

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

Purpose	<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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Classification	Joinery > Joinery Core Skills
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Available grade	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.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions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	N/A
Rollover	8	17 September 2015	N/A
Rollover and Revision	9	28 June 2018	N/A

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>.

Comments on this unit standard

Please contact the Building and Construction Industry Training Organisation info@bcito.org.nz if you wish to suggest changes to the content of this unit standard.