

CPCCCM2003B Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Gather information.	1.1. Details of requirements are obtained and understood through discussion with customer or from information supplied.	Working drawings: Q1 Q2 Q3 Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Creating a Written Quote: Q1 Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8
	1.2. Plans and specifications are accessed and site is inspected to confirm full requirements.	Working drawings: Q1 Q2 Q3 Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating paint quantities off plans: Q1 Q2 Q3 Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8
	1.3. Details of products and services to be provided are developed and checked for availability and as fit for purpose.	Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6
	1.4. Delivery point and methods of transportation are determined where necessary.	Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6

	1.5. Details are accurately recorded and checked in accordance with workplace procedures.	Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Creating a Written Quote: Q1
2. Estimate materials, labour and time.	2.1. Work, including preparatory tasks, is planned and sequenced to cover all necessary activity.	Time and personal requirements: Q1 Q2 Q3 Award rates: Q1 Q2 Q3 Spread rates: Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4
	2.2. Types and quantities of materials required for product work are estimated based on availability, fitness for purpose and current costs.	Spread rates: Q1 Q2 Q3 Calculating paint quantities off plans: Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
	2.3. Labour requirements to perform work are estimated to complete the work activity.	Time and personal requirements: Q1 Q2 Q3 Award rates: Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
	2.4. Time requirements to perform work are accurately estimated and checked with appropriate personnel.	Time and personal requirements: Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
3. Calculate costs.	3.1. Total materials, labour and overhead costs are calculated in accordance with workplace procedures and statutory requirements.	Time and personal requirements: Q1 Q2 Q3 Award rates: Q1 Q2 Q3 Codes & standards: Q1 Q2 Q3 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Spread rates: Q1 Q2 Q3 Calculating paint quantities off plans: Q1 Q2 Q3 Plant & equipment: Q1 Q2 Q3 Q4 Overhead cost: Q1 Q2 Q3 Creating a Written Quote: Q1 Estimating quantities for painting a roof: Q1 Q2

	3.2. Total work cost is calculated, including overheads and mark-up percentages set by appropriate personnel.	Time and personal requirements: Q1 Q2 Q3 Calculating paint quantities off plans: Q1 Q2 Q3 Plant & equipment: Q1 Q2 Q3 Q4 Overhead cost: Q1 Q2 Q3 Consolidating cost: Q1 Q2 Q3 Creating a Written Quote: Q1
	3.3. Final cost for work is calculated and checked for accuracy.	Calculating paint quantities off plans: Q1 Q2 Q3 Creating a Written Quote: Q1
4. Document and verify details.	4.1. Details of costs and charges are clearly and accurately documented in accordance with workplace procedures.	Consolidating cost: Q1 Q2 Q3 Tendering: Q1 Q2 Written quotes : Q1 Q2 Q3 Q4 Contracts: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
	4.2. Costs, calculations or other details are verified in accordance with workplace procedures and current costing data.	Time and personal requirements: Q1 Q2 Q3 Calculating paint quantities off plans: Q1 Q2 Q3 Consolidating cost: Q1 Q2 Q3 Tendering: Q1 Q2 Written quotes : Q1 Q2 Q3 Q4 Contracts: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
	4.3. Quotation/tender documentation is prepared and verified.	Costing & quoting : Q1 Q2 Q3 Consolidating cost: Q1 Q2 Q3 Tendering: Q1 Q2 Written quotes : Q1 Q2 Q3 Q4 Contracts: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1
	4.4. Costing documents are accurately completed for future reference in accordance with workplace procedures.	Consolidating cost: Q1 Q2 Q3 Tendering: Q1 Q2 Written quotes : Q1 Q2 Q3 Q4 Contracts: Q1 Q2 Q3 Q4 Creating a Written Quote: Q1

