

<b>Title</b>	<b>Conduct workplace communication in the painting and decorating sector</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<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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<b>Classification</b>	Construction Trades > Painting and Decorating
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 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.

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### Outcomes and evidence requirements

#### Outcome 1

Gather and receive information in the painting and decorating sector.

#### Evidence requirements

- 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.

### Evidence requirements

- 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.

### Evidence requirements

- 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.

<b>Replacement information</b>	This unit standard replaced standard 26475.
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<b>Planned review date</b>	31 December 2019
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**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	N/A

**Consent and Moderation Requirements (CMR) reference**

0048

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

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact the Building and Construction Industry Training Organisation [info@bcito.org.nz](mailto:info@bcito.org.nz) if you wish to suggest changes to the content of this unit standard.