

Level 2 Award, Certificate and Diploma in Work-based Horticulture (0065)



Learner guide and logbook

www.nptc.org.uk

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Publications and enquiries

Publications are available as hard copy from:

City & Guilds Land Based Services
Building 500
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Stareton
Warwickshire CV8 2LY
United Kingdom

or

as pdf file from www.nptc.org.uk under the 'Qualifications' tab, and then click on 'Horticulture'.

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Level 2 Award, Certificate and Diploma in Work-based Horticulture (0065)

What is it all about?

You are about to start a programme of work-based training and assessment leading to a nationally recognised qualification, based on the National Occupational Standards for the industry. This Learner guide has been written in order to provide you with information and support as you work through to achieving your qualification. As you make progress you will be able to demonstrate that you have the necessary practical skills and the knowledge to do your work effectively and efficiently.

Introduction

This document contains the information for the following qualifications:

Qualification title(s) and level(s)	City & Guilds qualification number(s)	Ofqual accreditation number(s)	Last registration date	Last certification date
Level 2 Award in Work-based Horticulture	0065-21 to 27	500/6817/9	31/08/2013	31/12/2015
Level 2 Certificate in Work-based Horticulture	0065-21 to 27	500/6816/7	31/08/2013	31/12/2015
Level 2 Diploma in Work-based Horticulture	0065-21 to 27	500/6205/0	31/08/2013	31/12/2015

Please note that this Learner guide and logbook details the information for all the routes within these qualifications. The following routes are available:

- 0065-21 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Horticulture)
- 0065-22 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Production Horticulture)
- 0065-23 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Landscaping)
- 0065-24 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)
- 0065-25 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Sports Turf – Groundsman)
- 0065-26 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Space)
- 0065-27 Level 2 Award, Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Space - Cemeteries)

The Guided Learning Hours and minimum credits for the Award, Certificate and Diploma are as follows:

- Award: 75 GLH, 10 credits
- Certificate: 158 GLH, 21 credits
- Diploma: 280 GLH, 37 credits

The Qualifications

Level 2 Award in Work-based Horticulture (0065)

The aim of this qualification is to provide bite sized learning through a work-related, competence-based qualification which could then allow progression to further learning or qualifications such as the Level 2 Certificate in Work-based Horticulture.

Level 2 Certificate in Work-based Horticulture (0065)

The aim of this qualification is to provide a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a Learner is competent in the area of work the qualification represents. The different routes available within this qualification include Horticulture, Production Horticulture, Landscaping, Sports Turf - Greenkeeper, Sports Turf - Groundsman, Parks, Gardens and Green Space and Parks, Gardens and Green Space - Cemeteries.

Level 2 Diploma in Work-based Horticulture (0065)

This qualification will form part of the Apprenticeship framework for Horticulture. It is a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a Learner is competent in the area of work the qualification represents. The different routes available within this qualification include Horticulture, Production Horticulture, Landscaping, Sports Turf - Greenkeeper, Sports Turf - Groundsman, Parks, Gardens and Green Space and Parks, Gardens and Green Space - Cemeteries.

The Diploma is included in the Horticulture apprenticeship framework.

Who will be involved?

The Learner

That's you! You will need to:

- negotiate and agree an assessment programme with your assessor
- negotiate and develop a personal action plan with dates for review and assessment
- collect the evidence which proves your competence in your job
- organise and reference the evidence in a portfolio
- judge the evidence against the standards of competence to see whether it is adequate to present for assessment
- present the evidence for assessment; this may include:-
 - attending an assessment interview
 - being available to discuss your evidence with the internal and /or external verifier if requested

Later in this guide we will explain how you can identify and collect evidence and how you can prepare for being assessed in your daily work.

The assessor

- will have experience in your area of work, must be occupationally competent and may be your immediate supervisor or manager or a visiting assessor from a training centre who will visit you a minimum of 3 times to observe you at work
- will be experienced in assessing
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment. Therefore you may have more than 1 assessor
- can advise you on the planning and organisation of your evidence
- is responsible for making the decisions about your evidence and judging when you are competent.

The internal verifier

- is appointed by the centre where you are registered
- is responsible for maintaining the quality of assessment within the centre by checking the assessment decisions made by assessors
- will have experience in your area of work and must be occupationally competent
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment to allow them to act as an internal verifier.

The external verifier

- is appointed by City & Guilds to ensure that all assessments undertaken in your centre are fair, valid, consistent and that your centre meets the required national standard
- will make regular visits to your centre to observe assessments and examine portfolios of evidence
- makes regular reports to City & Guilds confirming what happens with assessment practice in your centre.

The expert witness

Wherever possible, the evidence which you produce should be witnessed. For example your assessor, line manager or colleagues may witness an activity or authenticate a document as being your own work.

Witness status

Witnesses fall into three main categories of experience:

1. Occupational expert and D32/D33 or A1/A2 assessor who is familiar with the standards
2. D32/D33 or A1/A2 assessor without occupational competence
3. Occupational expert who is familiar with the standards.

In some circumstances it may be possible to accept witness testimony from a non-occupational expert, e.g. for evidence for a non-vocationally specific skill such as dealing with clients, validating a competition result. In these cases, the following two categories of witness may be valid:

4. Occupational expert who is not familiar with the standards
5. Non-expert not familiar with the standards, e.g. a customer.

Why do you need witnesses?

It is important to demonstrate that the evidence was produced by you under the circumstances described. The witness is therefore able to observe and report on your performance on tasks which produce evidence towards the work-based qualification. The job of the expert witness is to report to the assessor their observations of your performance. The assessor will then judge whether the evidence is sufficient.

How do you involve a witness?

The key to this is planning. In many cases someone, for example a colleague, may naturally be involved with your work and so be able to witness and authenticate evidence. However, if the work is usually unobserved, you might arrange for someone to be present (where practical) to observe your performance. Alternatively where you are working directly with or for a customer, you might ask the customer to act as a witness.

What do they have to do?

After observing your work, the witness will need to write a short statement describing what you actually did. The witness should be aware of assessment criteria for the activity and the evidence requirements which are explained in the qualification handbook. As you will be aware of the standards and the evidence you require, you may decide to write out the statement yourself and ask your witness to read it and sign if they agree with it.

You may also provide statements for yourself, e.g. to justify why you produced a product in a particular way, but this would usually need to be augmented by supplementary evidence such as a work sheet or witness statement from a customer.

A Witness Status List and a Witness Statement Form have been included in the portfolio builder pack for you to photocopy and use.

You must ensure that each witness is recorded with a sample signature in the Witness Status List. Only the approved assessor is qualified to judge the evidence. The job of the expert witness is to report to the assessor their observations of the learner's performance.

How will my competence be assessed?

Occupational competence can be described as the consistent demonstration of skill, knowledge and understanding, to the standard specified by the assessment criteria for each unit of the work-based qualification. Each unit relates to competence in a different area of activity within a job.

Assessment of your competence will be based upon realistic work place situations, performing purposeful and recognisable tasks which will require a combination of skills and related knowledge.

What is evidence?

Evidence is what you will need to provide in order to prove your competence, your ability to do the job and so meet the standards. You can draw on past experience to provide such evidence as well as collecting evidence from your current job. Your evidence will need to be filed and indexed in a portfolio. You will need to map your evidence to the assessment criteria and present it for assessment when you think each unit is complete.

Most assessment for your work-based qualification will be carried out by your assessor judging the evidence about tasks you have carried out. There are five basic sources of evidence and you may collect evidence from all of them:

Performance at work

Observation in the workplace is an essential source of evidence. Your assessor may watch you working and assess your performance against the unit.

Assessment guidance and examples of evidence have been provided for each assessment criteria in the unit. Evidence may also be provided by witness statements, work records, job sheets, or a diary of your work. In this case, you need to match the evidence provided by witnesses against the unit. Although evidence can be provided by witnesses, no unit of your work-based qualification can be signed off as complete without the involvement of a qualified assessor to judge the evidence presented.

Performance of specially set tasks

You may be asked to undertake a particular activity, e.g. a simulated task, project or case study, sometimes in a college or other training environment.

Questioning

Questioning may be written or oral, usually occurring as a result of an observed assessment.

Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the required standard.

Historical evidence

You may have done things in the past which are applicable to your work-based qualification. These may be used as evidence, provided that they are sufficiently current and relevant to the qualification standard, e.g. a relevant qualification. This is sometimes known as Accreditation of Prior Learning (APL).

Simulation

Simulation should only be used where it is difficult to collect evidence through a real work situation, the real work environment or within an acceptable time frame. Simulations will usually deal with contingencies such as unexpected problems, emergencies or other incidents, which will not necessarily occur frequently.

Background evidence and previous experience

It is useful to include a copy of your CV, a copy of your previous or current job description, any previous certificates which relate to this qualification.

You can also include performance evidence from previous experiences and achievement

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• CV• Job descriptions• Certificates• Records of achievement• Accounts of experience• Case studies or projects from previous work | <ul style="list-style-type: none">• Licences• Records of courses attended• Staff appraisals• Products• Endorsements• Employer references |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

If you wish to bring forward a large amount of evidence from past experience, please discuss this with your assessor to help you plan the presentation of this evidence.

Observed performance and products of performance

Work is a natural source of evidence and if your work includes the activities described in the assessment criteria for any of the units of the work-based qualification, then your assessor can readily observe you to judge your competence. If the activity covered by a unit is rare and is not likely to occur during the assessment period, then your assessor may advise you to use an alternative source of evidence or arrange a simulated activity for you.

Often there are products from work activities which maybe used as a valuable source of evidence, for example:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Letters relating to work• Completed Forms• Job Sheets• Plans• Diaries• Completed projects, case studies or assignments that are part of your work• Finished or end products• Witness statements about your work• Contact with clients• Memos | <ul style="list-style-type: none">• Reports• Logbooks• Checklists• Tape recordings• Visual aids/photographs/videos• Authenticated reports from appropriate personnel, e.g. line managers• Staff appraisals• References received• Witness Statements from clients |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Supplementary evidence

In addition to direct observation of your work activities and judging the evidence provided by products of this work and witness testimony, it will be necessary for your assessor to seek supplementary evidence. This may be done by asking you to:

- provide answers to oral or written questions
- attend a professional discussion
- complete written tests
- provide a written personal account to support other evidence.

Portfolio building

The generic document ‘Portfolio builder pack for Learners and assessors’ contains the documents we have produced to help you plan your work and record the evidence. You may not need all of the forms; they are there to help if you need them.

If witness statements are to be used, the witness should complete/amend one line of the Witness Status List, providing a specimen signature.

You must use the evidence summary sheets provided for each element. These allow you to collate all the evidence you have collected for an element and to cross reference evidence from other parts of your portfolio.

Your assessor should complete the ‘Record of Units Achieved’ as each unit is signed off.

When requested, your portfolio must be available for inspection by the internal verifier and the external verifier during their visits. Only approved assessors and internal verifiers can confirm that you have completed a unit and the assessor completes your ‘Record of Units Achieved’.

Supporting Information

The following categories of information are not regarded as Performance Evidence, nor will they meet your requirements to demonstrate your Knowledge and Understanding.

They will however, provide valuable supporting information for you, which should be kept in a separate information file.

This information should not be included as part of the Portfolio of Evidence:

- leaflets or booklets supporting legislative requirements
- the session plans or overall content of training programmes
- any notes or information handouts from training courses
- booklets explaining company operating policy or work procedures, unless they are evidence of systems that you have developed at work
- handbooks describing e.g. how the company computer system works
- technical information about specific products supplied by manufacturers product catalogues.

Publications and resources

City & Guilds provides the following publications and resources specifically for these qualifications:

To access these documents, go to the City & Guilds Land Based Services website www.nptc.org.uk. Click on 'Qualifications' and then click on 'Horticulture'. The documents can be found under 0065 Level 2 Award, Certificate and Diploma in Work-based Horticulture.

Description	How to access
Qualification handbook and assessor guidance This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.	SP-02-0065 www.nptc.org.uk
Learner guide and logbook This provides guidance for learners and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by learners and assessors at the centre.	TS-02-0065 www.nptc.org.uk
Portfolio builder pack for learners and assessors This has a series of recording forms that may be helpful for centres and learners to use. The forms are generic and may be used for any City & Guilds work-based qualification.	PB-NPTC www.nptc.org.uk
Sample multiple choice paper This provides sample questions for learners who are required to undertake the multiple choice assessment as part of the Apprenticeship framework.	productdevelopment@cityandguilds.com
Information sheet	www.nptc.org.uk

Level 2 Award, Certificate and Diploma in Work-based Horticulture

0065-21 to 27

Unit specifications

All units available in the different qualification routes are listed below. The rules of combination for each route within the qualification are detailed separately. Please refer to this carefully to ensure that the correct units are chosen for the route.

Accreditation unit reference	City & Guilds unit number	Unit title	Level	Credit value
Y/501/6353	Unit 201	Monitoring and maintaining health and safety	2	3
F/502/1689	Unit 202	Maintain and develop personal performance	2	2
T/502/1690	Unit 203	Establish and maintain effective working relationship with others	2	2
D/502/0467	Unit 204	Levelling and preparing sites for landscaping	2	4
K/502/0990	Unit 205	Preparing ground for seeding and planting	2	4
A/502/1223	Unit 206	Establishing plants and or seeds in soil	2	4
H/502/1216	Unit 207	Identify the health & maintain the condition of general amenity turf	2	5
F/502/0395	Unit 208	Establish decorative amenity areas	2	6
J/502/0396	Unit 209	Maintain the appearance of decorative amenity areas	2	7
L/502/0397	Unit 210	Maintain the health of sports turf	2	5
K/502/0424	Unit 211	Maintain the condition of sports turf surfaces	2	7
J/502/0432	Unit 212	Renovate and repair sports surfaces	2	3
D/502/0419	Unit 213	Maintain and renovate artificial sports surfaces	2	6
A/502/1173	Unit 214	Select and prepare interior plant displays	2	6
L/502/1176	Unit 215	Establish interior plant displays	2	6
R/502/1177	Unit 216	Maintain the health and appearance of interior plant displays	2	6
Y/502/1178	Unit 217	Establish and maintain artificial plant displays	2	6
Y/502/0466	Unit 218	Preparing and transporting plants and resources	2	2
H/502/0485	Unit 219	Prepare and excavate internment plots (Dig graves)	2	3
D/502/0484	Unit 220	Prepare and assist with burials	2	6
Y/502/0483	Unit 221	Exhume coffins and remains	2	4
D/502/1229	Unit 222	Installing drainage systems	2	3
T/502/1222	Unit 223	Maintain drainage systems	2	3

K/502/0438	Unit 224	Use and maintain non-powered and hand held powered tools and equipment	2	3
R/502/0434	Unit 225	Use and maintain pedestrian controlled powered equipment	2	3
H/502/0440	Unit 226	Use and maintain ride-on powered equipment	2	3
T/502/0443	Unit 227	Use and maintain chippers and / or shredders	2	3
D/502/1215	Unit 228	Construct water features	2	7
K/502/1217	Unit 229	Maintaining water features	2	4
T/502/1219	Unit 230	Install hard standing sub-layers	2	7
K/502/1220	Unit 231	Installing block surfaces	2	6
J/502/1273	Unit 232	Installing flag stone surfaces	2	6
M/502/1221	Unit 233	Installing sett/cobble surfaces	2	6
T/502/1284	Unit 234	Installation of edge restraints	2	7
H/502/0468	Unit 235	Clearing horticultural and landscaping sites	2	3
F/502/0946	Unit 236	Establishing crops or plants in growing medium	2	4
M/502/0408	Unit 237	Monitor and report on the growth and development of crops and plants	2	3
R/502/0854	Unit 238	Maintain moisture levels for crops or plants	2	2
L/502/0853	Unit 239	Provide nutrients to crops or plants	2	2
Y/502/1214	Unit 240	Remove unwanted plant growth to maintain development	2	5
L/502/0951	Unit 241	Carry out harvesting operations	2	4
J/502/0950	Unit 242	Prepare harvested crops	2	3
J/502/0947	Unit 243	Store harvested crops	2	4
A/502/1979	Unit 244	Plant nomenclature, terminology and identification	2	5
J/502/0771	Unit 245	Merchandise plants and other relevant products	2	6
L/502/0772	Unit 246	Provide customer service when selling plants	2	4
Y/502/1195	Unit 346	Communicate information within the workplace	3	2
J/502/1421	Unit 248	Load and unload physical resources within the work area	2	2
J/502/1404	Unit 249	Transport physical resources within the work area	2	2
H/501/0457	Unit 250	Prepare and operate a tractor and attachments	2	5
T/502/1429	Unit 251	Construct and maintain boundaries	2	3
D/502/1425	Unit 252	Construct and maintain paths	2	3
F/502/1451	Unit 253	Repair and maintain structures or surfaces	3	2
J/502/1452	Unit 254	Prepare and construct new structures or surfaces	3	5
L/502/1520	Unit 255	Maintain equipment and machines	2	4

L/502/1503	Unit 256	Collect and prepare propagation material	2	4
L/502/1498	Unit 257	Establish propagation material	2	3
A/502/1500	Unit 258	Propagate plants from seed	2	4
M/502/1512	Unit 259	Obtain, position and prepare growing media	2	2
J/502/1533	Unit 260	Maintaining plants outdoors	2	3
F/502/1496	Unit 261	Monitor and record environmental conditions for protected crops	2	2
D/502/1506	Unit 262	Monitor and maintain watering systems	2	2
K/502/1511	Unit 263	Identify and report the presence of pests, diseases and disorders	2	3
A/502/1514	Unit 264	Control pests, diseases and disorders	2	3
H/502/1510	Unit 265	Identify and collect plants for dispatch	2	2
M/502/1509	Unit 266	Prepare plants for dispatch	2	1
T/501/7042	Unit 267	Excavate and form foundations for fencing	2	3
A/501/7043	Unit 268	Place and fix posts	2	3
L/601/0933	Unit 269	Give customers a positive impression of yourself and your organisation	2	5
M/601/1511	Unit 270	Resolve customer service problems	2	6
A/500/5569	Unit 271	Receive goods and materials into storage	2	4
	Unit 272	Not yet available		
R/500/9773	Unit 273	Process payments for purchases in a retail environment	2	5
	Unit 274	Not yet available		
A/502/0251	Unit 275	Prepare and cultivate sites ready for planting crops	2	4
H/502/0244	Unit 276	Carry out harvesting operations by mechanical means	2	4
F/502/0252	Unit 277	Prepare the storage area and monitor crop during storage	2	4
J/502/0253	Unit 278	Transport harvested crop	2	4
	Unit 279	Not yet available		
H/502/3161	Unit 280	Promote responsible public use of the environment	2	4

Rules of combination for the Level 2 Award, Certificate and Diploma in Work-based Horticulture (Horticulture)

(0065-21)

Award

0065-21 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 903.

Certificate

0065-21 Level 2 Certificate in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202 - 209, 214 - 220, 222 - 244, 248 -271, 273, 275 - 278, 280, 346 plus certification module 904.

Diploma

0065-21 Level 2 Diploma in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	201 - 203, 205 - 206 plus 22 credits from 204, 207 -209, 214 - 220, 222 - 244, 248 - 270, 275 - 278, 280, 346 plus certification module 905 plus for the Apprenticeship Learners should complete the following additional module: 500.

