

Title	Order materials and develop work schedules for joinery work		
Level	4	Credits	5

Purpose	People credited with this standard are able to: <ul style="list-style-type: none"> – order materials; and – develop and monitor work production schedules for joinery work.
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Classification	Joinery > Joinery Core Skills
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Available grade	Achieved
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Guidance Information

1 Legislation relevant to this unit standard include the Health and Safety at Work Act 2015; available from www.legislation.govt.nz, and any subsequent amendments and replacements.

2 **Assessment**

Evidence for this unit standard must reflect commercial competence; the ability to demonstrate knowledge and skills in the context of the currently accepted requirements of a business operating in a commercial environment.

Evidence must also reflect commercial standards; the verbal and written information covering company policy, standard operating procedures and processes and job-specific instructions.

This unit standard must be assessed under the supervision of a commercially competent practitioner in workplace conditions that reflect:

- commercial standards, current health, safety, industry, and workplace requirements; and
- industry requirements for commercially acceptable timeframes.

3 **Definitions**

Joinery work refers to the work, job, or project relevant to joinery, cabinetry, doors and windows, stairs, bench tops, shop fitting and specialty surfaces.

Workplace requirements refer to the documented procedures specific to a workplace which set out the standard and the required practices of that workplace. This may include specifications, procedures, practices, manufacturer recommendations, technical data sheets and material safety data sheets.

Outcomes and performance criteria

Outcome 1

Order materials for joinery work.

Performance criteria

- 1.1 Job specifications are used to determine and calculate material requirements for joinery work.
- 1.2 Materials are selected and ordered to ensure they are available to meet the production schedule as the joinery work progresses.

Outcome 2

Develop and monitor work production schedules.

Performance criteria

- 2.1 Work production schedules are developed for joinery work in accordance with workplace requirements.
- 2.2 Work methods relevant for the job are selected to meet the production schedule.
- 2.3 Work progress is monitored against the production schedule and any delays or other scheduling issues are addressed.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 October 2014	31 December 2025
Review	2	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0073
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

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