

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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Explanatory notes

1 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.

2 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.

3 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 evidence requirements

Outcome 1

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

Evidence requirements

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, 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/incident report, task analysis form.

Evidence requirements

- 2.1 Format and context are applicable to the communication and situation in accordance with work site practice.
- 2.2 The written information is correct, clear, relevant, logical, legible and complete in accordance with work site practice.
- 2.3 The grammar, spelling and punctuation enable the intended meaning of the communication.
- 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 – letter and one other;
must include two of – request for information, safety-related communication, progress report, disciplinary communication.

Evidence requirements

- 3.1 Format and context are applicable to the communication and situation in accordance with work site practice.
- 3.2 The written information is correct, clear, relevant, logical, legible and complete in accordance with work site practice.
- 3.3 The grammar, spelling and punctuation enable the intended meaning of the communication.
- 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 2015
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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 2013
Revision	2	19 August 2005	12 December 2013
Rollover and Revision	3	12 December 2008	31 December 2013
Review	4	15 April 2011	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>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Building and Construction Industry Training Organisation national.office@bcito.org.nz if you wish to suggest changes to the content of this unit standard.