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Production Horticulture)

(0065-22)

Award

0065-22 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 906.

Certificate

0065-22 Level 2 Certificate in Work-based Horticulture (Production Horticulture)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202 - 203, 205 - 206, 218, 222 - 227, 230, 235 -246, 248-266, 269 - 271, 273, 275 - 278, 280, 346, plus certification module 907.

Diploma

0065-22 Level 2 Diploma in Work-based Horticulture (Production Horticulture)	
Rules for achievement of qualification	201 - 203, 235 - 236 plus 23 credits from 205 - 206, 218, 222 - 227, 230, 237 - 246, 248-266, 269 - 270, 273, 275 - 278, 280, 346, plus grading certification 908, plus for the Apprenticeship Learners should complete the following additional module: 501

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Landscaping)

(0065-23)

Award

0065-23 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 909.

Certificate

0065-23 Level 2 Certificate in Work-based Horticulture (Landscaping)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202 -209, 214 - 218, 222- 235, 238 - 239, 244, 248 - 254, 256 - 257, 259 - 267, 269 - 271, 273, 346, plus certification module 910.

Diploma

0065-23 Level 2 Diploma in Work-based Horticulture (Landscaping)	
Rules for achievement of qualification	201 - 204, 224, 235 plus 20 credits from 205 - 209, 214 - 218, 222- 223, 225 - 234, 238 - 239, 244, 248 - 254, 256 - 257, 259 - 267, 269 – 270, 346, plus certification module 911, plus for the Apprenticeship Learners should complete the following additional module: 502.

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)

(0065-24)

Award

0065-24 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 912.

Certificate

0065-24 Level 2 Certificate in Work-based Horticulture (Sports Turf - Greenkeeper)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202- 203, 205 - 206, 210 - 213, 224 - 226, 250, plus certification module 913.

Diploma

0065-24 Level 2 Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)	
Rules for achievement of qualification	201 - 203, 205 - 206, 210 - 212, 224 - 226, 250 plus certification module 914, plus for the Apprenticeship Learners should complete the following additional modules: 503.

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Sports Turf - Groundsman)

(0065-25)

Award

0065-25 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 915.

Certificate

0065-25 Level 2 Certificate in Work-based Horticulture (Sports Turf – Groundsman)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202 - 203, 205 - 206, 210 - 213, 224 - 226, 248 - 250, 255., plus certification module 916.

Diploma

0065-25 Level 2 Diploma in Work-based Horticulture (Sports Turf – Groundsman)	
Rules for achievement of qualification	201 - 203, 205 - 206, 210 - 212, 224 - 225 plus 8 credits from 213, 226, 248 - 250, 255, plus certification module 917, plus for the Apprenticeship Learners should complete the following additional module: 503.

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces)

(0065-26)

Award

0065-26 Level 2 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 918.

Certificate

0065-26 Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces)	
Rules for achievement of qualification	201 plus a minimum of 18 credits from 202 - 203, 205 - 227, 229, 235 - 240, 244, 248 - 264, 269 - 271, 273, 280, 346, plus certification module 919.

Diploma

0065-26 Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces)	
Rules for achievement of qualification	201 - 203, 205 - 207, 244, 263 plus 9 credits from 208 - 227, 229, 235 - 240, 248 - 262, 264, 269 - 270, 280, 346, plus certification module 920. plus for the Apprenticeship Learners should complete the following additional module: 504

Rules of combination for the Level 2 Award in Work-based Horticulture and the Level 2 Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)

(0065-27)

Award

0065-27 Level 2 Award in Work-based Horticulture	
Rules for achievement of qualification	Minimum of 10 credits from 204 -216, 218, 222 - 226, 228 - 244, 248 - 268, 275 – 278, plus certification module 921.

Certificate

0065-27 Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)	
Rules for achievement of qualification	201, 219 - 220 plus a minimum of 9 credits from 202 - 203, 205 - 227, 229, 235 - 240, 244, 248 - 264, 269 - 271, 273, 280, 346, plus certification module 922.

Diploma

0065-27 Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)	
Rules for achievement of qualification	201 - 203, 206 - 207, 219 - 220 plus 12 credits from 205, 208 - 218, 221 - 227, 229, 235 - 240, 244, 248 - 264, 269 - 270, 280, 346, plus certification module 923, plus for the Apprenticeship Learners should complete the following additional module: 505 .

Assessment for Learners completing the Level 2 Diploma in Work-based Horticulture as part of the Apprenticeship framework

Learners who are completing the Level 2 Diploma in Work-based Horticulture as part of the Apprenticeship framework are required to undertake an independent assessment in the form of a multiple choice test. This test covers the underpinning knowledge elements of the units included within the test. The test is specific to the qualification route chosen and may be taken on-demand. Test specifications for the different routes are available on the next page.

Paper based versions of the tests are available until September 2010. From September 2010 onwards, the test will be available via GOLA.

Centres will be required to provide Lantra SSC with evidence that the multiple choice test has been achieved before certification takes place.

Test Specifications

500 Level 2 Horticulture Independent Assessment Test (Multiple Choice)

Duration: 1 hour

Pass mark: 18 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
205	Preparing ground for seeding and planting	10
206	Establishing plants and or seeds in soil	11
	Total	36

501 Level 2 Production Horticulture Independent Assessment Test (Multiple Choice)

Duration: 1 hour

Pass mark: 16 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
235	Clearing horticultural and landscaping sites	7
236	Establishing crops or plants in growing medium	11
	Total	33

502 Level 2 Horticulture (Landscaping) Independent Assessment Test (Multiple Choice)

Duration: 45 minutes

Pass mark: 14 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
224	Use and maintain non-powered and hand held powered tools and equipment	6
235	Clearing horticultural and landscaping sites	7
	Total	28

503 Level 2 Horticulture (Sports Turf) Independent Assessment Test (Multiple Choice)

Duration: 45 minutes

Pass mark: 15 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
210	Maintain the health of sports turf	10
224	Use and maintain non-powered and hand held powered tools and equipment	6
	Total	31

504 Level 2 Horticulture (Parks, Gardens and Green Space) Independent Assessment Test (Multiple Choice)

Duration: 1 hour

Pass mark: 18 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
205	Preparing ground for seeding and planting	10
206	Establishing plants and or seeds in soil	11
	Total	36

505 Level 2 Horticulture (Parks, Gardens and Green Space - Cemeteries) Independent Assessment Test (Multiple Choice)

Duration: 1 hour 15 minutes

Pass mark: 22 (50%)

Unit Number	Unit	No. of questions
201	Monitoring and maintaining health and safety.	15
219	Prepare and excavate interment plots	15
220	Prepare and assist with burials	15
	Total	45

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a learner is not satisfied with the examination conditions or a Learner feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no Learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

For learners with particular requirements, centres should refer to City & Guilds' policy document *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from www.nptc.org.uk

The units

As units are signed off as completed, the record of units achieved proforma should be updated.

How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Qualification handbook this column is used for assessor guidance. In the Learner guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Learner guide and logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.

Below is an example of how a recording sheet may look, with entries by the Learner, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.

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Exemplar unit

TITLE	Maintain and develop personal performance	Learner's name Tom Goodboy
UAN REFERENCE	F/502/1689	
LEVEL	2	
CREDIT VALUE	2	
<p>The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person.</p> <p>The learner will maintain and develop personal performance with regard to:</p> <ul style="list-style-type: none"> (i) working to targets and completing specific tasks (ii) quality of work <p>Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.</p> <p>Relationship to National Occupational Standards : CU5.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	<p>Current competence was identified via self assessment and discussion at appraisal interview on 25th June 2008.</p> <p>Identified that updating on current legislation and first aid training are required. See evidence ref 1</p>
	1.2 Carry out work in accordance with responsibilities and organisational requirements	<p>Tom is carrying out his duties to the high standard required by the company. He understands company policies and procedures for setting out work, the standard of work required and meeting targets agreed with customers. He arrives on site with required PPE and clean company uniform, giving a good impression of the company to customers. AB</p> <p><i>25th September 2008. Visited Tom on site at 36 High Street. He was fully aware of what the job entailed. His work site was tidy and the customer was very satisfied with the work accomplished so far. ANO</i></p>

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	Personal targets set on 25 th June 2008. See evidence ref 1
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	Performance is reviewed every 3 months. See update 30 th September 2008. Evidence ref 2
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14 th July 2008. AB Tom asked for clarification of the order of work at 25 Common Lane on 30 th August 2008 AB
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	Feedback from June has been acted on. Tom has improved his timekeeping since his appraisal. He is working in a more methodical way since our discussion, so that his work area is tidier and safer for Tom and the customers. It also gives a better impression of the company. Although Tom works well on his own initiative, Tom seeks feedback from me if ever he is unsure what is required of him. Alan Boss 20 th October 2008
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	I have to arrive at the customer's address at the specified time and behave in a manner that gives a good impression to customers. I have to work tidily and steadily and do the jobs in the right order and do them how Joe and Alan have shown me. I have to avoid causing any unnecessary damage to the site and clear up any mess promptly. On longer jobs, I have to make sure I am not leaving hazards unguarded overnight.

	3.2 State who to obtain advice from in relation to specific tasks and activities	Straight forward tasks, I refer to my colleague Joe. More complex things to my supervisor Alan.
	3.3 List the correct procedures for obtaining advice	Initially I ask my colleague Joe, who has been here 5 years, then my supervisor Alan, if Joe can't help. If Alan cannot advise me he tells me where to find the advice or finds out the answer for me.
	3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear	Safety may be put at risk or the job might not be done how the company or customer wants it to be done
	3.5 Describe how to determine and agree development needs and personal targets	We do this formally at appraisal meeting and 3 monthly reviews. I fill in a self assessment form and then discuss this with Alan.
	3.6 State why personal performance should be reviewed	So that I can improve in my job and advance my career. So that the company has well trained staff that can meet customers' needs and expectations.

Learner's signature

I confirm that the evidence above is all my own work

Tom Goodboy..... Date 31st October 2008.

Assessor's name A.N.Other..... I

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed *A N Other*.....Date 31st October 2008.

Internal verifier's signature (if sampled)

.....Date.....

In the example above, Alan Boss is the Learner's supervisor, Anthony Other is the assessor and Tom Goodboy is the Learner. All 3 can complete sections of the Learner's logbook. Supplementary evidence needs to be referenced as in previous NVQ qualifications. Eg in the example above the Learner's Appraisal current skills and action plan would be referenced as Evidence 1. The update form from 30th September would be evidence ref 2.

Guidance on the unit is given at the top. Any items of scope are dealt with within the assessment criteria: they do not have to be recorded separately. Alan Boss, and anyone else except the Learner and the assessor, would need to complete a line on the Witness status list.

Record of Units Achieved

I confirm that the evidence in this portfolio relates to my own work.

Learner Name..... Signature..... Date.....

I confirm that all Practical and Underpinning Knowledge requirements have been assessed for this qualification and the evidence meets the required standards for validity, authenticity, and sufficiency.

Assessor Name _____ **Signature** _____ **Date** _____

Internal verifier..... Signature..... Date.....

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Unit 201

TITLE	Monitoring and maintaining health and safety	Learner's name
UAN REFERENCE	Y/501/6353	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain a healthy and safe working environment under minimal guidance or direction. Learners should be familiar with the health and safety policy and understand their responsibilities under the policy.

Assessment to be based on naturally occurring evidence of realistic working environment.

This unit should be assessed through evidence generated for other practical units.

Relationship to National Occupational Standards : CU2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to maintain health, safety and security in the workplace.	1.1 Identify health and safety risks in relation to the workplace covering the following: people equipment & materials the work area.	
	1.2 Carry out specified measures to control risks and keep the appropriate people fully informed.	
	1.3 Seek guidance on measures to control unfamiliar risks arising from non-routine work situations.	

Unit 201

	1.4 Relay health and safety information to others in a manner likely to be understood.	
	1.5 Dispose of hazardous and non-hazardous waste safely and appropriately.	Hazardous waste is not solely chemical. Other waste includes materials such as glass, dog faeces etc.
	1.6 Maintain the security of the workplace in accordance with organisational requirements.	
2. Be able to use equipment and materials safely.	2.1 Use equipment and materials in accordance with manufacturers' instructions and any training provided.	
	2.2 Transport any equipment and materials safely and store them correctly at an approved location when not in use.	
3. Know the systems and procedures for maintaining health, safety and security.	3.1 State the organisational requirements with regard to ensuring the security of the workplace.	
	3.2 Describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation.	

Unit 201

3.3 State why inadequate measures to control risks should be reported.	
3.4 Describe procedures for different types of emergencies appropriate to the relevant industry.	
3.5 Explain how the procedures for specific emergencies may be affected by location.	
3.6 Describe the different types of fire extinguishers and their use, relevant to the work area.	
3.7 Describe the different forms of waste and appropriate methods of disposal.	
3.8 Explain the relationship between security and safety within the workplace.	
3.9 List any specific risks relevant to child safety in the workplace.	

Unit 201

	3.10 State why accidents should be reported and to whom.	
4. Understand why equipment is transported and stored safely.	4.1 Explain how to transport and store equipment and materials safely.	
5. Know the reason for following manufacturers' guidance.	5.1 State the importance of following manufacturers' and organisational training instructions and the potential consequences and risks of not doing so.	
6. Be able to maintain good standards of heath and safety for self and for others.	6.1 Supply the necessary personal medical information in accordance with organisational requirements.	
	6.2 Use and care for the correct personal protective equipment and clothing necessary for work.	
	6.3 Use an approved method of handling when moving and lifting items.	

Unit 201

	<p>6.4 Use the appropriate personal and workplace hygiene at all times.</p> <p>6.5 Provide accurate information about location so that contact can be made if necessary.</p> <p>6.6 Work in a way which minimises risk to self, others and the environment.</p> <p>6.7 State why it is important to report incidents without delay and complete records accurately, legibly and completely.</p>	
7. Understand how to maintain the health and safety of self and others.	<p>7.1 Explain own roles in maintaining health and safety.</p> <p>7.2 Explain the reasons for leaving information about location when working in isolation or in remote areas.</p>	

Unit 201

	7.3 Explain why accidents should be reported without delay and recorded in the appropriate document.	
	7.4 Explain the methods of minimising environmental damage during work.	
8. Know the safe lifting techniques.	8.1 Describe the safe methods for moving and lifting items.	
9. Know how to maintain health and safety.	9.1 Describe the reasons for maintaining good personal and workplace hygiene.	
	9.2 State own limitations in dealing with health and safety emergencies (e.g. not carrying out actions beyond capabilities).	
	9.3 Describe basic emergency first aid procedures.	

Unit 201

	9.4 Describe the types of personal protective equipment and clothing suitable for the tasks and how they must be used, cleaned, stored, inspected and replaced.	
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Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 202

TITLE		Maintain and develop personal performance	Learner's name
UAN REFERENCE		F/502/1689	
LEVEL		2	
CREDIT VALUE		2	

The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person.

The learner will maintain and develop personal performance with regard to:

- (iii) working to targets and completing specific tasks
- (iv) quality of work

Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.

Relationship to National Occupational Standards : CU5.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain personal performance.	1.1 Identify current competence and areas for development using relevant techniques and processes.	
	1.2 Carry out work in accordance with responsibilities and organisational requirements.	
2. Develop personal performance.	2.1 Agree personal performance and targets with an appropriate person.	

Unit 202

	2.2 Review performance and progress regularly and use the outcome to plan future development activities.	
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks.	
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance.	
3. Know how to develop personal performance.	3.1 State own limits of responsibility in relation to specific tasks and activities	
	3.2 State who to obtain advice from in relation to specific tasks and activities.	
	3.3 List the correct procedures for obtaining advice	

Unit 202

3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear.	
3.5 Describe how to determine and agree development needs and personal targets.	
3.6 State why personal performance should be reviewed.	

Unit 202

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 203

TITLE	Establish and maintain effective working relationships with others	Learner's name
UAN REFERENCE	T/502/1690	
LEVEL	2	
CREDIT VALUE	2	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to work effectively with others under minimal direction through clear communication and co-operation</p> <p>The learner will establish and maintain effective working relationships with the colleagues, supervisors and managers, persons external to the team, department or organisation</p> <p>Witness testimony from line manager is good evidence for this. Evidence generated in other units may be cross reference this unit.</p> <p>Relationship to National Occupational Standards : CU5.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain working relationships with others.	1.1 Identify opportunities to improve working practices with the appropriate person.	
	1.2. Carry out activities requiring co-operation with others in accordance with required procedures.	
	1.3 Communicate with others in a way which promotes effective working relationships.	

Unit 203

	1.4 Keep others informed about work plans or activities which affect them.	
	1.5 Seek assistance from others without causing undue disruption to normal work activities.	
	1.6 Respond in a timely and positive way when others ask for help or information.	
2. Understand why good working practices are important.	2.1 State why good working relationships are important.	
	2.2 Suggest ways in which good working relationships can be maintained.	
	2.3 State the methods of dealing with disagreements within the workplace.	

Unit 203

	2.4 Describe own level of responsibility in relation to dealing with disagreements.	
	2.5 State why effective communication is important.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 204

TITLE	Levelling and preparing sites for landscaping	Learner's name
UAN REFERENCE	D/502/0467	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to level and preparing sites for landscaping. The unit does not cover the skills and knowledge required for using specialist equipment.
 Simulation will not be acceptable.
 It is recommended that an area of a minimum of 15m² is covered for a green-field site, 50 m² for urban derelict or reclaimed land and any size for existing gardens is used for this unit.
 Relationship to National Occupational Standards : L1.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for levelling and preparing sites.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	

Unit 204

2. Be able to level and prepare sites for landscaping.	2.1 Position reference marks correctly and according to specification.	
	2.2 Position contours, levels and excavations within specified tolerances.	
	2.3 Reinstate the site to specified levels.	
	2.4 Keep working area clean according to client requirements.	
	2.5 Complete work according to the agreed schedule and specification.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice.	

Unit 204

	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know the importance of site preparation for landscaping.	4.1 Describe the importance of levelling and preparing sites effectively for all of: (i) green-field (ii) urban derelict (iii) reclaimed land (iv) existing gardens	
	4.2 Describe the importance of position reference marks relating to site specification.	
	4.3 Describe the procedures on a range of contrasting sites covering: green-field, urban, derelict, re-claimed and existing site.	
	4.4 State the importance of working within specified tolerances.	

Unit 204

	4.5 State the types of damage which may occur to services and how to minimise this.	
	4.6 Explain why it is important to complete work to agreed schedule and specification.	
5. Know how to reinstate the ground to the required level.	5.1 Describe how to reinstate ground to specified levels and why this is important.	
	5.2 State why it is important to clear debris effectively, safely, tidily and legally.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be necessary for levelling and preparing sites for landscaping.	
	6.2 Describe methods of maintaining the equipment ready for use.	

Unit 204

7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 204

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 205

TITLE	Preparing ground for seeding and planting	Learner's name
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required in preparing the ground for planting plants and seeds. The preparation of the ground may cover the use of both hand tools and powered machinery such as tractor mounted equipment.
Simulation will not be acceptable where the unit.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
2. Be able to prepare ground for seeding and planting.	2.1 Prepare the ground in a way that is appropriate to the plants/seeds being established, the soil type and ground conditions.	

