



WAIHANGA ARA RAU

**Construction and
Infrastructure**

Workforce Development Council

CARPENTRY LEVEL 4

ASSESSMENT EVIDENCE GUIDANCE

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1. INTRODUCTION

This guidance document is related to the collection of evidence to ensure the validity of assessment against the standards that lead to the following qualification:

- New Zealand Certificate in Carpentry (Level 4) with optional strand in Metal Roof Cladding Installation [Ref: 2738]

The guidance information outlined in this document has been developed in consultation with industry and approved by Waihanga Ara Rau as the Standard Setting Body. The guidance outlined will assist all providers in the development of assessment resources aligned to the suite of carpentry standards.

The guidance document is not an assessment resource, it is guidance for the sufficiency of evidence to support the assessment decision made by assessors.

1.1 SCOPE

For the purposes of this guidance document the standards selected are limited to **nine** standards that relate directly to the building structure/envelope:

Standard	Title	Level	Credits
30868	Set out buildings, construct profiles and establish set-out points	4	16
30870	Construct concrete foundations and slabs	4	19
30871	Construct framed floors and stairs or ramps	4	24
30850	Construct and erect wall frames	4	26
30849	Construct and erect roof framing	4	32
30847	Install ceiling framing	4	10
30844	Install and flash exterior joinery	4	17
30846	Install and flash wall claddings	4	24
30864	Install wall and ceiling linings	4	12

2. ASSESSMENT

2.1 COMMERCIAL COMPETENCY

The overarching level of performance for the suite of standards aligned to the programme leading to the New Zealand Certificate in Carpentry (Level 4) is '**commercial competence**'.

Commercial competence requires a candidate to be capable of consistently performing the requirements of the standard:

- to current regulatory, industry and commercial standards
- within a commercially viable timeframe
- in commercial environments
- without supervision
- in different and unfamiliar contexts.

The sufficiency of evidence required to demonstrate commercial competence against a standard is outlined in this document.

Commercial competence can only be demonstrated, and must be assessed, in the workplace.

2.2 WORKPLACE EMPLOYER/VERIFIER

The assessment of commercial competence must be verified by a person who:

- holds the relevant qualification, standards, or registration at the level at which they are required to verify evidence for; or, are able to demonstrate equivalent carpentry skills and knowledge.
- has current expertise in the carpentry trade,
- has had the opportunity to regularly observe the candidate in the workplace,
- Continues to meet the requirements of the current Consent and Moderation Requirements (CMR) document.

A verifier is someone who supports the assessment process. A verifier does not make assessment decisions. The role of the verifier is to:

- Verify that evidence provided by the apprentice is valid and authentic.
- Confirm that the apprentice's practice is in accordance with contextual requirements.
- Based on their observations, verify the performance of the apprentice completing practical tasks.

Verifier evidence must include the following:

- Name of the apprentice, employer/verifier, and company name and date.
- Address of the related building project and the type of work.
- Verification of evidence from all assessment tasks and the apprentice's involvement in the jobs associated with assessment tasks.
- Verification that the apprentice can undertake practical requirements to standards of commercial competency.

2.3 WORKPLACE ASSESSOR

An assessor must be confident that the candidate can apply the skills and knowledge outlined in the standard to the level, scope and complexity required to support the achievement of related standards.

The assessor will make an assessment decision based upon a collection of evidence, including verification. An assessor is a person who:

- Holds the New Zealand Certificate in Carpentry (Level 4) or an equivalent qualification.
- Holds unit standard 4098 – Use standards to assess candidate performance or demonstrates equivalent knowledge and skills.
- Continues to meet the requirements of the current Consent and Moderation Requirements (CMR) document.

2.4 ASSESSMENT OF KNOWLEDGE

The assessment guidelines identify knowledge components of standards that do not have evidence requirements. These can be found in Section 4 of this guidance document in the **‘Can do, must know’** column. The practical evidence requirements are considered sufficient evidence to support that these knowledge requirements have been achieved.

