

41158 Use digital tools to access and communicate information in a construction environment

Kaupae Level	3
Whiwhinga Credit	5
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications and credentials in construction trades.</p> <p>People with this skill standard have the skills to use digital tools to access and communicate information in a construction environment.</p> <p>This skill standard may contribute to qualifications across the construction environment.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Use digital tools to access, interpret, and share information in a construction environment.	a. Construction information is accessed using appropriate digital devices and applications.
	b. Digital file formats and storage methods used in construction are identified and applied appropriately.
	c. Information is navigated, viewed, and interpreted to meet the specific requirements of the task.
	d. Digital tools are used to communicate construction-related information accurately, suited to the task and audience.
2. Apply safe, secure, and responsible practices when using digital technology in a construction environment.	a. Cybersecurity and data protection principles relevant to construction environment are described.
	b. Digital information is stored and managed securely in line with organisational requirements.
	c. Digital file-sharing and collaboration platforms are used in accordance with organisational and privacy requirements.

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

Assessment specifications:

Candidates must be capable of consistently using digital tools to access and communicate routine information in a construction environment.

A construction environment is any environment where construction, modification, or maintenance of buildings, structures, or infrastructure assets takes place.

Construction information may include plans, specifications, and schedules.

Digital tools may include but are not limited to – smartphones, tablets, laptops, measurement or layout applications, cloud-based storage systems, project management software, Building Information Modelling (BIM) viewers, and digital forms or checklists.

Ngā momo whiwhinga | *Grades available*

Achieved

Ihirangi waitohu | Indicative content

Using digital tools

- Types of digital devices used in construction: smartphones, tablets, laptops, digital measuring tools, BIM viewers.
- Common construction file formats (e.g. PDF, DWG, XLS, DOC, JPG).
- Accessing and viewing plans, specifications, and schedules using digital platforms or applications.
- Navigating digital drawings (zooming, layering, measuring, annotation functions).
- Storing and organising digital information (file naming conventions, folders, cloud storage).

Digital communication

- Digital communication methods: email, text, messaging apps, video conferencing, and project management platforms.
- Communicating clearly, professionally, and appropriately in digital formats.
- Sharing and collaborating on documents and project files.
- Understanding organisational protocols for communication and data sharing.
- Using digital platforms to report progress, record issues, or request information.

Safe use

- Cybersecurity basics: strong passwords, phishing awareness, device protection, data backup.
- Privacy and confidentiality in handling digital project information.
- Safe use of devices on construction sites (e.g. avoiding distractions, proper storage, use of protected equipment).
- Environmental considerations of digital technology use (e-waste, energy efficiency).
- Following organisational and legislative requirements for data security and digital conduct.

Rauemi | Resources

Programme Guidance information available from info@cstisb.nz.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Construction and Specialist Trades Industry Skills Board
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Planning and Construction > Construction Trades > Core Construction
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0120

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	26 February 2026	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Construction and Specialist Trades Industry Skills Board at info@cstisb.nz to suggest changes to the content of this skill standard.