

<b>Title</b>	<b>Plan and communicate a programme of work for flooring trades operations</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended for those working in the flooring installation industry.</p> <p>People credited with this standard are able to plan and communicate a programme of work for flooring trades operations to the level of performance required of a commercially competent tradesperson.</p>
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<b>Classification</b>	Construction Trades > Flooring
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Assessment

This unit standard is intended to align with the *New Zealand Certificate in Flooring Installation – Specifications*, the *New Zealand Certificate in Timber and Composite Flooring – Specifications*, the *New Zealand Certificate in Resin Flooring – Specifications*, and the *New Zealand Certificate in Flooring Surface Preparation – Specifications*, and the *New Zealand Certificate in Flooring Installation (Level 4)* [Ref: 4296], the *New Zealand Certificate in Timber and Composite Flooring (Level 4)* [Ref: 4300], *New Zealand Certificate in Resin Flooring (Level 4)* [Ref: 4298], or the *New Zealand Certificate in Flooring Surface Preparation (Level 4)* [Ref: 4299].

Evidence for this standard must reflect commercial competence.

Commercial competence refers to the ability to demonstrate knowledge and skills in the context of the currently accepted requirements of a business operating in a commercial environment.

Commercial competence must be confirmed by a tradesperson with current expertise in the flooring trades.

### 2 Definitions

*Flooring trades* include carpet installation, resilient installation, timber or composite flooring operations, resin flooring application, or specialist flooring surface preparation.

*Workplace procedures* refers to the documented procedures specific to a work site which set out the standard and required practices of that workplace.

- 3 Legislation, standards and guidance information relevant to this standard includes the following, and any subsequent amendments and replacements:

BCITO Specifications, available from [www.waihanga.nz](http://www.waihanga.nz)

- *New Zealand Certificate in Flooring Installation – Specifications*, September 2020;
- *New Zealand Certificate in Flooring Surface Preparation – Specifications*, September 2020;
- *New Zealand Certificate in Resin Flooring – Specifications*, September 2020;
- *New Zealand Certificate in Timber or Composite Flooring – Specifications*, September 2020.

Legislation accessed at [www.legislation.govt.nz](http://www.legislation.govt.nz)

- Construction Contracts Act 2002.

Best practice and good practice guidelines

- FloorNZ. (2019). *Carpet Floor Coverings Planning and Installation*. Available from: [www.floornz.org.nz](http://www.floornz.org.nz)
- FloorNZ. (2019). *Resilient Floor Coverings Planning and Installation*. Available from: [www.floornz.org.nz](http://www.floornz.org.nz)
- *The Absolutely Essential Health and Safety Toolkit for Small Construction Sites*, and other Worksafe NZ publications available from [www.worksafe.govt.nz](http://www.worksafe.govt.nz).

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## Skill specification and performance level guidance

### Skill specification

Plan and communicate a programme of work for flooring trades operations.

### Knowledge

The roles, and responsibilities of parties to flooring trades operations including the information to be shared or received, and appropriate methods of communicating with each party.

Range parties may include – other team members, client, main contractor, subcontractors, manufacturers, suppliers, designers, and compliance bodies; communication methods may include – written, oral, email, SMS, on-line conferencing.

How to plan, and coordinate work to fit with a programme and other parties.

Range plan includes – work activities, timeframes, tools and equipment requirements; co-ordination includes – communication with client and trades; accounting for competing priorities, integrating activities.

### Skills

Establish work activities, priorities and deadlines for the completion of work for a flooring trade operation/s.

Plan and coordinate own daily tasks to undertake flooring trade operations.

Range plan includes – activities, timeframes, tools and equipment requirements; co-ordination includes – communication with client and trades; accounting for competing priorities; integrating activities.

Work effectively with the parties towards the completion of flooring trade operations.

Range everyday contact on site – to discuss flooring trades operations, reach conclusions about work requirements, integrate activities.

Communicate effectively with own team and parties relating to the planned work activities and the completion of flooring trade operations.

### Performance level guidance

Performance must reflect industry best practice guidance, legislative requirements, and workplace procedures.

Performance must reflect the requirements at least one of: carpet installation, resilient installation, timber or composite flooring operations, resin application, and/or specialist flooring surface preparation.

<b>Planned review date</b>	31 December 2026
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 November 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0048
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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@waihanga.nz](mailto:qualifications@waihanga.nz) if you wish to suggest changes to the content of this unit standard.