

Title	Identify and liaise with stakeholders on infrastructure works projects		
Level	5	Credits	10

Purpose	<p>This unit standard is for people who are responsible for establishing and documenting communication procedures and stakeholder liaison for infrastructure works projects; either on a large project with a number of teams, or multiple projects.</p> <p>People credited with this unit standard are able to: identify infrastructure works project stakeholders and establish communication channels; and liaise with project stakeholders and document formal and informal communications for infrastructure works projects.</p>
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Classification	Infrastructure Works > Infrastructure Works Supervision
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Available grade	Achieved
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Explanatory notes

- 1 Assessment against this unit standard must take place in a workplace environment. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements.
- 2 Definitions

Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements which may apply across the company or to a specific site. Requirements are documented in the company’s health and safety plans, traffic management plans, contract work programmes, quality assurance programmes, policies, and procedural documents.

Contract specifications include plans, diagrams, and special technical conditions. They do not include special administrative conditions.

Hold point refers to the stage of work that requires testing, checking, or certification before work can proceed. This is to be recorded. Hold points not specified in contract documents may be stated or implied in company requirements.

Outcomes and evidence requirements

Outcome 1

Identify infrastructure works project stakeholders and establish communication channels.

Evidence requirements

1.1 Stakeholders and their relevance are identified in accordance with contract specifications and company requirements.

Range client, and at least four others;
others may include – consultant, affected public, local authorities,
utility owners.

1.2 Communication procedures are established with stakeholders in accordance with contract specifications and company requirements.

Range procedures include but are not limited to – when, what and how
communication occurs, what and how communication is
documented.

1.3 Identification of stakeholders includes establishing who is in charge of site in accordance with contract specifications.

Outcome 2

Liaise with project stakeholders and document formal and informal communications.

Range from start to finish of project;
stakeholders – client and at least four others.

Evidence requirements

2.1 Liaison with stakeholders is undertaken and documented in accordance with established communication procedures.

Range verbal, written.

2.2 Formal communication is recorded in accordance with contract specifications and company requirements.

Range may include – contract standards, confirmation of hold points,
notifying utility to locate a service, method of establishing
measure-and-value quantities, format for variations.

2.3 Informal communication is recorded in accordance with contract specifications and company requirements.

Range may include – query from member of the public, discussion with
adjacent landowner.

Planned review date	31 December 2015
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2012
Revision	2	9 March 1999	31 December 2012
Review	3	30 May 2000	31 December 2012
Review	4	25 September 2006	31 December 2012
Review	5	18 March 2011	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0101
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Infrastructure ITO askus@infratrains.co.nz if you wish to suggest changes to the content of this unit standard.