

<b>Title</b>	<b>Use job sheets in the flooring industry</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this standard are able to clarify flooring job requirements from information provided, and complete flooring job sheets.
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<b>Classification</b>	Construction Trades > Flooring
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<b>Available grade</b>	Achieved
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### Guidance Information

- Performance of the outcomes of this unit standard must comply with the following legislation and guides: The Building Act 2004; Health and Safety in Employment Act 1992, and its subsequent amendments; *A Guide to Health and Safety in Employment Act 1992 (2003 – 2<sup>nd</sup> edition)*, published by the Department of Labour and available at <http://www.osh.dol.govt.nz>.
- Workplace procedures* are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.
- Candidates will be expected to carry out the activities required in this unit standard under supervision or in a simulated situation.

### Outcomes and performance criteria

#### Outcome 1

Clarify flooring job requirements from information provided.

#### Performance criteria

- Job sheet information is interpreted and checked in accordance with workplace procedures.
 

Range	includes but is not limited to – client name, location, access, area, environment, floor measurements, fixtures.
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- Flooring products suitable for the job are identified and confirmed in accordance with workplace procedures and customer requirements.
 

Range	customer requirements may include but are not limited to – aesthetic appeal, longevity, space and traffic considerations.
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1.3 Material and equipment are selected to meet the job specifications.

## Outcome 2

Complete flooring job sheets.

## Performance criteria

2.1 Quantities and materials used are entered in job sheet in accordance with workplace procedures.

2.2 Job is recorded in accordance with workplace procedures.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 September 2004	31 December 2023
Rollover and Revision	2	23 April 2007	31 December 2024
Review	3	25 November 2021	31 December 2024
Rollover	4	30 November 2023	31 December 2024

### Consent and Moderation Requirements (CMR) reference

0175

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.