

Title	Cost jobs for a furniture business		
Level	4	Credits	12

Purpose	People credited with this unit standard are able to: prepare information to cost furniture jobs in a furniture business; cost incidentals and labour times used for furniture jobs; establish margins for furniture jobs; and prepare job cost proposals for furniture jobs.
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Classification	Furniture > Furniture Operations
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Available grade	Achieved
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Guidance Information

- 1 Assessment information
This unit standard must be assessed against on-job.
All activities and performance criteria must be carried out in accordance with worksite policies and procedures.
- 2 Range
Evidence is required for three furniture manufacturing jobs.
- 3 Definitions
Bill of materials contains information that a furniture business uses to invoice customers. At a minimum, it would list the quantities of materials required for the job, the cost of those materials per the metric they are measured in, and the total cost of materials.
Worksite policies and procedures refer to documented policies and to documented or other directions provided to staff. These may include, but are not limited to, ways of managing health and safety, environmental considerations, quality, and production, and must conform to legislation. Examples include standard operating procedures, company health and safety plans, on-site briefings, and supervisor's instructions.

Outcomes and performance criteria

Outcome 1

Prepare information to cost furniture jobs in a furniture business.

Performance criteria

- 1.1 Furniture manufacturing process steps for a selected job are put into a flow chart.

- 1.2 Labour times for the process steps charted in performance criterion 1.1 are allocated.
- 1.3 Customer quantity and quality requirements are clarified with the customer.
- 1.4 The bill of materials is prepared.

Outcome 2

Cost incidentals and labour times used for furniture jobs.

Performance criteria

- 2.1 Incidentals required for furniture jobs are documented and cost is allocated.
- 2.2 Materials wastage is calculated from the quantities in the bill of materials and added to the total cost of materials.
- 2.3 Estimated labour times for the selected job are costed.

Outcome 3

Establish margins for furniture jobs.

Performance criteria

- 3.1 Required overhead margin is calculated.
- 3.2 Desired profit margin is calculated.

Outcome 4

Prepare job cost proposals for furniture jobs.

Performance criteria

- 4.1 Job cost proposals are prepared.
- Range must include details on – materials, labour, overheads, margins, subcontracted activities.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 September 2000	31 December 2020
Review	2	19 June 2009	N/A
Review	3	27 August 2020	N/A

Consent and Moderation Requirements (CMR) reference	0173
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.