

Title	Prepare quotations for flooring jobs		
Level	3	Credits	4

Purpose	<p>This unit standard is for people working in the flooring industry.</p> <p>People credited with this unit standard are able to: confirm flooring job and specifications; obtain information for flooring quotation; collate all priced components into a flooring quotation.</p>
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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 outcomes of this unit standard must comply with the following legislation: the Building Act 2004, Consumer Guarantees Act 1993.
- 2 Definition
Workplace procedures are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.

Outcomes and performance criteria

Outcome 1

Confirm flooring job and specifications.

Performance criteria

- 1.1 Job is confirmed to be consistent with job sheet in accordance with workplace procedures.

Range	includes but is not limited to – client name, location, access, floor area, environment, customer’s requirements.
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- 1.2 Job specifications are confirmed to be consistent with client’s requirements and job sheet.

Outcome 2

Obtain information for flooring quotation.

Performance criteria

- 2.1 Measurement items are separated into pricing components.
 Range components may include but are not limited to – labour, materials, plant, overheads, margins, equipment, waste, surface preparation.
- 2.2 Prices are obtained from material and/or service suppliers.
- 2.3 Prices are assessed against, and selected to meet, job specifications.

Outcome 3

Collate all priced components into a flooring quotation.

Performance criteria

- 3.1 Priced items are collated to establish a quotation that meets the job specifications.
- 3.2 The quotation is recorded in accordance with workplace procedures.

Replacement information	This unit standard, unit standard 17009, and unit standard 17010 were replaced by unit standard 32555.
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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Status information and last date for assessment for superseded versions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	26 March 2007	31 December 2018
Review	2	18 February 2011	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>.