

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to establish the estimated costs associated with the acquisition of materials and labour on building and construction sites, together with the application of relevant overhead costs and margins.

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include a copy of a Bill of Quantities or similar estimate for a project that shows the following:

- Quantity calculations for material and labour requirements across the trades
- All other associated costs
- Overhead and Profit Margin allowances
- A copy of a quotation
- A copy of the plans and specifications, etc. for the project
- Variation documentation

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Project plans/drawings/specifications, Computer with costing software.

Assessment of task

Name of participant:	Danielle Henderson		
Name of observer:	Sam Carter		
Role of observer (Confirm suitability to sign)	Estimating Manager		
Email address of observer	sam.carter@perigon.com.au		
Signature of observer:			
Date:	30/04/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1.A. Identify, read and understand plans and drawings: • Interpreting levels, heights, gradients and other measurements • Make measurements and identify quantities that conform to standard industry practice (e.g. national codes, standards)	☒	☒	
1.B. Identify types and numbers of appropriate on-site personnel and estimate the time required on-site, including labour hours for non-contract elements of on-site work.	☒	☒	
1.C. Calculate costs or rates for required on-site work.	☒	☒	
1.D. Identify physical resource requirements, producing lists of materials and calculated quantities against project or standard construction contracts.	☒	☒	
1.E. Establish prices from suppliers for: • Materials and consumables • Plant or requirement requirements	☒	☒	
1.F. Determine and apply estimates of unit costs, as appropriate.	☒	☒	

1.G. Identify and apply costs of statutory/additional costs, including: • WorkCover requirements • Environmental Protection Agency requirements • Seeking approvals • Waste management site fees	☒	☒
1.H. Apply company overhead recovery and margins.	☒	☒
1.I. Using a costing software program, calculate completed estimated project costs for inclusion in a tender or bill.	☒	☒
1.J. Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Danielle's involvement with our projects sees her compile data from our own employee's labour, material pricing from our suppliers and subcontractor pricing to complete variations as required.

Using an excel formulated variation sheet the variation is populated with material and labour units, calculating to show the final values. Overheads and mark ups are then applied, and the variation is submitted to the client for review.

She is able to use the NECA Manual of Labour Units to determine the experience-based reference for typical electrical installations and report back to the projects team to ensure our client receives the best value on the labour component.

Danielle compiles cost reports each week for the projects and calculates the current month average for one hour of our employee's labour so these can be used for pricing activities.

She also assists the project managers in creating quantity counts from the electrical drawings to be sent out to suppliers for pricing and is the main purchasing contact for all suppliers and subcontractors during the pricing stage of a successful project.