# BCATS
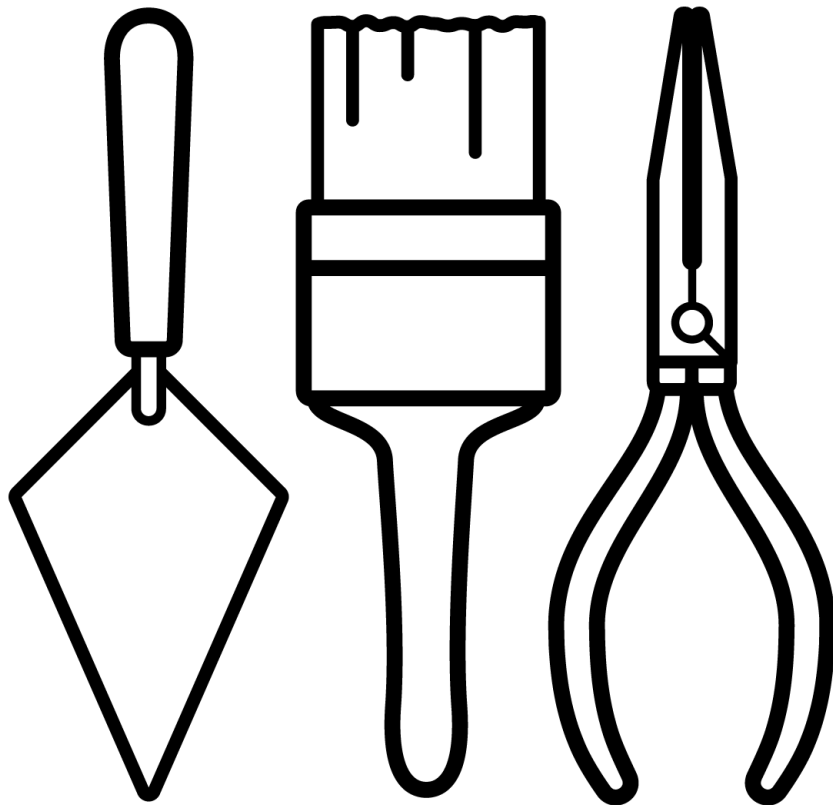
BUILDING, CONSTRUCTION
AND ALLIED TRADES SKILLS

# Working with other parties

Assessment resource

## Level 3

**2 credits**

Skill Standard 40575 (v1)

**Incorporate other parties into a BCATS project schedule**

Learner name: _____

BCATS project: _____

**BCITO**
*He Hunga Hanga Mātou*
**building people**

# Assessment: Working with other parties

## Learner instructions

This assessment is about incorporating other parties (e.g. the client, plumber, suppliers) into a BCATS project schedule.

You need to show you can:

> clearly explain how each party contributes to the project process

> schedule their work to optimise workflow and prevent delays

> adjust the project schedule as needed

> communicate with each party proactively and clearly to provide updates and confirm progress.

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

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

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

A completed *Project schedule* worksheet (pgs. 3 – 4 in this assessment resource).

Copies of emails, notes, order forms, or other communication with relevant parties about the project.

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 create and adapt a comprehensive work schedule and communicate with other parties clearly so the project runs smoothly.

# Worksheet: Project schedule

For this assessment activity, you need to show you can create a comprehensive project schedule and monitor the work of multiple parties (e.g., the client, plumber, suppliers) without being prompted.

Your teacher will observe you communicating with other parties involved in your project. You must make sure the schedule is easy for your teacher to access and for you to update it as needed.

Fill in all parts of the project schedule template and adjust it as needed to make sure the project runs smoothly. The schedule includes:

- a clear description of the work each party needs to complete, how important this work is for the project, and how their work could impact the project and other parties if there are any issues
- when each party needs to start and complete their work to make sure the project runs smoothly, and when they actually completed their work
- notes on adjustments to the schedule as needed to avoid overlaps and delays.

Two example answers have been given.

| Party: *Electrician* | Planned start date: *June 1st* | Planned completion date: *June 1st* |
|---|---|---|

**Work they need to complete**

*Connecting up the wiring once the conduit fittings are installed in the tiny home.*

**The importance of their work to the overall project**

*Their work is essential for making the tiny home functional and safe.*

**How their work could impact the project and other parties**

*I won't be able to put up the wall linings until the wiring is installed. Might need to adjust the start date for this if they are late starting.*

**Notes/changes required**

*The electrician turned up on time and the job was straightforward, so there were no delays.*

Actual completion date: *June 1st*

| Party: *The client (Mum)* | Planned start date: *Oct 5th* | Planned completion date: *Oct 5th* |
|---|---|---|

**Work they need to complete**

*Approve the paint colour before painting can start.*

**The importance of their work to the overall project**

*The final look of the project is really important as mum is going to put the table in her entranceway.*

**How their work could impact the project and other parties**

*If mum is late getting the colour choice to me, I'll have to change the end date for the project.*

**Notes/changes required**

*Mum didn't get the colour choice to me on time so I couldn't pick up the paint and was two days late starting. I've pushed the project end date in the project plan back by 2 days.*

Actual completion date: *Oct 7th*

# Worksheet: Project schedule

For this assessment activity, you need to show you can create a comprehensive project schedule and monitor the work of multiple parties (e.g., the client, plumber, suppliers) without being prompted.

Your teacher will observe you communicating with other parties involved in your project. You must make sure the schedule is easy for your teacher to access and for you to update it as needed.

Fill in all parts of the project schedule below and adjust it as needed to make sure the project runs smoothly.

| Party: | Planned start date: | Planned completion date: |
|---|---|---|
| Work they need to complete | | |
| The importance of their work to the overall project | | |
| How their work could impact the project and other parties | | |
| Notes/changes required | | |
| | Actual completion date: | |

| Party: | Planned start date: | Planned completion date: |
|---|---|---|
| Work they need to complete | | |
| The importance of their work to the overall project | | |
| How their work could impact the project and other parties | | |
| Notes/changes required | | |
| | Actual completion date: | |

# Assessment checklist: Working with other parties

To be completed by the learner and the teacher.

| Assessment activity | Evidence needed | Date all evidence collected<br><br>(Learner to complete) | Teacher sign-off |
|---|---|---|---|
| Project schedule | A *Project schedule* worksheet completed for all parties involved in the project. | | |
| | Copies of emails, notes, order forms, or other communication with relevant parties. | | |
| **Note:** A copy of the project brief must also be included in your overall portfolio of evidence. | | | |

# Teacher observation: Working with other parties

Learner name:          Project:

## Teacher instructions

Below are criteria for the available grades.

| Not Achieved | Achieved | Merit | Excellence |
|---|---|---|---|
| Other parties are not incorporated appropriately into a BCATS project schedule. | Incorporate other parties into a BCATS project schedule. | Efficiently incorporate other parties into a BCATS project schedule. | Effectively incorporate other parties into a BCATS project schedule. |

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

| | |
|---|---|
| Project schedule includes the work each party contributes to the project process. | |
| Project schedule is adjusted as needed to accommodate the work of each party. | |
| Other parties are communicated with to confirm project progress and provide updates. | |

# Grade awarded: Working with other parties

## Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40575, 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: _____ <br> Signature: _____ | |