

Title	Demonstrate professional standards and lead and co-ordinate joinery work		
Level	4	Credits	15

Purpose	<p>People credited with this standard are able to:</p> <ul style="list-style-type: none"> – demonstrate professional standards during joinery work; – lead and co-ordinate joinery work; – demonstrate knowledge of regulations and compliance, technologies, practices, and materials 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, standards, codes, guidelines, and specifications relevant to this unit standard include:
 - Health and Safety at Work Act 2015;
 - Building Act 2004, available from www.legislation.govt.nz;
 - AS/NZS:3486 (Kitchen manufacture and Installation);
 - SNZ TS 4211:2022 *Specification for performance of windows*; available from www.standards.govt.nz;
 - *Acceptable Solutions and Verification Methods for New Zealand Building Code Clause D1 Access Routes*; available from <https://www.building.govt.nz/building-code-compliance/d-access/d1-access-routes/>; *Safe Use of Machinery: Best Practice Guidelines*; available from <https://www.worksafe.govt.nz/>;
 - *New Zealand Certificate in Joinery (Level 4) Specifications*; September 2020;
 - *New Zealand Certificate in Kitchen Joinery (Level 4) Specifications*; September 2020; available from qualifications@waihangaararau.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 and specialty surfaces.

Lead and coordinate refer to daily operations including coordinating the work of other trades, workflow management and completing work within the scope provided without requiring regular guidance and/or scrutiny.

Professional behaviour refers to working constructively with clients and suppliers.

Being consistently reliable, responsible, accountable, and acting with integrity is also part of demonstrating professional behaviour. Showing respect and consideration for people, property and the environment while supporting others where required.

Outcomes and performance criteria

Outcome 1

Demonstrate professional standards during joinery work.

Performance criteria

- 1.1 Professional standards are maintained while completing joinery work to a commercially competent standard.
- 1.2 Professional behaviour is maintained throughout joinery work.
- 1.3 Professional standards are demonstrated through self-management of ongoing learning and development and currency with joinery professional standards.
- 1.4 Quality assurance standards are demonstrated in own role and areas of responsibility.
- 1.5 Professional standards of communication are maintained in communicating the production schedule for the joinery work.
- 1.6 Professional standards are maintained in communicating and building relationships with relevant personnel, customers, and the team for the joinery work.

Range communications include – written, oral, graphic, face-to-face.

Outcome 2

Lead and co-ordinate joinery work.

Performance criteria

- 2.1 Leadership is demonstrated during joinery work in own role and completing work within the scope provided without requiring regular guidance and/or scrutiny.
- 2.2 Joinery work is managed in own role and leading and coordinating workflow.

Outcome 3

Demonstrate knowledge of regulations and compliance, technologies, practices, and materials for joinery work.

Performance criteria

- 3.1 Sources of information relating to joinery work are used to maintain knowledge of regulations for compliance.
- 3.2 Sources of information relating to joinery work are used to maintain knowledge of emerging technologies, practices, and materials.
- 3.3 Strategies to maintain currency of knowledge for joinery work are demonstrated.

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