

Domain	BRICKLAYING	Unit ID: 6
Title:	Communicate in the bricklaying industry	
Level: 2		Credits: 2

Purpose

This unit standard specifies the competencies required to communicate effectively with other workers in a general bricklaying workplace. The unit refers to competency in communication rather than the English language. It includes gathering, conveying and receiving information through verbal and written forms of communication. This unit standard is intended for those who work as bricklayers and plasterers.

Special Notes

1. Entry information:
 - Prerequisite
 - Unit 3 - *Apply safety rules and regulations in bricklaying operations* or demonstrated equivalent knowledge and skills.
2. Communication is carried out as an integral part of routine work.
3. Communication with others is to include, but not be limited to, supervisors, contractors, co-workers, trainers and may include the public.
4. This unit standard is to be delivered and assessed in the context of bricklaying operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
5. Assessment evidence may be collected from a real workplace or simulated real workplace or an appropriate simulated realistic environment in which bricklaying operations are carried out.
6. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.
7. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, site and workplace specific requirements.
8. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - Occupational Health and Safety Regulations No.18, 1997.
 - and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the

national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Gather, convey and receive information

Range

Communication modes are to include active listening, group interaction, questioning, verbal, written, meetings and interpreting of signage.

Communication transfer is to include the use of telephones (including mobile) and written communications may include e-mail, facsimile, internet, two-way radios. Evidence of conveying and receiving at least five pieces of information to other workers is required for assessment purposes.

Interpretation of signage is to include site safety signs, directional signs, traffic signs, facility or location signs and hazard signs. Evidence of the interpretation of five different workplace signs is required for assessment purposes.

Performance Criteria

- 1.1 Verbal and written instructions are gathered, received and responded to with correct actions.
- 1.2 Instructions are conveyed accurately.
- 1.3 Work signage is responded to with correct action.
- 1.4 Information is conveyed in simple English and receipt of the message is confirmed.
- 1.5 Questions are used to gain additional information and to clarify understanding.

Element 2: Apply routine face-to-face communication

Performance Criteria

- 2.1 Routine instructions and messages are received and followed.
- 2.2 Workplace procedures are carried out according to company requirements.
- 2.3 Information from a range of sources is accessed and interpreted correctly.
- 2.4 Information is selected and sequenced correctly.
- 2.5 Verbal and written reporting is completed where required.

Element 3: Apply visual communication

Performance Criteria

- 3.1 Visual communications used follow accepted industry practice or social convention.
- 3.2 The attention of the communicating parties is obtained, confirmed and acknowledged.
- 3.3 The intention of the visual communication is clarified and confirmed at each step.
- 3.4 Visual communications which are unclear or ambiguous are questioned and rectified.
- 3.5 Instances of unclear visual communications are followed up to avoid repeated problems.

Element 4: Participate in simple on-site meetings

Performance Criteria

- 4.1 Correct processes for on-site meetings are identified and followed to pre-determined or agreed procedures.
- 4.2 Responses are sought and provided to others in the group. A minimum of one response is required for assessment purposes.
- 4.3 Constructive contributions are made.
- 4.4 Goals or outcomes are identified and recorded.

Element 5: Complete relevant work related documents

Range

Workplace documents are to include, but not be limited to, company procedures, regulations, safety requirements, induction procedures, industrial agreements, checklists, instructions, delivery dockets, material safety data sheets, workplace policies, quality requirements, bulletins, maps, notices, accident reports, plans, work schedules and emergency procedures.

Evidence of the use of three different workplace documents and the accurate completion of one job card is required for assessment purposes.

Performance Criteria

- 5.1 Range of forms relating to conditions of employment is completed accurately and legibly.
- 5.2 Range of forms about routine duties is completed accurately and legibly.

5.3 Job cards are completed accurately and legibly.

Element 6: Locate specific information in written material

Performance Criteria

6.1 Specific information relevant to purpose is located.

6.2 Key information is interpreted accurately.

Registration Data

Subfield:	General Construction
Date first registered:	28 September 2006
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Body responsible for review:	Namibia Training Authority