



# **Trainee Enrolment Pack**

**National Diploma in  
Quantity Surveying**

**Level 6**

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# Introduction

This qualification can only be gained through assessment of your prior learning. InfraTrain contracts The Open Polytechnic of New Zealand to facilitate this assessment of prior learning process for this qualification.

## What is InfraTrain?

InfraTrain is responsible for setting national unit standards and qualifications, providing information and advice to employers and trainees and assisting with arranging on/off job training and assessment. Monitoring the quality of training and assessment is another essential task undertaken by InfraTrain.

All InfraTrain qualifications are recognised by NZQA and have been designed by people in your industry, for your industry. We are constantly looking at ways to keep our qualifications relevant and up to date, because investing in your industry through training will help keep it alive.

## What is The Open Polytechnic of New Zealand

The Open Polytechnic of New Zealand is a nationwide distance tertiary education provider, specialising in open, blended, flexible delivery.

One of its dedicated arms is the Centre for Assessment Services (CAS). The prime function of this centre is that of assessing prior learning and current competency, giving credit for the skills, knowledge and understanding that a candidate currently possesses. The Centre measures this learning against the stated learning outcomes of a recognised qualification.

The Centre provides the expertise to guide candidates through the stages leading to assessment. This includes mentoring by subject specialists, who advise on gathering and collation of relevant valid workplace documentation, into a portfolio of evidence.

## What is assessment of prior learning?

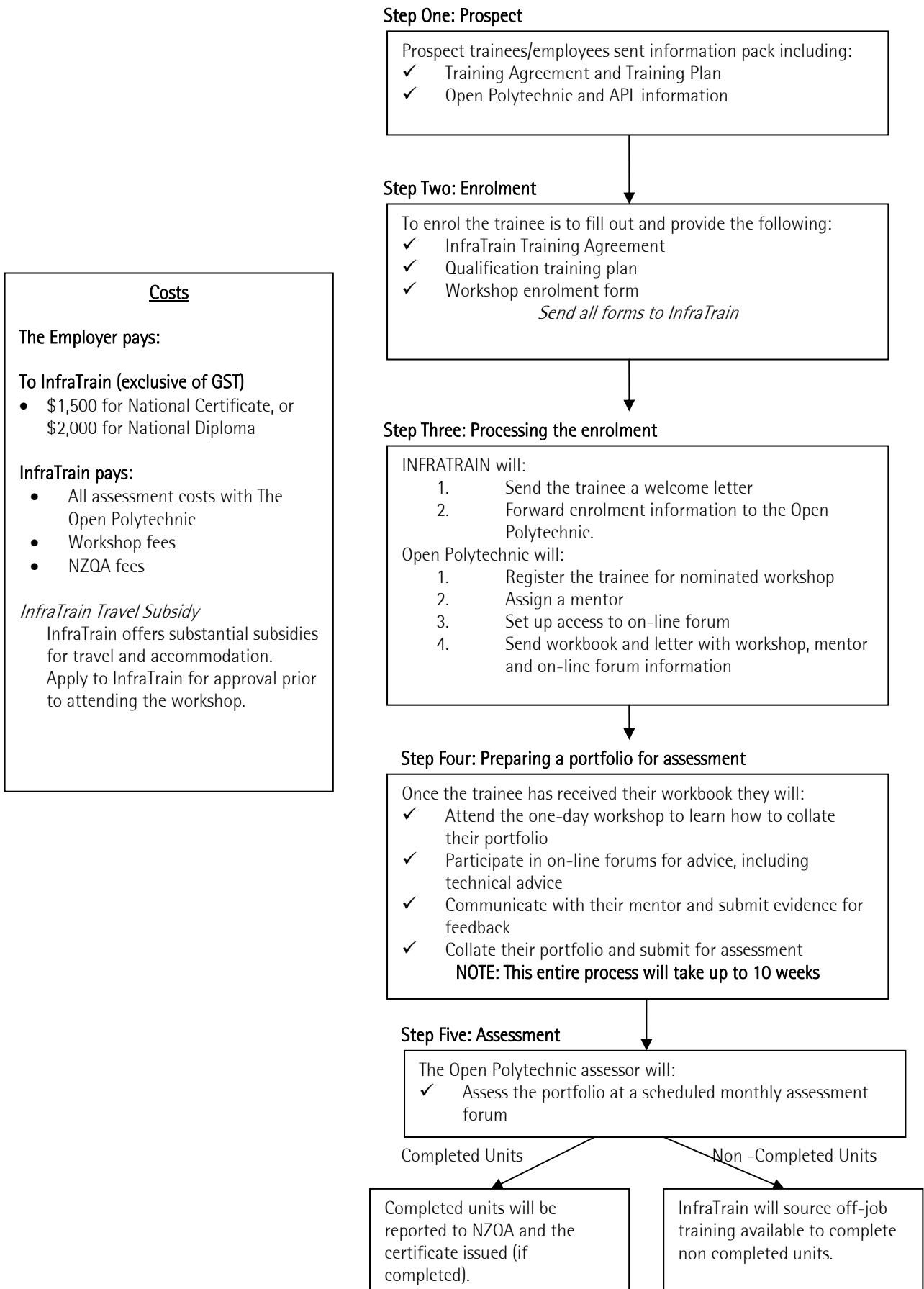
It is a process that recognises and assesses learning and gives credit for life experience, employment or courses that you have gained to date. The idea is to give you credit for what you have already learned and achieved.

