

Title	Produce quotations for aluminium joinery products		
Level	4	Credits	15

Purpose	<p>This unit standard is for experienced people who prepare quotations for aluminium joinery products.</p> <p>A person credited with this unit standard is able to:</p> <ul style="list-style-type: none"> • produce quotations for aluminium joinery products; • produce customer and production documentation; and • manage computer files for effective administration and cost control of aluminium joinery product quotations.
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Classification	Joinery > Architectural Aluminium Joinery
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Available grade	Achieved
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Guidance Notes

- 1 Legislation and standards relevant to this unit standard include – Building Act 2004, Health and Safety at Work Act 2015, Resource Management Act 1991, New Zealand Building Code Compliance Documents and Handbooks. Wellington: Department of Building and Housing, 2008, available at <http://www.dbh.govt.nz/building-code-compliance-documents>, NZS 3504:1979 *Specification for aluminium windows*; and NZS 4211:2008 *Specification for performance of windows*, available at <http://www.standards.co.nz>.
- 2 Definitions
Company procedures – the documents and procedures that include company rules, codes and practices; machine, equipment and computer software operating instructions; quality and conformance checks; and health and safety requirements.
Window schedule – window requirements documented from building plans and drawings.

Outcomes and performance criteria

Outcome 1

Produce quotations for aluminium joinery products.

Range evidence of at least two quotations for different jobs is required.

Performance criteria

- 1.1 Options are selected to comply with window schedule in accordance with job specifications.
- Range schedule may include – standard frames, non-standard frames, extras, colour, glass type, wind zone, cladding type, reveal type, special considerations.
- 1.2 Window schedule is used as a production reference in accordance with company procedures.
- 1.3 Price is established in accordance with company procedures.
- 1.4 Quote is verified against specifications, initial data, production plan, and customer requirements in accordance with company procedures.
- 1.5 Data is saved in accordance with company procedures.

Outcome 2

Produce customer and production documentation.

Performance criteria

- 2.1 Quality management procedures for quotations are explained in accordance with company procedures.
- 2.2 The consequences of errors in quotations are explained in accordance with company procedures.
- Range consequences include – customer service, company goals, costs to production.
- 2.3 Quotation is presented to customer in accordance with company procedures.
- 2.4 Data is amended as required in accordance with negotiated variations to plans, prices, and/or site measure details.
- 2.5 Final quotation is verified by customer, sales, and production staff in accordance with company procedures.
- 2.6 Production documentation is produced and saved in accordance with company procedures.
- Range documentation includes – cutting sheets, assembly reports, quantities lists, price lists, stock requirements, specific data reports.

2.7 Quotation is sent to customer and saved in accordance with company procedures.

Range saving includes – customer copy, company copy, cover letters.

Outcome 3

Manage computer files for effective administration and cost control of aluminium joinery product quotations.

Performance criteria

3.1 Client files are set up, amended, and saved in accordance with company procedures.

3.2 Item and quotation files are set up, amended, saved, and archived in accordance with company procedures.

3.3 Product details are updated with information from suppliers in accordance with company procedures.

3.4 Company costs and prices are updated as directed by management in accordance with company procedures.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	11 August 1993	31 December 2012
Review	2	26 July 2000	31 December 2012
Review	3	21 August 2009	31 December 2012
Rollover and Revision	4	20 May 2011	31 December 2017
Review	5	21 May 2015	31 December 2025
Review	6	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0048
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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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.