

Title	Use job sheets in the flooring industry		
Level	2	Credits	2

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

- 1 Performance of the elements 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 – 2nd edition)*, published by the Department of Labour and available at <http://www.osh.dol.govt.nz>.
- 2 *Workplace procedures* are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.
- 3 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

- 1.1 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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- 1.2 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Status information and last date for assessment for superseded versions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 2023
Review	3	25 November 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference	0175
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.