Draft 0.1

This is our work-in-progress update to CPPSEC3047A Provide estimate and quote on security system: https://training.gov.au/Training/Details/CPPSEC3047A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Code and title changed to clarify unit outcome
Elements and performance criteria redeveloped to simplify and better articulate unit structure
Required knowledge updated and rationalised to add specificity and relevance

Updates Feb 2019:
Privacy requirements included in knowledge evidence

Updates May 2019:
Minor updates to apply edits and incorporate feedback, eg to the licensing statement, assessment conditions info, knowledge, implementation guide links etc

Post EE:
Minor edits
Foundation skills modified to clarify requirements

Unit of Competency CPPSEC3047 Provide estimate and quote on security system installations

Application

This unit specifies the skills and knowledge required to provide written estimates and quotes on security system installations. It includes assessing client security requirements and specifications, inspecting installation sites to identify problems impacting the installation, obtaining quotes from suppliers, and sourcing and costing equipment, labour and materials.

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

Licensing, legislative or certification requirements apply to advising on, supplying, installing, maintaining, monitoring, repairing and servicing security equipment in some states and territories. For further information, check with the relevant regulatory authority.

Prerequisite Unit

None.

Elements and Performance Criteria

1. Confirm compliance requirements and client security needs.	1.1	Review work instructions and documentation to confirm client requirements, security system installation specifications and timeframes for estimate and quote.
	1.2	Review and comply with workplace policies and procedures and relevant regulatory requirements when providing estimate and quote for security system installation.
	1.3	Consult with client to confirm security needs and expectations.
	1.4	Identify security system type and requirements for installation to meet client needs.
	1.5	Confirm capacity to provide required security system according to workplace requirements.
2. Obtain quotations and source installation resources.	2.1	Review workplace rate schedules to establish pricing information for security system installation.
	2.2	Source quotations for installation equipment, labour and materials ensuring fair comparisons between suppliers.
	2.3	Consult with preferred supplier to confirm resource availability and delivery date to meet client requirements.
	2.4	Inspect installation site to identify factors impacting installation and apply contingencies to address problems and meet client requirements.
	2.5	Calculate cost of security system installation and check to confirm accuracy.

3. Finalise quotation for security system installation.	3.1	Prepare and present written quotation to client within agreed timeframes.
	3.2	Negotiate with client to agree required changes or variations and finalise quotation.
	3.3	Create client file and store documentation in a manner that facilitates future retrieval and maintains confidentiality according to workplace and regulatory requirements.

Foundation skills

Candidates require:

- reading skills to interpret key requirements of:
  - plans and drawings when assessing equipment specifications
  - technical product specifications in written and diagrammatic formats
- numeracy skills to:
  - accurately calculate estimates and quotations to return a profit where possible
  - compare prices obtained from different suppliers.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3047A Provide estimate and quote on security system.

Links

Companion Volume Implementation Guide:
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

Assessment Requirements for CPPSEC3047 Provide estimate and quote on security system installations

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by documenting written quotations for the supply and installation of security systems to meet the differing needs of three clients.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when providing estimates and quotes on security system installations:
    - client service standards
    - legislative, regulatory and contractual obligations associated with providing quotes for the supply and installation of security equipment and systems
    - licensing requirements and limits of own authority
    - privacy requirements
    - reporting and documentation
    - work health and safety
- calculation methods used to compare prices and estimate costs and return a profit on supply and installation of security systems
- content and format requirements for preparing written estimates and quotes
- how to safeguard confidential client information
- methods for assessing client sites and surrounds to identify problems impacting the installation of security systems
- methods for ensuring fair supplier comparisons
- methods for gaining permission to access client sites and persons authorised to grant permission
- potential suppliers of equipment, labour and materials for security systems installations
- types and functions of a range of security equipment and systems
- ways that social and cultural differences may be expressed.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- workplace policies and procedures, equipment and technologies, client instructions and documentation, and supplier and product information required to achieve the performance evidence.

Links

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https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b