

<b>Title</b>	<b>Demonstrate knowledge of ordering, receiving, handling, and storing joinery materials</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>This pre-entry unit standard is for people who are learning basic joinery skills.</p> <p>People credited with this unit standard are able to draw up a draft order form for ordering joinery materials, and describe the process for receiving, handling, and storing joinery materials.</p>
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<b>Classification</b>	Joinery > Joinery Core Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All workplace practices must comply with current legislation, codes of practice, and documented site safety procedures for personal, product, and worksite safety.
- 2 Legislation and regulations relevant to this unit standard include but are not limited to – Health and Safety at Work Act 2015, Health and Safety in Employment Regulations 1995, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

### Outcomes and performance criteria

#### Outcome 1

Draw up a draft order form for ordering joinery materials.

#### Performance criteria

- 1.1 The draft order for joinery materials matches the work documents.
- 1.2 The draft order specifies when joinery materials must arrive according to the job progress programme.

#### Outcome 2

Describe the process for receiving, handling, and storing joinery materials.

**Performance criteria**

- 2.1 The process for receiving a delivery docket is described in terms of workplace practice.
- 2.2 The process for handling joinery materials to maintain quality and safety is described in terms of workplace practice.
- 2.3 The process for storing joinery materials to maintain quality and security is described in terms of workplace practice.

<b>Replacement information</b>	This unit standard and unit standard 14480 have been replaced by unit standard 33189.
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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**Status information and last date for assessment for superseded versions**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	16 August 1995	31 December 2013
Review	2	16 August 1995	31 December 2013
Review	3	21 October 1997	31 December 2013
Revision	4	20 December 1999	31 December 2013
Revision	5	16 June 2005	31 December 2013
Review	6	23 January 2009	31 December 2015
Review	7	24 October 2014	31 December 2025
Rollover	8	17 September 2015	31 December 2025
Rollover and Revision	9	28 June 2018	31 December 2025
Review	10	30 March 2023	31 December 2025

<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>.