# Assessment Mapping (for streamlined units from new Training Packages)

*This document is used to demonstrate content validity of the assessment tool*

Table 1 Main details

| Details | Unique description |
| --- | --- |
| **Unit Code, name and release number** | MSFID4022 - Prepare quotation and contract documentation for design projects (1) |
| **Skills Team** |  |
| **Region/Campus** |  |
| **SkillsPoint (owned by)** | Innovative Manufacturing, Robotics and Science |

*NOTES:*

* *Event columns can be added or deleted as required*
* *Rows for elements and performance criteria, etc. can be added or deleted as required*
* *Each component of the unit must be mapped to at least* ***one assessment criteria*** *or* ***question*** *in one or more assessment events*
* *Do NOT delete the section labelled Foundation Skills. If the Foundation skills ARE EXPLICIT in the performance criteria, they do not need to be listed. However, if the Foundation skills ARE NOT incorporated in the performance criteria they must be listed and mapped.*
* *Dimensions of Competency must be considered when selecting assessment types to ensure that the range of tasks you have chosen cover the following:*
  + *Task Skills*
  + *Task Management Skills*
  + *Contingency Planning Skills*
  + *Job Role Environment Skills*

## Unit component mapping to assessment event/s

Table 2 Unit component mapping to assessment event/s

| Element number | Element name | Performance criteria number | Performance criteria description | Learning resources | Knowledge Assessment | Project Assessment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Determine design costs | 1.1 | Assess design outcomes from review of design brief |  | Part 1 Q29 | Part 1 Task 1,2,3 Step 1,2,3 |
|  |  | 1.2 | Explore requirements with client using open questioning and discussion |  | Part 1 Q30 | Part 1 Task 1,2,3 Step 2,5 |
|  |  | 1.3 | Identify factors and complexities that affect the scope of design services |  | Part 1 Q10 | Part 1 Task 1,2,3 Step 2 |
|  |  | 1.4 | Identify and obtain information needed from others involved in the project |  | Part 1 Q19 | Part 1 Task 1,2,3 Step 1,2,3 |
|  |  | 1.5 | Accurately calculate design costs based on current rates and outcomes of brief review and customer discussions |  | Part 1 Q20 | Part 1 Task 1,2,3 Step 3 |
| 2 | Prepare and present quotation | 2.1 | Itemise and accurately detail inclusions on documentation |  | Part 1 Q17 | Part 1 Task 1,2,3 Step 3 |
|  |  | 2.2 | Identify and include information to support quotation |  | Part1 Q2, 9 | Part 1 Task 1,2,3 Step 3 |
|  |  | 2.3 | Present quote to the client and discuss to confirm agreement on inclusions |  | Part 1 Q21 | Part 1 Task 1,2,3 Step 3,5 |
|  |  | 2.4 | Modify and finalise quote based on client response |  | Part 1 Q22 | Part 1 Task 1,2,3 Step 3 |
|  |  | 2.5 | Obtain and document client agreement to the quote |  | Part 1 Q23 | Part 1 Task 1,2,3 Step 5 |
| 3 | Prepare and present contract documentation | 3.1 | Select contract format based on the scope of the design project, business protocols and legal requirements |  | Part 1 Q25,26 | Part 1 Task 1,2,3 Step 4 |
|  |  | 3.2 | Identify and action the need for specialist legal expertise based on the project nature and scope |  | Part1 Q31 | Part 1 Task 1,2,3 Step 4 |
|  |  | 3.3 | Note inclusions, costs and parameters of design services in the contract documents |  | Part 1 Q32 | Part 1 Task 1.2.3 Step 3, 4 |
|  |  | 3.4 | Develop and accurately document terms and conditions |  | Part 1 Q33 | Part 1 Task 1,2,3  Step 3, 4 |

## Foundation skills NOT explicit in the performance criteria

Table 3 Foundation skills NOT explicit in the performance criteria

| Foundation skills | Description | Learning resources | Knowledge Assessment | Project Assessment |
| --- | --- | --- | --- | --- |
| Technology skills to | 1. Technology skills to prepare and present quotations and associated documentation using digital media. |  |  | Part 1 Task 1,2,3 Step 2,3,5 |