Where evidence of knowledge is required and the assessment is oral questioning and conversation, a documented summary of the discussion, questions asked, and answers given must be provided.

2.5 SUPPORTING DOCUMENTATION

Evidence in addition to knowledge worksheets and assessment tasks is required. Typically, this will be gathered through site visits that are subsequently documented. Documentation should:

- capture naturally occurring evidence – observations and conversations with the apprentice
- include verification (if this is not captured through a sign-off form within an assessment resource)
- indicate duration of training at the time of competence
- Provide justification for the award of competency.

Supporting documentation provided for external moderation should be limited to that which relates directly to the award of the standard being moderated. It should be clearly evident what information is specific and relevant to the award of the standard.

2.6 CAPABILITY

Assessment of competency for capability should only occur after all efforts have been made to provide the scope of work for the apprentice.

The assessor must be confident that competency for a range of skills and knowledge can be achieved in other contexts.

In lieu of assessment tasks as evidence, the assessor must provide evidence that the skills and knowledge are sufficient to award competency. This evidence and the rationale for awarding competency should be verified. Skills demonstrating capability must be observed by a workplace employer/verifier, and all evidence relating to these skills verified by them.

3. FAMILY OF STANDARDS

3.1 ASSESSMENT EVIDENCE

Section 4 outlines pre-moderated evidence and sufficiency requirements, and guidance for the **nine** standards listed in Section 1.1, that relate directly to the building structure/envelope.

The requirements have been developed in consultation with industry experts to define the evidence and sufficiency required to meet commercial competence. The evidence supports the decision made by the assessor.

The lists have been provided by Waihangā Ara Rau, for all providers to use when developing their assessment resources for the Level 4 carpentry programme. The requirements are not in themselves an assessment tool. The assessment tool will be dependent on the provider assessment model and be developed by the provider.

The provider does not need to get their assessment resource pre-assessment moderated by Waihangā Ara Rau for the **nine** standards listed in Section 1.1, unless they do NOT intend to use this *Assessment Evidence Guidance* with its pre-approved evidence lists for sufficiency. The provider may add to the evidence requirements without the need to get these additions pre-approved.

3.2 OUT OF SCOPE STANDARDS

The provider will need to meet the requirements of the current CMR and have an assessment tool pre-assessment moderated by Waihangā Ara Rau for the following standards. The assessment tool should be learner centric and follow best practice guidelines for assessment.

Unit Standard	Title	Level	Credits
30867	Establish, maintain and disestablish a construction site	4	9
30866	Plan and undertake demolition work	4	5
30872	Construct retaining walls	4	7
30848	Demonstrate understanding of columns, posts, beams and portals	4	7
33137	Demonstrate knowledge of roof cladding installation	4	4
32452	Demonstrate knowledge of exterior cladding and weather proofing buildings	3	6
30862	Install thermal insulation	4	3
30860	Install finishing trim	4	9
30863	Install interior joinery	4	7
30861	Install building hardware	4	4
30865	Install sound control systems for noise reduction and soundproofing	4	5
33139	Prepare for and complete long run roof cladding installation	4	10

3.3 FUNDAMENTAL STANDARDS

The family of fundamental standards in the table below are prerequisite standards for unit standard **30869** – *Maintain the professional standards of the construction industry as a carpentry trade professional*. There is the opportunity for the assessment of these standards to be evidenced through the completion of the family of standards in Section 1.1 and Section 3.2.

Where this is the case, it needs to be clearly shown where the evidence is demonstrated, what the evidence is, and how it supports commercial competency. The tool or matrix for demonstrating where competency is achieved needs to be pre-assessment moderated by Waihangā Ara Rau.

Where a tool or matrix is approved under this section, post-assessment moderation will not be required for the family of fundamental standards. However, there will be the opportunity to monitor the use of the tool or matrix upon request from Waihangā Ara Rau.

