

40086 Prepare an estimate and a quote for advanced textiles projects

Kaupae Level	4
Whiwhinga Credit	4
Whāinga Purpose	<p>This skill standard is intended for people who want to learn how to prepare estimates and quotes for a large or complex advanced textiles project for an internal or external customer.</p> <p>This skill standard can be used in programmes leading to the New Zealand Certificate in Advanced Textiles (Level 4) with strands in Industrial Textiles Fabrication, and Industrial Trimming [Ref: 5060].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Prepare an estimate for a large or complex advanced textiles project.	a. Determine correct range of materials and hardware to meet customer requirements.
	b. Estimate cost and time requirements based on the customer requirements.
	c. Provide a written estimate in accordance with workplace procedures.
2. Prepare a quote for a large or complex advanced textiles project.	a. Determine the materials and hardware required for the project.
	b. Determine cost and time requirements based on the project requirements.
	c. Make accurate calculations to determine profitability and final cost inclusive of GST.
	d. Provide a written quote in accordance with workplace procedures.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

It is recommended that the following standards are completed prior to this standard:

- 40083 *Select materials for an advanced textiles project*
- 40084 *Select hardware for an advanced textiles project*

The evidence presented for assessment against this skill standard must be consistent with safe working practices and be in accordance with applicable workplace requirements, industry guidelines, legislative requirements, and manufacturer's information.

Evidence must be provided of one quote and one estimate, each for a different large or complex project.

Examples of projects that may be used include (but are not limited to) manufacture or repair of: vehicle and marine upholstery, boat covers, convertible tops, tonneau covers, protective covers, clear enclosures, carpets, tarpaulins, tents and marquees, screens and blinds, awnings, shade sails, canopy structures, tension membrane skins and textile structures.

Definitions

Complex projects – projects that have a level of complexity in their production, e.g. multiple materials to be sourced, advanced technical skills required, coordination of other agencies or contractors, multiple components or parts to the product.

External customers – a customer who purchases a company's projects but is not an employee or part of that company.

Industry guidelines – those practices and procedures commonly used as standard procedures to produce items of acceptable saleable quality in the industrial textile fabrication or trimming industry such as related textbook descriptors.

Internal customers – a person or department inside the company who needs the assistance of another part of the company to complete their job, e.g. a sales, engineering or installation department.

Large projects – projects that have additional production requirements due to their size or volume, e.g. high quantity of material, high labour needs, large production area.

Manufacturer's information – technical information for a machine or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

Workplace requirements – instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- The difference between an estimate and a quote.
- Components of plans created to enable the costing of projects, such as risk assessment, production timeline, material accessory, labour and resource costs.
- Factors to consider when estimating or quoting for producing a product, such as material costs, labour-charge out rate(s), sub-contractors, overheads, production costs attributable to the product, profit margin, GST.
- Process for creating a quote:
 - Use details from the customer approved concept to create a plan for costing in accordance with company processes and documentation.
 - Describe the factors that affect profitability, including efficiency, productivity, rework, staffing levels.
 - Identify the consumer related legislative requirements that need to be met when estimating or quoting.
 - Describe workplace operating requirements relevant to estimating or quoting for a product.
 - Estimate or calculate the relevant costs for an estimate or quote.
 - Apply profit margin to the production cost and calculate GST on the selling price, if appropriate.

- Record total estimate or quote price and prepare estimate or quote, using your company procedures and documentation.
- Check and confirm estimate or quote with a supervisor.
- Present estimate or quote to internal or external customer for sign off.

Rauemi | Resources

Legislation, regulations and/or industry standards relevant to this skill standard include but are not limited to:

- Health and Safety at Work Act 2015
- Fair Trading Act 2009
- Consumer Guarantees Act 1993.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this skill standard will take precedence for assessment purposes, pending review of this skill standard.

Legislation can be accessed at: <https://www.legislation.govt.nz>.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Hanga-Aro-Rau Engineering, Manufacturing and Logistics Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Manufacturing > Industrial Textile Fabrication > Industrial Textile Fabrication Core Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0014

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	29 August 2024	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 1327.		
Rā arotake Planned review date	31 December 2029		

Please contact Hanga-Aro-Rau Engineering, Manufacturing and Logistics Workforce Development Council at qualifications@hangaarorau.nz if you wish to suggest changes to this skill standard.