## Performance evidence

Table 4 Performance evidence

| Performance evidence | Description | Learning resources | Knowledge Assessment | Project  Assessment |
| --- | --- | --- | --- | --- |
|  | There must be evidence the candidate has completed the Steps outlined in the elements and performance criteria of this unit, and: |  |  |  |
| PE1 | Prepared quotations and contract documentation for 3 different design projects. |  |  | Part 1 Task 1,2,3 Step 3, 4 |
|  |  |  |  |  |

## Knowledge evidence

Table 5 Knowledge evidence

| Knowledge evidence | Description | Learning resources | Knowledge Assessment | Project  Assessment |
| --- | --- | --- | --- | --- |
|  | There must be evidence the candidate has knowledge of: |  |  |  |
| KE1 | Key components of contract law at an overview level: |  | Part 1 Q3,4,5,6,7,8 | Part 1 Task 1,2,3 Step 3, 4 |
| KE1.1 | * terms and obligations of contract |  | Part 1 Q3, 4 | Part 1 Task 1,2,3 Step 4 |
| KE1.2 | * methods of contractual agreement |  | Part 1 Q5 | Part 1 Task 1,2,3 Step 4 |
| KE1.3 | * exclusion clauses |  | Part 1 Q6 | Part 1 Task 1,2,3 Step 4 |
| KE1.4 | * dispute resolution clause |  | Part 1 Q7 | Part 1 Task 1,2,3 Step 4 |
| KE1.5 | * termination of contracts |  | Part 1 Q8 | Part 1 Task 1,2,3 Step 4 |
| KE2 | How to determine scope of design services required from a project brief and client information, and how different factors typically impact costs: |  | Part 1 Q9 | Part 1 Task 1,2,3 Step 3 |
| KE2.1 | * design complexity |  | Part 1 Q10 | Part 1 Task 1,2,3 Step 3 |
| KE2.2 | * level of customer certainty about preferences |  | Part 1 Q11 | Part 1 Task 1,2,3 Step 3 |
| KE2.3 | * desired number and nature of concepts for development |  | Part 1 Q12 | Part 1 Task 1,2,3 Step 3 |
| KE2.4 | * amount of consultation required with client and other suppliers |  | Part 1 Q13 | Part 1 Task 1,2,3 Step 3 |
| KE3 | Ways that design services are costed |  | Part 1 Q14 | Part 1 Task 1,2,3 Step 3 |
| KE4 | Design quotation presentation and inclusions |  | Part 1 Q2 | Part 1 Task 1,2,3 Step 3 |
| KE5 | Types of additional information that may be included in quotations: |  | Part 1 Q1 | Part 1 Task 1,2,3 Step 3 |
| KE5.1 | * quotes from suppliers |  | Part 1 Q15 | Part 1 Task 1,2,3 Step 3 |
| KE5.2 | * promotional information |  | Part 1 Q16 | Part 1 Task 1,2,3 Step 3 |
| KE6 | Features and inclusions of design contracts |  | Part 1 Q17 | Part 1 Task 1,2,3 Step 4 |
| KE7 | Legal obligations of designers |  | Part 1 Q18 | Part 1 Task 1,2,3 Step 4 |
| KE8 | Mathematical procedures for estimation and costing, including application of goods and services tax (GST). |  | Part 1 Q20,24 | Part 1 Task 1,2,3 Step 3 |
|  |  |  |  |  |

## Assessment conditions

Table 6 Assessment conditions

| Assessment conditions | Description | Learning resources | Knowledge Assessment | Project  Assessment |
| --- | --- | --- | --- | --- |
|  | Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit: |  |  |  |
| AC1 | Use of suitable facilities, equipment and resources, including: |  |  | Part 1 Task 1,2,3 Step 2 |
| AC1.1 | * design briefs |  |  | Part 1 Task 1,2,3 Step 2 |
| AC1.2 | * information technology for document creation. |  |  | Part 1 Task 1,2,3 Step 2 |
|  | Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors. |  |  |  |
|  |  |  |  |  |