Unit Standard	Title	Level	Credits
30859	Use tools and equipment for carpentry work	4	6
30855	Demonstrate understanding of materials used for carpentry work	4	7
30854	Apply legislative frameworks to construction operations	4	7
30852	Demonstrate understanding of licensing requirements, and comply with codes and consent processes, for construction work	4	4
30851	Demonstrate understanding of the principles, features and construction methods of different building types	4	4

30853	Read and interpret working drawings and specifications and apply them to undertake construction projects	4	7
30858	Demonstrate understanding of building and construction science	4	7
30856	Use mathematics for construction	4	4
30857	Plan and communicate for construction processes	4	4

Where a separate assessment tool is being used for the fundamental family of standards, it will need to meet the requirements of Section 3.2. That is, the assessment tool:

- will need to be pre-assessment moderated by Waihanga Ara Rau,
- should be learner centric and follow best practice guidelines for assessment.

Note. A separate assessment tool is one that does not require the completion of a family of standards to achieve fundamental standards.

3.4 PROFESSIONAL STANDARDS

Assessment for standard **30869** – *Maintain the professional standards of the construction industry as a carpentry trade professional*, is a holistic judgement of the candidate's ability to maintain the professional standards of the carpentry trade.

An internally pre-assessment moderated tool or matrix showing where the evidence is demonstrated and what the evidence is to support the outcomes of the standard needs to be externally pre-assessment moderated by Waihanga Ara Rau.

Where a tool or matrix is approved under this section, post-assessment moderation will not be required for the family of fundamental standards. However, there will be the opportunity to monitor the use of the tool or matrix upon request from Waihanga Ara Rau.

4. ASSESSMENT EVIDENCE

30850, Construct and erect wall frames, Level 4, Credits 26.				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>Wall frames can be constructed out of timber or formed light gauge steel channels.</p> <p>Wall frames must be load-bearing.</p>	<p>Set out and construct wall framing for TWO different building projects:</p> <ul style="list-style-type: none"> One requiring construction from individual components. One erected and fixed using prefabricated frames. <p>Wall framing on both building projects needs to include openings.</p> <p>Wall framing on one building project must include the addition of supplementary framing.</p>	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> set out assembly installed materials and hardware completed and erected frames. Verifier sign-off that commercial competency has been achieved. 	<p>The different types of wall structures and configurations.</p> <p>How to undertake repair and maintenance framing work.</p> <p>Supplementary framing (if not included in evidence for either of the wall framing building projects).</p> <p>Transferable knowledge</p> <p>Achievement of 30870, Construct concrete foundations and slabs sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The different types, purposes, materials and construction methods used to create in-situ concrete walls. How to construct formwork and prepare for the placement of concrete. How to erect and prop precast concrete walls and other prebuilt panels, and tie into the rest of the structure. <p>Descriptions are required if 30870 has not been achieved.</p>	<p>Setting out and completing TWO different building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The components that make up wall frames. How wall frames are constructed and assembled. How wall frames are stood up, plumbed, straightened and temporarily braced. How wall frames are permanently fixed together, braced and connected to floor framing or flooring and roof framing. The purpose and place of supplementary framing work resulting from additions and alterations. The purpose and place of supplementary framing to accept substrates or linings (if evidenced). The purpose, place, design and configuration of non-load-bearing framing.

30864, Install wall and ceiling linings, Level 4, Credits 12.				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>Installing linings includes both sheet linings and other linings.</p>	<p>Installation of plasterboard lining to walls and ceilings for TWO different building projects.</p> <ul style="list-style-type: none"> One requiring installation of a plasterboard and/or pre-finished board. One requiring the installation of non-sheet lining. 	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications including bracing schedule. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> Pre-line checks (framing, insulation, completed services, hardware, etc) 		<p>Installing wall, ceiling and pre-finished lining for at least TWO building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The different types and properties of sheet linings. Framing requirements for linings. How to install different types of linings.

