteria and conditions
- report and record information neatly and legibly when completing documentation
- problem-solving and critical analysis
- source, organise and record information
- time management.

Required knowledge:

- contractual requirements for variation requests
- fire suppression system coverage requirements
- system design knowledge
- duty of care in provision of services
- financial accountability requirements
- fire industry codes of practice
- legislation, guidelines, policies and practices relating to preparing quotations for services
- organisational and customer confidentiality requirements
- organisational costing and pricing schedules
- policies and procedures in relation to preparing and documenting quotations
- relevant consumer protection issues and fair trading and trade practices requirements
- research and analysis methods
- relevant federal, state or territory legislation that affects organisational operations, including:
 - anti-discrimination and diversity
 - equal employment opportunity
 - industrial relations.

KEY COMPETENCIES

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance level 1 - at this level the candidate is required to undertake tasks effectively.

Performance level 2 - at this level the candidate is required to manage tasks.

Performance level 3 - at this level the candidate is required to use concepts for evaluating and reshaping tasks.

Key competency	Example of application	Performance level
How are ideas and information communicated?	Share and discuss with colleagues, supervisor and/or customers information and ideas to develop an understanding of customer expectations and requirements.	2
How can information be collected, analysed and organised?	Collect and analyse information from quotation or tender brief and assess viability to comply with quotation or tender requirements.	2

Key competency	Example of application	Performance level
How are activities planned and organised?	Prioritise, coordinate and sequence work tasks, as required, to meet customer requirements.	2
How is teamwork used?	Work with management and colleagues to prepare quotation or tender documentation to customer's satisfaction and organisation's requirements.	2
How are mathematical ideas and techniques used?	Calculate the costs of services to customers, including cost of equipment and resources required.	1
How are problem-solving skills applied?	Analyse factors that may affect meeting customer requirements and detail contingencies.	2
How is the use of technology applied?	Use technology to access information, develop quotation or tender documentation, and manage scheduling and completion of work.	3

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

- Competency in this unit underpins competency in other aspects of the candidate's role in managing their work tasks.
- This unit could be assessed on its own or in combination with other units of competency relevant to the job function.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - preparing documentation according to:
 - quotation or tender criteria and conditions
 - organisational requirements for preparing and presenting quotations or tenders

- industry and legislative requirements
 - conducting a risk assessment of anticipated project
 - accurately determining system requirements
 - developing a detailed budget
 - checking system design data, cost and resource estimates
 - reviewing the submission process.
- Specific resources for assessment**
- The following resources should be available:
 - legislation, policies, procedures and protocols related to preparing and documenting quotations for gaseous fire suppression system designs
 - relevant codes of practice
 - copy of quotation or tender brief on which submission is based
 - copy of organisational rate schedules and conditions
 - organisation's quotation pro forma
 - copy of customer file
 - assessment instruments and record books.
 - Where applicable, physical resources should include equipment modified for people with disabilities.
 - Access must be provided to appropriate learning and/or assessment support when required.
 - Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the candidate and the work being performed.
- Context of assessment**
- For valid and reliable assessment of this unit, competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment).
 - Competency is to be demonstrated in a range of situations, reflecting the practical requirements of the workplace which may include customer and workplace interruptions and involvement in related activities normally experienced in the workplace.
 - Assessment of competency over the full range of performance criteria should be made.
 - Candidates should be given the opportunity to practise and undertake self-assessment of performance before requesting formal assessment
 - Oral questioning or a written assessment may be used to assess underpinning knowledge. (In assessment

situations where the candidate is offered a preference between oral questioning and written assessment, questions are to be identical.)

- Assessment of evidence should establish the candidate's ability to perform the job to the standard required in the workplace.
- Supplementary evidence may be obtained from relevant authenticated correspondence or reports from supervisors or team leaders. Other forms of evidence may include audit reports, customer survey reports and appraisal reports.
- Candidate should be encouraged to compile a portfolio of examples of completed documentation relevant to their organisation. One accurate example of each completed document is suggested as sufficient to infer competency and ability to transfer appropriate skills to each document type when required in the workplace. (Oral questioning may contribute as evidence of this ability.)
- Information derived from enterprise policies and practices must be treated as commercial-in-confidence.
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.
- Questioning will be undertaken in such a manner as is appropriate to the oracy, language and literacy levels of the candidate and any cultural issues that may affect responses to the questions. It will reflect the requirements of the unit of competency and the work being performed.
- Where assessment is for the purpose of recognition (RCC or RPL), the evidence provided will need to be authenticated and show that it represents current competency demonstrated over a period of time.
- Performance and assessment of this unit must be carried out within the relevant requirements of the following legislative and industry framework:
 - Acts, regulations and codes
 - Australian and international standards identified as relevant
 - environmental regulations
 - organisational requirements, including policies and procedures relating to ODS, SGG and OHS.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative requirements may include:

- Australian standards, quality assurance and certification requirements
- award and enterprise agreements
- fire industry codes of practice
- national industry standards
- relevant federal, state and territory legislation and local government regulations that affect company operation, including:
 - consumer protection
 - environmental protection issues such as ozone depleting substance (ODS) and synthetic greenhouse gas (SGG) extinguishing agent handling licences
 - industrial equipment certificates of competency or licences
 - industrial relations
 - occupational health and safety (OHS) Acts and regulations
 - privacy
 - trade practices
 - workplace consultative arrangements.

Work procedures may include:

- checking equipment availability
- confirming process and equipment efficiency
- determining travel costs
- obtaining subcontractor quotations
- determining quantity take-off levels.

Relevant persons may include:

- colleagues
- customers
- managers
- representatives from regulatory authority
- supervisors.

Potential and actual breaches may include:

- insufficient fire rating of enclosures
- using gases without appropriate licences.

Organisational requirements

- business and performance plans

may include:

- customer and company confidentiality requirements
- customer service standards
- code of conduct
- code of ethics
- defined resource parameters
- duty of care
- insurance policy agreements
- legal and organisational policies and procedures, including personnel practices and guidelines
- OHS policies, procedures and programs
- organisational goals, objectives, plans, systems and processes
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- verbal or written instructions.

- Documentation** may include:
- inspection reports
 - manufacturer design guidelines
 - relevant codes and standards
 - risk analysis reports.
- Viability** may include:
- availability of outsourced materials and equipment
 - capacity to comply with building program
 - cost effectiveness.
- System design requirements** may include:
- exemption from use of restricted materials
 - size of risk
 - strategic importance of risk
 - type of contents.
- Contingency factors and variations** may include:
- building progress
 - cash flow
 - disputes
 - insurance
 - restricted site access
 - time penalties
 - transport
 - weather and environmental conditions.
- Business equipment and technology** may include:
- communications technology
 - design software
 - manufacturer data
 - measuring equipment.
- Quotation or tender criteria** may include:
- agreed boundaries of operation
 - cost schedule
 - methods of operation
 - reporting requirements
 - time limit.
- Feedback** may include:
- confirmation from management
 - knowledge of competitors
 - specific customer requirements.

Unit Sector(s)

Sector

Fire Protection Equipment

Competency field

Competency field
Asset Maintenance