

Title	Write construction-related communications		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: plan a written communication in terms of construction-related issues; write construction-related communications in a standard format; and write construction-related communications in a non-standard format.
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Classification	Construction Trades > Core Construction
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Available grade	Achieved
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Guidance Information

- Definitions**
Job requirements means the requirements of the job, which can include requirements of the specifications, and also aspects outside the specifications such as time requirements, equipment requirements, labour requirements, and requirements to work around other jobs being conducted at the same time.
Toolbox talk is standard industry terminology for a regular meeting on a construction-related site to discuss safety and site activity.
Work site practice refers to the documented procedures specific to a work site which set out the standard and required practices of that work site.
- For the purpose of this unit standard, *technical information* may include but is not limited to – contract documentation, Acts, Codes of Practice and NZ Standards relevant to the candidate's own trade.
- Practical elements of this unit standard may be assessed on the basis of evidence of demonstrated performance in the workplace or in simulated work situations designed to draw upon similar performance to that required in a workplace.

Outcomes and performance criteria

Outcome 1

Plan a written communication in terms of construction-related issues.

Performance criteria

- 1.1 Relevant technical information is checked before writing begins in accordance with job requirements and work site practice.

- 1.2 An approach is assessed and selected which is appropriate to the situation and the people concerned in accordance with work site practice.

Range note, letter, order, text message, email.

- 1.3 A sequence of content is selected that communicates information to the recipient in a logical order.

Outcome 2

Write construction-related communications in a standard format.

Range two of – special order, purchase order, site diary, day work sheet, toolbox talk record, accident or incident report, task analysis form.

Performance criteria

- 2.1 Format and context are applicable to the communication and the situation in accordance with work site practice.

- 2.2 The written information is in accordance with work site practice.

Range correct, clear, relevant, logical, legible and complete

- 2.3 The grammar, spelling and punctuation enable the intended meaning of the communication to be understood in accordance with job requirements.

- 2.4 The length of the text fits the context and job requirements.

Outcome 3

Write construction-related communications in a non-standard format.

Range includes – email and one other;
must include two of – request for information, safety-related communication, progress report, disciplinary communication.

Performance criteria

- 3.1 Format and context are applicable to the communication and situation in accordance with work site practice.

- 3.2 The written information is in accordance with work site practice.

Range correct, clear, relevant, logical, legible and complete

- 3.3 The grammar, spelling and punctuation enable the intended meaning of the communication to be understood in accordance with job requirements.

- 3.4 The length of the text fits the context and job requirements.

- 3.5 Correct business communication conventions are followed in accordance with work site practice.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 June 2000	31 December 2025
Revision	2	19 August 2005	31 December 2025
Rollover and Revision	3	12 December 2008	31 December 2025
Review	4	15 April 2011	31 December 2025
Review	5	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0048
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Waihanga Ara Rau Construction and Infrastructure Workforce Development Council qualifications@waihangaararau.nz if you wish to suggest changes to the content of this unit standard.