

ASSESSMENT GUIDELINES

Unit 22198

Prepare a schedule of quantities, cost estimate
and tender documentation for landscape work

Level 5, Credit 15, version 1

Prepare a schedule of quantities, cost estimate and tender documentation for landscape work

Unit standard 22198
Level 5, Credit 15, Version 1

Level of performance required for this unit standard

This is a level 5 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work within broad general guidelines; with responsibility for the achievement and standard of the outcome.
- To apply a wide range of technical skills, knowledge, and innovation to complete the task to the specified standard, in a variety of familiar and unfamiliar, routine and non-routine contexts.
- To analyse and interpret a wide range of data, and make an informed judgment.

Workplace assessment:

For guidelines on Workplace Assessment, please refer to the NZHITO Workplace Assessors Manual, and for further information, please contact: NZHITO, P O Box 8638, Christchurch. Ph 03 9644 735, Fax 03 9644 737, Website www.hortito.org.nz

Special notes:

1. The proposal should be related to a simple site and include a range of basic hard and soft landscape features.
2. The New Zealand Standards applicable to this unit standard are: NZS 4202:1995 *Standard method of measurement of building works*, and NZS 3910:2003 *Conditions of contract for building and civil engineering construction*, available from <http://www.standards.co.nz>.

Unit 22198: Prepare a schedule of quantities, cost estimate and tender documentation for landscape work (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Describe the purpose of a schedule of quantities</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Explain in terms of its elements the scope of a schedule of quantities. Range; elements may include but are not limited to - description of work, relation to drawings and specifications, quantity of materials and work, provisional sums, prime cost sums. ▪ Define the application of a schedule of quantities in terms of measurements of work for pricing. ▪ Define the application of a schedule of quantities in terms of measurements of completed work.
<p>Element 2 Prepare a preliminaries section for the schedule of quantities</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe a preliminaries section of a schedule in terms of its function and nature. ▪ Include in the preliminaries section any details of conditions of contract and other special conditions applying to the proposal. ▪ Include details of the nature of any exceptional conditions which may prevail in the implementation of the proposal. ▪ Include specified rates which have been set for the work. ▪ Identify and include special provisions in the proposal.
<p>Element 3 Apply the requirements of descriptions in developing a schedule of quantities</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Use a length, width and height sequence to define the measurements. ▪ Identify each proprietary item in the schedule and provide a full description of each. ▪ Apply extra value to items, which will entail work that is in addition to what would normally required for that item. Range - corners, joints, special features (detailed). ▪ Define circular work in accordance with the requirements of NZS 4202:1995. ▪ State the sizes and specific descriptors of items, in accordance with the requirements of NZS 4202:1995.
<p>Element 4 Apply the taking-off process in the development of the schedule</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ List the types of information that can be obtained from drawings and specifications in the taking-off process. ▪ Record on a standard take-off sheet the information that can be obtained in the take-off process in accordance with NZS 4202:1995. ▪ Apply standard methods of measurement in taking-off for each of the elements where they occur in the proposed work. Range at least eight of – demolition, sprayed concrete, excavation, precast concrete, concrete work, reinforcing, brick work, concrete masonry, stone masonry, carpentry, plumbing, drainage, electrical services, solid plastering, site works. ▪ Apply accepted industry methods in taking-off for landscape elements in the proposed work. Range – soil (loose and placed measurements), weed control, cultivation, lawn establishment and maintenance, plant material supply, planting, mulching, surface finishes

ELEMENT	Competent	Range of evidence an assessor should consider
Element 5 Apply the process of extension in the development of the schedule	Yes/No	<ul style="list-style-type: none"> ▪ Use standard take-off sheet columns for extending. ▪ Calculate extensions in accordance with the requirements of NZS 4202:1995. ▪ Use a format of the statement of extensions that is in accordance with the requirements of NZS 4202:1995.
Element 6 Prepare and calculate a cost estimate for a landscape project	Yes/No	<ul style="list-style-type: none"> ▪ Develop rates that include all standards and components. Range: plant, labour, materials, ancillaries. ▪ Ensure the calculation of the labour component of a unit rate includes a provision for standard elements. Range – workers rates, supervision, employment related levies and costs. ▪ Ensure the calculation of the plant component of a unit rate includes provision for standard elements. Range - fuel and lubricants, registration and/or licensing, insurance, operator wages, hire costs. ▪ Ensure the calculation of the materials component of a unit rate includes provision for standard elements. Range - cost on site, site handling, insurance, returns, waste. ▪ Ensure the calculation of the ancillary component of a unit rate includes provision for standard elements. Range - labour, materials, services, extension, overheads, establishment, maintenance, site charges, protection, overheads, profits. ▪ Present the cost estimate for the landscape work to the client, ensuring it complies with design enterprise requirements of the project brief.
Element 7 Prepare a tender for submission.	Yes/No	<ul style="list-style-type: none"> ▪ Ensure the tender complies with the stated requirements of documentation. Range – form, conditions, special conditions, specifications. ▪ Submit supplementary material requested in support of the tender as required. Range bond forms, performance profiles, performance guarantees. ▪ Adopt procedures for final checking of the tender review and confirm the completeness and accuracy of the tender before submission to the client. ▪ Ensure the tender documents are both prepared and submitted before the tender closes.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 22198. (version 1)

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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Please send this page to your NZHITO Regional Manager, who will forward it to National Office to register the credits on your NZQA Record of Learning.

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