

<b>Title</b>	<b>Establish and maintain a work programme and complete office procedures for a joinery business</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– establish a work programme;</li> <li>– maintain a scheduled work programme;</li> <li>– complete office procedures; and</li> <li>– complete routine documentation procedures for a joinery business.</li> </ul>
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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 Legislation relevant to this unit standard includes the Health and Safety at Work Act 2015; available from [www.legislation.govt.nz](http://www.legislation.govt.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 be in accordance with workplace requirements and 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 Definition  
*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.

4 Range  
One completed job or tender to be reviewed.

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## Outcomes and performance criteria

### Outcome 1

Establish a work programme for a joinery business.

#### Performance criteria

- 1.1 Tenders are submitted by the closing dates advertised.
- 1.2 Tenders are accepted, contracts are signed, and the work programme is developed.

### Outcome 2

Maintain a scheduled work programme for a joinery business.

#### Performance criteria

- 2.1 The labour force is organised to keep the contract on schedule.
- 2.2 Materials are made available on-site when required.
- 2.3 Equipment is made available to complete the work.
- 2.4 Sub-trades are programmed, and their work is completed to keep the contract on schedule.

### Outcome 3

Complete office procedures for a joinery business.

#### Performance criteria

- 3.1 Accounts payable are settled by the due date.
- 3.2 Payments due are received and processed.
- 3.3 Wage and salary procedures are completed.
- 3.4 Compulsory returns are completed.
- 3.5 Records are made available for accountant.

### Outcome 4

Complete routine documentation for a joinery business.

**Performance criteria**

- 4.1 Job diaries are kept current.
- 4.2 Time sheets are completed and filed.
- 4.3 Variations to contracts are recorded.

<b>Planned review date</b>	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
Revision	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	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>.

**Comments on this unit standard**

Please contact Waihangā Ara Rau Construction and Infrastructure Workforce Development Council at [qualifications@WaihangāAraRau.nz](mailto:qualifications@WaihangāAraRau.nz) if you wish to suggest changes to the content of this unit standard.