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| PD L4-4 | Prepare estimates for flooring trades operations |

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| **Kaupae** | Level | 4 |
| **Whiwhinga** | Credit | 20 |
| **Whāinga** | Purpose | This skill standard recognises the skills required to prepare estimates to meet client requirements 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. Evaluate product specifications and site information to determine the scope of proposed flooring operation plan. | 1. Product requirements and specific product parameters are evaluated and documented in relation to the proposed plan. |
| 1. Specific site considerations, including access and environmental factors, are evaluated and documented in relation to the proposed plan. |
| 1. Calculate costings for all elements of the proposed flooring operation plan. | 1. A floor layout plan is prepared including direction and seams in preparation for calculating costing of the entire proposed plan. |
| 1. Product quantities, labour requirements, profit margins, markups, and all associated costs for the proposed plan are calculated. |
| 1. Adjustments for variations to agreed scope of work are calculated according to workplace procedures. |
| 1. Prepare estimation documentation for relevant parties for proposed flooring operations. | 1. Documentation of final floor layout plan, product details, itemised scope of work, and job costings including allowances for variations is prepared. |
| 1. Documentation is prepared 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 complex proposed flooring operations to the standard expected of commercially competence.

*Complex* refers to sites with large or irregular shaped flooring areas.

*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.

*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

**Product specifications and site information**

* Installation, finishing, joins, corners, ramps, transitions, falls.
* Access, work environment, other trades, job readiness.
* Floor layout plan including directions, seams, layout, and pattern matching.
* Product installation/application requirements.

**Calculating costings**

* Product lineal meters, cutting allowance, wastage allowance.
* Material quantities and accessories.
* Labour and travel.
* Profit margins and markups.
* Variations to scope.

**Preparing documentation for an estimate**

* Differences between a quote and an estimate.
* Itemising element job costs.
* Building product information.

**Initiating installation**

* Communicating floor plan layout, scope, estimate, product care.
* Ordering products.
* Creating installation job instructions.
* Credit checks on clients.

**Rauemi |** Resources

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

**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.