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| Title | Conduct workplace communication in the painting and decorating sector | | |
| Level | 3 | Credits | 4 |

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| Purpose | <p>This general unit standard is for people entering the painting and decorating sector.</p> <p>People credited with this unit standard are, in the painting and decorating sector, able to: gather and receive information; carry out face-to-face routine communication; and participate in basic on-site meeting processes.</p> |
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| Classification | Construction Trades > Painting and Decorating |
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| Available grade | Achieved |
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Guidance Information

- 1 Legislation and references relevant to this unit standard include – Health and Safety in Employment Act 1992; Resource Management Act 1991; Hazardous Substances and New Organisms Act 1996; available at <http://legislation.govt.nz>; AS/NZS 2311:2009 *Guide to the painting of buildings*, available at <http://www.standards.co.nz/>.
- 2 **Definition**
Worksite requirements refer to job instructions to candidate on agreed work to be carried out.
- 3 This unit standard must be assessed against in a realistic workplace environment. The candidate must be under realistic time pressures, and use relevant commercial equipment and approved industry techniques.
- 4 Evidence is required of conducting workplace communication on two different occasions.

Outcomes and performance criteria

Outcome 1

Gather and receive information in the painting and decorating sector.

Performance criteria

- 1.1 Oral and written instructions for painting and decorating projects are gathered, received and responded to in accordance with worksite requirements.
- 1.2 Work signage and other safety instructions are responded to in accordance with worksite requirements.
- 1.3 Received information is interpreted and clarified, where required, in accordance with worksite requirements.
- 1.4 Questions are used to gain additional information and to clarify own understanding in accordance with worksite requirements.

Outcome 2

Carry out face-to-face routine communication in the painting and decorating sector.

Performance criteria

- 2.1 Routine instructions and messages are received and followed in accordance with worksite requirements.
- 2.2 Workplace procedures are carried out in communication with others in accordance with worksite requirements.
- 2.3 Workplace information is selected, accessed and interpreted in accordance with worksite requirements.
- 2.4 Oral and written reporting is completed, where required, in accordance with worksite requirements.

Outcome 3

Participate in basic on-site meeting processes in the painting and decorating sector.

Performance criteria

- 3.1 Process for on-site meetings is identified and followed in accordance with worksite requirements.
- 3.2 Responses are sought on any issues related to the painting and decorating project from others in the team in accordance with worksite requirements.
- 3.3 Outcomes required for the painting and decorating project are identified and/or recorded in accordance with worksite requirements.

Replacement information

This unit standard replaced standard 26475.

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 August 2011 | 31 December 2016 |
| Review | 2 | 19 February 2015 | 31 December 2026 |
| Review | 3 | 24 April 2025 | 31 December 2028 |

Consent and Moderation Requirements (CMR) reference

0048

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