

**40304****Plan own tasks to fit within a construction work programme**

<b>Kaupae   Level</b>	3
<b>Whiwhinga   Credit</b>	3
<b>Whāinga   Purpose</b>	<p>This skill standard recognises the skills to select and prioritise own work tasks to contribute to a construction work programme.</p> <p>This skill standard contributes to qualifications designed for the construction environment.</p>

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

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Plan own tasks to fit within a construction work programme.	a. Scope of the work programme, timeframes and any constraints are confirmed.
	b. Priority of tasks is identified, and sequence of work programme is developed.
	c. Own abilities and knowledge are identified and considered when planning tasks.
	d. Own tasks are monitored to record change and adaptations for accuracy, and pace and quality of work.

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

Evidence for this standard must reflect planning and prioritising individual tasks within a construction work programme for familiar or consistent construction tasks.

Confirmation of planned tasks from supervisors may be required prior to starting work.

**Ngā momo whiwhinga | Grades available**

Achieved.

**Ihirangi waitohu | Indicative content****Planning**

- Digital skills to monitor and document the project.
- Project management apps.
- Confirmation of materials and resourcing.
- Time management and estimating timings.
- Goal setting and own capabilities.
- Using known construction skills.

**Prioritising**

- Consideration of dependencies.
- Identifying solutions to problems encountered.
- Sequencing of work and the work of others.

**Monitoring**

- Monitoring of pace, quality and accuracy.
- Adapting planned work.
- Rework.
- Documenting project work.

**Rauemi | Resources**

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

**Pārongo Whakaū Kounga | 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 > Core Construction
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0048

<b>Hātepe  </b> Process	<b>Putanga  </b> Version	<b>Rā whakaputa  </b> Review Date	<b>Rā whakamutunga mō te aromatawai  </b> Last date for assessment
<b>Rēhitatanga  </b> Registration	1	28 November 2024	N/A
<b>Kōrero whakakapinga  </b> Replacement information	This skill standard and skill standard 40305 replaced unit standard 30857.		
<b>Rā arotake  </b> Planned review date	31 December 2029		

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