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
<i>accessing current costing data</i>	<i>Time and personal requirements: Q1 Q2 Q3</i> <i>Estimating: Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i>
<i>accurately calculating labour costs</i>	<i>Time and personal requirements: Q1 Q2 Q3</i> <i>Award rates: Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i>
<i>accurately calculating material quantities</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Spread rates: Q1 Q2 Q3</i> <i>Calculating paint quantities off plans: Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i> <i>Estimating quantities for painting a roof: Q1 Q2</i>
<i>producing accurate written costing information</i>	<i>Specifications: Q1 Q2 Q3</i> <i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Creating a Written Quote: Q1</i>
<i>reading and interpreting drawings and material specifications.</i>	<i>Working drawings: Q1 Q2 Q3</i> <i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Specifications: Q1 Q2 Q3</i> <i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Spread rates: Q1 Q2 Q3</i> <i>Calculating paint quantities off plans: Q1 Q2 Q3</i> <i>Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>application of GST</i>	<i>Costing & quoting : Q1 Q2 Q3</i>
<i>construction terminology</i>	<i>Working drawings: Q1 Q2 Q3</i> <i>Dimensions & measurements : Q1 Q2 Q3 Q4</i>
<i>environmental and sustainability requirements</i>	<i>Codes & standards: Q1 Q2 Q3</i> <i>Environmental and safety cost: Q1 Q2 Q3 Q4</i>
<i>estimating and calculating processes</i>	<i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Calculating paint quantities off plans: Q1 Q2 Q3</i> <i>Prime cost: Q1 Q2 Q3 Q4</i> <i>Creating a Written Quote: Q1</i> <i>Estimating quantities for painting a roof: Q1 Q2</i>
<i>impact of time on wages and other costs</i>	<i>Time and personal requirements: Q1 Q2 Q3</i>
<i>international system of units (SI) system of measurements relevant to the construction industry</i>	<i>Dimensions & measurements : Q1 Q2 Q3 Q4</i>
<i>process of estimating and costing construction work</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Plant & equipment: Q1 Q2 Q3 Q4</i> <i>Creating a Written Quote: Q1</i> <i>Estimating quantities for painting a roof: Q1 Q2</i>
<i>quality requirements of construction projects</i>	<i>Schedules: Q1 Q2 Q3 Q4 Q5</i>
<i>relevant statutory and authority requirements related to estimating and costing work</i>	<i>Codes & standards: Q1 Q2 Q3</i>
<i>relevant tendering and contracting documentation</i>	<i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Contracts: Q1 Q2 Q3 Q4</i> <i>Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>

<i>safe work method statements</i>	<i>Environmental and safety cost: Q1 Q2 Q3 Q4</i>
<i>sources of information and the processes for calculating material requirements</i>	<i>Specifications: Q1 Q2 Q3</i> <i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Spread rates: Q1 Q2 Q3</i> <i>Calculating paint quantities off plans: Q1 Q2 Q3</i> <i>Estimating: Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i> <i>Estimating quantities for painting a roof: Q1 Q2</i>
<i>standards applicable to the work to be undertaken, e.g. Australian standards and the Building Code of Australia.</i>	<i>Specifications: Q1 Q2 Q3</i> <i>Codes & standards: Q1 Q2 Q3</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>locate, interpret and apply relevant information, standards and specifications to the estimation and costing of work</i>	<i>Working drawings: Q1 Q2 Q3</i> <i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Specifications: Q1 Q2 Q3</i> <i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Codes & standards: Q1 Q2 Q3</i> <i>Prime cost: Q1 Q2 Q3 Q4</i> <i>Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Estimating quantities for painting a roof: Q1 Q2</i> <i>Workplace Task: Calculate materials</i> <i>Workplace Task: Calculated time and labour</i> <i>Workplace Task: Estimate cost</i>
as a minimum, estimate and cost three varied jobs, including:	
<i>estimate quantities of material required</i>	<i>Dimensions & measurements : Q1 Q2 Q3 Q4</i> <i>Spread rates: Q1 Q2 Q3</i> <i>Calculating paint quantities off plans: Q1 Q2 Q3</i> <i>Costing & quoting : Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i> <i>Estimating quantities for painting a roof: Q1 Q2</i> <i>Workplace Task: Calculate materials</i>
<i>determine the types and amount of labour required to complete the work</i>	<i>Time and personal requirements: Q1 Q2 Q3</i> <i>Award rates: Q1 Q2 Q3</i> <i>Costing & quoting : Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i> <i>Workplace Task: Calculated time and labour</i>