		<ul style="list-style-type: none"> ○ Cut and fixed linings (photos showing sequence of work including bracing elements). • Verifier sign-off that commercial competency has been achieved. 		
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30868, Set out buildings, construct profiles and establish set-out points, Level 4, Credits 16

Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
The level of complexity of the set-out must meet or exceed that required to form both internal and external corners on the exterior of the building.	Set out, construct profiles and establish set-out points for TWO different building projects.	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> • Relevant sections of the plans and specifications. • A verified photo and description from the apprentice for each of the following: <ul style="list-style-type: none"> ○ Set up and use of levelling equipment. ○ Constructing set-out points. ○ Establishing set-out points. • Verifier sign-off that commercial competency has been achieved. 		<p>Setting out, constructing profiles and establishing set-out points for TWO building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> • How to read and interpret surveying information provided for set-out. • How to set up, adjust and use levelling equipment used to set out buildings. • How to set out building lines, construct profiles and mark set-out points. • How to undertake an interior set-out.

30870, Construct concrete foundations and slabs, Level 4, Credits 19

Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>Foundations include concrete and concrete block.</p> <p>Formwork includes stud and sheathing, shutters and proprietary systems.</p>	<p>Evidence can be from one building project or as many as are required to gather evidence for each stage of constructing foundations and slabs.</p> <p>Evidence is required for each stage of constructing foundations and slabs:</p> <ul style="list-style-type: none"> • Set out for foundations and slabs for ONE building project (evidence for 30868 can be used). • Excavations for foundations and slabs for ONE building project. • Construct formwork for ONE building project. 	<p>For each stage of constructing foundations and slabs:</p> <ul style="list-style-type: none"> • Relevant sections of the plans and specifications that relate to each stage of constructing foundations and slabs. • A verified photo and description from the apprentice for each stage of constructing foundations and slabs. <ul style="list-style-type: none"> ○ Set out. ○ Excavations. ○ Construction of formwork. ○ Application of damp-proof membrane. 	The different types, purposes, materials and construction methods of suspended concrete floors.	<p>Undertaking each stage of constructing concrete foundations and slabs to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> • The different types, materials and construction methods used to create concrete foundations and slabs. • How to construct formwork, place damp proof membrane, and cut, bend and tie reinforcing. • How to place and finish concrete.

	<ul style="list-style-type: none">• Apply damp-proof membrane for ONE building project.• Cut, bend and tie reinforcing for ONE building project.• Place and finish concrete for ONE building project.	<ul style="list-style-type: none">◦ Cutting and bending of reinforcing steel.◦ Place and finish concrete.• Verifier sign-off that commercial competency has been achieved.		
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30871, Construct framed floors and stairs or ramps, Level 4, Credits 24				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>Piles and poles support both interior floor framing and timber decks.</p> <p>Floor frames can be constructed out of either timber or formed light gauge steel channel.</p> <p>Floor frames can be fixed to bearers on piles or to wall frames at first or subsequent floor levels.</p> <p>Flooring includes both sheet materials and lineal products.</p>	<p>Evidence can be from one building project or as many as are required to gather evidence for each of the following.</p> <ul style="list-style-type: none">• Set out, place and secure piles or poles in position for the construction of framed floors for ONE building project. (evidence for 30868 can be used).• Construction and fixing of sub-floor framing and bracing for ONE building project.• Construction of ONE penetration in floor framing.• Installation of sheet flooring for ONE building project.• Installation of lineal flooring for ONE building project.• Construction of ONE timber deck.• Construction of ONE set of exterior stairs or ramp.	<ul style="list-style-type: none">• Relevant plans and specifications for each project within a building project.• A verified photo and description from the apprentice for each of the following:<ul style="list-style-type: none">◦ Set out, place and secure piles or poles in position.◦ Construct and fix sub-floor framing and bracing.◦ Construction of a penetrations in floor framing.◦ Installation of sheet flooring.◦ Installation of lineal flooring.◦ Construction of a timber deck◦ Construction of a set of exterior stairs or ramp.• Verifier sign-off that factors of commercial competency have been achieved.		<ul style="list-style-type: none">• The different types and properties of piles and poles and how they are installed.• How the sub-floor structure is fixed and braced.• The different types of floor framing and components.• The properties and application of the different types of flooring.• How floor framing is permanently connected to the structure.• How to frame around penetrations.• The requirements and components for constructing decks, stairs and ramps.

