

Plan_L3_1 **Prioritise own tasks within a construction work programme**

Kaupae Level	3
Whiwhinga Credit	3
Whāinga Purpose	This skill standard recognises the skills to select and prioritise own work tasks to fit into a construction work programme. It contributes to qualification pathways across construction trades.

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Plan own work tasks to fit into a construction work programme.	a. Scope of the work programme, timeframes and any constraints are confirmed.
	b. Priority of work tasks are identified, and a suitable sequence of work programme is developed.
	c. Own abilities and knowledge are identified and considered when planning tasks.
2. Monitor work tasks and record personal work records.	a. Planned tasks and sequences are monitored to identify change and suitable adaptations made to suit work tasks.
	b. Progress of own work is monitored and recorded.

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

Assessment specifications:

Candidates must be capable of consistently planning and prioritising their own work for familiar or consistent construction tasks.

Evidence for this standard must reflect planning and prioritising for or an individual construction job or up to half a day within a wider work programme to commercial standards.

Commercial standards refer to:

- performing the skill to the required industry standards
- performing the skill within an acceptable timeframe

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content**Planning**

- Digital skills to monitor and document the project.
- Project management apps.
- Confirmation of materials and resourcing.
- Time management and estimating timings.
- Goal setting and own capabilities.
- Using known construction skills.

Prioritising

- Consideration of dependencies.
- Identifying solutions to problems encountered.
- Sequencing of work and the work of others.

Monitoring

- Speed, quality, accuracy monitoring.
- Adapting planned work.
- Rework.
- Documenting project work.

Rauemi | Resources

Refer to the Core Construction Skills Guidance document which includes resources, definitions, and other information of relevance to this standard, available from qualifications@waihangaararau.nz.

Pārongo Whakaū Kounga | Quality assurance information

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 > Core Construction
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0048

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	<type here>	[dd mm yyyy]	[dd mm yyyy]
Rā arotake Planned review date	[dd mm yyyy]		

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@waihangaarau.nz to suggest changes to the content of this skill standard.