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**ASSESSMENT TASKS**

*Student Instructions*

1. Complete all tasks and activities using available class time, class notes and other resources.
2. Work may be submitted in either hard or soft copy.
3. Every assessment submitted requires a complete cover page noting the authenticity declaration, your student number and task name and number. Assessments may not be received without a complete cover page. If submitting via email you still require a cover page as first page of your assessment task.
4. Work to the timelines set by your teacher. Late submission may result in loss of marks. Teachers may not remind you of due dates, you are responsible for submitting on time.
5. Each assignment needs to be passed and will contribute to the overall assessment grade for this unit.
6. Practical or observation based assessment tasks require your presence and participation; you are responsible for tracking your tasks and ensuring they are achieved.

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| **AHCBUS402 Cost a project**  ASSESSMENT TASKS | | | |
| **Name** |  | | |
| **Student ID No** |  | | |
| **Class Code** |  | | |
| **Assessment Task** (Name & No. as per handout) |  | | |
| **Facilitator Name** |  | | |
| **Due Date** |  | **Submitted Date** |  |

***In submitting this assignment for assessment, the student acknowledges that:***

* ***References are included, where applicable***
* ***A backup copy of the assignment has been retained by the student***
* ***The Chisholm Institute policy on plagiarism has not been breached   
  (that is, the contents of the assignment are all the work of the student, including in-class small group work and work in the student’s practice environment).***

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| ***Department Use Only:***  ***ASSESSMENT TASK DECISION***  ***Comments:*** |
| ***Task Outcome:***  **🞏** fail <50% **🞏** pass 50-59% **🞏** credit 60-69**% 🞏** distinction 70-79**%**  **🞏** high distinction 80-100% |
| *Entering a grade and saving associated evidence in Chisholm Institute’s files provides verification by the assessor.*  Assessor Name: Date: / / |

**Task 1 Prepare to Cost**

This task requires the use of excel spreadsheets to determine standard costs. You will be supplied with a template and required to enter all the costs involved with employing staff to determine a standard cost for labour. You will also be required to determine standard costs for a vehicle and other relevant machinery. You will submit the spreadsheet along with a brief paragraph explaining the standard rates calculated and describing how you did this.

**Task 2 – Question - Answers**

Through answering a set of questions the candidate must demonstrate an understanding of the principles behind costing a project.

**Task 3 Cost a Project**

The candidate must select a conservation project on an area of land, (a reserve, private land etc). The works can be any project associated with land or natural resource management. The student must prepare a document that would be in keeping with an official quotation or report that would be presented to a government department, land owner or similar party. The costing must include:

* A clear objective and demonstrated understanding of the objective of the works
* A breakup of the project components.
* The establishment of standard costs for vehicles, the office, other equipment etc
* An estimate of staff costs, (including relevant awards), contractors, rental machinery, materials, consumables etc for each component of the project.
* Evidence that potential constraints, variations and/or contingencies were considered
* Compilation of the components into a financial summary
* Financial Schedule
* Presentation of the project costs in an official report
* Standard costings excel spreadsheet to be supplied as an appendix

The assignment must be prepared in the style of an official report with at least a cover sheet, contents page, heading identifying relevant sections of the document and a recommendation. Photographs, charts and/or other additions are strongly recommended. The assignment must be at least 1,000 words.