

40273 Plan and coordinate flooring operations

Kaupae Level	4
Whiwhinga Credit	5
Whāinga Purpose	<p>This skill standard recognises the skills required to establish work requirements, calculate materials, and sequence activities for flooring operations.</p> <p>This skill standard aligns with the:</p> <ul style="list-style-type: none"> • New Zealand Certificate in Flooring Surface Preparation (Level 4) [Ref: 4299]. • New Zealand Certificate in Timber and Engineered Timber Flooring (Level 4) [Ref: 4300].

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Establish work requirements for flooring operations.	a. Work requirements are identified from job documentation and activities are prioritised.
	b. Work requirements are confirmed with parties to the flooring operation prior to work programme commencement.
2. Calculate materials and overheads required for flooring operations.	a. Material calculations are made according to a floor layout plan and agreed additional allowances, and to optimise materials required.
	b. Calculations of overheads directly related to flooring operations are made according to workplace requirements.
3. Plan and lead sequence of work for flooring operations.	a. Work activities are planned and led to result in completed flooring operations that meet job documentation, accommodate other activities on site, and optimise the use of materials and equipment.
	b. Work requirements are communicated with own team and others onsite according to job requirements

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Candidates must be capable of consistently coordinating flooring work programmes to the standard of commercial competence.

Commercial competence refers to:

- performing the skill in a safe manner
- performing the skill to required industry standards
- performing the skill within a commercially viable timeframe
- repeating the skill on demand
- performing the skill without supervision
- applying the skill to other work.

Communication involves written, verbal, and electronic formats. It includes everyday contact onsite to reach conclusions about work requirements and integration of work activities.

Industry standards must reflect flooring industry best practice, workplace procedures, and be within acceptable tolerances as defined in New Zealand.

Job documentation refers to all documentation relevant to a specific agreed timber flooring work programme, including a floor layout plan, and manufacturers' specifications.

Work requirements refer to all work activities, task priorities, deadlines, and health and safety requirements.

Workplace procedures refer to verbal and written information covering company policy, standard operating procedures, and job specific instructions.

Assessment must conform to workplace conditions and meet workplace health and safety requirements.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content**Calculations for coordinating flooring work-programmes**

- Linear measurements, centres and spacings.
- Interpreting floor layout plans.
- Ratios for material calculations and converting scales.
- Converting calculations.
- Percentage increases.
- Time and scheduling work activities.
- Interpreting job documentation – including floor layout plans, and material data specifications.

Coordinating flooring work programmes

- Identifying work activities, priorities, and sequencing.
- Roles and responsibilities of those involved in carrying out a programme of work.

Communicating flooring work programmes

- Methods to communicate a work programme to parties to the flooring operations.
- Methods to document work activities as the work programme progresses.

Rauemi | Resources

Flooring Programme Guidance available from qualifications@waihangaararau.nz.

Legislation, available from www.legislation.govt.nz:

- Building Act 2004, Building Code
- Construction Contracts Act 2002
- Health and Safety at Work Act 2015.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Waihanga Ara Rau Construction and Infrastructure Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Planning and Construction > Construction Trades > Flooring
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0048

Hātepe Process	Putanga Version	Rā whakaputa Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	28 November 2024	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2029		

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