



**NATIONALLY RECOGNISED
TRAINING**

UEENEEC005B **Estimate electrotechnology projects**

UEENEEC003B **Provide quotations for installation or service jobs**

UEENEEC009B **Provide quotations for inspection and compliance audit services**

ELECTRICAL ESTIMATING AND TENDERING TRAINING COURSE

This accredited training course enables Electricians, Supervisors and Project Managers, Electrical Contractors and Business Owners to work from Small Quotes to Large Tenders.

Included in this course for use during training:

- FREE Access to PDF Screen Take-off Software and measuring wheel for manual take-offs.
- FREE Access to Electrical Estimating Software.

Pre-Requisites:

Not Applicable

Students will also need to complete an assignment before attending college.

Duration: 3 Days; 7:30am to 4.00pm

Course dates: Please select the following link for course dates

<http://www.electrogroup.com.au/new-course-dates-2019-2020/>

Location: Electrogroup, 9 Railway Terrace, Rocklea, Brisbane QLD 4106

Registration: Complete enrolment form

Electrical Estimating and Tendering Training Course Enrolment Form

Course Fee:

\$277 If you are eligible for CSQ Funding- while available (CSQ will fund the remainder)

Full Fee Value \$1,252 - If you are NOT Eligible for Funding

\$690 Electrogroup Course Fee - If you are NOT Eligible for CSQ Funding



Fee is calculated through a Construction Skills Queensland (CSQ) funded subsidy of \$975.
Conditions apply to eligible applicants.

Go to <http://www.csq.org.au/search/courses?id=49&v=72> for more information on eligibility requirements

Students will receive a 'Certificate of Attainment' after successful completion of this course

Sign up now:

[CSQ Enrolment Form SCG V4.2](#)

Course Outline:

The Key benefits you will gain from this training are:

Easily respond to constant changes in construction methods, tools, equipment and still produce fast accurate estimates

- Ability to read electrical plans and complete electrical take-offs with precision
- Increased profitability
- Improved negotiating skills
- Makes estimating easy – so you can save time and win more work
- Simplify the entire electrical estimating and tendering process in your business and projects

Electrical Estimating and Tendering Process

Electrical Estimating Process deals with the essential components of estimating and is designed to give the participants an introduction to the following:

- Preparation of a quotations and tenders from plans and specifications
- Quantity take-offs manually and PDF on-screen
- Material and Labour pricing Costing the job
- Tender Breakdown of costs
- Tender submission letter
- Life cycle costing analysis
- Documenting estimations and costing.
- Evaluating estimates and costs

Small Electrical Installation or Service Jobs Quotations and Quotations for Inspection and Compliance Audit Services

Understanding of installation or service jobs quotations and inspection and compliance audit services quotations to an extent indicated by the following aspects:

- Enterprise communication methods
- Work activities records
- Enterprise customer relations
- Costing methods in an enterprise
- Costing small jobs

Electrical Estimating and Tendering Domestic Project

As a participant you will do practical work which includes pricing the electrical installation of a domestic installation and preparing the documentation for a quotation submission including:

- Preparation of a domestic quotation from plans and specifications
- Quantity take-offs
- Material and Labour pricing Costing the job
- Quotation Breakdown of costs
- Quotation submission letter
- Documenting quotation and costing.
- Evaluating quotation and costs
- Document and Submit Quotation

Electrical Estimating and Tendering Commercial / Light Industrial Project

This session will consist of a more detailed process and essentially will be the preparation of a tender submission for a medium sized commercial/light industrial installation; complete a

quotation and tender letter using the electrical estimating software with review and completion of the tender will include the following elements:

- Purpose and sources of a tender
- Documents supplied with a tender
- Typical special conditions included in a tender
- Tender submission requirements
- Ascertain Extent of the Project and Tender Requirements
- Estimate Project and Assemble Tender Submission
- Document and Submit Tender

Electrical Estimating and Tendering Training Course Requirements

Essential electrical estimating tools are:

- Laptop Computer to accept Microsoft Word and Excel programs
- USB Drive
- Scale Ruler with common scales of 1:100; 1:200; 1:500 etc
- Metric Scale Map measuring wheel for measuring lengths of cables, cable ladder/tray, conduit etc. (Electrogroup to supply for class use only)
- Highlight pens of various colours.
- Pencils and eraser
- Black or blue pen
- Standard Calculator
- AS/NZS3000 Wiring Rules
- AS/NZS3008 Electrical installations – Selection of cables



- Access to Internet for sending and receiving emails and use File Sharing Software such as DropBox.