Unit 205

	2.2 Add the materials specified for the operation. (it may be compost, fertiliser or sand).	
	2.3 Produce the required tilth for the specified finish.	
	2.4 Clear debris from the site effectively, safely, tidily and legally.	
	2.5 Complete work to the agreed schedule.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	

Unit 205

	3.3 Dispose of waste safely and correctly.	
4. Know how to prepare the ground.	4.1 Describe the different clearance and minor levelling methods which can be used for the following: (i) green-field (ii) urban derelict (iii) reclaimed land (iv) existing gardens.	
	4.2 Describe how to achieve the correct tilth, consolidation, pH and nutrient levels depending on the use and finish.	
	4.3 State where and when composts, fertilisers and other materials should be used and the types of that are appropriate.	

Unit 205

	4.4 State how preparation may be affected by type of plants/seeds, soil type, ground and weather conditions and type of site.	
	4.5 Describe the unwanted impacts to a site which might occur when preparing ground and how to avoid them.	
	4.6 State why it is important to clear debris effectively, safely, tidily and legally.	
5. Know the types of hazards.	5.1 Describe the hazards of underground services and how to avoid these.	
6. Know the types of weeds.	6.1 Identify 15 types of perennial weeds and state how to control them.	

Unit 205

7. Know the types of equipment and materials required and how to maintain them.	7.1 Describe the equipment and materials which will be necessary for preparing ground for seeding and planting covering the following materials (i) organic matter (ii) fertiliser (iii) lime (iv) perennial weed herbicides.	
	7.2 Describe methods of maintaining the equipment ready for use.	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	8.2 Describe how environmental damage can be minimised.	
	8.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 205

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

..... Date.....

Unit 206

TITLE	Establishing plants and or seeds in soil	Learner's name A/502/1223 2 4
UAN REFERENCE	A/502/1223	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to plant and establish plants and or seeds in soil. The learner will also provide aftercare to meet specifications for newly established plants or seeds.
 Simulation will not be acceptable.
 Relationship to National Occupational Standards : L2.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
2. Be able to select and transport plants and or seeds.	2.1 Select plants and or seeds as requested.	

Unit 206

	2.2 Identify a representative sample of plants.	
	2.3 Handle, prepare and transport plants and seeds in a way that maintains their health and condition.	
3. Be able to establish plants and or seeds in soil.	3.1 Position and plant the plants and or seeds according to instructions / drawings.	
	3.2 Provide aftercare to meet the planting specifications.	
4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	4.2 Dispose of waste safely and correctly.	

Unit 206

5. Know the requirements for establishing healthy plants.	5.1 Describe how to prepare seeds and or plants in a way that is appropriate to the plant and conditions.	
	5.2 State what pH is and how to test for it.	
	5.3 Explain the importance of timing and seasonality on planting to encourage establishment and growth.	
	5.4 Describe how to handle and transport plants in a way which minimises damage and maintains health.	
	5.5 Explain the importance of planting seeds and or plants to the correct depth and position.	
	5.6 Describe the aftercare needed to meet planting specifications covering: provision of water, nutrients, protection, support and initial pruning or cutting.	

Unit 206

	5.7 Describe the different types of backfill materials relevant to different types of plants and situations.	
	5.8 Describe the range of protection methods which may be used for different plants e.g. anti-desiccants, tree guards and shelters.	
	5.9 Identify the types of records required and explain the importance of accurate record keeping.	
6. Know how to deal with damage and pollution.	6.1 State the correct methods of dealing with accidental damage and pollution.	
	6.2 Describe how to minimise damage and unnecessary waste when working.	
7. Know the types of equipment required and how to maintain them.	7.1 Describe the equipment which will be necessary for establishing plants and seeds in soil.	

Unit 206

	7.2 Describe methods of maintaining the equipment ready for use.	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	

Learner's signature

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Unit 207

TITLE	Identify the health and maintain the condition of general amenity turf	Learner's name
UAN REFERENCE	H/502/1216	
LEVEL	2	
CREDIT VALUE	5	

The aim of this unit is to provide the learner with the knowledge and skills required to maintain turf so it can be used for its intended purpose.
Simulation will not be acceptable.

Relationship to National Occupational Standards : L3.1&3.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for identifying the health and maintaining the condition of general amenity turf.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 207

2. Identify the health of general amenity turf.	2.1 Inspect turf and relate condition to specification. 2.2 Identify poor health of turf.	
	2.3 Use appropriate methods to deal with 4 of the following threats to turf health: (i) pests (ii) diseases (iii) disorders (iv) unfavourable conditions (v) competing growth.	
3. Maintain the condition of amenity turf.	3.1 Check the turf is in an appropriate condition for maintenance.	

Unit 207

	<p>3.2 Maintain the turf so that it can be used for its intended purpose and looks attractive using all of the following methods:</p> <ul style="list-style-type: none">(i) mowing(ii) edging(iii) feeding(iv) watering(v) top dressing(vi) repair.	
	<p>3.3 Leave the site clean and tidy.</p>	
	<p>3.4 Identify and report hazards.</p>	
4. Be able to work safely and minimise environmental damage.	<p>4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.</p>	
	<p>4.2 Carry out work in a manner which minimises environmental damage.</p>	

Unit 207

	4.3 Dispose of organic and inorganic waste safely and correctly.	
5. Know how to maintain the health of turf.	5.1 State the importance of checking turf regularly and what this means for a range of species.	
	5.2 Describe how to identify a range of turf conditions and the threats to turf health covering: <ul style="list-style-type: none">• pests• diseases• disorders• unfavourable conditions• competing growth.	
	5.3 Describe appropriate and effective methods of dealing with threats to turf health for a range of species covering: <ul style="list-style-type: none">• physical• chemical• cultural• irrigation.	

Unit 207

	5.4 Describe the different watering regimes for different types of turf.	
	5.5 Describe the types and explain the effects of different fertilisers and nutrients (top dressing and liquid) on turf.	
6. Know the impacts of mowing on sward condition.	6.1 Describe how climate and soil conditions affect turf growth and its need for maintenance.	
	6.2 Describe how to identify when the height of grass and finish of edges meets specification.	

Unit 207

	6.3 Describe the effects of boxing off and leaving grass cuttings in situ.	
	6.4 Describe the methods used to maintain turf so it can be used for its intended purpose covering: (i) mowing (ii) edging (iii) feeding (iv) watering (v) top dressing (vi) repair.	
	6.5 List methods for disposal of grass cuttings to avoid environmental pollution.	
	6.6 Describe importance of cleaning and securely storing tools and equipment.	
7. Know the types of equipment required and how to maintain them.	7.1 Describe the equipment which will be necessary for identifying the health and maintaining the condition of general amenity turf.	

Unit 207

	7.2 Describe methods of maintaining the equipment in a fit state for use.	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	8.2 Describe how environmental damage can be minimised.	
	8.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 207

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Unit 208

TITLE	Establish decorative amenity areas	Learner's name
UAN REFERENCE	F/502/0395	
LEVEL	2	
CREDIT VALUE	6	

The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to establish decorative amenity areas using a range of materials and plants
Simulation will not be acceptable.
Relationship to National Occupational Standards : L4.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain relevant equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 208

2. Be able to establish three different types of decorative area	2.1 Select materials and plants that are suitable for each type of display.	
	2.2 Handle and transport materials and plants efficiently, effectively and safely.	
	2.3 Group and position plants and containers to achieve an attractive effect	
	2.4 Carry out planting to correct depth, spacing and consolidation.	
	2.5 Use supports where required, that maintain the plants' growth, appearance and visual impact.	
	2.6 Provide initial aftercare e.g. watering in.	

Unit 208

3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know how to establish decorative areas.	4.1 State what needs to be considered when selecting and using all of the following materials: (i) plant material (ii) containers (iii) supports (iv) growing media.	
	4.2 Describe how to transport and handle the materials and plants efficiently, effectively and safely.	

Unit 208

	4.3 Explain why plants and containers are grouped and positioned to achieve an attractive effect throughout the life of the display for all of the following displays: (i) Formal bedding (ii) Wall shrubs (iii) Climbers (iv) Mixed borders (v) Hanging baskets (vi) Other containers.	
	4.4 Explain how a range of supports are used to maintain and enhance growth and appearance.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for establishing decorative areas.	
	5.2 Describe methods of maintaining the equipment in ready for use.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	

Unit 208

	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

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Unit 209

TITLE	Maintain the appearance of decorative amenity areas	Learner's name
UAN REFERENCE	J/502/0396	
LEVEL	2	
CREDIT VALUE	7	
<p>The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to maintain the appearance of decorative amenity areas and identify</p> <p>Relationship to National Occupational Standards : L4.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain relevant equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 209

2. Be able to maintain the appearance of three different types of decorative area.	2.1 Water and feed the plants in a way that is appropriate to them and their environment. 2.2 Replace missing, damaged or displaced plants to maintain the visual impact of the area. 2.3 Remove unwanted plant material to maintain the visual impact. 2.4 Train and support plants where required to maintain the overall effect and the health and vigour of plants. 2.5 Leave the area clean and tidy.	
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Unit 209

3. Be able to identify and control weeds, pests and diseases.	3.1 Identify weeds, pests and diseases and use one of the following control methods: (i) physical (ii) chemical (iii) cultural	
4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	4.2 Carry out work in a manner which minimises environmental damage.	
	4.3 Dispose of waste safely and correctly.	
5. Know why it's important to maintain decorative areas.	5.1 Describe how to maintain the appearance of decorative horticultural areas covering all of the following: (i) Formal bedding (ii) Hanging baskets (iii) Other containers (iv) Mixed borders (v) Wall shrubs (vi) Climbers.	

Unit 209

	5.2 Explain the reasons for feeding and providing moisture for plants in decorative amenity areas.	
	5.3 Identify and describe five pests, five diseases, two disorders and their symptoms.	
	5.4 Identify and name 15 weeds common to decorative amenity areas.	
	5.5 Describe how to select and use control methods for weeds, pests and diseases appropriate to the area being maintained	
	5.6 Explain why unwanted plant material is removed	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be necessary for maintaining the appearance of decorative amenity areas.	
	6.2 Describe methods of maintaining the equipment ready for use.	

Unit 209

7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

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Unit 210

TITLE	Maintain the health of sports turf	Learner's name
UAN REFERENCE	L/502/0397	
LEVEL	2	
CREDIT VALUE	5	

This unit will provide the learner with the ability to demonstrate the knowledge and skills required for maintaining the health of sports turf so that it is suitable for play. It covers dealing with weeds, moss, pests, diseases and other disorders.
Simulation will not be acceptable.

Relationship to National Occupational Standards : L5.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 210

2. Be able to maintain the health of sports turf.	2.1 Inspect the turf as requested to identify and report conditions that threaten the health of the sports turf, which may include : (i) weeds (ii) pests (iii) diseases (iv) disorders (v) moss.	
	2.2 Apply as instructed appropriate treatments safely, effectively and without damage to the surrounding areas.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 210

4. Know how to maintain the health of sports turf.	4.1 State the sources of information on turf treatments.	
	4.2 Describe the effect of turf treatments and how to use these treatments effectively and at the appropriate time covering. (i) physical (ii) chemical (iii) cultural.	
	4.3 Describe the approved procedures for turf treatments and why it is important to follow these.	
	4.4 Identify and describe five pests, five diseases, five disorders and their symptoms.	
	4.5 Identify and name 15 weeds.	

Unit 210

	<p>4.6 Describe what effect the following conditions have on sports turf and why it is important to deal with them promptly</p> <ul style="list-style-type: none">(i) weeds(ii) pests(iii) diseases(iv) disorders(v) Moss.	
	<p>4.7 State who should be informed of conditions affecting sports turf and why.</p>	
5. Know the types of equipment required and how to maintain them.	<p>5.1 Describe the equipment which will be necessary for maintaining sports turf.</p>	
	<p>5.2 Describe methods of maintaining the range equipment ready for use.</p>	
6. Know the current health and safety legislation and environmental good practice.	<p>6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.</p>	

Unit 210

	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

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Unit 211

TITLE	Maintain the condition of sports turf surfaces	Learner's name
UAN REFERENCE	K/502/0424	
LEVEL	2	
CREDIT VALUE	7	
<p>This unit will provide the learner with the ability to demonstrate the knowledge and skills required to present sports turf surfaces so that they meet the requirements of a sport and a particular event</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : L6.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to maintain sports turf surfaces.	2.1 Clear surfaces of unwanted debris.	

Unit 211

	2.2 Prepare the playing surface so that it meets the requirements of the sport and the standard for the event.	
	2.3 Maintain the quality and appearance of surfaces.	
	2.4 Make markings which are clear and appropriate to the event.	
	2.5 Set out the sports equipment required by the rules of the sport and the standard of the event.	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage	

Unit 211

	3.3 Dispose of waste safely and correctly.	
4. Know how to maintain sports turf surfaces.	4.1 Explain why it is important to clear surfaces of unwanted debris.	
	4.2 Describe how to establish that the surface is in a fit condition for maintenance.	
	4.3 State the importance of ensuring the surface meets the required standard and how to do so for the following. (i) speed (ii) surface response to a ball, animal or player (iii) moisture content (iv) grass cover (v) degree of consolidation (vi) trueness.	

Unit 211

	4.4 Describe all following methods in preparing surfaces (i) mowing (ii) irrigation (iii) scarifying and/or verticutting (iv) rolling (v) top dressing (vi) brushing or switching (vii) aeration (viii) edging (where appropriate) (ix) feeding (x) marking out sports surface (xi) setting out equipment.	
5. Know how conditions affect grass growth and the maintenance of playing surfaces.	5.1 Describe the effects of season, climate and soil conditions on intensity, type and frequency of maintenance operations.	
	5.2 Describe how ground and weather conditions affect maintenance operations.	
6. Know how to set out sports surfaces.	6.1 Describe how to carry out marking appropriate to sports and events.	

Unit 211

	6.2 Describe how to set out sports equipment correctly to meet the needs of the sport and the standard of the event and why it is necessary.	
7. Know the types of equipment required and how to maintain them.	7.1 Describe the equipment which will be necessary for maintaining sports surfaces.	
	7.2 Describe methods of maintaining the equipment ready for use.	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	8.2 Describe how environmental damage can be minimised.	
	8.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 211

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Assessor's name

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Unit 212

TITLE	Renovate and repair sports turf surfaces	Learner's name
UAN REFERENCE	J/502/0432	
LEVEL	2	
CREDIT VALUE	3	

This unit will provide the learner with the knowledge and skills required to present sports turf surfaces so that they meet the requirements of a sport and a particular event. It also covers repairing and renovating the surface following play.
Simulation will not be acceptable.
Relationship to National Occupational Standards : L6.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to renovate and repair sports turf surfaces	2.1 Inspect surfaces as requested to assess the need for renovation and repair.	

Unit 212

	2.2 Select renovation and repair methods that are appropriate to the damage and the type of sports surface.	
	2.3 Prepare the surface and use three of the selected renovation and repair methods safely and correctly: (i) over-seeding (ii) patching or plugging (iii) forking up (iv) top dressing (v) divotting.	
	2.4 Reinstate the surface so that it meets the requirements of the sport and the standard of the event.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 212

4. Know how to renovate and repair.	4.1 Describe the importance of thorough and appropriate preparation prior to renovation and repair.	
	4.2 Describe how to select the appropriate renovation and repair method according to degree of damage and the surface itself covering: (i) over-seeding (ii) patching or plugging (iii) forking up (iv) top dressing (v) divotting.	
	4.3 Explain why it is important to renovate and repair surfaces promptly to the required standard and the consequences of not doing so.	
	4.4 Describe how to inspect surfaces to assess the need for renovation and repair.	

Unit 212

	4.5 Describe the standard of surface expected covering all the following: (i) speed (ii) surface response to a ball, animal or player (iii) moisture content (iv) grass cover (v) degree of consolidation (vi) trueness.	
	4.6 Describe how to ensure that the surface meets the requirements of the sport and the standard for the event.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for renovating and repairing sports surfaces.	
	5.2 Describe methods of maintaining the equipment ready for use.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	

Unit 212

	6.3 Describe the correct methods for disposing of organic and inorganic waste.	
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Unit 213

TITLE	Maintain and renovate artificial sports surfaces	Learner's name
UAN REFERENCE	D/502/0419	
LEVEL	2	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to maintain and renovate artificial/synthetic playing surfaces to ensure they are safe and meet the required standards for the sport.</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : L7</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 213

2. Be able to maintain and renovate the condition of artificial sports surfaces.	2.1 Clear and prepare the surface for maintenance.	
	2.2 Carry out four of the operations listed below to maintain the quality and appearance of the surface suitable for the sport: (i) Brushing (ii) Luting (iii) Top dressing (iv) Weed control (v) Moss/algae control (vi) Frost protection (vii) Marking out (viii) Irrigation (ix) Renovation (damage repair) (x) Contamination removal.	
	2.3 Identify and report any conditions that affect the playing quality of one type of surface.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 213

	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know the maintenance and renovation requirements of artificial sports surfaces.	4. 1 Describe the different methods of maintenance for each type of surface <ul style="list-style-type: none">(i) Hard porous water bound(ii) Filled synthetic(iii) Non-filled synthetic.	
	4.2 Describe how surface and weather conditions affect maintenance and renovation operations.	
	4.3 Describe how to prepare the surface before carrying out maintenance and renovation operations.	

Unit 213

	<p>4.4 Describe all methods and techniques listed below which are used to maintain and renovate surfaces and perimeters</p> <ul style="list-style-type: none">(i) Brushing(ii) Luting(iii) Top dressing(iv) Weed control(v) Moss/algae control(vi) Frost protection(vii) Marking out(viii) Irrigation(ix) Renovation (damage repair)(x) Contamination removal.	
	<p>4.5 State the standard of playing quality and appearance that has to be achieved for the sport.</p>	
5. Know the types of equipment required and how to maintain them.	<p>5.1 Describe the equipment which will be necessary for maintaining and renovating artificial sports surfaces.</p>	
	<p>5.2 Describe methods of maintaining the equipment ready for use.</p>	

Unit 213

3. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

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Unit 214

TITLE	Select and prepare interior plant displays	Learner's name
UAN REFERENCE	A/502/1173	
LEVEL	2	
CREDIT LEVEL	6	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to select and prepare natural interior plant displays.</p> <p>The learner will be able to select, handle and transport the necessary materials and will ensure displays have the required visual impact.</p> <p>The use of equipment and chemicals must meet the requirements of legislation and relevant codes of practice</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : L8.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for establishing interior plant displays.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 214

2. Be able to establish interior plant displays.	2.1 Establish customer requirements for the display.	
	2.2 Select plants and materials for the display that meet these requirements: Plants – (i) tropical (ii) temperate (iii) shade lovers (iv) sun lovers Materials: - i) nutrients ii) containers iii) irrigation systems iv) growing medium.	
	2.3 Check the plants and materials are in a condition fit for use.	
	2.4 Prepare the plants and materials according to requirements.	
	2.5 Return unused plants and materials to storage.	

Unit 214

3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know how to set up interior plant displays.	4.1 Describe how to establish the customer's requirements for the display and why this is important.	
	4.2 Describe the principles underpinning effective interior plant displays.	
	4.3 Describe the different types of plants used in interior displays: <ul style="list-style-type: none">• tropical• temperate• shade lovers• sun lovers.	

