

<b>Title</b>	<b>Purchase materials and hardware for furniture operations</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	People credited with this unit standard are able to: interpret furniture job specifications for material and hardware requirements, and place orders; and ensure material and hardware orders meet job requirements.
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<b>Classification</b>	Furniture > Furniture Operations
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Assessment information  
This unit standard must be assessed against on-job.  
All activities and performance criteria must be carried out in accordance with worksite policies and procedures.
- 2 Range  
Hardware may include but is not limited to – handles, draw slides, fasteners, hinges.  
For the purpose of this unit standard, materials may include but are not limited to – fabric, thread, paint, finish, chemical, timber, steel, plastic, glue, panel products, glass, mirror.
- 3 Definitions  
*Furniture business inventory management system* is the system used to control current stock levels of materials used in furniture making. This system provides information on current stock levels of materials. It takes into consideration the following factors: minimum and maximum stock levels, stock turn rate, supplier lead time, total inventory value, kanban, just in time.  
*Worksite policies and procedures* refer to documented policies and to documented or other directions provided to staff. These may include, but are not limited to, ways of managing health and safety, environmental considerations, quality, and production, and must conform to legislation. Examples include standard operating procedures, company health and safety plans, on-site briefings, and supervisor's instructions.

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### Outcomes and performance criteria

#### Outcome 1

Interpret furniture job specifications for material and hardware requirements, and place orders.

Range a minimum of three furniture jobs.

**Performance criteria**

- 1.1 Quantities of raw materials and hardware required for furniture making are calculated from job specifications.
- 1.2 Purchasing requirements are established in accordance with the furniture business inventory management system.
- 1.3 Suppliers of the required materials and hardware are identified.
- 1.4 Suppliers are selected in accordance with workplace selection criteria.  
Range selection criteria may include but are not limited to – lead time, item price, price breaks, supplier history, delivery method, warranty requirements.
- 1.5 Supplier representatives are communicated with to determine stock availability, time frames for delivery, and potential alternatives.
- 1.6 Purchase orders are raised with selected suppliers.

**Outcome 2**

Ensure material and hardware orders meet job requirements.

**Performance criteria**

- 2.1 Methods for change to orders and/or delivery methods are described.
- 2.2 Material and hardware orders are confirmed to match the requirements of the job specifications for quantity and quality.
- 2.3 Stock inventory levels are maintained in accordance with the furniture business inventory management system.
- 2.4 Material and hardware orders are confirmed to match the requirements of the production schedule for the furniture job.

<b>Planned review date</b>	31 December 2024
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	19 June 2009	N/A
Review	2	27 August 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0173
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.