

<b>Title</b>	<b>Receive instructions and communicate information in relation to BCATS projects</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard has been designed to be achieved in a building, construction and allied trades skills (BCATS) programme.</p> <p>People credited with this unit standard are able to receive instructions, and communicate information related to BCATS projects.</p>
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<b>Classification</b>	Construction Trades > Building, Construction, and Allied Trades Skills
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 Definitions
 

*BCATS environment* refers to any workplace or context where work or activities related to the building, construction and allied trades sector take place, such as school workshops, training establishments, outdoor areas and industry placement workplaces.

*BCATS project* refers to a project undertaken in a BCATS environment under general supervision, using a range of tools, equipment and materials, and involving standard processes.

*Instructions* refer to verbal information, written job specifications, cutting lists, working drawings, sketches, and associated building industry communication media.

*Workplace practice* refers to the procedures specific to a BCATS environment, which cover the standard and required practices of that environment.
- 2 Assessment against this unit standard may occur in any BCATS environment.
- 3 Information supporting assessment decisions should, wherever possible, be collected naturally as the BCATS projects progress.
- 4 Legislation relevant to this unit standard includes:
 

Health and Safety at Work Act 2015;

Health and Safety at Work Regulations 2016.

## Outcomes and performance criteria

### Outcome 1

Receive instructions related to BCATS projects.

#### Performance criteria

- 1.1 The purpose of the instructions is established.
- 1.2 BCATS project-related instructions are received and acknowledged.
- 1.3 Received information is clarified and confirmed.

### Outcome 2

Communicate information related to BCATS projects.

Range communication with three parties to the BCATS project.

#### Performance criteria

- 2.1 Information relating to BCATS projects is received and passed on clearly, accurately and in accordance with workplace practice.
- 2.2 Communication is initiated to gain information or to request help when needed.
- 2.3 Information is stored and reported in accordance with workplace practice.
- 2.4 Information is exchanged that is relevant to the situation, occasion and the relationship between the participants.

<b>Planned review date</b>	31 December 2023
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	14 December 2007	31 December 2018
Rollover and Revision	2	20 October 2016	31 December 2020
Review	3	1 November 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0048
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

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