30844, Install and flash exterior joinery, Level 4				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
Exterior joinery includes any type of unit, fixed or opening, designed to allow people or light to pass through.	Installation of exterior joinery for TWO different building projects.	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> *Prepared cavities. Installed joinery (two types for each building project). *Flashing, seals and trim. Verifier sign-off that commercial competency has been achieved. <p>*Evidence for 30846 (Install and flash wall claddings) can also be used as evidence for this standard if the building projects provide sufficient opportunity to gather evidence for both standards.</p>	<p>The different types and properties of joinery.</p> <p>The components and terminology of joinery.</p>	<p>Installation of exterior joinery for TWO different building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> How to prepare cavities for the installation of joinery. How to install joinery and integrate with the cladding.

30846, Install and flash wall claddings, Level 4				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
Installing claddings includes forming internal and external corners, junctions, joins and penetrations.	<p>Installation and flashing of wall claddings for TWO different building projects.</p> <ul style="list-style-type: none"> One requiring installation of sheet cladding. One requiring installation of lineal board cladding. 	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> *Installed underlay and cavity system. Installed cladding. *Flashings and trim. Verifier sign-off that commercial competency has been achieved. <p>*Evidence for 30844 (Installing and flash exterior joinery) can also be used as evidence for this standard if the building projects provide sufficient opportunity to gather evidence for both standards.</p>	<p>The different types and properties of sheet claddings.</p> <p>The different types and properties of lineal board claddings.</p>	<p>Installation and flashing of wall claddings for TWO different building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The requirements and installation of underlay and cavity systems. How to fix sheet claddings. How to fix lineal board claddings. How to install claddings at internal and external corners. How to install claddings around windows, doors and other penetrations. How to form joins in cladding materials. How to integrate different cladding materials.

30847, Install ceiling framing, Level 4				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>Ceiling framing can be constructed out of timber or formed light gauge metal.</p>	<p>Fix ceiling framing for TWO different building projects.</p>	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> Fixing ceiling framing from individual components. Penetrations formed in ceiling framing. Verifier sign-off that commercial competency has been achieved. 		<p>Fixing ceiling framing for TWO different building projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The different types of ceiling framing and components. How ceiling framing is constructed and assembled to form the framework to which linings are fixed. How to frame around penetrations.

30849, Construct and erect roof framing, Level 4				
Guidance	Sufficiency Requirements	Practical Evidence Requirements	Knowledge Evidence Requirements	Can do, must know.
<p>The level of complexity for roof framing must meet or exceed that required to form gables, hips and valleys.</p> <p>Roof finishing components include all members associated with the formation of eaves, verges, overhangs and fascia.</p> <p>Roofing support members include purlins, battens and sarking or other substrates.</p>	<p>Erect and form roof framing for TWO different building projects.</p> <ul style="list-style-type: none"> One requiring construction from individual components. One erected and fixed using prefabricated roof trusses. <p>One building project can be used if the project is sufficient in scale for both construction methods.</p>	<p>For each of the TWO different building projects:</p> <ul style="list-style-type: none"> Relevant sections of the plans and specifications. A verified photo and description from the apprentice for each of the following stages: <ul style="list-style-type: none"> roof set out relevant stages of erecting prefabricated and individual components tying, bracing and connecting to wall framing fixing roofing support members to roof framing eg. purlins. forming penetrations in roof framing constructing roof finishing components fully completed roof framing (all stages completed ready for cladding) Verifier sign-off that commercial competency has been achieved. 	<p>The different types of roof styles, structures and configurations.</p>	<p>Erecting and forming TWO roof framing projects to standards of commercial competency sufficiently demonstrates knowledge of:</p> <ul style="list-style-type: none"> The components that make up roof framing and trim. How roof framing is constructed and assembled to form the framework on which substrates or roofing materials are laid. How roof framing is permanently tied together, braced and connected to wall framing. How to frame around penetrations. How to construct roof finishing components

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