BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Basic communication

Assessment resource

Level 1



4 credits

Skill Standard 40548 (v1)

Use trade language to progress a BCATS project or related tasks

Learner name: _____

BCATS project: _____

BCITO
He Hunga Hanga Mātou
building people

Assessment: Basic communication

Learner instructions

This assessment is about using communication skills to progress your BCATS project (*or related tasks as part of a group*).

You need to show you can do these things without being prompted.

- Interpret project instructions and show that you understand what you need to do.
- Communicate with others clearly.
- Respond to feedback in a positive way to move the project forward.

Over the page, you will see what you need to do for this assessment.



Your teacher will observe you communicating throughout your project. They will provide comments in this assessment resource as evidence to support their observations.

You will also need to provide the following evidence to support this. Submit it using myBCITO or the process at your school/organisation.



A completed *Understanding your project* worksheet.
(pg. 3 – 4 in this assessment resource)

Completed *Communicate for your project* worksheets.
(pg. 5 – 6 in this assessment resource); **and/or**



Copies of any emails, texts, or recorded communications related to your project.

A copy of the project instructions.

It is a good idea to use the assessment checklist in this resource to keep track of the evidence you have collected.

The grade you are awarded will be based on your ability to use and respond to information clearly to progress your project.

Worksheet: Understanding your project

For this assessment activity, you need to look at the project instructions and explain clearly what you need to do and use to complete the project. Fill in the worksheet on the next page with this information.



- Describe the project and what materials you will need to complete it. If you are working in a group also include the people in your team and their roles.
- Describe the tasks you need to carry out from start to finish, tools you need to use, any help you might need, etc.

Example answers have been given below.

Description of the project

A wooden storage box, 600mm x 400mm x 350mm, with a hinged lid.

It will be made from plywood and have a metal handle and hinges.

It will be fixed together with screws and wood glue.

	Tasks in each project stage.	Things that need to be done to make sure it is completed successfully
1	Measure and cut the ply sheet	First step is to cut the base, front and back, 2 x sides and lid. I'll use a hand saw for this and then sand all the edges.
2	Next step is to assemble the box	Using wood glue and screws, the sides will be fixed to the front and back with butt joints at the corners. The sides will then be fixed to the bottom.
3	Attach the lid	The lid will be fitted with 2 hinges and be screwed to the back panel.
4	Hide the screw holes	Cover the screws with wood filler and sand it down smooth once its dried.
5	Fit the handle and feet.	Measure the position for the handle and feet and make some pilot holes
6	Finish coating	Make sure it opens and closes smoothly (check with the teacher that it's all good), then stain it.
7		

Worksheet: Understanding your project

Description of the project

	Tasks in each project stage.	Things that need to be done to make sure it is completed successfully
1		
2		
3		
4		
5		
6		
7		
8		
9		

Worksheet: Communicate for your project

For this assessment activity, you need to show you can do these things for your project without being prompted.

- Communicate with others throughout the project to clearly let them know how they can help move the project forward.
- Respond to feedback in a positive way to move the project forward.

Keep a record of all communication you have with others. Include what you communicated, feedback you received, and your personal notes or explanations about how their input made positive changes to the project. You can provide this record in the following ways.



Copies of any emails, texts, or recorded conversations related to your project.

and/or,



use the worksheet on the next page to log what you talked about with others, in relation to the project.
(**Note**: we have provided a separate copy of the worksheet if you need more space.)

Example log entries have been given below.

Person or party: Mr Green and me	
What was said or asked? Mr Green said I would get a better finish if I used 220 grit sandpaper then went up to 320 for a super smooth surface.	**What was the response?** I was worried about the time it would take to sand the project so many times.
How did the communication result in positive changes to the project? I did use the finer grit sandpapers and even went up to 800. The final surface feels really smooth.	

Person or party: Sam and me	
What was said or asked? I needed advice about the colour of stain and varnish for my project	**What was the response?** Sam said that if I want my project to be more striking, then a lighter stained project will look better against a dark coloured wall.
How did the communication result in positive changes to the project? I used a medium/light stain colour on my project and it looks really good.	

Worksheet: Communicate for your project

Person or party:	
What was said or asked?	What was the response?
How did the communication result in positive changes to the project?	

Person or party:	
What was said or asked?	What was the response?
How did the communication result in positive changes to the project?	

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What was said or asked?	What was the response?
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Person or party:	
What was said or asked?	What was the response?
How did the communication result in positive changes to the project?	

Assessment checklist: Basic communication

To be completed by the learner and the teacher.

Assessment activity	Evidence needed	Date all evidence collected (Learner to complete)	Teacher sign-off
Communicate for your project	A completed *Understanding your project* worksheet.		
	Copies of any emails, texts, or recorded conversations related to your project.		
	Completed Communicate for your project worksheets.		
Note: A copy of the project instructions must also be included in your overall portfolio of evidence.			

Teacher observation: Basic communication

Learner name: Project:

Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Trade language is not used appropriately to progress a BCATS project or related tasks.	Use trade language to progress a BCATS project or related tasks.	Effectively use trade language to progress a BCATS project or related tasks.	Skilfully use trade language to progress a BCATS project or related tasks.



Provide comments on the learner's ability to meet the following assessment criteria, considering everything you observed throughout the project.

Understanding of project instructions is confirmed.	
Information is shared with others to move the project forward.	
Feedback is used to make positive changes to the project.	

Grade awarded: Basic communication

Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40548, with comments that explain your decision.

Final grade		**Date**	
Justification for final grade (Provide overall comments, considering all evidence collected)			

Teacher and learner sign-off

		Date
Learner signature (Grade received and accepted)		
Teacher sign-off	Name: _____ Signature: _____	