

Title	Demonstrate knowledge of estimates and quotations in the automotive industry		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of estimates and quotations in the automotive industry.
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Classification	Motor Industry > Automotive Administration
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, and company and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the current version of the Health and Safety at Work Act 2015; and any subsequent amendments and replacements.
- 3 Definitions
Company requirements refer to 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.
Service information may include – technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.
- 4 Machines may include: forklifts, earth moving equipment, grader equipment, loaders, dozers, tractors, agricultural equipment, dump trucks, prime movers; electric machines including – forklift, walk-behind pallet, ride-on pallet, reach truck, order picker, counterbalance truck, turret truck.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of estimates and quotations in the automotive industry.

Evidence requirements

- 1.1 The difference between an estimate and a quotation is described.
- 1.2 Legal requirements when estimating and quoting are identified.
- 1.3 Factors that determine charge out rate are described.
- Range may include – overheads; wages; profit margins; GST; other applicable taxes.
- 1.4 Factors that affect profitability are described.
- Range: may include: efficiency; productivity; rework; staffing levels.
- 1.5 The importance of keeping a record of time and materials when carrying out a job is explained.

Replacement information	This unit standard replaced unit standard 5777.
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Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	1 March 2018	N/A

Consent and Moderation Requirements (CMR) reference	0014
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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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.