

Title	Plan a project and communicate requirements for joinery work		
Level	4	Credits	5

Purpose	People credited with this standard are able to: <ul style="list-style-type: none"> – plan a project for joinery work; and – communicate requirements for joinery work.
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Classification	Joinery > Joinery Operational Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation, standards, and guidelines relevant to this unit standard include:
 - Building Act 2004;
 - Construction Contracts Act 2002;
 - Fair Trading Act 1986;
 - Hazardous Substances and New Organisms Act 1996;
 - Health and Safety at Work Act 2015;
 - Heritage New Zealand Pouhere Taonga Act 2014;
 - Resource Management Act 1991;
 - Building Regulations 1992, available from www.legislation.govt.nz;
 - AS/NZS 4386.1:1996 *Domestic kitchen assemblies – kitchen units*;
 - NZS 3604:2011 *Timber-framed buildings*;
 - NZS 4121:2001 *Design for access and mobility: Buildings and associated facilities*, available from www.standards.govt.nz;
 - *Safe Use of Machinery: Best Practice Guidelines*;
 - *The Absolutely Essential Health and Safety Toolkit for Small Construction Sites*, available from 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, shop fitting, and specialty surfaces.

Production schedule refers to the work programme for the production team.

Workplace requirements refer to the documented procedures specific to a workplace that which sets set out the standard and the required practices of that workplace.

This may include job specifications, procedures, practices, manufacturer recommendations, technical data sheets, material safety data sheets.

Outcomes and performance criteria

Outcome 1

Plan a project for joinery work.

Performance criteria

- 1.1 Roles and responsibilities of stakeholders for the work are described and confirmed at the start of the joinery project.
- Range stakeholders may include – main contractor, sub-contractors, suppliers, clients, designers, programmers, and compliance bodies;
evidence of three roles and three responsibilities for the project is required.
- 1.2 Project requirements and work activities are planned in terms of following and meeting the requirements of the production schedule and coordinating with the production team.

Outcome 2

Communicate requirements for joinery work.

Performance criteria

- 2.1 Methods of communication with stakeholders are described and demonstrated in accordance with workplace requirements.
- Range active listening, clarification of needs, negotiation, timeliness, consultation, building rapport with the client, follow up.

2.2 Communications with the stakeholders are recorded in accordance with workplace requirements.

Range communications include – written, oral, graphic; evidence of two from each communication.

2.3 Daily communications with the production team are demonstrated throughout the project in terms of meeting the requirements of the production schedule.

Planned review date	31 December 2028
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 June 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.