## How does the assessment work?

In order to assess any prior learning experience or skills you have acquired, the Open Polytechnic will work with you to:

- Review the experience and learning that you have achieved to date
- Identify the skills you have acquired
- Help you to build a portfolio of your achievements
- Provide the guidance and support you need in pursuing your career and/or personal goals
- Establish how and what you need to do in order to be awarded this qualification

This flowchart outlines the process for starting and completing your qualification.



**Costs**

**The Employer pays:**

**To InfraTrain (exclusive of GST)**

- \$1,500 for National Certificate, or \$2,000 for National Diploma

**InfraTrain pays:**

- All assessment costs with The Open Polytechnic
- Workshop fees
- NZQA fees

*InfraTrain Travel Subsidy*

InfraTrain offers substantial subsidies for travel and accommodation. Apply to InfraTrain for approval prior to attending the workshop.

# National Diploma in Quantity Surveying Training Plan

## Qualification Requirements

This qualification will be awarded to people who have met the requirements of the core compulsory and elective sections.

## Instructions

Please tick the elective units that you wish to complete.

*Note: The italicised units can only be achieved by attending an off-job course.*

<b>Core Compulsory Units</b>			
All the unit standards listed below are required.			
Unit No.	Unit Standard Title	Level	Credit
Construction – construction technology			
9658	Demonstrate knowledge of cost estimation processes for a building project	4	10
<i>9664</i>	<i>Demonstrate knowledge of building law</i>	<i>5</i>	<i>10</i>
9667	Apply principles from published data to the provision of services for small buildings	5	10
9668	Apply principles from published data to the provision of services for medium and large buildings	5	10
9669	Apply principles from published data to evaluate and select materials and finishes for buildings	4	10
9670	Apply principles from published data to environmental impacts on and of the built environment	5	10
<i>9671</i>	<i>Describe construction methods for small buildings</i>	<i>5</i>	<i>15</i>
<i>9672</i>	<i>Describe construction methods for medium &amp; large buildings</i>	<i>6</i>	<i>25</i>
Surveying – quantity surveying theory			
10039	Measure schedules of quantities for selected trade sections for quantity surveying	5	15
10040	Measure schedules of quantities for advanced trade sections for quantity surveying	6	25
10041	Estimate costs for quantity surveying	5	15
10042	Negotiate and apply specified types of contract to tendering situations for quantity surveying	5	10
10043	Complete preliminary estimates and cost plans for a construction project for quantity surveying	6	10
10044	Administer contracts and value building works for quantity surveying	6	15
10045	Evaluate and prepare a construction programme for quantity surveying	5	5

