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| Floor L4-2 | Maintain professional standards in a flooring trade |

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| **Kaupae** | Level | 4 |
| **Whiwhinga** | Credit | 10 |
| **Whāinga** | Purpose | This skill standard recognises the skills required to demonstrate leadership, and to work consistently to commercially competent standards in a flooring trade.  This skill standard contributes to:   * New Zealand Certificate in Flooring Installation (Level 4) [Ref: 4296] * New Zealand Certificate in Flooring Planning and Design (Level 4) [Ref: 4297] * New Zealand Certificate in Flooring Surface Preparation (Level 4) [Ref: 4299] * New Zealand Certificate in Timber and Composite Flooring (Level 4) [Ref: 4300]. |

**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. Consistently operate to the standards of a commercially competent flooring tradesperson. | 1. Information is located, evaluated, and interpreted to inform work activities and standards of practice. |
| 1. Relevant legislative and industry guidance are applied to ensure work is carried out to commercially acceptable standards. |
| 1. Workplace procedures are applied in fulfilling responsibilities to satisfy work contracts. |
| 1. Apply leadership skills expected of a professional in the flooring trade. | 1. Practices are used to coordinate site operations and workflow management for flooring operations. |
| 1. Ongoing learning of industry practices and emerging trends in a flooring trade is demonstrated. |
| 1. Leadership of others ensures efficient, quality, and safe fulfilment of the flooring contract. |
| 1. Apply communication skills to build and maintain positive working relationships as a professional in the flooring trades. | 1. Constructive consultation, collaboration, and coordination with others to undertake flooring operations are demonstrated. |
| 1. Professional behaviour is demonstrated on a day-to-day basis. |

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

Assessment specifications:

Candidates must be capable of maintaining professional standards to the standard expected of commercial competence in at least one of the flooring trades from:

* carpet flooring
* resilient flooring
* timber and composite flooring
* flooring planning and design
* resin flooring
* flooring surface preparation.

*Commercial competence* refers to:

* performing the skill in a safe manner
* performing the skill to the required industry standards
* performing the skill within a commercially viable timeframe
* repeating the skill on demand
* performing the skill without supervision
* applying the skill to other work.

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

*Leadership* refers to technical support and direction for others.

*Professional behaviour* may include consistently being reliable, responsible, accountable, and showing respect and consideration for people, property, and the environment.

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

Assessment must conform to workplace conditions and meet workplace health and safety requirements.

**Ngā momo whiwhinga** | Grades available

Achieved

**Ihirangi waitohu** | Indicative content

Professional behaviour and responsibility as they relate to a person responsible for completing flooring contracts.

**Legislative** **frameworks**

Legislative frameworks as they relate to everyday flooring contexts flooring and being a trade professional.

* Hierarchy of Acts of Parliament, Regulations, Rules, Standards, Approved Codes of Practice, and best practice guidelines.
* Health and safety as it applies to everyday contexts, including requirements when working with hazardous materials.
* Application of environmental legislative framework.
* Application of building legislative framework.
* Application of the client protection legislative framework.

**Ongoing learning and emerging work practices**

* Identifying credible information sources.
* Evaluation and interpret sources of information.
* Strategies to manage own learning and opportunities to maintain current flooring knowledge.
* Quality assurance practices of flooring operations.
* Sustainability and the environment when completing flooring operations.

**Building positive working relationships**

* Strategies to work constructively with other parties.
* Strategies to manage conflict with others.
* Working with and accommodating needs of clients, suppliers, and other trades onsite.

**Planning and coordinating work**

* Planning and communicating a programme of work.
* Establishing work activities, competing priorities, and deadlines.
* Leading and coordinating on-site operations.
* Coordinating daily tasks to fit with other parties.
* Reliability, integrity, and accountability when completing flooring contracts.

**Rauemi |** Resources

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

Legislation available from <www.legislation.govt.nz>

* Building Act 2004, Building Code
* Construction Contracts Act 2002
* Hazardous Substances and New Organisms Act 1996
* Health and Safety at Work Act 2015
* Resource Management Act 1991.

**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.