

<b>Title</b>	<b>Plan and coordinate activities for flooring operations</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>This unit standard is intended for those working in the flooring planning and design industry.</p> <p>People credited with this standard are able to plan and coordinate activities for flooring 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 Planning & Design – Specifications* and the *New Zealand Certificate in Flooring Planning and Design (Level 4)* [Ref: 4297].

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 person with current expertise in the flooring planning and design trade.

### 2 Definitions

*Floor finishes* are applied onsite as the finished flooring surface.

*Flooring trades* include carpet installation, resilient installation, or timber and composite flooring operations.

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

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

*New Zealand Certificate in Flooring Planning & Design – Specifications*, BCITO, September 2020, available from [www.waihanga.nz](http://www.waihanga.nz).

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

- Building Act 2004
- Construction Contracts Act 2002
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015
- The New Zealand Building Code.

Standards accessed at [www.standards.govt.nz](http://www.standards.govt.nz)

- NZS 3604:2011 *Timber Framed Buildings*
- AS/NZS 2455.1:2007 *Textile floor coverings – Installation practice*
- NZS AS 1884:2013 *Floor coverings – Resilient sheet and tiles – Installation practices*
- ISO 10874:2009 *Resilient, textile and laminate floor coverings – Classification*
- AS/NZS 1080.1:2012 *Timber - Methods of test – Method 1: Moisture content.*

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 coordinate activities for flooring operations.

### Knowledge

The considerations when consulting with clients to determine requirements for flooring trades projects.

Range scope of work, timeframes, budgets, material selection.

The ways construction site activities impact the installation of floor coverings and floor finishes.

Range includes – site readiness, other construction activities, people on site, protecting new floor coverings and floor finishes.

The requirements to consider when planning and coordinating flooring projects to fit with a programme of work on site.

Range includes – required delivery time, site access, other construction activities on site, problem-solving to address changes, challenges to planned work as it arises.

The purpose of, and requirements for job documentation in relation to flooring trades projects.

Range includes – job contracts, order forms, product data sheets, health and safety documentation, other relevant documentation.

The purpose and requirements of different pricing and payment systems used for flooring trades projects.

Range may include – quotes, estimate, invoice.

The workplace processes to follow to address customer complaints.

Range complaints may come from – end user, retailer, wholesaler, contractor, architect.

### **Skills**

Consult with clients to establish requirements for flooring trades project.

Range scope of work, timeframe, budget, material selection.

Order flooring products to meet the requirements of planned flooring projects.

Plan for the safe handling and storage of equipment or products on arrival.

Administer job documentation between parties to flooring operations.

Range administrative tasks may include – job contracts, pricing and payment systems, ordering of flooring materials, and communication of product data sheets.

Communicate required surface finish of substrate to relevant parties prior to floor covering installation or finish application.

Communicate planned job information with own team, and other parties to problem-solve and progress flooring project.

Range may include – required delivery time, flooring installation or application of flooring finishes details, site access, other construction activities on site.

Follow workplace processes to address client complaints related to flooring trades projects.

Range complaints may come from – end user, retailer, wholesaler, contractor, architect.

### **Performance level guidance**

Performance must reflect client's requirements, legislative requirements, industry standards, and workplace procedures.

Problem-solving relates to resolving or addressing changes and challenges to work programmes, the environment in which flooring operations takes place, and the use, application or installation of specified materials.

<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 [qualifications@waihanga.nz](mailto:qualifications@waihanga.nz) if you wish to suggest changes to the content of this unit standard.