

Title:	Cost Calculations
Aim:	The purpose of this unit is to allow learners to gain an insight into how work is costed and submitted to clients.
Unit Level:	1
Credit Value:	2
GLH	18
Unique Reference Number	H/618/0747
Assessment	This unit is internally assessed through the completion of the NOCN assessment booklets and internally and externally quality assured. The NOCN assessment booklets have been produced and should be used to evidence all learning outcomes.
Learning outcomes <i>The learner will:</i>	
1. Know what is required in order to prepare an estimate or quotation.	
Delivery content: The purpose of this learning outcome is to ensure that learners know the information to include and the tools they can use in order to complete an estimate or quotation. The learner must: <ul style="list-style-type: none"> • know the elements that make up an estimate or quotation. • know the tools and equipment that can be used to prepare an estimate or quotation. 	
2. Know the sources of information required to produce an estimate or quotation.	
Delivery content: The purpose of this learning outcome is to ensure that learners know the sources of information that will be required in order to complete an estimate or quotation. The learner must: <ul style="list-style-type: none"> • identify sources of information that can be used to calculate timings. • be able to identify details relating to the types and quantities and qualities of materials. • identify sources of pricing information for materials. • identify other factors that can influence a project estimate or quotation. 	
3. Complete an estimate or quotation.	
Delivery content: The purpose of this learning outcome is to allow learners to demonstrate the skills required to prepare a basic estimate or quotation. The learner must: <ul style="list-style-type: none"> • obtain the necessary information. 	

- select the required information from the identified sources.
- complete an estimate or quotation template with the selected information.
- calculate the total cost.
- be able to vary totals due to changes in quantities or prices.
- ensure that the estimate or quotation is presented in a clear and concise format.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?

The purpose of this unit is to provide learners with the opportunity to carry out costings of a given project using basic tools and information. They must be able to complete one of the provided templates, either paper based or electronic and arrive at the correct totals.

Assessment:

The Assessment Workbook is available from NOCN.

Elements	Value Quantities	Total Description	Percentages Sub-Totals
Tools and equipment	Paper based Tape measure	Calculator Bespoke software	Spreadsheets
Sources of information	Task specification Drawings & plans	Method statements Risk assessments	Take-off lists
Details	Quantities Materials Lengths	Height Area Volume	Time Widths Weight
Pricing	Online Wholesaler price lists	Task timings Schedules of rates	
Factors	Discounts Value added tax (VAT) Labour costs	Bulk discounts Mark ups Contingencies	