<b>Elective A</b>				
<i>A minimum of 20 credits is required from the following unit standards.</i>				
Unit No.	Unit Standard Title	Level	Credit	Select ✓
Construction – construction management				
9632	Manage the process of bidding for construction projects	6	15	
9633	Develop construction methodology for medium buildings	6	15	
9635	Produce a site specific quality assurance plan for implementation on a construction project	5	5	
9636	Develop construction planning for medium buildings	6	5	

9637	Program construction works for medium buildings	6	15	
Construction – construction technology				
9663	Demonstrate knowledge of feasibility study of a site	5	5	
9665	Monitor a building project	5	5	

## Elective B

*A minimum of 20 credits, at level 3 or above, is required from the subfield Communication Skills, of which a minimum of 10 credits is required from the domain writing.*

Unit No.	Unit Standard Title	Level	Credit	Select ✓
Communication Skills - writing				
3494	Write a record of a formal meeting	3	3	
3491	Write a report	3	4	
1279	Write in plain English	3	2	
19629	Present a reasoned argument in a report	4	4	
12336	Write a manual or technical text	4	4	
11095	Write business correspondence to convey complex ideas and information	4	3	
9701	Write proposals	4	3	
9686	Customise an existing user-guide and/or procedures manual	5	3	
9685	Write a short analytical report	5	4	
9700	Write briefing notes	5	3	
9703	Write job procedures	5	3	
9697	Write organisational publications	5	4	
9699	Develop a documentation strategy	6	8	
9702	Develop on-line help system	6	8	
9689	Produce an original policy and/or procedure manual for a business or technical process	6	4	
9690	Write a project proposal in a style appropriate for publication or company requirement	6	5	
9698	Write policy	6	4	
9687	Write a project report in a style for publication or company requirements	7	8	
Communication Skills – interpersonal communications				
9694	Analyse and apply principles of communication process theory	3	4	
9705	Give and receive feedback	3	3	
1312	Give oral instructions in the workplace	3	3	
11097	Listen to gain information in an interactive situation	3	3	
9681	Participate in groups and/or teams to make decisions	3	3	
1307	Present ideas and information orally to a specified audience in a predictable situation	3	3	
9706	Recognise and apply non verbal communications	3	4	
9695	Analyse a problem solving model and techniques	4	3	
9696	Apply problem solving strategies	4	4	
1297	Conduct a formal interview	4	4	
1296	Conduct a one to one interview	4	3	
11099	Develop strategies for communicating in a culturally diverse workplace	4	4	
9704	Manage interpersonal conflict	4	6	
9679	Participate in formal meetings	4	3	
11101	Participate in groups and/or teams to recommend solutions to problems	4	3	
1311	Present and defend an argument orally	4	4	
11096	Analyse feedback contexts and apply constructive feedback techniques	5	3	
9678	Conduct formal meetings	5	3	
9691	Demonstrate knowledge of group processes	5	5	
9674	Facilitate a group and/or team to gather ideas and information	5	4	
9675	Facilitate a group and/or team to make decisions	5	4	
9676	Facilitate a group and/or team to recommend solutions to problems	5	4	
11098	Listen and respond to information received	5	2	

9682	Participate in panel interviews as an interviewer	5	3	
9692	Present information orally to an audience	5	2	
9693	Analyse interpersonal communication theories	6	4	
9683	Apply knowledge of group processes in a specified situation	6	6	
9684	Collaborate in a group to deliver an oral presentation	6	3	
11100	Develop strategies for facilitating organisational inter-cultural communication	6	6	
9688	Present a seminar to an audience	7	3	
11093	Take part in a communication analysis	7	4	
11094	Manage a communication audit	8	7	
Communication Skills – reading				
1272	Read efficiently to gain maximum information in time spent	3	2	
2990	Read texts to research information	3	4	