Unit 214

4.4 Describe how to select plant and materials appropriate to different types of interior displays and sites.	
4.5 Describe the different containers and growing mediums for displays and ensure they are fit for purpose.	
4.6 Describe how to prepare materials for plant displays Materials: - (i) nutrients (ii) containers (iii) irrigation systems (iv) growing medium.	
4.7 Describe how to handle and transport the plants and materials safely and efficiently.	
4.8 Describe how to position features and grouping of plants in a way which is appropriate to them, the environment and the intended visual impact.	

Unit 214

	4.9 State how to make sure support methods are consistent with the display and the health and vigour of the plants.	
	4.10 State why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for establishing interior plant displays.	
	5.2 Describe methods of maintaining the equipment in a fit state for use.	
6. Know the relevant health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	

Unit 214

	6.3 Describe the correct methods for disposing of organic and inorganic waste.	
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Learner's signature

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Unit 215

TITLE	Establish interior plant displays	Learner's name
UAN REFERENCE	L/502/1176	
LEVEL	2	
CREDIT LEVEL	6	

The aim of this unit is to provide the learner with the knowledge and skills required to establish natural interior plant displays. It covers making sure the displays are positioned to take account of the plants and the environmental conditions.

The learner will be able to select, handle and transport the necessary materials and will ensure displays have the required visual impact.

The use of equipment and chemicals must meet the requirements of legislation and relevant codes of practice

Simulation will not be acceptable.

Relationship to National Occupational Standards : L8.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for establishing interior plant displays.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 215

2. Be able to install interior plant displays	<p>2.1 Handle and transport plants and materials safely and efficiently including :</p> <p>A materials:</p> <ul style="list-style-type: none">(i) nutrients(ii) containers(iii) irrigation systems <p>B plants:</p> <ul style="list-style-type: none">(i) tropical(ii) temperate(iii) shade lovers(iv) sun lovers.	
	2.2 Maintain the plants and materials in a condition fit for use.	
	2.3 Install features that enhance the visual impact of the display and avoid damage to the environment.	
	2.4 Group and position plants appropriately according to environmental conditions including: <ul style="list-style-type: none">(i) adjacent features(ii) light(iii) humidity(iv) air movement(v) temperature.	

Unit 215

	2.5 Use methods of support that are consistent with the intended purpose of the display.	
	2.6 Minimise the damage to plants, features and surrounding areas.	
	2.7 Reinstate the site to the customer's satisfaction.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 215

4. Know how to install interior plant displays.	<p>4.1 Describe how to handle and transport the following materials safely and efficiently:</p> <ul style="list-style-type: none">(i) nutrients(ii) containers(iii) irrigation systems.	
	4.2 Describe how to position water and non-water features in a way which enhances the display and avoids damage to the environment.	
	<p>4.3 Describe how to group and position the plants listed below in a way which is appropriate to them, the environment and the intended visual impact:</p> <p>Plants:</p> <ul style="list-style-type: none">(i) tropical(ii) temperate(iii) shade lovers(iv) sun lovers <p>Environment</p> <ul style="list-style-type: none">(i) adjacent features(ii) light(iii) humidity(iv) air movement(v) temperature.	
	4.4 Describe how to make sure support methods are consistent with the display and the health and vigour of the plants.	

Unit 215

	4.5 State why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for establishing interior plant displays.	
	5.2 Describe methods of maintaining the equipment ready for use.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 215

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date.....

Unit 216

TITLE	Maintain the health and appearance of interior plant displays	Learner's name
UAN REFERENCE	R/502/1177	
LEVEL	2	
CREDIT VALUE	6	

The aim of this unit is to provide the learner with the knowledge and skills required to maintain the appearance and health of natural interior plant displays. It also covers identifying and controlling pests, diseases and unwanted growth.

The use of equipment and chemicals must meet the requirements of legislation and codes of practice.

Simulation will not be acceptable.

Relationship to National Occupational Standards : L9.1,2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 216

2. Be able to maintain the appearance of interior plant displays.	2.1 Inspect the display and three different plants from the groups below according to agreed schedules <ul style="list-style-type: none">(i) tropical(ii) temperate(iii) shade lovers(iv) sun lovers.	
	2.2 Maintain the display in a way that is appropriate to three of their environmental conditions and the overall visual impact: <ul style="list-style-type: none">(i) adjacent features(ii) light(iii) humidity(iv) air movement(v) temperature.	
	2.3 Carry out all maintenance operations below to promote the health and vigour of the plants: <ul style="list-style-type: none">(i) cleaning(ii) providing support(iii) replacement of plants, features or containers(iv) pruning.	
	2.4 Work in a way that is sensitive to other people on the site.	

Unit 216

	2.5 Minimise damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.	
3. Be able to maintain the health of interior plants.	<p>3.1 Identify all threats to plant health below:</p> <ul style="list-style-type: none"> (i) pests (ii) diseases (iii) disorders (iv) unfavourable conditions (v) competing growth. 	
	<p>3.2 Use appropriate methods to promote and maintain healthy growth, including</p> <ul style="list-style-type: none"> (i) feeding (ii) watering (iii) surface cultivation. 	
	<p>3.3 Use three of the methods below to deal with threats to plant health:</p> <ul style="list-style-type: none"> (i) physical (ii) chemical (iii) cultural (iv) irrigation. 	
4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 216

	4.2 Carry out work in a manner which minimises environmental damage.	
	4.3 Dispose of waste safely and correctly.	
5. Know how to maintain the appearance and health of interior plant displays.	5.1 Explain the importance of maintaining the appearance of interior plant displays to agreed schedules.	
	5.2 Describe how to carry out all the following maintenance operations to promote the health and vigour of the plants and their environmental conditions: (i) cleaning (ii) providing support (iii) replacement of plants, features or containers (iv) pruning.	
	5.3 Explain how all environmental conditions affect the way plants are maintained: (i) adjacent features (ii) light (iii) humidity (iv) air movement (v) temperature.	

Unit 216

	<p>5.4 Describe how to identify all the signs of damage or threats to plant health and how to respond to these</p> <ul style="list-style-type: none">(i) pests(ii) diseases(iii) disorders(iv) unfavourable conditions(v) competing growth.	
	<p>5.5 Describe the methods of dealing with threats to plant health:</p> <ul style="list-style-type: none">(i) physical(ii) chemical(iii) cultural(iv) irrigation.	
	<p>5.6 Describe the methods of promoting plant health:</p> <ul style="list-style-type: none">(i) cleaning(ii) providing support(iii) replacement of plants, features or containers(iv) pruning.	
	<p>5.7 State why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.</p>	

Unit 216

6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be necessary for maintaining the health and appearance of interior plant displays.	
	6.2 Describe methods of maintaining the equipment ready for use.	
7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 216

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

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Signed..... Date

Internal verifier's signature (if sampled)

..... Date.....

Unit 217

TITLE	Establish and maintain artificial plant displays	Learner's name
UAN REFERENCE	Y/502/1178	
LEVEL	2	
CREDIT VALUE	6	

The aim of this unit is to provide the learner with the knowledge and skills required to establish and maintain artificial plant displays.
The learner will be able to select, handle and transport the necessary materials and will ensure displays have the required visual impact
Simulation will not be acceptable.

Relationship to National Occupational Standards : L10.1&10.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for establishing and maintaining artificial plant displays	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to establish artificial plant displays.	2.1 Select the required materials for the display (i) artificial plants (ii) containers (iii) supports.	

Unit 217

	2.2 Handle and transport materials safely and efficiently.	
	2.3 Ensure that grouping and positioning has the required visual impact.	
	2.4 Use methods of support which are consistent with the intended purpose of the display.	
3. Be able to maintain the appearance of artificial plant displays	3.1 Ensure that maintenance operations are appropriate to the plants and environmental conditions and the overall visual impact, including: (i) cleaning (ii) support (iii) replacement of plants, features or containers (iv) removal of debris (v) redressing (vi) fire retardant.	
	3.2 Carry out maintenance operations safely and efficiently.	

Unit 217

4. Minimise damage to plants.	4.1 Minimise the damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements. 5.2 Carry out work in a manner which minimises environmental damage. 5.3 Dispose of waste safely and correctly.	
6. Know how to be able to establish artificial plant displays	6.1 Describe how to create visually appealing artificial plant displays. 6.2 Describe how to select all the materials appropriate to different types of interior displays and sites. (i) artificial plants (ii) containers (iii) Supports.	

Unit 217

	6.3 Describe how to handle and transport all the materials safely and efficiently (i) artificial plants (ii) containers (iii) Supports.	
	6.4 Describe how to group/ position plants and features in a way which enhances the display and avoids damage to the environment and achieves the intended visual impact.	
	6.5 Describe how to ensure support methods are consistent with the display and the health and vigour of the plants.	
7. Know how to be able to maintain the appearance of artificial plant displays.	7.1 Describe the importance of maintaining the appearance of artificial plant displays.	
	7.2 Describe how to carry out the maintenance operations safely and efficiently covering: (i) cleaning (ii) support (iii) replacement of plants, features or containers (iv) removal of debris (v) redressing (vi) fire retardant.	

Unit 217

	7.3 State why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment which will be necessary for establishing and maintaining artificial plant displays.	
	8.2 Describe methods of maintaining the equipment in a fit state for use.	
9. Know the relevant health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	9.2 Describe how environmental damage can be minimised.	
	9.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 217

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 218

TITLE	Preparing and transporting plants and resources	Learner's name
UAN REFERENCE	Y/502/0466	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge and skills required when preparing and transporting a range of plants and other resources without damage or deterioration.
 Simulation will not be acceptable.
 Witness testimony is a useful source of evidence for this unit.
 Relationship to National Occupational Standards : L11.1,2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for preparing and transporting plants and resources.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Prepare plants and other resources for transportation.	2.1 Identify and label plants and or resources to be transported.	

Unit 218

	2.2 Check plants and resources are in suitable condition for use and transportation.	
	2.3 Use safe lifting and handling techniques.	
	2.4 Maintain the condition of plants and resources throughout.	
	2.5 Complete all records and reports.	
3. Load plants and resources.	3.1 Load and position plants and resources safely and securely for transportation.	
4. Transport a range of plants and other resources.	4.1 Transport all types of plants (delicate, robust, safely lifted by one person and requiring more than one person to lift) and other resources (growing medium, containers, tools and equipment, supports, watering devices and chemicals) safely and efficiently to the correct location.	

Unit 218

	4.2 Inspect the condition of plants and resources after transportation.	
	4.3 Identify potential hazards and operate equipment safely.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
6. Know how to prepare plants and other resources for transportation.	6.1 State the importance of establishing the transport requirements for plants and other resources.	
	6.2 Describe how to inspect and prepare plants and resources for transportation.	
	6.3 Describe the appropriate records that need to be maintained.	

Unit 218

7. Know the principles of safe and effective transportation.	7.1 Describe how to handle and transport plants and resources safely and efficiently covering: (i) growing medium containers, (ii) tools and equipment, (iii) supports, (iv) watering devices, (v) chemicals, (vi) delicate and robust plants, (vii) plants which can be safely lifted by one person or need more than one person.	
	7.2 Describe how to maintain the condition of plants during transportation.	
	7.3 List the safety procedures to follow when transporting hazardous substances.	
	7.4 Describe safe lifting and handling techniques when working alone and with others.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment which will be necessary preparing and transporting plants and resources.	

Unit 218

	8.2 Describe methods of maintaining the equipment ready for use.	
9. Know the current health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	

Learner's signature

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..... Date

Assessor's name

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Internal verifier's signature (if sampled)

..... Date

Unit 219

TITLE	Prepare and excavate interment plots (Dig Graves)	Learner's name
UAN REFERENCE	H/502/0485	
LEVEL	2	
CREDIT VALUE	3	

This unit will provide the learner with the skills and knowledge required for preparing the site, equipment and digging a grave. The unit covers:

- locating the designated grave site using plans, grave numbers and by measuring
- identifying hazards, assessing risks and choosing the safest working method
- preparing the site for safe working
- digging with both hand tools and mechanical diggers

Simulation will not be acceptable.

Relationship to National Occupational Standards : LI2.1,2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare for excavating interment plots.	1.1 Correctly locate the plot using the information provided. 1.2 Mark and cut out to allow for the size of interment.	
2. Be able to excavate interment plots.	2.1 Position spoil boards and soil boxes safely, appropriate to local conditions.	

Unit 219

	2.2 Position and insert shoring in a way that is appropriate to the soil conditions and working method.	
	2.3 Position ladders securely so they allow for a safe and quick escape in an emergency.	
	2.4 Excavate the ground accurately for the size of internment and type of grave.	
	2.5 Remove excess soil safely and efficiently.	
	2.6 Complete work in good time for the burial.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 219

	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Be able to select, use and maintain equipment for excavating interment plots.	4.1 Select appropriate equipment for this area of work.	
	4.2 Use equipment according to instructions.	
	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Know how to prepare interment plots.	5.1 Describe the importance of thorough preparation in advance of digging.	

Unit 219

	5.2 State how to locate interment plots using plans, grave numbers and measuring.	
	5.3 State the different sizes of interment plot.	
	5.4 Describe how to prepare new and re-interments.	
6. Know how to position spoil boards and equipment.	6.1 State why the positioning of spoil boards is important to safe and effective working and state the minimum distances from the interment for the prevailing soil conditions and local conditions.	
	6.2 Describe why it is important to position equipment, especially mechanical equipment, safely and how to do so.	
	6.3 Describe what to do in the event of problems.	

Unit 219

7. Know how to excavate interment plots.	7.1 Describe the effect of each of the following soil types and conditions on the method of excavating an interment plot (i) wet (ii) dry (iii) clay and/shingle (iv) made up. 7.2 Explain why the shape of the excavation is important to safety and how to maintain a safe shape. 7.3 State the purpose of different types of shoring and how to position and use it according to different methods of excavation and soil conditions. 7.4 Describe the correct procedures for the removal of soil. 7.5 Describe how to position and secure ladders so that escape from the grave can be quick. 7.6 Describe the role and duties of the 'banks' person.	
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Unit 219

	7.7 Explain why it is important to leave the grave in a tidy and safe condition when unattended and how to do so.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment necessary for preparing and excavating of interment plots.	
	8.2 Describe methods of maintaining the equipment ready for use.	
	8.3 State why it is important to secure equipment when unattended and how to do so.	
9. Know the current health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	9.2 Describe how environmental damage can be minimised.	
	9.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 219

Learner's signature

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Internal verifier's signature (if sampled)

..... Date.....

Unit 220

TITLE	Prepare and assist with burials	Learner's name
UAN REFERENCE	D/502/0484	
LEVEL	2	
CREDIT VALUE	6	

This unit will provide the learner with the skills and knowledge required for preparing the site for the burial ceremony, assisting at the ceremony and backfilling the grave once the mourners have departed.
Simulation will not be acceptable.
Relationship to National Occupational Standards : L13

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare internment plots for burial.	1.1 Locate, check and prepare the correct internment plot for the appointed burial.	
	1.2 Restrict access to internment plot to members of the public effectively.	
	1.3 Keep the condition of the internment plot for the burial in a safe and appropriate condition prior to the arrival of the cortege.	
2. Be able to assist with burying the dead.	2.1 Check the availability of required authorisation prior to burial.	

Unit 220

	2.2 Direct the cortege to the graveside correctly and helpfully.	
	2.3 Position the coffin and ropes prior to lowering safely and appropriately according to conditions	
	2.4 Assist with lowering the coffin and provide other assistance safely and suitably according to the ceremony.	
	2.5 Show respect for the deceased, mourners and those officiating, throughout the ceremony.	
3. Be able to backfill graves and restore internments.	3.1 Carry out all operations following the departure of the mourners.	
	3.2 Carry out preliminary backfilling by hand before backfilling remaining soil safely and in a manner appropriate to soil conditions.	
	3.3 Demonstrate how to arrange the floral tributes in an orderly way which shows respect for the deceased and bereaved.	

Unit 220

	3.4 Leave the plot in a tidy and safe condition and return written notification to the appropriate person.	
4. Be able to select, use and maintain equipment to prepare, assist and back fill internment plots.	4.1 Select appropriate equipment for this area of work.	
	4.2 Use equipment according to instructions.	
	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Be able to work safely and minimise environmental damage	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	5.2 Carry out work in a manner which minimises environmental damage.	

Unit 220

6. Know how prepare internment plots for burial.	6.1 Describe how to work out the amount of time required to prepare the grave site prior to the burial ceremony.	
	6.2 Describe why it is important to restrict public access to the grave site once the grave is open and how to do so.	
	6.3 Describe how to ensure the grave site is in a proper condition prior to the arrival of the cortege.	
	6.4 Outline the correct administrative records to be kept.	
7. Know how to bury the dead.	7.1 Describe what types of authorisation the grave digger may receive, why authorisation is necessary and how to make sure authorisation is correct.	
	7.2 Describe how to position lowering ropes safely and in a way appropriate to the coffin and the conditions.	

Unit 220

	7.3 Outline how to lower safely and ensure that any other assistance provided is safe.	
	7.4 Describe the behaviour suitable to the types of ceremonies and state why this is important.	
	7.5 State why it is important to show respect to all those involved throughout the ceremony.	
	7.6 Describe the different requirements and etiquette of the different customs and cultures.	
8. Know how to backfill and restore interment plots.	8.1 State why all operations should take place after the mourners have left.	

Unit 220

	8.2 Describe why preliminary backfilling should be done by hand.	
	8.3 Describe how to make sure the remaining backfilling is safe and appropriate to the soil conditions covering: wet (ii) dry (iii) clay (iv) sand/shingle.	
	8.4 Describe how the floral tribute should be arranged in a way which shows respect for the deceased and bereaved.	
9. Know how to deal with problems.	9.1 Describe how to respond effectively to the types of unexpected problems listed: (i) water (ii) collapse (iii) shrinkage (iv) poor condition of shoring.	

Unit 220

10. Know the types of equipment required and how to maintain them.	10.1 Describe the equipment which will be necessary to bury the dead: <ul style="list-style-type: none">- hand tools- grass mats- lowering ropes- put locks- pumps and excavators (if the situation requires)- soil boxes.	
	10.2 Describe methods of maintaining the equipment ready for use.	
11. Know the current health and safety legislation and environmental good practice.	11.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	11.2 Describe how environmental damage can be minimised.	

Unit 220

Learner's signature

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..... Date

Assessor's name I

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..... Date

Unit 221

TITLE	Exhume coffins and remains	Learner's name
UAN REFERENCE	Y/502/0483	
LEVEL	2	
CREDIT VALUE	4	

This unit will provide the skills and knowledge required for preparing and assisting with exhumations. It covers locating the grave and coffin, preparing the areas for exhumation. Carry out exhumation and restoring the area after Simulation will not be acceptable.

Relationship to National Occupational Standards : L14

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to carry out exhumations of coffins and remains.	1.1 Locate the required grave, screen and cover the site effectively.	
	1.2 Probe carefully to locate the coffin and in a manner which minimises damage to the coffin and its contents.	
	1.3 Dig to within the specified distance from the coffin.	
	1.4 Lime the soil and contaminated areas thoroughly and effectively and continue to do so throughout the operation.	

