

Demonstrate knowledge of ordering, receiving, handling and storing joinery materials

Level 2

Credits 3

Purpose People credited with this unit standard are able to draw up a draft order for ordering joinery materials, and describe the process for receiving, handling, and storing joinery materials.

Subfield Joinery

Domain Stairs and Other Joinery Trade Skills

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation by NZQA and industry.

Standard setting body (SSB) Joinery Industry Training Organisation

Accreditation and Moderation Action Plan (AMAP) reference 0073

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 All workplace practices must comply with current legislation, codes of practice, and documented site safety procedures for personal, product, and worksite safety.
- 2 Legislation and regulations relevant to this unit standard include but are not limited to – Health and Safety in Employment Act 1992; Health and Safety in Employment Regulations 1995.

Elements and performance criteria

Element 1

Draw up a draft order form for ordering joinery materials.

Performance criteria

- 1.1 The draft order form for joinery materials matches the work documents.
- 1.2 The draft order form specifies that joinery materials arrive as indicated by the job progress programme.

Element 2

Describe the process for receiving, handling, and storing joinery materials.

Performance criteria

- 2.1 The description of receiving a delivery docket matches workplace practice.
- 2.2 The description identifies the workplace requirements for handling joinery materials to maintain quality and safety, including checking for defects.
- 2.3 The description identifies the workplace requirements for storing joinery materials to maintain quality and security, including checking for defects.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Joinery Industry Training Organisation ceo@jito.org.nz if you wish to suggest changes to the content of this unit standard.