

Title	Plan and conduct daily work activities in a civil engineering laboratory		
Level	3	Credits	10

Purpose	People credited with this unit standard are able to, in a civil engineering laboratory: plan and organise daily work activities; and conduct daily work activities.
----------------	---

Classification	Infrastructure Civil Engineering > Infrastructure Laboratory
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable organisational and legislative requirements.
- 2 Applicable legislation, regulations, rules, standards and codes include but are not limited to the: Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, and their associated regulations and subsequent amendments; ISO/IEC 17025:2018 *General requirements for the competence of testing and calibration laboratories*, available from <https://www.iso.org/store.html>.
- 3 Definition
Organisational requirements refer to instructions to staff on policy and procedures which are formally documented or generally accepted at the worksite. This may include legislation; industry standards and methods; national and international standards and methods; standard operating procedures; specifications; manuals; and manufacturer's information.

Outcomes and performance criteria

Outcome 1

Plan and organise daily work activities in a civil engineering laboratory.

Performance criteria

- 1.1 Work activities and required resources are clarified if necessary.
- 1.2 Work activities are prioritised and documented in a work plan.

- 1.3 Work plan is monitored and updated in response to new information, and changes are communicated to appropriate personnel.

Range may include but is not limited to – urgent requests, new work, changed situations, instructions from appropriate personnel.

- 1.4 Work activities are broken down into small achievable components and efficient sequences.

Outcome 2

Conduct daily work activities in a civil engineering laboratory.

Performance criteria

- 2.1 Resources are assembled for required activities.

Range may include but is not limited to – documentation, personnel, equipment, sub-contractors.

- 2.2 Activities are undertaken.

- 2.3 Completion of work activities is recorded.

- 2.4 Assistance is sought from relevant personnel when difficulties cannot be handled.

Planned review date	31 December 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 January 2011	31 December 2021
Review	2	23 January 2020	N/A
Rollover and Revision	3	24 October 2024	N/A

Consent and Moderation Requirements (CMR) reference	0101
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Waihangara Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@waihangaraarau.nz if you wish to suggest changes to the content of this unit standard.