

## Receive instructions and communicate information in relation to BCATS projects

**Level** 2

**Credits** 4

**Purpose** This unit standard has been designed to be achieved in a building, construction and allied trades skills (BCATS) programme.

People credited with this unit standard are able to receive instructions, and communicate information related to BCATS projects.

**Subfield** Construction Trades

**Domain** Building, Construction, and Allied Trades Skills

**Status** Registered

**Status date** 14 December 2007

**Date version published** 14 December 2007

**Planned review date** 31 December 2012

**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA.

**Standard setting body (SSB)** Building and Construction Industry Training Organisation

**Accreditation and Moderation Action Plan (AMAP) reference** 0048

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

1 Definitions

*Instructions* refer to verbal information, written job specifications, cutting lists, working drawings and associated building industry communication media.

*Specifications* refer to documented instructions (oral, written, graphic) and may include the following: specifications from a supervisor or project specific drawings or requirements.

*Work place* can mean a workplace, school workshop, work experience workplace or training establishment where assessment against this unit standard takes place.

*Work place practice* refers to the documented procedures specific to a range of environments including workplaces, school workshops, work experience workplaces or other training establishments, which set out the standard and required practices of that work place.

- 2 Evidence for achieving credit in this unit standard must be related to four different practical projects, preferably from unit standards in the *Building, Construction and Allied Trades Skills* domain or related domains at Level 2.
- 3 Assessment against this unit standard may occur in a wide range of environments, including workplaces, school workshops, work experience workplaces or other training establishments.
- 4 Legislation relevant to this unit standard includes:  
Health and Safety in Employment Act 1992;  
Health and Safety in Employment Regulations 1995.

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## Elements and performance criteria

### Element 1

Receive instructions related to BCATS projects.

#### Performance criteria

- 1.1 The purpose of the instructions is established.
- 1.2 BCATS project-related instructions are received and acknowledged.  
  
Range recorded information, verbal instruction, written or drawn specifications, signs.
- 1.3 Received information is clarified and confirmed.  
  
Range reading specifications, repeating back information, asking questions.

### Element 2

Communicate information related to BCATS projects.

Range communication with three of – employer, supervisor, co-workers, tradespeople, suppliers.

#### Performance criteria

- 2.1 Information relating to BCATS projects is received and passed on clearly, accurately and in accordance with work place practice.  
  
Range oral communication, hand signals, written information, drawings.
- 2.2 Communication is initiated to gain information or help when needed.
- 2.3 Storage of information and reporting are in accordance with work place practice.

- 2.4 The exchange of information is relevant to the situation, occasion and the relationship between the participants.

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**Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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**Comments on this unit standard**

Please contact the Building and Construction Industry Training Organisation [national.office@bcito.org.nz](mailto:national.office@bcito.org.nz) if you wish to suggest changes to the content of this unit standard.