 MSFFL3001: Plan and cost flooring technology work

Sample assessment tool

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| **Candidate’s name** |  | **Contact** |  |

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| **Assessor’s name** |  | **Contact** |  |

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| **Supervisor’s name** |  | **Contact** |  |

### Summary of evidence

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| **‘Planning and costing’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: The quotation process | ❑ | 1: The quotation process | ❑ |
| Section 2: Floor covering plans | ❑ | 2: Floor covering plans | ❑ |
| Section 3: Estimating quantities | ❑ | 3: Estimating quantities | ❑ |
| Section 4: Estimating costs | ❑ | 4: Estimating costs | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – specific criteria and general performance evidence | ❑ |
| **Third party sign-off** – confirming the candidate’s consistent on-the-job performance | ❑ |
| **RPL evidence** – listing previous accreditations, portfolios or other RPL evidence | ❑ |

| **Assessment result** |
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| **Competent** ❑ **Not yet competent** ❑ |

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| **Statement:** I agree that I was ready to be assessed and the assessment process was explained to me | | | |
| **Candidate’s signature** |  | **Date** |  |

| **Assessor’s comments** | | | |
| --- | --- | --- | --- |
|  | | | |
| **Assessor’s signature** |  | **Date** |  |

Practical demonstrations

The ‘Specific demonstration criteria’ listed below have been extracted from the ‘Performance evidence’ section of the ‘Assessment requirements’ for the unit of competency. They describe the essential features of the competency, and set out the specific tasks that must be demonstrated. The ‘General performance evidence’ is adapted from the elements and performance criteria.

The assessor should tick the appropriate boxes to confirm that that the candidate has physically demonstrated the performance requirements described. Where a candidate does not satisfactorily demonstrate one or more of these criteria, the assessor should mark the corresponding box with a cross, and provide further comments underneath in the ‘Assessor’s comments’ section.

| Specific demonstration criteria – the candidate has demonstrated their ability to: | Confirmed |
| --- | --- |
| Estimate and cost 3 different jobs, each of which includes:   * estimating quantities of material required * determining the types and amount of labour required to complete the work * estimating time required to complete the work * estimating overheads associated with the job   **Note that these demonstrations are also built into Assignments 2, 3 and 4** | ❑❑❑❑ |

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| **Details of Job 1** |
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| **Details of Job 2** |
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| **Details of Job 3** |
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| General performance evidence – the candidate has demonstrated their ability to: | **Confirmed** |
| 1. Follow all relevant WHS laws and regulations, and company policies and procedures | ❑ |
| 1. Obtain details of project from the customer and/or other information sources | ❑ |
| 1. Confirm site conditions from reports or physical inspection | ❑ |
| 1. Identify and quantify products, services and transport requirements | ❑ |
| 1. Develop an outline of the proposal and confirm details with customer | ❑ |
| 1. Produce a detailed work plan and timeline | ❑ |
| 1. Calculate requirements for materials, equipment and labour | ❑ |
| 1. Calculate overheads, mark-ups and final cost to customer | ❑ |
| 1. Verify calculations, costs and charges and document all details | ❑ |
| 1. Prepare customer quotation according to enterprise standards | ❑ |

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| **Assessor’s comments** |
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Third party sign-off

The candidate’s workplace supervisor or line manager should tick the boxes below to verify that the candidate has consistently demonstrated these performance criteria over a period of time and in a range of contexts. If any of the performance criteria have not been properly demonstrated, the supervisor should discuss the matter with the assessor and decide on an appropriate course of action.

This checklist is adapted from the ‘Performance evidence’ listed in the ‘Assessment requirements’ section of the competency. Where there are specific demonstration criteria that form an essential part of the assessment process, these have been listed in the ‘Practical demonstration’ section above.

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| **Performance evidence** – Supervisor’s statement:I acknowledge that the candidate  has confirmed their competence in the workplace by demonstrating their ability to: | **Confirmed** |
| 1. Comply with all relevant laws, regulations and company policies and procedures | ❑ |
| 1. Follow work instructions, operating procedures and inspection processes | ❑ |
| 1. Document and communicate work-related information, including:  * Customer requirements * Products, materials and labour * Special conditions * Costing calculations | ❑  ❑  ❑  ❑ |
| 1. Use calculators, computer programs and other aids to estimate project costs | ❑ |
| 1. Carry out mathematical calculations necessary for the job | ❑ |
| 1. Communicate effectively with others to confirm work requirements, report outcomes, interpret basic plans and follow safety procedures | ❑ |
| 1. Plan activities to avoid backtracking, work flow interruptions or wastage | ❑ |
| 1. Work cooperatively with others to optimise work flow and productivity | ❑ |

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| **Supervisor’s comments** (including period of observation in the workplace) | | | |
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| **Supervisor’s signature** |  | **Date** |  |

Recognition of prior learning

The assessor should list any recognition of prior learning (RPL) evidence that has been used to support a judgement of competency in this unit. Evidence may include previous training, accreditations, work experience or other pursuits where the candidate has gained relevant skills or knowledge.

The assessor must sight all original documents or certified copies being presented as evidence, and keep a copy on file with this assessment tool.

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| **RPL evidence presented** |
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