Unit 221

1.5 Clear soil around the coffin leaving sufficient room for safe and effective access.	
1.6 Place lifting aids correctly and lift in a manner which minimises the damage to the coffin and contents.	
1.7 Handle the coffin following initial lift in a manner which is appropriate to soil and coffin conditions.	
1.8 Place coffin and contents in a suitable container.	
1.9 Restore the grave site tidily and safely.	
1.10 Show care and respect for the deceased throughout the operation.	

Unit 221

2. Be able to select, use and maintain equipment to exhume coffins and remains	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to instructions.	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 221

4. Know how to exhume coffins and remains.	4.1 Describe why thorough preparation for exhumations is important.	
	4.2 State how to locate the correct grave, coffin and remains.	
	4.3 Describe how to screen and cover the site from public view and why it is important.	
	4.4 Explain why it is important to probe in a way which minimises damage to the coffin and remains.	
	4.5 Describe how to lime and disinfect contaminated areas at the end of the operation and why this is important.	
	4.6 State how much room is required around the coffin for safe and effective access.	

Unit 221

	4.7 Describe how to place lifting aids and lift the coffin in a way which minimises damage.	
	4.8 Describe how to handle coffin following initial lift according to the soil and coffin conditions in the range.	
5. Know the types of equipment and materials required and how to maintain them.	5.1 Describe the equipment and materials which will be necessary to exhume coffins and remains including: <ul style="list-style-type: none">(i) probing(ii) measuring(iii) digging(iv) safety(v) protective clothing(vi) shell, coffin or suitable container(vii) shoring(viii) breathing equipment(ix) disinfectant(x) lime(xi) vegetable charcoal.	
	5.2 Describe methods of maintaining the equipment ready for use.	

Unit 221

6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name I

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 222

TITLE	Installing drainage systems	Learner's name
UAN REFERENCE	D/502/1229	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the skills, knowledge and understanding to install drainage systems under minimal direction or guidance. The learner will be required to select and use hand tools, powered equipment and materials correctly, competently and safely and to decide the appropriate timing of operations, the work methods to be used and to check the results and correct any faults
Simulation will not be acceptable..

Relationship to National Occupational Standards : L15.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to install drainage systems.	1.1 Position reference marks according to specification.	
	1.2 Install drainage system to specification: (i) sub surface systems (ii) surface channels (iii) sustainable drainage systems.	
	1.3 Adopt practices to minimise damage to existing structures and services.	
	1.4 Restore surface to near original condition.	

Unit 222

2. Be able to select, use and maintain equipment for installing drainage.	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to instructions.	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	

Unit 222

	3.3 Dispose of waste safely and correctly.	
	3.4 Describe the safety aspects of working in trenches.	
4. Know the principles of drain installation.	4.1 Explain why soil drainage is beneficial for plant growth.	
	4.2 State the importance of setting accurate levels and falls.	
	4.3 Describe why the type, size, depth and spacing of drainage pipes/ tiles, varies with the soil texture.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for installing drainage.	

Unit 222

	5.2 Describe methods of maintaining the equipment in a fit state for use.	
6. Know the current health and safety legislation and environmental practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 222

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Unit 223

TITLE	Maintain Drainage Systems	Learner's name
UAN REFERENCE	T/502/1222	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with knowledge, skills and understanding required to inspect and maintain drainage systems.
Simulation will not be acceptable.
Relationship to National Occupational Standards L15.2 & L21.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to inspect and maintain drainage systems.	1.1 Inspect and assess drainage systems according to agreed schedules.	
	1.2 Restore drainage systems to full effectiveness and to agreed schedule.	
	1.3 Record inspections and work undertaken.	
	1.4 Maintain effective working relations with all relevant people throughout.	

Unit 223

2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
	2.3 Dispose of waste safely and correctly.	
3. Know how to inspect and maintain drainage systems.	3.1 Describe the schedule of inspections required to identify faults and problems.	
	3.2 Describe how to identify and correct impeded drainage and its causes.	
	3.3 State how to identify and deal with any problems with drainage systems.	

Unit 223

3.4 Describe the main causes of drain malfunction, including leaks and blockages and methods that can be used to deal with them.	
3.5 Describe the factors affecting flow rates in the drains.	
3.6 State the importance of maintaining drainage systems so they work effectively and efficiently.	
3.7 Describe the principles of drainage design.	
3.8 State why it is important to keep working areas clean according to clients' requirements.	
3.9 State what records need to be kept and why.	

Unit 223

4. Know the current health and safety legislation and environmental practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	4.2 Describe how environmental damage can be minimised.	
	4.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

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..... Date

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Unit 224

TITLE	Use and maintain non-powered and hand held powered tools and equipment	Learner's name
UAN REFERENCE	K/502/0438	
LEVEL	2	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain non-powered tools and equipment and hand held powered equipment.</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : 27.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to use and maintain non-powered and hand held powered tools and equipment.	1.1 Ensure that non-powered and hand held powered equipment is safe and in good working order.	
	1.2 Select and use the correct personal protective clothing and equipment.	
	1.3 Set up and use the equipment and machinery in accordance with the manufacturer's instructions and legal regulatory requirements.	
	1.4 Maintain non-powered and hand held equipment in accordance with manufacturer's instructions.	

Unit 224

	1.5 Identify any problems with the non-powered and hand held powered equipment and take appropriate action.	
	1.6 Clean and store equipment correctly after use.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
	2.3 Dispose of waste safely and correctly.	
3. Know how to use and maintain the tools and equipment.	3.1 Explain the importance of using equipment in line with manufacturers' instructions.	

Unit 224

	3.2 Describe the pre-operational checks and the methods of maintaining the equipment for use.	
	3.3 List the main hazards and risks associated with using the equipment.	
	3.4 Describe the types of problems that may occur with the equipment and how to deal with each of these correctly.	
	3.5 State the types of protective clothing and the reasons why it must be worn.	
4. Know the current health and safety legislation and good environmental practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	4.2 Describe how environmental damage can be minimised.	

Unit 224

Learner's signature

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..... Date

Assessor's name

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..... Date.....

Unit 225

TITLE	Use and maintain pedestrian controlled powered equipment	Learner's name
UAN REFERENCE	R/502/0434	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain pedestrian controlled powered equipment
Simulation will not be acceptable.
Relationship to National Occupational Standards L27.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to use and maintain pedestrian controlled powered equipment.	1.1 Ensure the pedestrian controlled power equipment is safe and in good working order.	
	1.2 Use equipment according to manufacturer's instructions and legal regulatory requirements.	
	1.3 Clean and store equipment correctly after use.	

Unit 225

	1.4 Maintain pedestrian controlled power equipment in accordance with manufacturer's instructions.	
	1.5 Select and use the appropriate personal protective clothing and equipment.	
	1.6 Identify any problems with the equipment and take the correct action.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
	2.3 Dispose of waste safely and correctly.	

Unit 225

3. Know how to use and maintain pedestrian controlled powered equipment.	3.1 List the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action.	
	3.2 Explain the importance of operating equipment in line with manufacturer's instructions.	
	3.3 Describe methods of checking and maintaining the equipment for use covering: (i) correct pre-use checks (ii) correct start-up procedure (iii) use appropriate work method (iv) correct stopping procedure (v) correct post-use maintenance (vi) reporting problems to the appropriate person.	
4. Know the operating principles of powered equipment.	4.1 Explain the operating differences between two and four-stroke engines.	

Unit 225

	4.2 Explain the principles of operating lines of drive – clutch, v-belts, and chains.	
	4.3 Describe the basic differences between petrol and diesel engines.	
5. Know the current health and safety legislation and environmental practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe how environmental damage can be minimised.	
	5.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 225

Learner's signature

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..... Date

Assessor's name |

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Unit 226

TITLE	Use and maintain ride-on powered equipment	Learner's name
UAN REFERENCE	H/502/0440	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain ride-on powered equipment.
Simulation will not be acceptable.

Relationship to National Occupational Standards L27.3

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to set up, use and maintain ride-on powered equipment.	1.1 Ensure that the ride-on powered equipment is safe and in good working order.	
	1.2 Select and use the correct personal protective clothing and equipment.	
	1.3 Set up and use ride-on powered equipment in accordance with the manufacturer's instructions and legal requirements.	
	1.4 Identify any problems with the ride-on powered equipment and take appropriate action.	

Unit 226

	1.5 Clean and store the equipment correctly after use.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	

Unit 226

	2.3 Dispose of waste safely and correctly.	
3. Know how to use and maintain ride-on powered equipment.	3.1 Describe methods of checking and maintaining the equipment ready for use covering: (i) correct pre-use checks (ii) correct start-up procedure (iii) use appropriate work method (iv) correct stopping procedure (v) correct post-use maintenance (vi) reporting problems to the appropriate person.	
	3.2 List the main hazards and risks associated with using the ride-on powered equipment and state appropriate action.	
	3.3 Explain the importance of operating equipment in line with manufacturers' instructions.	
	3.4 Describe the types of problems that may occur with the equipment and how to deal with each of these appropriately.	

Unit 226

4. Know the operating principles of powered equipment.	4.1 Describe the operating differences between two and four-stroke engines.	
	4.2 Describe the principles of operating lines of drive – clutch, v-belts, and chains.	
	4.3 Describe the basic differences between a petrol and diesel engine.	
5. Know the current health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe how environmental damage can be minimised.	

Unit 226

Learner's signature

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..... Date

Assessor's name

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Unit 227

TITLE	Use and maintain chippers and/or shredders	Learner's name
UAN REFERENCE	T/502/0443	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain chippers and / or shredders
Simulation will not be acceptable.
Relationship to National Occupational Standards L27.4

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to use and maintain chippers and/or shredders.	1.1 Make sure that the chippers and/ or shredders are in safe and good working order.	
	1.2 Select and use the correct personal protective clothing and equipment.	
	1.3 Set up and use the chippers and or shredders in accordance with the manufacturer's instructions and legal requirements.	
	1.4 Maintain chippers and/or shredders in accordance with manufacturer's instructions.	

Unit 227

	1.5 Identify any problems with the chippers and/ or shredders and take the correct action.	
	1.6 Clean and store the equipment correctly after use	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
	2.3 Dispose of waste safely and correctly.	
3. Know how to use and maintain chippers and/ or shredders.	3.1 List the main hazards and risks associated with using chippers and/ or shredders and action to be taken.	

Unit 227

3.2 Explain the importance of operating equipment in line with manufacturer's instructions.	
3.3 Describe methods of preparing and maintaining the equipment for use covering: (i) correct pre-use checks (ii) correct start-up procedure (iii) use appropriate work method (iv) correct stopping procedure (v) correct post-use maintenance (vi) reporting problems to the appropriate person.	
3.4 describe the types of problems that may occur with the equipment and describe how to deal with each of these correctly.	
3.5 Describe types of protective clothing and explain why it must be worn.	

Unit 227

4. Know the current health and safety legislation and environmental good practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	4.2 Describe how environmental damage can be minimised.	

Learner's signature

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..... Date

Assessor's name I

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Unit 228

TITLE	Construct water features	Learner's name
UAN REFERENCE	D/502/1215	
LEVEL	2	
CREDIT VALUE	7	

The aim of this unit is to provide the knowledge and skills, required to construct water features such as ponds, streams, fountains and waterfalls.
Simulation will not be acceptable.

Relationship to National Occupational Standards L28.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare the site.	1.1 Prepare the site ready for the construction of water features.	
2. Be able to construct more than one type of water feature	2.1 Construct at least two of the water features listed below according to the specification: (i) streams (ii) fountains (iii) water falls (iv) ponds. 2.2 Take the appropriate action if problems arise during the work.	
	2.3 Check the water feature on completion of work to make sure it is safe and fit for purpose.	

Unit 228

	2.4 Make sure the site is clear of unwanted materials and fit for purpose.	
3. Be able to select, use and maintain a selection of tools and equipment for constructing water features.	3.1 Select and install all of the following equipment: (i) pumps (ii) filters (iii) electrical supply. 3.2 Select appropriate equipment for this area of work.	
	3.3 Use equipment according to relevant legislation and manufacturer's instructions.	
	3.4 Prepare, maintain and store equipment in a safe and effective working condition.	
4. Be able to work safely and minimise environmental damage	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 228

	4.2 Carry out work in a manner which minimises environmental damage.	
	4.3 Dispose of waste safely and correctly.	
5. Know the importance of the specification when constructing water features.	5.1 Describe how to interpret specifications and the importance of following the specification.	
	5.2 Describe the requirements of the following water features and how to finish these so that they meet the specification: (i) streams (ii) fountains (iii) water falls (iv) ponds.	
	5.3 Describe the methods of constructing the structure and/or surface and the relationship of this to its planned use.	
6. Know how to deal with problems during construction.	6.1 Describe the problems which may arise, including those caused by: accidental damage, pollution and difficulties with specification.	

Unit 228

	6.2 State how to minimise problems and the appropriate action to take if problems occur.	
	6.3 State the potential conflicts between this work and conserving the natural environment.	
7. Know how to use a range of materials	7.1 Describe how to use all of the following materials correctly <ul style="list-style-type: none">(i) plastic ridged liners(ii) flexible liners(iii) concrete(iv) rocks.	
8. Know the types of equipment required and how to maintain them	8.1 Describe the equipment which will be required for the activity. 8.2 Describe the methods of maintaining the range of equipment used.	

Unit 228

9. Know the current health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work including the use of 240v mains supply.	
	9.2 Describe how environmental damage can be minimised	
	9.3 Describe the correct methods for disposing of waste.	

Learner's signature

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Assessor's name

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Unit 229

TITLE	Maintaining water features	Learner's name
UAN REFERENCE	K/502/1217	
LEVEL	2	
CREDIT LEVEL	4	

The aim of this unit is to provide the knowledge and skills required to maintain water features. Water features include ponds, streams, fountains and waterfalls.

Simulation will not be acceptable.

Relationship to National Occupational Standards L28.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to maintain water features.	1.1 Inspect water features as required.	
	1.2 Make sure surrounding areas are clean and tidy on completion.	
	1.3 Complete work to an agreed schedule.	
2. Be able to select, use and maintain equipment for maintaining water features.	2.1 Select appropriate equipment for this area of work.	

Unit 229

	2.2 Use equipment according to manufacturer's instructions and legal requirements	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know the principles of maintaining water features	4.1 Describe how to carry out inspections of water features streams, fountains, waterfalls and ponds.	

Unit 229

4.2 State why it is important to inspect water features according to schedule.	
4.3 Identify the types of problems that are likely to occur with water features and how to deal correctly with these covering: (i) leaks (ii) filters and pumps in need of cleaning (ii) filters and pumps in need of replacement dirt unwanted vegetation.	
4.4 Describe the type of damage which can occur to services and surroundings and how to keep this to a minimum.	
4.5 State why it is important to keep working areas clean and tidy according to clients' requirements.	
4.6 State why it is important to complete work to agreed schedule.	

Unit 229

5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be required for the activity.	
	5.2 Describe the methods of maintaining the range of equipment used.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 229

Learner's signature

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Unit 230

TITLE	Install hard standing sub-layers	Learner's name
UAN REFERENCE	T/502/1219	
LEVEL	2	
CREDIT VALUE	7	

This unit will provide the learner with the skills and knowledge required in installing various forms of hard-standing sub-layers that are used within the landscaping industries. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.

Simulation will not be acceptable.

Relationship to National Occupational Standards L29

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for installing hard standing sub-layers.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to install sub-layers.	2.1 Prepare the area prior to installing sub layers.	

Unit 230

	2.2 Install sub-layers to accurate levels and profiles.	
	2.3 Protect prepared sub-layers effectively against weather and use until they are in a suitable condition.	
3. Be able to install laying courses	3.1 Set-out for line and level.	
	3.2 Place and prepare suitable laying courses.	
	3.3 Manually agitate the laying course at edges and around obstructions such as drainage access covers.	
	3.4 Manually make good the channel left by screed rails with minimum disturbance to or compaction of adjacent screeded area.	

Unit 230

4. Be able to prepare individual course beds.	4.1 Place and prepare a suitable laying course for an individual bed.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	5.2 Carry out work in a manner which minimises environmental damage.	
	5.3 Dispose of waste safely and correctly.	
	5.4 Leave the site safe, tidy and suitable for intended use.	
	5.5 Maintain effective working relations with relevant people throughout.	

Unit 230

6. Know the principles of sub-base function and aggregate compaction in sub-bases.	6.1 Describe the importance of sub-layers.	
	6.2 Describe the impact that prevailing weather conditions may have on sub-layers.	
	6.3 Describe the impact of sub-grade conditions on the performance of overlying layers.	
	6.4 List the sequence of layers that may be encountered within a typical installation and the relevance of each to the overall structure.	
	6.5 List the range of primary and secondary aggregates that are used in the installation of sub-layers.	
	6.6 Identify the range of conventional and permeable materials used in sub-layer installation.	

Unit 230

	6.7 State the importance of sub-layer drainage and how this can be best achieved in a range of circumstances.	
	6.8 Explain the importance of levelling and grading the aggregate within each sub-layer and of working to defined tolerances and profiles, including the checks used to ensure compliance.	
	6.9 Describe to what degree, and the importance of installing each sub-layer in stages with a specified maximum thickness.	
7. Know the principles of installing laying courses.	7.1 Describe the weather conditions that are appropriate for screed preparation.	
	7.2 State how to measure to ensure work is within tolerances.	
	7.3 Describe how falls, lines and levels are determined and set out.	

Unit 230

7.4 State how to calculate the expected surcharge and/or the screed depth required for a notched screed bar	
7.5 State the importance of using the correct type of laying course material.	
7.6 State the importance of laying course grain shape, grain size, and moisture content to overall performance.	
7.7 Identify the correct storage and protection conditions for laying course material.	
7.8 Describe how the laying course is placed and prepared manually, how it is shaped to follow summits and hollows, and how its compaction is pre-determined.	
7.9 Describe how channels formed by screed rails are made good.	

Unit 230

	7.10 Describe how screeding can be carried out using existing fixed edges and/ or screed rails.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment which will be required for the activity.	
	8.2 Describe methods of maintaining the equipment in a fit state for use.	
9. Know the current health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	9.2 Describe how environmental damage can be minimised.	
	9.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 230

Learner's signature

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..... Date

Assessor's name

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Unit 231

TITLE	Installing block surfaces	Learner's name
UAN REFERENCE		
LEVEL	2	
CREDIT VALUE	6	

This unit will provide the learner with the skills and knowledge required when installing block surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.
It covers both flexible block surfaces and non-permeable surfaces
Simulation will not be acceptable.
Relationship to National Occupational Standards : K/502/1220

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for installing block surfaces	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to install block surfaces.	2.1 Set-out for line and level	

Unit 231

	2.2 Construct a suitable restraining edge.	
	2.3 Lay blocks by hand to a suitable pattern.	
	2.4 Check laid blocks for alignment.	
	2.5 Cut-in blocks to required standard - compact blocks.	
	2.6 Check completed surface for compliance with specifications and standards and rectify any problems as required.	
	2.7 Fill joints and re-compact.	

