

Project Estimation Detail Form

Instructions to the Assessor

The candidate will recall the following:

- Risks identified during estimating costs
- How each risk was mitigated during the estimation of costs

They will then use this *Project Estimation Detail Form* to document the risks and how each risk was mitigated.

In addition to the risk mitigation, the candidate must include the following in the form:

- Screenshot of construction estimation software showing overhead recovery rate
- Screenshot of construction estimation software showing overhead margin
- Screenshot of construction estimation software's prototype of the project's estimated cost that can be included in a tender or a bill

Instructions to the Candidate

Use this *Project Estimation Detail Form* to document the following:

- Risks identified during estimating costs
- How each risk was mitigated during the estimation of costs
- Screenshot of construction estimation software showing overhead recovery rate
- Screenshot of construction estimation software showing overhead margin
- Screenshot of construction estimation software's prototype of the project's estimated cost that can be included in a tender or a bill
- Software program used to produce the overhead recovery rate, the overhead margin, and the prototype

Ensure you have completed all fields in this form before submitting it to your assessor.

PROJECT ESTIMATION DETAIL FORM	
Candidate name	Anya English
Workplace/organisation	Cogent Scaffolding
Date of inspection	8/12/2022

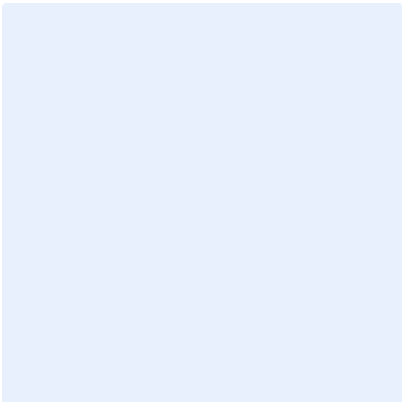
Details of the Building and Construction Project

Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quay Waterfront Newstead
Type of project	☒ Residential building ☐ Commercial building
State/territory	Queensland

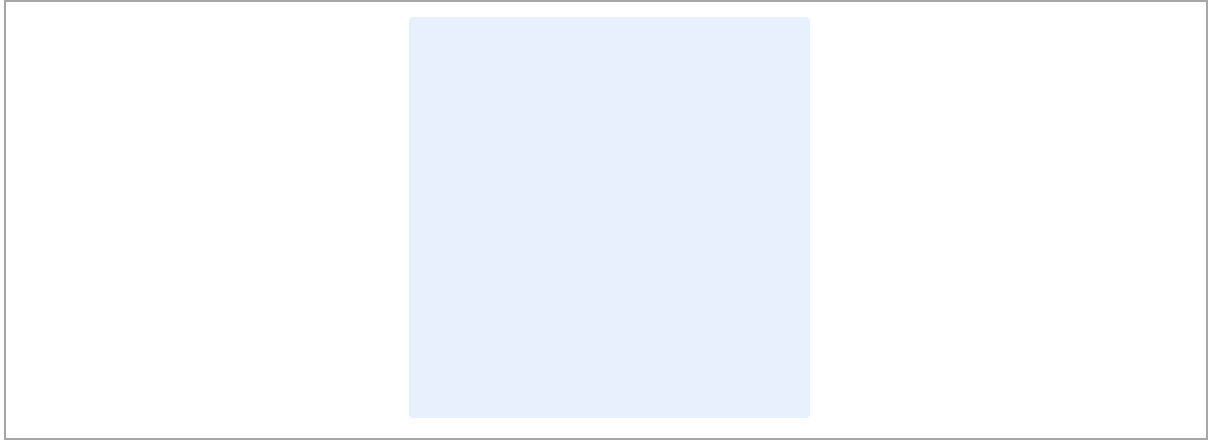
Section 1 – Estimation Risk Mitigation

Risks <i>(Add rows as needed to account for risks identified)</i>	Mitigation
Designs are not compliant with standard when third part engineers check over, resulting in labour cost going up	Spending more time in the office to ensure this design is compliant, for office labour is cheaper than third party engineering labour.
On site production gets delayed	Ensure to charge enough hire to client to cover any costs. Day Labour is to also be charged if too much delay is caused by the client.
Fuel prices rise	Any fuel levy charged accordingly to client with a recovery rate as well just in case the levy does not cover the margin.
Damaged gear	All gear is inspected when arriving to site and sent back instantly so therefore not charged. Charged to client if scaffold damaged by other trades.
Slower Scaffolder	Performance reviews and feedback to be given to HR constantly by leading hand to ensure that we do not have scaffolders that cannot keep up.

