

Title	Establish objectives and communicate expectations to manage a work programme on an infrastructure worksite		
Level	4	Credits	8

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – describe authority, responsibilities, and accountability on an infrastructure worksite; – establish objectives and allocate tasks for an infrastructure worksite; – communicate expectations to the worksite team; and – manage a work programme for an infrastructure worksite.
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Classification	Infrastructure Works > Infrastructure Works Supervision
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements. The tasks referred to in this unit standard are limited to the tasks required on a single project for which the candidate has direct supervisory responsibility.
- 2 Legislation relevant to this unit standard includes the Health and Safety at Work Act 2015, available from www.legislation.govt.nz.
- 3 Definitions

Accountability refers to where the final responsibilities lie for performance and cannot be delegated.

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 industry requirements.

Industry requirements refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

Responsibilities refer to tasks and expectations of performance. Responsibilities can be delegated.

Outcomes and performance criteria

Outcome 1

Describe authority, responsibilities, and accountability on an infrastructure worksite.

Performance criteria

- 1.1 The levels of authority delegated to people on a worksite are described.
- 1.2 The responsibilities and accountability of a worksite supervisor are described.

Outcome 2

Establish objectives and allocate tasks for an infrastructure worksite.

Performance criteria

- 2.1 Worksite objectives are established for work crews.
 - Range productivity, site constraints, priority of tasks, monitoring of progress.
- 2.2 Workflow is organised to minimise waste and delay.
 - Range evidence is required of scheduling work for two major cost items.
- 2.3 Tasks are allocated for an infrastructure worksite to achieve flow of work.
 - Range sequences, lead-time, availability of resources, hold points, economy of resource movement, work methods, site layout, ergonomics.

Outcome 3

Communicate expectations to the worksite team.

Performance criteria

- 3.1 Tasks are communicated to the team.
- 3.2 Worksite team productivity requirements are communicated.

Outcome 4

Manage a work programme for an infrastructure worksite.

Performance criteria

- 4.1 Productivity for plant, labour, and specialist services is monitored.

- 4.2 Efficient use of material is measured.
- 4.3 Work performance is monitored against work programmes.
- 4.4 Work progress is reported.

Planned review date	31 December 2029
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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	31 December 2021
Review	6	30 August 2018	31 December 2023
Review	7	28 October 2021	31 December 2026
Review	8	12 December 2024	N/A

Consent and Moderation Requirements (CMR) reference	0101
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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 Waihangara Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangaraAraRau.nz if you wish to suggest changes to the content of this unit standard.