



BCATS

BUILDING, CONSTRUCTION
AND ALLIED TRADE SKILLS

Communication

Teacher/Tutor resource



Unit Standard 24357 (v3), Level 2

Receive instructions and
communicate information in
relation to BCATS projects **4 CREDITS**

BCITO
buildingpeople

**Building and Construction Industry Training Organisation
(BCITO)**

**Level 5, 234 Wakefield Street
PO Box 2615
Wellington 6140
0800 422 486
www.bcito.org.nz
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Teaching and assessment tips

Purpose

This unit standard credits learners are able to:

- receive and interpret instructions and
- communicate information accurately to a variety of people connected to a project.

Unit standard interpretation

It is intended that the learner's communication skills are assessed over the year as they work on two (or more) projects. It is expected that all types of communication will be covered over the projects but it is not expected that you must cover all types of communication in each project.

Students must communicate with at least three parties over at least two projects. This could be, for example, yourself (as "employer"/supervisor), co-workers (those in a group with whom the learners are directly involved in completing a project), and class mates (in general).

When receiving and acknowledging instructions, "recorded information" can be plans, site briefs, signs etc. Also, "signs" can include symbols, icons etc. associated with plans and specifications.

Assessment consists of completed Knowledge Assessment and Assessor Observation Sheets. Please see the Assessment Schedule at the end of this document for further details.

Assessment

Information to support assessment decisions should, wherever possible, be collected naturally as the BCATS project progresses.

Assessment of this unit standard consists of:

- **completion of the Knowledge Assessment Sheet and**
- **completion of the Assessor Observation Sheet.**

Alignment with other unit standards

Developing programmes that integrate teaching and learning helps to provide students with meaningful and manageable learning opportunities. The following unit standards are not an exhaustive list of which you could include in your programme and nor should one feel obligated to offer all as linked units. Other unit standards you include will depend on your overall programme of study and what best meets your learners' needs.

Examples of other standards that could be offered concurrently are:

- 12932:** *Construct timber garden furniture as BCATS projects*
- 12933:** *Complete minor concrete works as a BCATS project*
- 12935:** *Construct a spaced residential timber deck up to one metre high as a BCATS project*
- 12938:** *Lay paving blocks as a BCATS project*
- 12939:** *Construct a basic retaining wall as a BCATS project*
- 25921:** *Make a cupboard with a drawer as a BCATS project*
- 31812:** *Complete a BCATS project*

The projects specified in the unit standards above would all be appropriate for students to demonstrate receiving instructions and communicating information as projects progress.

- 22607:** *Read and interpret plans, working drawings and specifications for BCATS projects*

Students need to receive instructions about their BCATS projects and check they understand them correctly. US 22607 can help provide underpinning knowledge to help them to read and interpret their projects' plans, working drawings, and specifications.

- 24354:** *Demonstrate knowledge of health and safety legislation and apply safe working practices in the construction of a BCATS project*

Communicating well and safety go hand in hand. Interacting with their teacher/tutor and fellow students to help keep themselves and others safe throughout their projects will require a variety of communication techniques.

Assessment Schedule

US 24357 (v3) - Receive instructions and communicate information in relation to BCATS projects (Level 2, Credit 4)

Outcome 1	Receive instructions related to BCATS projects.	Assessment evidence and judgement
PC 1.1	The purpose of the instructions is established.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> purpose of instructions is understood.
PC 1.2	BCATS project-related instructions are received and acknowledged.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> instructions are read/listened to attentively.
PC 1.3	Received information is clarified and confirmed.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> information is checked, repeated back, and questions asked to clarify if necessary.
Outcome 2	Communicate information related to BCATS projects. Range: communicate with <i>three</i> parties to the BCATS project.	Assessment evidence and judgement
PC 2.1	Information relating to BCATS projects is received and passed on clearly, accurately and in accordance with workplace practice.	Evidence gathered from Knowledge Assessment sheet and Assessor Observation showing: <ul style="list-style-type: none"> clear and appropriate body language and spoken, written, and drawn communication with <i>three</i> parties to the project.
PC 2.2	Communication is initiated to gain information or help when needed.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> information or help is asked for as required.
PC 2.3	Storage of information and reporting is in accordance with workplace practice.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> information is recorded and reported appropriately.
PC 2.4	The exchange of information is relevant to the situation, occasion and the relationship between the participants.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> information exchanged fits the situation, occasion, and people involved.