Unit 231

	2.8 Protect working areas effectively against weather and use until they are in a suitable condition.	
	2.9 Leave the site safe, tidy and suitable for intended use.	
	2.10 Maintain effective working relations with relevant people throughout.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 231

4. Know how to prepare for installing block surfaces.	4.1 State the weather conditions that are appropriate for installation.	
	4.2 Describe how to calculate the number of packs of blocks required.	
	4.3 Identify and explain the range of blocks available, including permeable block systems, and their suitable applications.	
5. Know how to install block surfaces	5.1 Describe how to measure to ensure work is within tolerances.	
	5.2 State how falls, lines and levels are determined and set out.	
	5.3 Explain the importance of robust edge restraints.	

Unit 231

5.4 State how blocks should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative.	
5.5 Describe the range of block patterns commonly used on site, their relative strengths and weaknesses, and how they are established covering: (i) Stretcher/ running board (ii) 90° herringbone (iii) 45° herringbone (iv) Basket weave.	
5.6 State the importance of mixing and randomising blocks from three or more packs prior to laying.	
5.7 Describe how areas are continuously checked for compliance to line, level, joint width and block competence during the laying process.	
5.8 Describe how cutting-in is achieved, following the principles of minimum block size and inboard cutting techniques.	

Unit 231

	5.9 State the importance of using the correct jointing material and its role in the performance of the completed surface.	
	5.10 Describe techniques used for dry and wet grouting.	
	5.11 Describe the importance of final compliance checks.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be necessary for installing block surfaces.	
	6.2 Describe methods of maintaining the equipment ready for use.	
	6.3 State the importance of dust-suppression and RPE when using a cut-off saw.	

Unit 231

7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

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..... Date.....

Unit 232

TITLE	Installing flagstone surfaces	Learner's name
UAN REFERENCE	J/502/1273	
LEVEL	2	
CREDIT LEVEL	6	

This unit will provide the learner with the skills and knowledge required when installing flagstone surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.
Simulation will not be acceptable.
Installing flag stone surfaces : L30.3,4

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for installing flagstone surfaces.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to manufacturer's instructions and legal requirements.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to install flagstone surfaces.	2.1 Set-out for line and level.	

Unit 232

	2.2 Construct a suitable restraining edge.	
	2.3 Lay flagstones by hand to a suitable pattern.	
	2.4 Check laid flagstones for alignment.	
	2.5 Cut-in flagstones to required standard and compact flagstones.	
	2.6 Check completed surface for compliance with specifications and standards and rectify any problems if necessary.	
	2.7 Fill joints and re-compact.	

Unit 232

	2.8 Protect working areas effectively against weather and use until they are in a suitable condition.	
	2.9 Leave the site safe, tidy and suitable for intended use.	
	2.10 Maintain effective working relations with relevant people throughout.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 232

4. Know how to prepare for installing flagstone surfaces.	4.1 State the weather conditions that are appropriate for installation.	
	4.2 Describe and identify the range of flagstones available, including permeable flagstone systems, and their suitable applications.	
	4.3 Describe how to calculate the number of packs of flagstones required.	
5. Know how to install flagstone surfaces.	5.1 Describe how to measure to ensure work is within tolerances.	
	5.2 State how falls, lines and levels are determined and set out.	
	5.3 Explain the importance of robust edge restraints.	

Unit 232

5.4 State how flagstones should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative.	
5.5 Describe the range of flagstone patterns commonly used on site, their relative strengths and weaknesses, and how they are established.	
5.6 State the importance of mixing and randomising flagstones from three or more packs prior to laying.	
5.7 Describe how areas are continuously checked for compliance to line, level, joint width and flagstone competence during the laying process.	
5.8 Show how cutting-in is achieved, following the principles of minimum flagstone size and inboard cutting techniques.	
5.9 State the importance of using the correct jointing material and its role in the performance of the completed surface.	

Unit 232

	5.10 Describe techniques used for dry and wet grouting.	
	5.11 Describe the importance of final compliance checks.	
6. Know the types of equipment required and how to maintain them	6.1 Describe the equipment which will be necessary for installing flagstone surfaces.	
	6.2 Describe methods of maintaining the equipment ready for use.	
	6.3 Explain the importance of dust-suppression and RPE when using a cut-off saw.	
7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	

Unit 232

	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name I

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Unit 233

TITLE	Installing sett/cobble surfaces	Learner's name
LEVEL	2	
CREDIT VALUE	6	

This unit will provide the learner with the skills and knowledge required when installing sett cobble surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.
Simulation will not be acceptable.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment for installing sett/cobble surfaces.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to install sett/ cobble surfaces.	2.1 Set-out for line and level.	

Unit 233

	2.2 Construct a suitable restraining edge.	
	2.3 Lay sett/ cobbles by hand to a suitable pattern.	
	2.4 Check laid sett/cobbles for alignment.	
	2.5 Cut-in sett/cobbles to required standard and compact sett/cobbles.	
	2.6 Check completed surface for compliance with specifications and standards and rectify any problems if necessary.	
	2.7 Fill joints and re-compact.	

Unit 233

	2.8 Protect working areas effectively against weather and use until they are in a suitable condition.	
	2.9 Leave the site safe, tidy and suitable for intended use.	
	2.10 Maintain effective working relations with relevant people throughout.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 233

4. Know how to prepare for installing sett cobble surfaces.	4.1 State the weather conditions that are appropriate for installation.	
	4.2 Identify the range of sett/ cobbles available, including permeable sett/ cobble systems, and their suitable applications covering: (i) Sawn cubes (ii) Cropped cubes (iii) Sawn sets (iv) Cropped/ textured setts (v) Cobbles.	
	4.3 Describe how to calculate the number of packs of sett/cobbles required.	
5. Explain the principles of installing sett/cobble surfaces.	5.1 Describe how to measure to ensure work is within tolerances.	
	5.2 State how falls, lines and levels are determined and set out.	

Unit 233

5.3 Explain the importance of robust edge restraints.	
5.4 State how sett/ cobbles should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative.	
5.5 Describe the range of sett/ cobble patterns commonly used on site, their relative strengths and weaknesses, and how they are established.	
5.6 State the importance of mixing and randomising sett/cobbles from three or more packs prior to laying.	
5.7 Describe how areas are continuously checked for compliance to line, level, joint width and sett/cobble competence during the laying process.	
5.8 Describe how cutting-in is achieved, following the principles of minimum sett/cobble size and inboard cutting techniques.	

Unit 233

	5.9 State the importance of using the correct jointing material and its role in the performance of the completed surface.	
	5.10 Describe techniques used for dry and wet grouting.	
	5.11 Describe the importance of final compliance checks.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be necessary for installing sett/cobble surfaces.	
	6.2 Describe methods of maintaining the equipment ready for use.	
	6.3 Explain the importance of dust-suppression and RPE when using a cut-off saw.	

Unit 233

7. Know the current health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

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Unit 234

TITLE	Installation of Edge Restraints	Learner's name
UAN REFERENCE	T/502/1284	
LEVEL	2	
CREDIT LEVEL	7	

The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to install various forms of edge restraints used within the hard-landscaping industry. The unit will provide a basis understanding of the materials, tools and techniques used to install both temporary and permanent hard surfaces.

Simulation will not be acceptable.

Relationship to National Occupational Standards : L31

Learner Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1. Be able to select, use and maintain relevant equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	1.3 Prepare, maintain clean and store equipment in a safe and effective working condition.	
2. Be able to install kerbs, channels and edgings.	2.1 Set-out for line and level.	

Unit 234

	<p>2.2 Place and prepare a suitable bed.</p>	
	<p>2.3 Lay kerbs, channels and edgings to the correct line and level using at least three of the following materials:</p> <ul style="list-style-type: none">(i) concrete road kerbs(ii) stone road kerbs(iii) concrete dished/ fluted channels(iv) stone dished/ fluted channels(v) concrete flat channels(vi) stone flat channels(vii) concrete edgings(viii) stone edgings(ix) single piece systems(x) multi-piece systems(xi) small kerb units(xii) small paving units(xiii) setts/cubes/cobbles.	

Unit 234

2.4 Carry out installation of Lay kerbs, channels and edgings in all the following ways: (i) place a suitable kerb race (ii) lay units onto a mortar bed on a pre-existing race (iii) lay units to a straight line (windrow) (iv) lay units to a true arc (v) lay units to a free curve (vi) install a dropped crossing (vii) lay transitions between two different types of unit (viii) lay an edge restraint to a right-angled return using internal/external angle units and quadrants (ix) lay channels to an existing kerbline (x) lift and repair.	
2.5 Cut-in to required standard.	
2.6 Maintain correct joint width.	

Unit 234

2.7 Seal joints to specification as required.	
2.8 Connect the kerb-drains to suitable outfalls as required.	
2.9 Check completed work for compliance with specifications and standards and rectify any problems if necessary.	
2.10 Haunch units.	
2.11 Keep damage to the surroundings to a minimum.	
2.12 Leave the site in a safe, clean and tidy condition, suitable for its intended use.	

Unit 234

	2.13 Protect working areas effectively against weather and use until they are in a suitable condition	
	2.14 Maintain effective working relations with relevant people throughout	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 234

4. Know how to install kerbs, channels and edgings.	4.1 State the weather conditions that are appropriate for installation.	
	4.2 Describe how to measure to ensure work is within tolerances.	
	4.3 Outline how falls, lines and levels are determined and set-out.	
	4.4 Describe the range of edge restraints and small kerb systems and other units available and their suitable applications.	
	4.5 State the importance of robust edge restraints.	
	4.6 State the importance of using the correct type of bed material.	

Unit 234

4.7 Describe how the bed is placed and prepared, and how it is shaped to follow summits, hollows, and transitions.	
4.8 State the pros and cons of using fresh windrow bedding and pre-placed races.	
4.9 State the pros and cons of both butt-joined and mortar jointed installations.	
4.10 Describe how to calculate the quantity of units required.	
4.11 Describe how units should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative.	
4.12 Describe how units are manoeuvred into position using mechanical and/or vacuum lifting aids.	

Unit 234

4.13 Describe how units are consolidated to the required line and level.	
4.14 Describe how edge restraints are checked for accuracy in alignment along both straights and curves.	
4.15 State how cutting is achieved, following the principles of minimum unit size.	
4.16 Describe how units are jointed and how systems are connected to outfalls.	
4.17 State the importance of using the correct jointing method and its role in the performance of the completed edge restraint.	
4.18 Outline the removal and replacement of defective units.	

Unit 234

	4.19 Describe the dangers of underground services and how to take account of these when working.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be required for the activity.	
	5.2 Describe the methods of maintaining the range of equipment.	
	5.3 State the importance of dust-suppression and RPE when using a cut-off saw.	
6. Know relevant health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	6.2 Describe how environmental damage can be minimised.	

Unit 234

	6.3 Describe the correct methods for disposing of organic and inorganic waste.	
	6.4 Outline the hazards and relevant legislation and codes of practice covering this area of work with particular reference to the use of PPE.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name I

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Signed..... Date

Internal verifier's signature (if sampled)

..... Date

Unit 235

TITLE	Clearing horticultural and landscaping sites	Learner's name
UAN REFERENCE	H/502/0468	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to clear sites of unwanted materials and debris prior to landscaping and/or planting crops
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH1&L1.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to clear sites effectively.	1.1 Locate the correct site for clearing and confirm what is to be cleared.	
	1.2 Ensure the site is safe and secure for the work to be conducted.	
2. Be able to select, use and maintain equipment for clearing horticultural and landscaping sites.	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to instructions.	

Unit 235

	2.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know the appropriate methods for site clearance.	4.1 Describe the main differences in working on the types of sites listed, green-field, reclaimed, urban derelict and existing sites.	
	4.2 State why it is important to confirm what should be cleared.	

Unit 235

	4.3 Describe the different clearing methods that can be used.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for clearing horticultural and landscaping sites.	
	5.2 Describe methods of maintaining the equipment ready for use.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 235

Learner's signature

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Assessor's name

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.....Date.....

Unit 236

TITLE	Establishing crops or plants in growing medium	Learner's name The aim of this unit is to provide the learner with the knowledge and skills required to establish crops and plants in growing medium. This unit covers setting out crops and plants in the appropriate growing mediums at the current time according to production requirements Simulation will not be acceptable. Relationship to National Occupational Standards : PH2
UAN REFERENCE	F/502/0946	
LEVEL	2	
CREDIT VALUE	4	

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to prepare for setting out crops or plants.	1.1 Describe how to prepare the growing media for planting.	
	1.2 Describe the types of growing media and their relationship to the crop/plant growth and development.	
	1.3 State the indicators used to identify plant material that is unsuitable for planting.	

Unit 236

2. Know how to set out crops or plants	2.1 Describe the methods of preparing plant material for planting.	
	2.2 Describe how production requirements influence planting operations.	
	2.3 State how the correct spacing, depth, orientation and firmness of crops/ plants differ according to the production requirements.	
	2.4 Describe the correct handling methods for crops and plants to maintain quality.	
3. Know how to establish crops/ plants.	3.1 Describe the methods of establishing crops and plants.	
	3.2 Describe the types of pests, diseases, weeds and environmental conditions which may affect production.	

Unit 236

	3.3 Describe the types of protection used for pests, disease, weeds and environmental conditions.	
	3.4 State the crops or plant requirements for nutrients and moisture in order to establish successfully.	
4. Know the types of equipment required and how to maintain them.	4.1 Describe the equipment which will be necessary for establishing crops and plants.	
	4.2 Describe methods of maintaining the equipment ready for use.	
5. Know the current health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	5.2 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 236

6. Be able to set out crops or plants.	6.1 Prepare the growing medium ready for planting.	
	6.2 Identify and reject plant material which is unsuitable for planting.	
	6.3 Position the plants or crop in the growing medium in accordance with requirements.	
	6.4 Handle plants or crop in a way which optimises growth and development and minimises damage.	
7. Be able to establish crops or plants	7.1 Use a suitable method of establishing the crops or plants.	
	7.2 Apply suitable protection to the crops or plants.	

Unit 236

8. Be able to select, use and maintain equipment.	8.1 Select appropriate equipment for this area of work.	
	8.2 Use equipment according to instructions.	
	8.3 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
9. Be able to work safely and minimise environmental damage	9.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	9.2 Dispose of waste safely and correctly.	
	9.3 Provide accurate information for recording purposes.	

Unit 236

Learner's signature

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..... Date

Assessor's name I

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Internal verifier's signature (if sampled)

..... Date

Unit 237

TITLE	Monitor and report on the growth and development of crops and plants	Learner's name
UAN REFERENCE	M/502/0408	
LEVEL	2	
CREDIT LEVEL	3	

The aim of this unit is to provide the learner with the knowledge and skills required to enable them to monitor and report on the growth and development of crops. This unit covers how to recognise the types of problems which may occur
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH3.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to report on the growth and development of crops.	1.1 Monitor and assess the growth and development of the crops in accordance with requirements against desired healthy growth, pest's disease and disorders.	
	1.2 Report on the growth and conditions of the crops to the appropriate person.	
	1.3 Provide clear and accurate information for recording purposes	

Unit 237

2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
3. Know how to monitor the growth and development of crops.	3.1 Describe the growth and development requirements of the crop(s).	
	3.2 Describe how to recognise the types of problems which may occur with the growth and development of the crop including : <ul style="list-style-type: none">(i) moisture problems(ii) nutrient problems(iii) physical damage,(iv) pests, diseases and disorders(v) excessive or inappropriate growth(vi) weed competition.	

Unit 237

	3.3 Specify the correct actions to take in relation to problems with growth and development of the crop.	
	3.4 Provide clear and accurate information for recording purposes.	
4. Know the current health and safety legislation and environmental good practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	4.2 Describe how environmental damage can be minimised.	

Unit 237

Learner's signature

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..... Date

Unit 238

TITLE	Maintain moisture levels for crops or plants	Learner's name
UAN REFERENCE	R/502/0854	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge, and skills required to maintain moisture levels to crops or plants
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH3.2 (split).

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know why it is important to maintain moisture for crops and plants.	1.1 Describe how moisture requirements vary according to the crop or plants and stage of development.	
	1.2 Describe the methods and systems for maintaining moisture levels.	
	1.3 Describe the impact of prevailing weather conditions on the crop or plants water requirements.	
	1.4 Identify the types of records required and the importance of accurate record keeping.	

Unit 238

2. Know the types of equipment required and how to maintain them.	2.1 Describe the equipment which will be necessary for maintaining moisture levels to crops or plants.	
	2.2 Describe methods of maintaining the equipment ready for use.	
3. Know the current health and safety legislation and environmental good practice.	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	3.2 Describe how environmental damage can be minimised.	
4. Be able to select, use and maintain equipment.	4.1 Select appropriate equipment for this area of work.	
	4.2 Use equipment according to manufacturer's instructions and legal requirements.	

Unit 238

	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Be able to maintain moisture levels for crops and plants	5.1 Identify correctly the condition of the crop or plant.	
	5.2 Maintain moisture levels in accordance with the crop or plant requirements.	
	5.3 Provide clear and accurate information for recording purposes.	
6. Be able to work safely and minimise environmental damage.	6.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	6.2 Carry out work in a manner which minimises environmental damage.	

Unit 238

Learner's signature

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Assessor's name

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Unit 239

TITLE	Provide nutrients to crops or plants	Learner's name
UAN REFERENCE	L/502/0853	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge, and skills required to provide nutrients to crops or plants
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : PH3.2 (split)

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
	1.1 Describe how nutrient requirements vary according to the crop or plant grown and stage of development.	
	1.2 Describe the range of conditions in which nutrient stress can occur.	
	1.3 Describe the nutrients which are commonly used in the cultivation of crops or plants.	
	1.4 Describe the methods of providing nutrients to crops or plants.	

Unit 239

	1.5 Describe the types of records required and the importance of accurate record keeping.	
2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be necessary to provide nutrients to crops or plants	
	2.2 Describe methods of maintaining the equipment ready for use.	
3. Know the current health and safety legislation and environmental good practice.	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	3.2 Describe how environmental damage can be minimised.	
4. Be able to provide nutrients to crops or plants.	4.1 Identify the condition of plants or crops in relation to nutrient requirements.	

Unit 239

	4.2 Apply nutrients correctly to maintain crop or plant growth and development as required.	
	4.3 Provide clear and accurate information for recording purposes.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	5.2 Carry out work in a manner which minimises environmental damage.	
6. Be able to select, use and maintain equipment.	6.1 Select appropriate equipment for this area of work.	

Unit 239

	6.2 Use equipment according to manufacturer's instructions and legal requirements.	
	6.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Learner's signature

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Unit 240

TITLE	Remove unwanted plant growth to maintain development	Learner's name
UAN REFERENCE	Y/502/1214	
LEVEL	2	
CREDIT VALUE	5	

The aim of this unit is to provide the learner with the knowledge and skills required to identify and remove unwanted plant growth to maintain development
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH3.3/CU76.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the different types of unwanted plant growth.	1.1 Identify different types of plant material and explain why it must be removed covering: (i) damaged plants (ii) diseased material (iii) weeds (iv) plant debris (v) non typical (vi) dead (vii) excessive growth (viii) badly positioned.	

Unit 240

2. Know how to maintain plant development.	2.1 Describe how all the following methods can be used to maintain/control plant development: (i) trimming (ii) supporting (iii) thinning (iv) spacing (v) irrigation (vi) growth regulators (vii) lighting and shading (viii) protection (ix) pruning.	
3. Know the types of equipment required and how to maintain them.	3.1 Describe the equipment which will be necessary for maintaining plant development.	