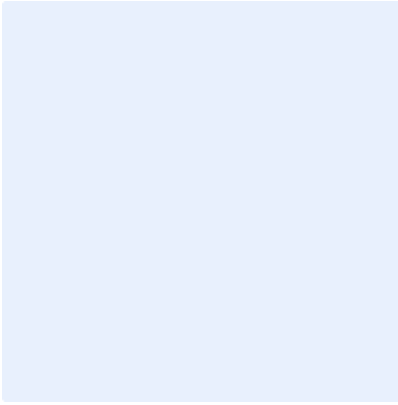
Section 2 – Overhead Recovery and Margin

Overhead Recovery Rate 30%	
Software Program Used:	Excel Spreadsheet
	

Overhead Margin 30%	
Software Program Used:	Excel Spreadsheet



Section 3 – Project's Estimated Cost

Project's Estimated Cost \$550 000	
Software Program Used:	Excel Spreadsheet
	

END OF COMPILATION PROCEDURE IDENTIFICATION FORM

Workplace Assessment Task 9 – Assessor’s Checklist

(This form is for the assessor’s use only)

Purpose

This *Assessor’s Checklist* outlines the specific criteria that the candidate’s submission for **Workplace Assessment Task 9** must satisfactorily meet.

This form is to be completed by the candidate’s assessor to document their assessment of the candidate’s submission in *Workplace Assessment Task 9*.

Task Overview

For this task, the candidate is required to submit a completed *Project Estimation Detail Form*.

When assessing the candidate’s submission

- Review the candidate’s submission against the completed assessment templates from *Task 5 and Task 6*.
- For each criterion listed in this checklist:
 - Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
 - Tick NO if you confirm the candidate’s submission does not satisfactorily meets the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will be helpful in addressing any area(s) for improvement.

After assessing the candidate’s submission

- Complete all parts of the *Assessor’s Checklist*, including the Assessor Declaration on the last page of this form. Your signature must be handwritten.

Candidate Details

Candidate name	
Title/designation	

Assessor/Observer Details

Candidate is assessed by	
Training Organisation	
Relevant qualifications held	

Assessment Context

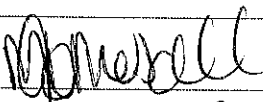
Workplace/organisation	
Name of building and construction project	
Type of project	☐ Residential building ☐ Commercial building
State/territory	
Resources required for assessment	☐ Completed <i>Project Estimation Detail Form</i> ☐ Completed assessment templates from <i>Task 5</i> and <i>Task 6</i>

ASSESSOR'S CHECKLIST

Section 1 of Project Estimation Detail Form	YES/NO	Assessor's comments
1. Candidate identified the risks during estimating costs.	☒ YES ☐ NO	
2. Candidate identified how they mitigated the risks they identified during estimating costs.	☒ YES ☐ NO	

Section 2 of Project Estimation Detail Form	YES/NO	Assessor's comments
1. Candidate included screenshot of overhead recovery rate from organisation's construction estimation software.	☒ YES ☐ NO	
2. Candidate correctly identified the software program used to produce the organisation's overhead recovery rate.	☒ YES ☐ NO	
3. Candidate included screenshot of overhead margin from organisation's estimation software.	☒ YES ☐ NO	
4. Candidate correctly identified the software program used to produce the organisation's overhead margin.	☒ YES ☐ NO	

Section 3 of Project Estimation Detail Form	YES/NO	Assessor's comments
1. Candidate included prototype of project's estimated cost that can be included in sending tenders or bills.	☒ YES ☐ NO	
2. Candidate correctly identified the software program used in producing the prototype of the project's estimated cost.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's <i>Project Estimation Detail Form</i> for this workplace assessment task.	
I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	
Assessor's name	Michelle Cornsall
Date signed	6/1/23

END OF ASSESSOR'S CHECKLIST