

Title	Draft, present, and outline the process for completing the work of a signed contract for joinery work		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none"> – draft and present a contract; and – outline the process for completing the work of a signed contract for joinery work.
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Classification	Joinery > Joinery Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation and standards relevant to this unit standard include:
 - Health and Safety at Work Act 2015; available from www.legislation.govt.nz;
 - NZS 3910: 2013 *Conditions of Contract for Building and Civil Engineering Construction*; available at <http://www.standards.co.nz>, and any subsequent amendments and replacements.

- 2 Assessment

This unit standard is for experienced people who work in a joinery workshop in a management position. Evidence for this standard must reflect professional competence confirmed by a person with current expertise in the joinery trade.

Professional competence refers to the ability to work independently to meet the ethical and professional expectations of industry and clients on dynamic and varied projects operating in a commercial environment.

- 3 Definitions

Contract refers to either a contract or a sub-contract.

Joinery work refers to the work, job, or project relevant to joinery, cabinetry, doors and windows, stairs, bench tops, shop fitting, and specialty surfaces.

Workplace requirements refer to the documented procedures specific to a workplace which set out the standard and the required practices of that workplace. This may include job specifications, procedures, practices, manufacturer recommendations, technical data sheets and material safety data sheets.

Outcomes and performance criteria

Outcome 1

Draft and present a contract for joinery work.

Performance criteria

- 1.1 The contract document is drafted in accordance with NZS 3910:2013 specifications.
- 1.2 The draft document is presented for signature in accordance with NZS 3910:2013 specifications and workplace requirements.

Outcome 2

Outline the process for completing the work of a signed contract for joinery work.

Performance criteria

- 2.1 The process for completing the work is outlined in terms of the provisions of a signed contract.

Planned review date	31 December 2027
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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
Review	5	28 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	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 Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangaAraRau.nz if you wish to suggest changes to the content of this unit standard.