

Title	Demonstrate knowledge of roles and documentation, and communicate, within the construction industry		
Level	3	Credits	10

Purpose	People credited with this unit standard are able to: demonstrate knowledge of roles and documentation within the construction industry; communicate orally in a construction related context; and communicate in writing in a construction related context.
----------------	---

Classification	Construction > Core Planning and Construction
-----------------------	---

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

Guidance Information

1 Definitions

A *schedule of quantities* is a list of building work items with quantities set beside them.

Specifications refer to documented instructions and may include any of the following: manufacturer's specifications, recommendations or technical data sheets; material specifications; specifications from a specialist source such as an architect, designer, engineer or a supervisor; site or work specific requirements.

Consented drawings are defined as the set of drawings associated with a building project, and can include plans, elevations, sections, details or any other drawings that give information about a building project to building consent standard.

Building life cycle incorporates building information modelling systems.

- 2 This unit standard is intended to demonstrate an understanding by the candidate of the basic structure, forms and conventions of the construction industry in New Zealand. It is not intended to provide a detailed analysis but rather a contextual framework and construction language to facilitate a candidate's development within this industry.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of roles and documentation within the construction industry.

Performance criteria

- 1.1 Roles are described in terms of function and responsibilities, with reference to the steps in the construction process.
- Range client, designer, consultants, main contractor, project manager, subcontractor, building consent authority.
- 1.2 The relationship between types of required documentation for a building is described in terms of critical path programming and systems for monitoring and management of the construction process and building life cycle.
- 1.3 Drawings for buildings are described in terms of purpose and content, with explanation of the use of scale, abbreviations and symbols.
- Range concept, preliminary and developed drawings, specialist drawings and consented drawings.
- 1.4 Specifications for buildings are described in terms of their sections, status in the building construction documentation hierarchy, and compilation process and building consent requirements.
- 1.5 Schedules of quantities are identified in terms of their purpose, structure, content and preparation process and status in the building construction documentation hierarchy.
- 1.6 Requested information is identified using building construction documentation as the source.
- Range ten items of information relating to – working drawings, specifications, programming, schedule of quantities.

Outcome 2

Communicate orally in a construction related context.

Range instructions, meetings, conflict resolution, face-to-face presentation.

Performance criteria

- 2.1 Information required to ensure accurate communication, is gathered and checked before commencing.
- 2.2 Objectives of the communication are clearly stated.
- 2.3 The choice of language used is appropriate for the context, fits the circumstances and meets the job objectives.
- Range trade terms, common language.
- 2.4 Information is presented in a logical sequence, is complete and fulfils objectives.

- 2.5 Feedback is sought and responded to in such a way as to ensure understanding by all parties.
- 2.6 The outcome of the communication is confirmed and the parties are notified.

Outcome 3

Communicate in writing in a construction related context.

Range form, report, letter, email.

Performance criteria

- 3.1 Relevant technical information is checked before writing begins.
- 3.2 The written information is correct, clear, relevant, logical, legible, complete, and appropriate to recipient.
- 3.3 Format and context are applicable to the communication and situation.
- 3.4 Punctuation, spelling, and grammar are correct.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 March 2011	31 December 2016
Review	2	22 May 2014	31 December 2023
Review	3	30 September 2021	31 December 2023
Rollover	4	28 September 2023	31 December 2024

Consent and Moderation Requirements (CMR) reference	0048
--	------

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