<p><i>estimate time required to complete the work</i></p>	<p><i>Costing & quoting : Q1 Q2 Q3</i> <i>Workplace Task: Calculated time and labour</i></p>
<p><i>estimate overheads associated with the job</i></p>	<p><i>Plant & equipment: Q1 Q2 Q3 Q4</i> <i>Costing & quoting : Q1 Q2 Q3</i> <i>Overhead cost: Q1 Q2 Q3</i> <i>Consolidating cost: Q1 Q2 Q3</i> <i>Workplace Task: Calculate materials</i> <i>Workplace Task: Calculated time and labour</i> <i>Workplace Task: Estimate cost</i></p>
<p><i>a written quotation/tender for each of the work requirements.</i></p>	<p><i>Costing & quoting : Q1 Q2 Q3</i> <i>Creating a Written Quote: Q1</i> <i>Workplace Task: Calculate materials</i> <i>Workplace Task: Calculated time and labour</i> <i>Workplace Task: Estimate cost</i></p>

RANGE STATEMENTS

Range Statements		Task / Question Map
<i>Plans and specifications include:</i>	<i>sketches or drawings</i>	<i>Working drawings: Q1 Q2 Q3 Dimensions & measurements : Q1 Q2 Q3 Q4 Calculating paint quantities off plans: Q1 Q2 Q3</i>
	<i>statements of requirements, including environmental requirements relating to the acquisition, use and disposal of materials</i>	<i>Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Codes & standards: Q1 Q2 Q3 Environmental and safety cost: Q1 Q2 Q3 Q4 Interpreting a Painting Specification - James Cook Uni: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
	<i>materials lists and quantity schedules</i>	<i>Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Spread rates: Q1 Q2 Q3</i>
	<i>building codes</i>	<i>Specifications: Q1 Q2 Q3 Codes & standards: Q1 Q2 Q3</i>
	<i>materials specifications, including specifications of material reuse and recycling.</i>	<i>Schedules: Q1 Q2 Q3 Q4 Q5 Specifications: Q1 Q2 Q3 Spread rates: Q1 Q2 Q3 Interpreting a Painting Specification - James Cook Uni: Q3 Q4</i>
<i>Types and quantities of materials include consumables such as:</i>	<i>aluminium and steel framing and steel reinforcing</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>bricks, masonry blocks and pavers</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>cement, sand, aggregates and bonding agents</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>

	<i>decorative finishing materials, such as wallpaper, laminates, gilding materials, lacquers and polishes</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>fixings, fastenings and adhesives</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>fuel and lubricants</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>paint, solvents and cleaning agents</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Spread rates: Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Estimating quantities for painting a roof: Q1 Q2</i>
	<i>tiles and glass</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>timber, plywoods, fibreboard and composites</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
	<i>wall and ceiling lining materials, plaster and plasters products and external claddings.</i>	<i>Methods of measurements : Q1 Q2 Q3 Q4 Q5 Q6 Calculating areas: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Prime cost: Q1 Q2 Q3 Q4</i>
Labour and overhead costs include:	labour costs, such as:	
	<i>personal protective equipment</i>	<i>Plant & equipment: Q1 Q2 Q3 Q4 Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3</i>
	<i>site facilities</i>	<i>Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3</i>

	wages and on-costs	Time and personal requirements: Q1 Q2 Q3 Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
overhead costs, such as:		
	administration	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	Insurance	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	local government fees and charges	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	plant and equipment hire	Plant & equipment: Q1 Q2 Q3 Q4 Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	transport	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	use of communication technology	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
	waste removal fees.	Overhead cost: Q1 Q2 Q3 Estimating: Q1 Q2 Q3
Costing documents include:	job sheets	Schedules: Q1 Q2 Q3 Q4 Q5 Costing & quoting : Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Tendering: Q1 Q2
	materials list and estimates	Spread rates: Q1 Q2 Q3 Costing & quoting : Q1 Q2 Q3 Prime cost: Q1 Q2 Q3 Q4 Tendering: Q1 Q2

	<p><i>quotations and tenders</i></p>	<p><i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Costing & quoting : Q1 Q2 Q3</i> <i>Prime cost: Q1 Q2 Q3 Q4</i> <i>Tendering: Q1 Q2</i> <i>Creating a Written Quote: Q1</i></p>
	<p><i>work schedules.</i></p>	<p><i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Costing & quoting : Q1 Q2 Q3</i> <i>Prime cost: Q1 Q2 Q3 Q4</i> <i>Tendering: Q1 Q2</i></p>