Unit 240

	3.2 Describe methods of maintaining the equipment ready for use.	
4. Know the current health and safety legislation and environmental good practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	4.2 Describe how environmental damage can be minimised.	
	4.3 Describe the correct methods for disposing of organic and inorganic waste.	
	4.4 Describe why it is important to maintain hygiene and how this is achieved	
5. Be able to select, use and maintain equipment.	5.1 Select appropriate equipment for this area of work.	

Unit 240

	5.2 Use equipment according to manufacturer's instructions and legal requirements.	
	5.3 Prepare, maintain and store equipment in a safe and effective working condition.	
6. Be able to identify unwanted plant growth	6.1 Recognise unwanted plant material as appropriate.	
7. Be able to remove unwanted plant growth	7.1 Remove unwanted plant material using appropriate techniques according to the species, time of year, stage of development. 7.2 Maintain the growing environment in a hygienic condition.	
8. Be able to work safely and minimise environmental damage.	8.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 240

	8.2 Carry out work in a manner which minimises environmental damage.	
	8.3 Dispose of waste safely and correctly.	

Learner's signature

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Unit 241

TITLE	Carry out harvesting operations	Learner's name
UAN REFERENCE	L./502/0951	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge, and skills required to enable learners to carry out harvesting operations. The term harvesting is used to mean removing products from crops
Harvesting method will depend on the type of crop and may be either mechanical or manual. The unit does not cover collecting plants for despatch or sale which is covered by a separate unit.
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH4.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
	1.1 State how to identify the stage at which the crops should be harvested.	
	1.2 Describe why it is important to be able to recognise when the crops is not ready for harvesting.	
	1.3 State the optimum time available for harvesting the crops and acceptable rates of harvesting.	

Unit 241

	1.4 State why customer specifications are important.	
2. Know how to harvest crops	2.1 List the production requirements for harvesting different crops.	
	2.2 Describe the methods, mechanical or manual, for harvesting crops.	
	2.3 Describe how to maximise/maintain the quality of the crops during and post harvesting.	
	2.4 State why it is important to maintain levels of hygiene during harvesting and how this can be achieved.	
	2.5 State the types of problems which can occur during harvesting and how to deal with these covering: (i) access (ii) equipment (iii) staffing (iv) adverse weather conditions (v) soil conditions.	

Unit 241

	2.6 Describe factors that could affect the rates at which harvesting can take place.	
	2.7 State the records to be kept and the reasons for completing these.	
3. Know the types of equipment required and how to maintain them.	3.1 Describe the equipment which will be necessary for harvesting the crop.	
	3.2 Describe methods of maintaining the equipment ready for use.	
4. Know the current health and safety legislation and environmental good practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	4.2 Describe how environmental damage can be minimised.	

Unit 241

	4.3 Describe the correct methods for disposing of organic and inorganic waste.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice.	
	5.2 Carry out work in a manner which minimises environmental damage.	
	5.3 Dispose of waste safely and correctly.	
6. Be able to select, use and maintain equipment.	6.1 Select appropriate equipment for this area of work.	
	6.2 Use equipment according to manufacturer's instructions and legal requirements.	

Unit 241

	6.3 Prepare, maintain and store equipment in a safe and effective working condition.	
7. Be able to harvest crops	7.1 Correctly identify the crop which is to be harvested and check that it is ready for harvesting.	
	7.2 Inform the appropriate person if the condition of the crop is not suitable for harvesting.	
	7.3 Handle the harvested crop in a way which maintains quality and minimises damage.	

Unit 241

	7.4 Maintain suitable levels of hygiene during harvesting.	
	7.5 Harvest at a commercial rate in accordance with production requirements to meet planned deadlines.	
	7.6 Provide clear and accurate information for recording purposes.	

Learner's signature

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..... Date

Assessor's name

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Unit 242

TITLE	Prepare harvested crops	Learner's name
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge, and skills required to prepare harvested crops according to production and/or customer requirements
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare harvested crops.	1.1 Describe all the preparation methods for the harvested crops <ul style="list-style-type: none">(i) handling(ii) grading(iii) packing or labelling(iv) cleaning(v) drying.	
	1.2 List the reasons why harvested produce may not be of a suitable quality and how this is identified.	
	1.3 Describe the levels of hygiene which are suitable to the type of crop and production requirements.	
	1.4 State why customer specifications are important.	

Unit 242

	1.5 Describe why it is important to maintain hygiene and how this is achieved.	
	1.6 Describe the relevant methods for storing produce prior to despatch.	
	1.7 State the types of records required and the importance of accurate record keeping.	
2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be necessary for preparing harvested crops.	
	2.2 Describe methods of maintaining the equipment ready for use.	
3. Know the current health and safety legislation and environmental good practice.	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	

Unit 242

	3.2 Describe how environmental damage can be minimised.	
	3.3 Describe the correct methods for disposing of organic and inorganic waste.	
4. Be able to select, use and maintain equipment.	4.1 Select appropriate equipment for this area of work.	
	4.2 Use equipment according to manufacturer's instructions and legal requirements.	
	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Be able to prepare harvested crops.	5.1 Use at least two of the methods of preparing the harvested crop in accordance with production requirements. (i) handling (ii) grading (iii) packing or labelling (iv) cleaning (v) drying.	

Unit 242

	5.2 Identify and remove harvested produce which does not meet production or customer requirements.	
	5.3 Maintain suitable levels of hygiene throughout the preparation of the crop.	
	5.4 Prepare the harvested crop for transfer to the customer and storage.	
	5.6 Store the crop in accordance with production and/or customer requirements.	
	5.7 Provide clear and accurate information for recording purposes.	
6. Be able to work safely and minimise environmental damage	6.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	

Unit 242

	6.2 Carry out work in a manner which minimises environmental damage.	
	6.3 Dispose of waste safely and correctly.	

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Assessor's name I

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Unit 243

TITLE	Store harvested crops	Learner's name
UAN REFERENCE	J/502/0947	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to store harvested crops ensuring that crop quality is maintained during storage
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH4.3

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to store harvested crops.	1.1 Describe the storage requirements of harvested crops.	
	1.2 Describe the types of storage disorders and how to identify them.	
	1.3 Explain how and why problems with crop storage should be reported.	
	1.4 Describe the levels of hygiene which are required and suitable for the storage of the harvested crop.	

Unit 243

	1.5 Identify the types of records required and the importance of accurate record keeping.	
	1.6 Describe the possible effects of storage on crop quality.	
2. Know the types of equipment/ facilities required and how to maintain them.	2.1 Describe the equipment/facilities which will be necessary for storing harvested crops.	
	2.2 Describe methods of maintaining the equipment/facilities ready for use.	
3. Know the current health and safety legislation and environmental good practice.	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
4. Be able to select, use and maintain equipment.	4.1 Select appropriate equipment for this area of work.	

Unit 243

	4.2 Use equipment according to manufacturer's instructions and legal requirements.	
	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Be able to store harvested crops.	5.1 Maintain suitable levels of hygiene throughout the storage of the crop.	
	5.2 Identify storage disorders through routine inspections.	
	5.3 Ensure crop quality is maintained throughout storage.	
	5.4 Store the crop in accordance with production requirements and/ or customer requirements.	

Unit 243

	5.5 Provide clear and accurate records for recording purposes.	
6. Be able to work safely and minimise environmental damage.	6.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	6.2 Carry out work in a manner which minimises environmental damage.	

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Unit 244

TITLE	Plant nomenclature, terminology and identification	Learner's name
UAN REFERENCE	A/502/1979	
LEVEL	2	
CREDIT VALUE	5	

The aim of this unit is to provide the learner with the knowledge and skills required to identify and botanically name a range of plants using the correct terminology and format.

Relationship to National Occupational Standards : PH14

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Understand the terminology used in naming plants.	1.1 Define the terms family, genus, species, cultivar variety and hybrid using the bi-nomial system.	
	1.2 Explain the purpose and importance of botanical names and discuss why botanical names are reclassified.	
	1.3 Explain how descriptive botanical names can aid identification e.g. nana and pendula.	

Unit 244

	<p>1.4 Define terms relating to plants characteristics:</p> <ul style="list-style-type: none">(i) monocotyledons(ii) dicotyledons(iii) evergreen(iv) deciduous(v) hardy(vi) tender.	
	<p>1.5 Define terms relating to plant lifecycles e.g.</p> <ul style="list-style-type: none">(i) annuals,(ii) biennials,(iii) herbaceous perennials,(iv) woody perennial.	
2. Understand how the parts of plants can aid identification.	2.1 Explain how a plant's characteristics aid identification.	
	3.2 Explain how plant anatomy and plant morphology aid identification e.g. <ul style="list-style-type: none">(i) flowers(ii) seeds and fruit(iii) stems(iv) leaves(v) roots(vi) habit.	

Unit 244

3. Identify and name plants using botanical names.	3.1 Use a range of reference materials to aid identification of plants	
	3.2 Use a plant's characteristics to aid identification e.g. (i) habit (ii) leaves (iii) stems (iv) flowers (v) buds.	
	3.3 Identify and botanically name a total of 60 plants (from the following categories). (i) annuals and short-lived perennials (ii) houseplants (iii) herbaceous perennials (iv) trees and shrubs (v) grasses (vi) food crops (vii) weeds	
	3.4 Use the correct format when writing botanical names.	

Unit 244

4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
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Learner's signature

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Unit 245

TITLE	Merchandise plants and other relevant products	Learner's name
UAN REFERENCE	J/502/0771	
LEVEL	2	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to merchandise plants and other relevant products in retail nurseries or garden centres.</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : PH15.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to merchandise plants and other products.	1.1 Outline how to present plants and relevant products (e.g. growing media, containers, plant feed etc) for best effect.	
	1.2 Explain the importance of location and hot and cold spots.	
	1.3 Describe the different ways plants are sold e.g. root wrap and containers.	
	1.4 Outline the merchandising systems of display.	

Unit 245

	1.5 Describe how other sales can be linked to plant purchases.	
	1.6 Outline the principles of stock rotation.	
	1.7 Outline the value of point of sale material and the range available.	
2. Be able to merchandise plants and other products.	2.1 Display plants and relevant products (e.g. growing media, containers, plant feed etc) effectively to maximise sales.	
	2.2 Use point of sale materials and labels effectively.	
	2.3 Promote linked sales.	

Unit 245

3. Know how to maintain the condition of plants for sale.	3.1 Explain how to check and maintain the condition of plants and products covering the following types of plants: (i) trees and shrubs (i) bedding plants (ii) herbaceous perennials (iii) bulbs.	
	3.2 Describe the appropriate method of reporting signs of pests, diseases or other disorders and who to.	
4. Be able to maintain plants ready for sale.	4.1 Maintain optimum conditions for the plants as far as possible within the available facilities.	
	4.2 Provide any necessary supplies of food and water to maintain the condition of the plants and remove weeds and suckers.	
	4.3 Check the condition of plants and relevant products to maintain their saleable value	
	4.4 Identify any plants or products that should be removed and take the appropriate action.	

Unit 245

	4.5 Report signs of pests, disease or other disorders to the appropriate person.	
	4.6 Care for incoming plants and implement an appropriate stock rotation plan.	
	4.7 Monitor the development of new plants against the stock rotation plan and take the appropriate action if there are any problems.	

Learner's signature

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Assessor's name

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Unit 246

TITLE	Provide customer service when selling plants	Learner's name
UAN REFERENCE	L/502/0772	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to sell plants and other products to customers. Good customer service relies on being able to communicate with customers in a variety of ways. You need to know why it is important to provide the right information and how to deal with complaints and problems.
Simulation will not be acceptable.
Relationship to National Occupational Standards : PH5.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to provide good customer service.	1.1 Source information on the products being sold.	
	1.2 Outline the different methods of communication and describe when to use them.	
	1.3 Describe the different types of customers e.g. internal, external.	
	1.4 Describe what customers expect, what encourages them to return and why they may not come back.	

Unit 246

	1.5 Explain the importance of providing customers with the right information and why product knowledge is essential.	
	1.6 Outline the principles of customer service including opening and closing sales.	
	1.7 State how to deal with queries and complaints and who to refer them to.	
2. Be able to sell plants and products to customers.	2.1 Communicate with customers in an appropriate manner.	
	2.2 Provide appropriate information on the plants and products.	

Unit 246

	2.3 Open and close sales satisfactorily.	
	2.4 Deal with customer queries and complaints and refer to other staff as appropriate.	

Learner's signature

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Unit 346

TITLE	Communicate information within the workplace	Learner's name
UAN REFERENCE	Y/502/1195	
LEVEL	3	
CREDIT LEVEL	2	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to communicate information within the workplace. It is about maintaining the 'flow' of information internally and externally to the organisation. It will entail passing on messages accurately, receiving and forwarding on information.
Simulation will not be acceptable.

Relationship to National Occupational Standards : CU7.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to receive information within the workplace.	1.1 Identify information required, timescales and source.	
	1.2 Request information using appropriate methods.	
	1.3 Receive and record information accurately according to organisational requirements.	

Unit 346

2. Be able to transmit information within the workplace.	2.1 Transmit information accurately and timely and using appropriate methods.	
	2.2 Confirm receipt of information.	
3. Understand how to receive and transmit information within the workplace.	3.1 Explain the types of information, purposes and the level of detail which may be required and the timescale within which it must be obtained.	
	3.2 Explain the different methods for communicating information and the ways it may need to be adapted to suit the audience.	
	3.3 Give examples of when information may be required urgently.	
	3.4 Explain why it is important to take messages accurately and the potential effects of not doing so.	

Unit 346

	3.5 Explain the importance of confirming information and why this should be acknowledged and accurately recorded.	
	3.6 Explain the situations in which confidentiality needs to be maintained.	
4. Understand the relevant legislation in receiving and sending information.	4.1 Summarise the legislation which relates to communicating information within the workplace.	

Learner's signature

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..... Date

Assessor's name

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Unit 248

TITLE	Load and unload physical resources within the work area	Learner's name
UAN REFERENCE	J/502/1421	
LEVEL	2	
CREDIT LEVEL	2	

The aim of this unit is to provide the learner with the knowledge and skills required to load and unload physical resources within the work area.
The type of physical resources and methods of loading and unloading can be applied to a number of environments.
Simulation will not be acceptable where this unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : CU8

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to load and unload physical resources.	1.1 Assess the load to be moved to determine the method of lifting required.	
	1.2 Carry out lifting operations safely, in accordance with instructions.	
	1.3 Move heavy and bulky items correctly, in accordance with instructions.	

Unit 248

	1.4 Position resources safely, securely and in a manner which protects them from damage and contamination including: (i) products or materials (ii) equipment	
2. Be able to select, use and maintain relevant equipment.	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to relevant legislation and manufacturers instructions.	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	

Unit 248

4. Know how to load and unload physical resources.	4.1 State the reasons for, and methods of, labelling resources for transportation.	
	4.2 Describe how to assess the load to be moved to determine the safest the method of lifting.	
	4.3 Describe the safe lifting and carrying techniques which should be used.	
	4.4 Describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads.	
	4.5 Explain the ways of securing resources for transit in order to maintain safety and minimise damage.	
	4.6 Describe appropriate methods of protecting resources from contamination and adverse weather conditions.	

Unit 248

	4.7 Outline the methods for the safe stacking of products.	
	4.8 Describe suitable methods of storing resources.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be required for the activity and relevant legal restrictions on operation.	
	5.2 Describe the methods of maintaining the equipment used.	
6. Know relevant health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	6.2 Describe how environmental damage can be minimised.	

Unit 248

Learner's signature

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..... Date

Assessor's name I

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Unit 249

TITLE	Transport physical resources within the work area	Learner's name
UAN REFERENCE	J/502/1404	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge and skills required to transport physical resources within the work area. The type of physical resources and methods of transportation can be applied to a number of environment.
 Simulation will not be acceptable where this unit is included in qualifications which verify competent performance.
 Relationship to National Occupational Standards CU8.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to transport physical resources within the work area	1.1 Transport resources using powered or manual transportation equipment	
	1.2 Minimise damage to the resources and environment during manoeuvres and transit.	
	1.3 Ensure that load is secure and protected from contamination and adverse weather conditions.	
	1.4 Monitor load during transit and take action if required.	
	1.5 Provide clear and accurate information for recording purposes.	

Unit 249

2. Be able to select, use and maintain relevant equipment.	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to relevant legislation.	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
4. Know how to transport physical resources within the work area.	4.1 Describe the ways of handling transportation equipment to minimise damage to resources in transit.	
	4.2 Describe the methods of protecting resources from contamination and adverse weather conditions during transit.	

Unit 249

	4.3 State the reasons for monitoring loads during transit and the actions to take in case of problems with: (i) imbalance (ii) contamination (iii) adverse weather.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be required for the activity and relevant legal restrictions on operation.	
	5.2 Describe the methods of maintaining the equipment used.	
6. Know relevant health and safety legislation and environmental good practice	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	

Unit 249

Learner's signature

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Assessor's name

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Unit 250

TITLE	Prepare and operate a tractor and attachments	Learner's name
UAN REFERENCE	H/501/0457	
LEVEL	2	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a tractor with attachments with minimal direction or guidance.</p> <p>Assessment to be based on naturally occurring evidence of realistic working environment</p> <p>In completing this unit the learner will need to use a tractor in at least two of the following ground conditions:</p> <p>Wet Dry Frost</p> <p>The learner will be required to use at least two of the following attachments:</p> <p>Loaders Trailers Mounted implements</p> <p>The learner will be required to use the vehicle on two of the following terrain:</p> <p>Hard surfaces Soft surfaces Slopes.</p> <p>Relationship to National Occupational Standards CU7.7</p>		

Unit 250

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Prepare a tractor and attachments for operation.	1.1 Carry out pre-start checks and adjustments in accordance with standard procedures.	
	1.2 Check the immediate work area for hazards and obstacles and take the appropriate action.	
2. Be able to operate a tractor with attachments .	2.1 Demonstrate all movements of the tractor safely, and consistent with the type of tractor, attachment and operation.	
	2.2 Assess and modify operating procedures to take into account any changes in weather and ground conditions , and types of terrain .	
	2.3 Assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice.	

Unit 250

	2.4 Maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor.	
	2.5 Leave the tractor safe after use and in a condition suitable to its future use.	
3. Be able to work safely.	3.1 Work in a way which promotes health and safety, and is consistent with relevant legislation and codes of practice.	
	3.2 Check the attachments are secure and safe using them safely at all times.	
	3.3 Carry out all work activities to meet current environmental and legislative requirements.	
4. Be able to complete records.	4.1 Assist in maintaining records to meet organisational and legislative requirements.	

Unit 250

5. Know how to prepare a tractor and attachments for operation.	5.1	List the required pre-start checks and adjustments covering; (i) Routine maintenance (ii) Routine safety checks.	
	5.2	Describe the different types of attachments and how they should be secured.	
	5.3	Outline the types of attachments that are safe for use and compatible with the tractor and those that are not.	
	5.4	Describe conditions which should be taken into account when considering the use of attachments .	
	5.5	Describe adjustment requirements for different attachments and operations.	
6. Know the relevant legislation and codes of practice.	6.1	Describe the relevant health and safety legislation and codes of practice in relation to preparing and operating a tractor and its attachment.	

