

<b>Title:</b>	WT3.15 Prepare, Produce and Present Quotations and Tenders for the Water Treatment Industry	
<b>Level:</b>	3	
<b>Credit Value:</b>	3	
<b>Learning outcomes</b>	<b>Assessment criteria</b>	
1. Follow organisational procedures relating to the preparation, production and presentation of quotations and tenders	1.1. Work safely at all times 1.2. Comply with the health, safety and environmental requirements set out by the organisation relevant to the site 1.3. Follow the organisational procedures that are appropriate to the operation being undertaken	
2. Prepare to produce and present quotations and tenders for the water treatment industry	2.1. Establish the water treatment programme design for the quotation/tender to be prepared 2.2. Gather data required to prepare the quotation/tender from available sources 2.3. Obtain quotations/prices for any products to be provided by others 2.4. Obtain quotations/prices for any services to be provided by sub contractors 2.5. Identify who the quotation/tender should be provided to	
3. Produce and present quotations and tenders for the water treatment industry	3.1. Calculate costs and prices to provide the water treatment programme in accordance with company operating procedures 3.2. Record calculations in accordance with company operating procedures and company documentation 3.3. Establish the appropriate selling price in accordance with company operating procedures 3.4. Identify any supporting documentation required by the quotation/tender procedure	

	<p>3.5. Identify the method of presentation to be adopted in accordance with company procedures and the quotation/tender requirements</p> <p>3.6. Identify any Unique Selling Points (USP) with regard to the company or programme design and note these in accordance with the quotation/tender requirements</p> <p>3.7. Identify any products or services that have not been provided that are required by the quotation/tender and note these</p> <p>3.8. Produce the quotation in a format required by company procedures and/or tender documentation</p>
<p>4. Complete the presentation of quotations and tenders</p>	<p>4.1. Prepare presentation materials and any resources required</p> <p>4.2. Arrange for the presentation to be provided to the identified persons</p> <p>4.3. Present the quotation/tender to the identified persons in accordance with company operating procedure and/or tender requirements</p>
<p>5. Know how to follow organisational procedures</p>	<p>5.1. Explain personal and legal responsibilities with regard to health and safety in the working area</p> <p>5.2. Explain the company procedures relevant to the preparation, production and presentation of quotations and tenders</p>
<p>6. Know how to prepare to produce and present quotations and tenders</p>	<p>6.1. Describe where to obtain any relevant programme design</p> <p>6.2. Describe how to use the relevant programme design</p> <p>6.3. Describe where any relevant data for the quotation/tender can be obtained and what other sources of information are available</p> <p>6.4. Explain how the requirements of</p>

	<p>any relevant tender are met</p> <p>6.5. Describe how to use the output of a site survey</p> <p>6.6. Describe what products are provided by others</p> <p>6.7. Explain how product quotes supplied by others should be obtained</p> <p>6.8. Describe what services are provided by sub contractors</p> <p>6.9. Describe how service quotes supplied by sub contractors should be obtained</p>
<p>7. Know how to produce and present quotations and tenders</p>	<p>7.1. Explain what organisational procedures and documentation to use for the relevant quotation/tender</p> <p>7.2. Explain what supporting documentation is available and when to use it</p> <p>7.3. Explain where to obtain any supporting documentation required for the relevant quotation/tender</p> <p>7.4. Explain what methods of presentation are available and the organisational procedures to use them</p> <p>7.5. Describe where to find any relevant tender requirements</p> <p>7.6. Describe any Unique Selling Points (USP) for the product/service to be provided</p> <p>7.7. Explain how to present any Unique Selling Points (USP) relevant to the quotation/tender</p> <p>7.8. Explain what products and/or services relevant to the quotation/tender cannot be provided and why</p> <p>7.9. Explain what to do, in accordance with company operating procedures, if products/services</p>

	cannot be provided
8. Know how to complete the presentation of quotations and tenders	<p>8.1. Explain what presentation formats are available and the company procedures for their use</p> <p>8.2. Describe how to prepare presentation materials and any other resources required relevant to the quotation/tender</p> <p>8.3. Explain what facilities are required for the relevant presentation</p> <p>8.4. Describe how to arrange for a presentation to be given in accordance with company operating procedures</p> <p>8.5. Explain how to present the relevant quotation using the presentation method adopted</p> <p>8.6. Outline who the quotation/tender should be provided to</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit addresses the skills and knowledge required to prepare, produce and present quotations and tenders for the water treatment industry.
Unit expiry date	31/07/2016
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit covers the skills and knowledge requirements of NOS "Prepare, Produce and Present Quotations and Tenders".
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit is subject to the requirements set out in the Cogent SSC Assessment Strategy.
Endorsement of the unit by a sector or other appropriate body (if required)	Cogent SSC
Location of the unit within the subject/sector classification system	2.1 , 4.2
Name of the organisation submitting the unit	PAA\VQ-SET

Availability for use	Restricted unit
Unit available from	
Unit guided learning hours	16