

## 40283 Prepare estimates for flooring trades operations

<b>Kaupae   Level</b>	4
<b>Whiwhinga   Credit</b>	20
<b>Whāinga   Purpose</b>	<p>This skill standard recognises the skills required to prepare estimates for flooring trades operations.</p> <p>This skill standard aligns with the New Zealand Certificate in Flooring Planning and Design (Level 4) [Ref: 4297].</p>

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

Hua o te ako   Learning outcomes	Paearu aromatawai   Assessment criteria
1. Evaluate product specifications and site information to determine the scope of proposed flooring trades operations plan.	a. Product requirements and product-specific parameters are evaluated and documented in relation to the proposed plan.
	b. Specific site considerations, including access and environmental factors, are evaluated and documented in relation to the proposed plan.
2. Calculate costings for all elements of the proposed flooring trades operations plan.	a. A floor layout plan is prepared including direction and seams in preparation for calculating costing of the entire proposed plan.
	b. Product quantities, labour requirements, profit margins, markups, and all associated costs for the proposed plan are calculated.
	c. Adjustments for variations to agreed scope of work are calculated according to workplace procedures.
3. Prepare estimation documentation for relevant parties for proposed flooring trades operations.	a. Documentation of final floor layout plan, product details, itemised scope of work, and job costings, including allowances for variations, is prepared according to workplace procedures.

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

Assessment specifications:

Candidates must be capable of consistently preparing estimates for complex proposed flooring operations to the standard expected of commercially competence.

*Complex* refers to sites with large or irregular shaped flooring areas.

*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.

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

*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

### **Product specifications and site information**

- Installation, finishing, joins, corners, ramps, transitions, falls.
- Access, work environment, other trades, job readiness.
- Features of a floor layout plan including directions, seams, layout, and pattern matching.
- Product installation/application requirements.

### **Calculating costings**

- Product lineal meters, cutting allowance, wastage allowance.
- Material quantities and accessories.
- Labour and travel.
- Profit margins and markups.
- Variations to scope.

### **Preparing documentation for an estimate**

- Differences between a quote and an estimate.
- Itemising element job costs.
- Building product information.

### **Initiating installation**

- Communicating floor plan layout, scope, estimate, product care.
- Ordering products.
- Creating installation job instructions.
- Credit checks on clients.

### **Rauemi** | Resources

Flooring Programme Guidance available from [qualifications@waihangaararau.nz](mailto:qualifications@waihangaararau.nz).

**Pārongo Whakaū Kouna | Quality assurance information**

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

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

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