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| PD L3-7 | Prepare non-complex estimates for flooring trades operations |

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| **Kaupae** | Level | 3 |
| **Whiwhinga** | Credit | 15 |
| **Whāinga** | Purpose | This skill standard recognises the skills required to prepare non-complex estimates for flooring trades operations.  This skill standard contributes to the New Zealand Certificate in Flooring Planning and Design (Level 4) [Ref: 4297]. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes | **Paearu aromatawai** | Assessment criteria |
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| 1. Interpret and select information from job documentation and working plans for flooring project estimates. | 1. Relevant information is extracted from job documentation and working plans to prepare for creating an estimate of a flooring project. |
| 1. Missing or incomplete information needed to prepare an estimate for a flooring project is identified. |
| 1. Make calculations and prepare estimation information for flooring projects. | 1. The scope of work description outlines what is being priced in the prepared estimate. |
| 1. The prepared estimate accurately details the product information, quantities, and all costs associated with intended scope of work. |
| 1. Quantification of materials is according to site information and manufacturer’s specifications. |
| 1. Prepared estimated includes mark up or allowances according to workplace procedures. |
| 1. Flooring project estimate is documented according to workplace procedures. |

**Pārongo aromatawai me te taumata paearu** | Assessment information and grade criteria

Assessment specifications:

Candidates must be capable of consistently preparing estimates for non-complex installations based on documentation provided to commercial standards.

*Non-complex* refers to small to medium sized sites with symmetrically regular shaped flooring areas.

Candidates must detail the products specific to each area (colour, brand, product identifier), including preparation work and detailing exclusions.

*Commercial standards* refer to:

* performing the skill in a safe manner
* performing the skill to the required industry standards
* performing the skill within an acceptable timeframe
* repeating the skill on demand.

*Industry standards* must reflect industry best practice, workplace procedures, and be within acceptable tolerances as defined in New Zealand.

*Workplace procedures* refers to verbal and written information covering company policy, standard operating procedures, and job specific instructions.

Assessment must reflect workplace conditions and meet workplace health and safety requirements.

**Ngā momo whiwhinga** | Grades available

Achieved

**Ihirangi waitohu** | Indicative content

**Job documentation and working plans**

* Checklists, plans and schedules.
* Terminology, scales, symbols, dimensions, lineal meters, square metres.
* Identifying missing or incorrect information.
* Selecting measurement information.
* Interpreting client requirements.
* Management of identified worksite hazards and on-site risks, including the presence of asbestos or silica.
* Product specifications.
* Building codes relating to products that can be specified.
* Manufacturer’s specifications and industry standards.

**Preparing estimates**

* Calculating area of a space installation.
* Calculating product and accessories required.
* Retail cost of the product.
* Estimating labour and overheads such as travel, wastage, and waste disposal.
* Estimating removal of existing flooring products time and costs.
* Estimating costs to prepare substrates.
* Excluded aspects of a quote.

**Rauemi |** Resources

Flooring programme guidance information available from [qualifications@waihangaararau.nz](mailto:qualifications@waihangaararau.nz)

FloorNZ Best Practice Guidelines available from <https://floornz.org.nz/technical-flooring-guidelines>

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa** | Standard Setting Body | Waihanga Ara Rau Construction and Infrastructure Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai** | DASS classification | Planning and Construction > Construction Trades > Flooring |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga** | CMR | CMR 0048 can be accessed at: <https://www.nzqa.govt.nz/nqfdocs/maps/pdf/0048.pdf> |

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| **Hātepe** | Process | **Putanga** | Version | **Rā whakaputa** | Date | **Rā whakamutunga mō te aromatawai** | Last date for assessment |
| **Rēhitatanga |** Registration | 1 | [dd mm yyyy] | N/A |
| **Rā arotake |** Planned review date | 31 December 2029 | | |

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at [qualifications@waihangaararau.nz](mailto:qualifications@waihangaararau.nz) if you wish to suggest changes to the content of this skill standard.