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| PD 4-6 | Plan and implement flooring design solutions |

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| **Kaupae** | Level | 4 |
| **Whiwhinga** | Credit | 15 |
| **Whāinga** | Purpose | This skill standard is for people needing to communicate with relevant parties to plan and coordinate the implementation of design solutions to meet requirements for flooring 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. Determine and confirm job requirements for flooring operations. | 1. The scope of the project, timeframes and budget constraints are confirmed with relevant parties. |
| 1. Application of knowledge of products, installation methods and site information are used to inform the requirements specific to the job. |
| 1. The impact of construction site activities on proposed flooring operation are considered and managed when confirming job requirements. |
| 1. Support the implementation of design solutions for flooring operations. | 1. Evaluate flooring plans to order products and materials from suppliers for the planned flooring operations. |
| 1. All relevant job documentation has been administered to relevant parties according to workplace procedures. |
| 1. Demonstrate active communication to plan and implement flooring design solutions. | 1. Agreement with relevant parties on the solutions and costings to meet the flooring project requirements. |
| 1. Acceptable methods are used to communicate with relevant parties to solve problems and progress a flooring operation. |
| 1. Acceptable workplace procedures are followed to address and resolve complaints relating to flooring operations. |
| 1. Client is provided with care and maintenance guidance for design solutions according to manufacturer’s specifications. |

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

Assessment specifications:

Candidates must be capable of consistently implementing flooring design solutions to meet the needs of clients to the standards expected of commercial competence.

Implementation of design solutions is limited to communicating and coordinating with relevant parties. It does not require going to a client’s site or performing measuring, quoting, preparation or installation work.

*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.

*Solving problems* relates to resolving or addressing changes and challenges to work programmes, the environment in which flooring operations takes place, and the use, application, or installation of specified materials.

*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

* Consulting with clients.
* Job requirements – scope of work, timeframes, budget, material selection.
* Documenting design solutions.
* Evaluating product specifications.
* Evaluating documented site information.
* Communicating floor plan layout, scope, estimate, product care.
* Progressing flooring operations – planned delivery times, installation or application details, site access, other trades on site.
* Ordering products.
* Credit checks on clients.
* Job document administration – contracts, pricing, and payment systems, ordering materials, material data sheets.
* Material care and maintenance advice.
* Managing complaints.

**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** | Review Date | **Rā whakamutunga mō te aromatawai** | Last date for assessment |
| **Rēhitatanga |** Registration | 1 | N/A | N/A |
| **Rā arotake |** Planned review date | 31 December 2029 | | |

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