# Knowledge Assessment 1 of 2

## Criteria

### Unit code, name and release number

MSFID4022 - Prepare quotation and contract documentation for design projects (1)

### Qualification/Course code, name and release number

MSF40318 - Certificate IV in Kitchen and Bathroom Design (1)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

Date created: *12/08/2019*

Date modified: *16/01/2020*

For queries, please contact:

*Innovative Manufacturing, Robotics and Science SkillsPoint*

*TAFE NSW*

*98 Parry Street*

*Newcastle West*

*NSW 2302*

© 2020 TAFE NSW, Sydney  
RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

The contents in this document is copyright © TAFE NSW 2020, and should not be reproduced without the permission of the TAFE NSW. Information contained in this document is correct at time of printing: 16 January 2020. For current information please refer to our website or your teacher as appropriate.

## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge as would be required to prepare documents for the purpose of generating a quotation and Contract documents. |
| **Assessment Event number** | 1 of 2 |
| **Instructions for this assessment** | This is a written assessment and it will be assessing you on your knowledge of the unit.  This assessment is in two parts:   1. Short answer questions 2. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your trainer for marking. It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Calculator, pens. |
| **Due date/time allowed** | TBA/60 minutes |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy Manage Assessment Appeals, all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

## Part 1: Short answer

Read the question carefully. Your answer should be a minimum of 10 words but no longer than 75 words.

1. As a minimum what should a design quotation contain? (Provide 5 points).
2. Identify what information should be included to support the quotation.
3. Outline what terms and obligations within a contract relate to the client and to the contractor.

Client.

Contractor.

1. List two points in a contract that a quality of construction clause should refer to.
2. Identify the 3 methods of contractual agreements and briefly describe what they are.
3. Explain what an "Exclusion Clause" is and give an example of when it would be used.
4. Why would a contract have a "Dispute Resolution Clause"?
5. In a contract, what should a "Termination of Contract" clause include? And give an example of when it would be used.
6. What information would a designer extract from a client brief and client information in order to determine the scope of the design services required?
7. How can the complexity of a project design impact the cost of the Design Services for a project? (Give two examples)
8. How would a designer reduce the impact of their time to ensure the client's preferences are clarified and confirmed?
9. Describe how multiple unique developments impact on the cost of the design and projects.
10. List three (3) factors that impact the amount of consultation hours for a project.
11. List three (3) ways a designer's services are costed.
12. Provide three (3) items that may be included in a quotation from suppliers.
13. Provide two (2) items of promotional information that may be included in a quote.
14. Identify two (2) features and two (2) inclusions of a design contract

Features Inclusions

1. Identify two (2) points of what the legal obligations of the designer on a project are.
2. Identify two (2) stakeholders and the information the designer would require from them in order to prepare a design quote for a project.
3. From the table below, calculate the labour cost, then add up the material cost and work out the GST to calculate a total cost for a small quote for a project.

Table 2 Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service | Rate Per Hour | Time Estimated | Hours per Day | Cost of Labour | Material Cost Exc/GST |
| Designer | $75 | 8 days | 6.5 |  | $200.00 |
| Plumber | $85 | 12 days | 8.0 |  | $2655.00 |
| Electrician | $80 | 10 days | 7.5 |  | $2263.00 |
| Carpenter | $65 | 22 days | 9.5 |  | $18255.00 |
| Concreter | $55 | 14 days | 6.0 |  | $8564.00 |
| Builder | $75 | 30 days | 12.0 |  | $65487.00 |
| Landscaper | $45 | 7 days | 9.0 |  | $12300.00 |
| Total Labour Cost | | | |  |  |
| Total Material Cost Excluding GST | | | | |  |
| Total Labour and Materials Cost Excluding GST | | | | |  |
| GST | | | | |  |
| Total Cost Including GST | | | | |  |

1. How would a designer confirm the inclusions in a quote to a client?
2. How would the designer confirm client changes for a Design?
3. How would a designer obtain and document the client's agreement to the Design Quote?
4. A house requires 162 square meters of plasterboard. Sheets sizes to be used are 2700mm x 1200mm. Estimate how many sheets are required, including an allowance of 10% wastage.

Your answer should include calculations and will be less than 20 words

1. What type of contract would be used for a project between five thousand and twenty thousand and what is it mainly used for?
2. What type of contract would be used for a project valued over twenty thousand dollars and what is it mainly used for?
3. What are three (3) legal requirement for the parties of a contract for work between five thousand and twenty thousand dollars?
4. What are three (3) legal requirement for the parties of a contract for work over twenty thousand dollars?
5. From the review of the "Design Brief" what Outcomes would a Designer assess about a project? (list 3 points)
6. Provide an example of an open question that a designer would ask a client about a design.
7. Identify why a designer would need to seek specialist legal expertise on a project, and then indicate what action would need to be taken in each instance (Give 2 examples of each)

Advice Action

1. How are inclusions, cost and parameters of Design services documented in a contract?
2. Describe what is included in a set of terms and conditions for a contract.

Terms:

Conditions:

## Part 2: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***