

National Certificate in Construction Trades (Supervisor) (Level 4) with an optional strand in Business Management

Level 4

Credits 58

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2018.

Transition Arrangements

Version 2 of this qualification has been republished to extend the last date of enrolment on programmes leading to it from 31 December 2015 to 31 December 2016.

This qualification has been replaced by the New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4) [Ref: 2381].

For detailed information see [Review Summaries](#) on the NZQA website.

The last date for entry into the replaced qualification is 31 December 2016.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standard are exempt from the requirement to gain credit for the replacement standard – see table below.

Credit for	Exempt from
13035	26778

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	May 2011	December 2018
Review	2	July 2014	December 2018
Republication	2	December 2015	December 2018

Standard Setting Body

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National Certificate in Construction Trades (Supervisor) (Level 4) with an optional strand in Business Management

Level	4
Credits	58

Purpose

The National Certificate in Construction Trades (Supervisor) (Level 4) [Ref: 1661] is designed to recognise the skills and knowledge required to be a supervisor in the construction industry. This qualification is for people already working as a construction supervisor, or for people who want to move into the role.

The Compulsory section includes standards which cover skills and knowledge essential for construction supervision: implementing time management procedures in business situations; understanding employment law; carrying out health and safety planning interpreting contract documentation, specifications, and quantity lists; ordering and assigning resources and labour for a construction programme; carrying out administration processes and procedures; and supervision and communication skills, including managing interpersonal conflict.

The Business Management optional strand allows people to gain the skills and knowledge required to manage construction businesses. This strand includes standards which cover knowledge and skills related to taxation, financial, and insurance responsibilities for small business owner-operators; producing establishment plans for small business ventures; controlling and evaluating small business operations; costing for an activity within an entity; marketing options for enterprise activities; participating in formal meetings; building law; and tendering for, and administration of, building construction contracts.

This qualification represents a further step in the construction career pathway for people who hold trade qualifications at Level 3 or above from the *Planning and Construction* field.

This qualification, with or without the optional strand, is a prerequisite for entry to the National Certificate in Construction Trades (Main Contract Supervision) (Level 5) [Ref: 1662]. It could also lead to the National Diploma in Construction Management (Level 6) [Ref: 0356].

Replacement Information

This qualification replaced the National Certificate in Construction (Leading Hand) (Level 4) [Ref: 1130].

Special Notes

- 1 It is expected that candidates for this qualification will have existing knowledge and skills in the trade that they will be supervising. Consequently, the award of any qualification at Level 3 or 4 from the *Planning and Construction* subfield, or the demonstration of equivalent knowledge and skills, is a prerequisite for entry to this qualification.
- 2 Due to the health and safety requirements of the sites in which these skills are applied, people entering programmes of education and training leading to the award of this qualification must demonstrate the capacity to understand any and all requirements, instructions, and communications (oral, written and graphic), to the required industry level. This might be evidenced by standards or achievement standards from the *Communication Skills* and *English* subfields at Level 2 or above, or the demonstration of equivalent knowledge and skills.
- 3 Recognition of current competence acknowledges the skills and knowledge gained from work and experience, or from courses or study undertaken. Assessment of recognition of current competence may be conducted by an assessor appointed by the Building and Construction Industry Training Organisation, or an accredited provider.

Application for recognition of current competence may be initiated by contacting the Building and Construction Industry Training Organisation.

Credit Range

	Compulsory	Business Management Optional Strand
Level 2 or 3 credits	11	12
Level 4 credits	21	9
Level 5 credits	26	26
Minimum totals	58	47

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards

The following strands are optional

- Business Management Optional Strand

Detailed Requirements

Compulsory

The following standards are required

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
16614	Apply time management concepts and methods in business situations	4	3

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
1979	Describe an employment relationship, and the application of employment law to that relationship	2	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9704	Manage interpersonal conflict	4	6

Planning and Construction > Construction > Construction Health and Safety, and Injury Prevention

ID	Title	Level	Credit
20746	Explain and implement site safety plan procedures for construction activities	4	8

Planning and Construction > Construction > Construction Management

ID	Title	Level	Credit
9662	Prepare an outline construction programme for a project	5	6
20744	Demonstrate knowledge of administration processes and procedures for construction work	5	10
20745	Demonstrate knowledge and apply principles of supervision on a construction site operation	5	10

Planning and Construction > Construction Trades > Core Construction

ID	Title	Level	Credit
17515	Give construction-related oral instructions	3	4
17516	Write construction-related communications	3	4
26778	Demonstrate knowledge of contract drawings, specifications and quantity lists for a building	4	4

Business Management Optional Strand

The following standards are required

Business > Business Environment > Business Culture and Environment

ID	Title	Level	Credit
20078	Describe taxation, financial, and insurance responsibilities for small business owner-operators	3	4

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit
1991	Produce establishment plans for small business ventures	5	5

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
1992	Control and evaluate small business operations	4	5

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
26367	Demonstrate and apply knowledge of costing for an activity within an entity	5	6

Business > Marketing > Generic Marketing

ID	Title	Level	Credit
2925	Describe marketing options for enterprise activities	3	8

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9679	Participate in a formal meeting	4	4

Planning and Construction > Construction > Core Planning and Construction

ID	Title	Level	Credit
9664	Demonstrate knowledge of building law	5	5
27186	Demonstrate knowledge of tendering for, and administration of, building construction contracts	5	10

Transition Arrangements

Previous version of the qualification

Version 1 replaced the National Certificate in Construction (Leading Hand) (Level 4) [Ref: 1130].

There are substantial differences between the replaced qualification and this replacement qualification. However, the replaced and replacement qualifications include standards 9704, 17515, 17516, and 20746 in common. .

People currently working towards programmes or courses leading to the award of version 1 of the replaced qualification may choose to complete that version before 2013 or transfer to this qualification.

All new candidates will be enrolled onto programmes or courses leading to the award of this replacement qualification.

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

This certificate will display the logos of NZQA, the Building and Construction Industry Training Organisation and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description

DAS Classification		NZSCED	
Code	Description	Code	Description
224	Planning and Construction > Construction Trades	040303	Architecture and Building > Building > Building Construction Management

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.

Reviewed

Recommended Diagram



Reviewed