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| Title | Develop, monitor and evaluate a workflow programme for landscape site work | | |
| Level | 4 | Credits | 10 |

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| Purpose | People credited with this unit standard are able to: interpret a landscape plan and develop a workflow programme; monitor workflow on site; and evaluate the workflow programme and obtain client sign off for agreed milestones. |
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| Classification | Horticulture > Landscape |
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| Available grade | Achieved |
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Guidance Information

- 1 Legislation, regulations and guidelines relevant to this unit standard include but are not limited to:
 - Hazardous Substances and New Organisms Act 1996
 - Health and Safety at Work Act 2015
 - Resource Management Act 1991
 - Local authority regulations for protection of relevant site features. and any subsequent amendments.
- 2 Definition
Workplace procedures refer to the procedures and standards set by the client or employing organisation for landscape design and must be consistent with plans and specifications, manufacturers guidelines and current legislation.
- 3 Range
Workflow programme must be developed for at least two jobs or one large scale job that are monitored over at least one month.
- 4 For the purposes of assessment:
 - the landscape site plan is supplied and does not need resource consent, has been approved for construction, and includes a broad quantity schedule of major items, for example, deck, hard surfaces, retaining wall, planting.
 - evidence must be presented in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Interpret a landscape site plan and develop a workflow programme.

Performance criteria

- 1.1 Determine timeframes for implementation and completion of the plan.
- 1.2 Determine milestones for achievement of each aspect of the plan.

Range may include but is not limited to – earthworks, drainage, soft landscaping, hard landscaping.
- 1.3 Schedule subcontractors at the appropriate time which ensures the job runs smoothly and in a timely manner over the specified timeframes.
- 1.4 Determine delivery time of materials on site to ensure the job runs smoothly over the specified timeframes.
- 1.5 Identify contingencies and describe their management.
- 1.6 Identify potential variations required for existing contract.

Outcome 2

Monitor workflow on site.

Performance criteria

- 2.1 Implement regular check of completion of milestones to ensure the workflow plan is achievable.
- 2.2 Identify and resolve any issues.

Range issues may include but are not limited to – quality of workmanship, availability and suitability of materials and timing of completion

Outcome 3

Evaluate the workflow programme, and obtain client sign off for agreed milestones.

Performance criteria

- 3.1 Evaluate, document and justify any variations to contract and their management.
- 3.2 Evaluate client satisfaction at agreed milestone.
- 3.3 Obtain client sign off for agreed milestones according to contract specifications.

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| Planned review date | 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 | 24 March 2022 | N/A |

Consent and Moderation Requirements (CMR) reference

0052

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

Comments on this unit standard

Please contact Muka Tangata - People, Food and Fibre Workforce Development Council qualifications@mukatangata.nz if you wish to suggest changes to the content of this unit standard.