

Title	Receive instructions and communicate information in relation to BCATS projects		
Level	2	Credits	4

Purpose	<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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Classification	Construction Trades > Building, Construction, and Allied Trades Skills
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Available grade	Achieved
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Guidance Information

- 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.
- Assessment against this unit standard may occur in any BCATS environment.
- Information supporting assessment decisions should, wherever possible, be collected naturally as the BCATS projects progress.
- 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.

Replacement information	This unit standard was replaced by skill standard 40557.
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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	14 December 2007	31 December 2018
Rollover and Revision	2	20 October 2016	31 December 2020
Review	3	1 November 2018	31 December 2027
Review	4	29 May 2025	31 December 2027

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>.

This unit standard is expiring