Unit 250

	6.2 Outline the correct use and duration of warning signals and indicators.	
	6.3 List the types of hazards which may be encountered and how these should be dealt with.	
7. Know how to operate a tractor and attachment.	7.1 Describe the ways in which the tractor should be manoeuvred and how different weather and ground conditions must be taken into account.	
	7.2 Describe the capabilities of the tractor and the expected efficiency of tractor operation covering: (i) Gears (ii) speed (iii) Hydraulics (iv) Coverage of ground.	
	7.3 List the reasons why the tractor should be left in a condition suitable for future use.	

Unit 250

Learner's signature

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Assessor's name I

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Unit 251

TITLE	Construct and maintain boundaries	Learner's name
UAN REFERENCE	T/502/1429	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to construct and maintain boundaries.
The types of boundaries are fences and walls.
Relationship to National Occupational Standards : CU19.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to construct and maintain boundaries	1.1 Check the selected materials meet the agreed specifications.	
	1.2 Maintain one of the boundaries below within the tolerances specified for the site (i) fence (ii) wall.	
	1.3 Keep damage to other features, services and wildlife on site to a minimum.	
	1.4 Carry out construction of boundaries efficiently, effectively and securely.	

Unit 251

	1.5 Maintain the appearance and fabric of boundaries so that they are fit for their purpose.	
2. Be able to select, use and maintain relevant equipment	2.1 Select and use appropriate equipment for this area of work.	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
3 Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 251

4. Know how to construct and maintain boundaries.	4.1 Outline the purpose of boundaries.	
	4.2 State the advantages and disadvantages of different types of boundaries and the appropriate situations in which to use them.	
	4.3 Describe the materials needed for construction and maintenance of boundaries.	
	4.4 Describe how to measure to ensure work is within tolerances for the site.	
	4.5 Describe the potential hazards presented by services and how to avoid these.	
	4.6 Describe the type of problems that may occur and the actions required when constructing and maintaining boundaries.	

Unit 251

	4.7 State what to look for in deciding whether the appearance and fabric of boundaries are fit for purpose.	
5. Know relevant health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe how environmental damage can be minimised	
	5.3 Describe the correct methods for disposing of organic and inorganic waste.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the methods of maintaining the range of equipment used.	

Unit 251

Learner's signature

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Unit 252

TITLE	Construct and maintain paths	Learner's name
UAN REFERENCE	D/502/1425	
LEVEL	2	
CREDIT LEVEL	3	

The aim of this unit is to provide the learner with the knowledge and skills required to construct and maintain paths using both fluid components and hard components.

Relationship to National Occupational Standards : CU19.2

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct and maintain paths	1.1 Keep the route and dimensions of the path within tolerances specified for the site.	
	1.2 Lay and support surface materials correctly and securely.	
	1.3 Ensure drainage is effective.	
	1.4 Lay paths efficiently, effectively and securely using both: <ul style="list-style-type: none">• fluid component• hard component.	

Unit 252

	1.5 Carry out maintenance of the path efficiently, effectively and securely using both: (i) fluid component (ii) hard component.	
	1.6 Ensure the appearance and condition of path is fit for purpose following construction or maintenance.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements. 2.2 Carry out work in a manner which minimises environmental damage. 2.3 Dispose of waste safely and correctly.	
3. Be able to select, use and maintain relevant equipment.	3.1 Select and use equipment according to instructions.	

Unit 252

	3.2 Prepare, maintain and store equipment in a safe and effective working condition throughout.	
4. Know how to construct and maintain paths	4.1 Describe the standards of construction for different types of paths.	
	4.2 State the advantages and disadvantages of different types of paths and situations in which they are appropriate: (i) fluid components (ii) hard components.	
	4.3 Describe construction methods required and how to ensure routes and dimensions are within agreed tolerances.	
	4.4 Describe the principles of drainage for paths and how to ensure its effectiveness.	

Unit 252

	4.5 Describe the potential hazards presented by services on site and how to avoid these.	
	4.6 Describe the type of problems that may occur and the actions required.	
5. Know the types of equipment required and how to maintain them.	5.1 Describe the methods of maintaining the range of equipment used.	
6. Know relevant health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	6.2 Describe how environmental damage can be minimised.	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 252

Learner's signature

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..... Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed..... Date

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..... Date.....

Unit 253

TITLE	Repair and maintain structures or surfaces	Learner's name
UAN REFERENCE	F/502/1451	
LEVEL	3	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required for repairing and maintaining structures or surfaces to meet specifications and ensuring the site is restored to a safe condition.

Simulation will not be acceptable.

Relationship to National Occupational Standards CU20

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare for the repair and maintenance	1.1 Ensure the necessary materials are available and prepared for the work	
	1.2 Prepare the structure or surface and the surrounding site in an appropriate manner	
2. Be able to repair and maintain structures or surfaces	2.1 Maintain the structure or surface to all the specifications below at the appropriate time (i) Security (ii) Quality (iii) Design (iv) Construction	

Unit 253

	2.2 Repair the structure or surface to all the specifications at the appropriate time in relation to: (i) Security (ii) Quality (iii) Design (iv) Construction	
	2.3 Provide clear and accurate information for recording purposes	
	2.4 Ensure the site is restored to a safe condition which is consistent with the surrounding environment and is clear of unwanted materials	
3. Be able to maintain and use relevant equipment	3.1 Ensure equipment is prepared, used and maintained in a safe and effective condition throughout	
4. Be able to promote health and safety and environmental good practice	4.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 253

	4.2 Ensure work is carried out in a manner which minimises environmental damage	
	4.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice	
5. Understand the principles of maintaining structures and surfaces	5.1 Explain why surfaces and structures must be repaired and maintained and potential problems if not carried out	
	5.2 Explain the preparation required prior to repairing and maintaining structures and surfaces	
	5.3 Explain how to finish the structure or surface so that it meets the specification covering all of: (i) security (ii) quality (iii) design (iv) construction	

Unit 253

	5.4 Describe different maintenance and repair methods which would achieve the specification covering all <ul style="list-style-type: none">(i) security(ii) quality(iii) design(iv) construction	
	5.5 Describe the types of problems which may occur, including: <ul style="list-style-type: none">(i) accidental damage,(ii) pollution(iii) not meeting the specification and the actions to take	
6. Understand relevant health and safety legislation and environmental good practice	6.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
	6.2 Describe the possible environmental damage that could occur and how to respond appropriately	
	6.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste	

Unit 253

7. Understand the reasons for maintaining equipment	7.1 Explain the methods and importance of maintaining equipment for use	
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Learner's signature

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Unit 254

TITLE	Prepare and construct new structures or surfaces	Learner's name
UAN REFERENCE	J/502/1452	
LEVEL	3	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the understanding, knowledge and skills required to construct new structures and surfaces on land-based sites. Structures may be permanent or temporary and could include: drains, permanent drainage systems, boundaries, animal holding pens and poly tunnels etc. Surfaces may include: standing areas, container beds and pathways.		
Simulation will not be acceptable.		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Prepare to construct new structures and surfaces	1.1 Prepare the site in a manner appropriate for the structure or surface and which minimises the effects on the surrounding environment.	
	1.2 Prepare the necessary materials for construction	

Unit 254

2. Construct new structures and/or surfaces	2.1 Construct the structure or surface in accordance with the specification <ul style="list-style-type: none">(i) setting out and location(ii) materials and resources(iii) timescale(iv) working methods(v) waste management(vi) restitution of site(vii) the relationship of the structure and surface to its context	
	2.2 Ensure the structure or surface meet the specification and is fit for purpose on completion of the work	
3. Be able to promote health and safety and environmental good practice	3.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 254

	3.2 Ensure work is carried out in a manner which minimises environmental damage	
	3.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice	
4. Be able to maintain and use relevant equipment	4.1 Ensure equipment is prepared, used and maintained in a safe and effective condition throughout	

Unit 254

5. Understand how to construct new structures and surfaces	<p>5.1 Explain how to interpret specifications and the importance of following them covering:</p> <ul style="list-style-type: none">(i) setting out and location(ii) materials and resources(iii) timescale(iv) working methods(v) waste management(vi) restitution of site(vii) the relationship of the structure and surface to its context	
	<p>5.2 Explain the problems that may arise and how to minimise and the appropriate action to take including; remedying the situation and/or informing those who need to act</p>	
	<p>5.3 Describe methods of constructing the structure or surface and the relationship of this to its planned use.</p>	

Unit 254

	5.4 Explain how the planned use of the surface or structure may affect the methods of construction used	
6. Understand relevant health and safety legislation and environmental good practice	6.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
	6.2 Describe the possible environmental damage that could occur and how to respond appropriately	
	6.3 Explain the correct and appropriate methods for disposing of waste	

Unit 254

7. Understand the reasons for maintaining equipment	7.1 Explain the importance and methods of maintaining equipment for use	
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Learner's signature

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Unit 255

TITLE	Maintain equipment and machines	Learner's name
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to carry out routine maintenance of equipment and machines.
The maintenance should be carried out in line with the manufacturer's guidance and/or instructions.
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : CU27

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare equipment and machines for maintenance.	1.1 Identify the equipment and machines requiring maintenance.	
	1.2 Check that the equipment and machines requiring maintenance are safe and completely isolated from the power source.	
	1.3 Take the correct precautions to minimise dangers from contamination and hazardous chemicals.	
	1.4 Keep the work area safe and in a condition suitable for the maintenance procedure.	

Unit 255

	1.5 Obtain and prepare tools and materials suitable for the maintenance procedure.	
2. Be able to carry out maintenance procedures.	2.1 Maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation.	
	2.2 Clean, service and store tools after use.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	3.2 Minimise the escape of substances and dispose of hazardous and non-hazardous waste safely and correctly.	

Unit 255

4. Know how to prepare and carry out maintenance for equipment and machines.	4.1 Outline the methods for preparing equipment and machines <ul style="list-style-type: none">(i) manual(ii) mechanical.	
	4.2 Describe the dangers created by stored energy and how these should be responded to during the preparation stage.	
	4.3 State the hazardous chemicals and substances which may be present and ways in which they should be dealt with.	
	4.4 Describe the type of tools, equipment and materials required for the maintenance procedure.	
	4.5 Describe types of protective clothing required and the reasons why it must be worn.	
	4.6 Describe the methods for maintaining equipment and machines and the possible consequences of not maintaining.	

Unit 255

	4.7 Outline the levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice.	
	4.8 Describe safe and suitable methods of storing tools, equipment and machinery.	
5. Know relevant health and safety and legislation and environmental good practice.	5.1 Describe the correct methods for disposing of waste.	
	5.2 Outline the current health and safety legislation codes of practice and any additional requirements.	
	5.3 Outline the legislative requirements relating to the maintenance of equipment and machinery.	

Unit 255

Learner's signature

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Unit 256

TITLE	Collect and prepare propagation material	Learner's name
UAN REFERENCE	L/502/1503	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to collect propagation and preparing the propagation material. It covers the different methods of propagation.
 Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
 Relationship to National Occupational Standards : CU72.1,2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to collect propagation material.	1.1 Collect propagation material in accordance with instructions.	
	1.2 Check the collected material meets the requirements of the propagation programme.	
	1.3 Store collected material in accordance with instructions.	

Unit 256

2. Be able to prepare propagation material.	2.1	Handle plant material in a manner which minimises damage and wastage, and optimises growth.	
	2.2	Use a suitable propagation method: (i) Cuttings (ii) Budding (iii) Grafting (iv) Micro-propagation (v) Division.	
	2.3	Prepare and treat propagation material in accordance with instructions.	
3. Be able to maintain accurate records.	3.1	Provide clear and accurate information for recording purposes.	
4. Know how to maintain accurate records.	4.1	Identify the types of records required and explain the importance of accurate record keeping.	

Unit 256

5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements.	
	5.2 Carry out work in a manner which minimises environmental damage.	
	5.3 Dispose of waste safely and correctly.	
6. Be able to select, use and maintain relevant equipment.	6.1 Select appropriate equipment for this area of work.	
	6.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	6.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 256

7. Know how to collect propagation material	7.1 State where and how to obtain information on plants and plant identification.	
	7.2 State the ways in which the plant material should be handled.	
	7.3 Describe the methods for collecting propagation material and the requirements of the propagation programme.	
	7.4 State the methods and length of time for storing material prior to use.	
8. Know how to prepare the propagation material.	8.1 Describe all the propagation methods: (i) Cuttings (ii) Budding (iii) Grafting (iv) Micro-propagation (v) Division.	

Unit 256

	<p>8.2 Describe all the ways of preparing propagation materials:</p> <ul style="list-style-type: none">(i) Trimming of cuttings(ii) Trimming of divisions(iii) Preparation of stocks(iv) Trimming of scions.	
	8.3 Describe the methods used for treating prepared propagation material.	
	8.4 State the context where hormone treatments are used to encourage rooting.	
9. Know relevant health and safety legislation and environmental good practice.	9.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	9.2 Describe how environmental damage can be minimised.	
	9.3 Describe the correct methods for disposing of waste.	

Unit 256

	9.4 State the need for hygiene throughout the propagation process.	
10. Know the types of equipment required and how to maintain them.	10.1 Describe the equipment which will be required for the activity.	
	10.2 Describe the methods of maintaining the range of equipment.	

Learner's signature

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..... Date

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..... Date

Unit 257

TITLE	Establish propagation material	Learner's name
UAN REFERENCE	L502/1498	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required for establishing the propagation material in a growing environment. It covers the methods required to promote plant development including watering, temperature and humidity control.
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : CU72.3

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to establish propagation material.	1.1 Use and prepare the required rooting medium in accordance with instructions.	
	1.2 Handle plant material in a manner which minimises damage and wastage, and optimises growth.	
	1.3 Position propagation material in the required rooting medium.	

Unit 257

	1.4 Promote plant development after propagation in accordance with instructions using at least two of the following: (i) Watering (ii) Temperature control (iii) Humidity control (iv) Removal of diseased material.	
2. Be able to maintain accurate records.	2.1 Provide clear and accurate information for recording purposes.	
3. Know how to maintain accurate records.	3.1 Identify the types of records required and explain the importance of accurate record keeping.	
4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements.	
	4.2 Carry out work in a manner which minimises environmental damage.	

Unit 257

	4.3 Dispose of waste safely and correctly.	
5. Be able to select, use and maintain relevant equipment.	5.1 Select appropriate equipment for this area of work.	
	5.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	5.3 Prepare, maintain and store equipment in a safe and effective working condition.	
6. Know how to establish propagation material.	6.1 Describe the different types of rooting material how these should be handled.	

Unit 257

	6.2 Describe the correct positioning of propagation material.	
	6.3 Describe all the methods of promoting plant development: (i) Watering (ii) Temperature control (iii) Humidity control (iv) Removal of diseased material.	
	6.4 Describe the types of growing and rooting environments.	
	6.5 State the importance of weaning crops before transplanting between different environments.	
7. Know relevant health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	7.2 Describe how environmental damage can be minimised.	

Unit 257

	7.3 Describe the correct methods for disposing of waste.	
	7.4 State the need for hygiene throughout the propagation process.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment which will be required for the activity.	
	8.2 Describe the methods of maintaining the range of equipment.	

Unit 257

Learner's signature

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Unit 258

TITLE	Propagate plants from seed	Learner's name
UAN REFERENCE	A/502/1500	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required for propagating plants from seed. It covers the preparation of materials and the process of seed sowing and the aftercare required.
Relationship to National Occupational Standards : CU73

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain relevant equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	
2. Be able to prepare materials and sow seed.	2.1 Use the required seed and growing materials.	

Unit 258

	2.2 Carry out the preparations and seed sowing at the correct time.	
	2.3 Prepare the growing medium in accordance with instructions.	
	2.4 Handle seeds in a way which minimised damage.	
	2.5 Sow seed evenly and accurately in accordance with instructions.	
3. Be able to provide aftercare for seedlings.	3.1 Provide at least two forms of aftercare in accordance with instructions: (i) Humidity control (ii) Temperature control (iii) Pricking out (iv) Weed control (v) Pest or rodent control	
	3.2 Monitor the seedlings during germination.	

Unit 258

	3.3 Remove and hygienically dispose of unwanted seedlings.	
4. Be able to maintain accurate records.	4.1 Provide clear and accurate information for recording purposes.	
5. Be able to work safely and minimise environmental damage.	5.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	5.2 Carry out work in a manner which minimises environmental damage.	
	5.3 Dispose of waste safely and correctly.	
6. Know how to prepare materials and sow seed.	6.1 State the timing when operations should take place.	

Unit 258

	6.2 State the quantities of seed and growing medium required.	
	6.3 Describe the different methods for preparing seed covering: Soaking Priming Temperature treatments Scarification.	
	6.4 Describe the types of growing medium and the methods of preparation.	
	6.5 Describe the methods of handling seed.	
	6.6 State why it is necessary to evenly distribute seed and the correct depth of sowing.	
7. Know how to provide aftercare for seedlings.	7.1 Describe the factors affecting the rate and percentage of germination.	

Unit 258

	<p>7.2 Describe all the types of aftercare required and their purpose covering:</p> <ul style="list-style-type: none">(i) Humidity control(ii) Temperature control(iii) Pricking out(iv) Weed control(v) Pest or rodent control.	
	<p>7.3 State the crop health problems that can occur during propagation.</p>	
8. Know relevant health and safety legislation and environmental good practice.	<p>8.1 Outline the current health and safety legislation, codes of practice and any additional requirements.</p>	
	<p>8.2 Describe how environmental damage can be minimised.</p>	
	<p>8.3 Describe the correct methods for disposing of waste.</p>	

Unit 258

	8.4 State the importance of good hygiene in propagation areas.	
9. Know the types of equipment required and how to maintain them.	9.1 Describe the equipment which will be required for the activity.	
	9.2 Describe the methods of maintaining the range of equipment.	
10. Know how to maintain accurate records.	10.1 Identify the types of records required and explain the importance of accurate record keeping.	

Unit 258

Learner's signature

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Assessor's name I

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Unit 259

TITLE	Obtain, position and prepare growing media	Learner's name
UAN REFERENCE	M/502/1512	
LEVEL	2	
CREDIT LEVEL	2	

The aim of this unit is to provide the learner with the knowledge and skills required to gather together all the materials required to be incorporated within the growing media and includes preparation of the growing media.
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : CU74

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to obtain and position materials.	1.1 Identify the required materials for incorporation into the growing media in accordance with production requirements. 1.2 Make ready materials for incorporation into the growing media in accordance with production requirements covering : (i) correctly obtaining materials (ii) measuring out materials (iii) positioning materials.	

Unit 259

	1.3 Provide clear and accurate information for recording purposes.	
2. Prepare growing media.	2.1 Incorporate materials into the growing media in accordance with planting requirements.	
	2.2 Prepare the growing medium in accordance with planting requirements covering consistency and moisture level.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 259

4. Be able to select, use and maintain relevant equipment.	4.1 Select appropriate equipment for this area of work.	
	4.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	4.3 Prepare, maintain and store equipment in a safe and effective working condition.	
5. Know how to obtain and position materials.	5.1 Describe the production requirements in relation to the preparation of growing media.	
	5.2 Describe the procedures for obtaining materials required.	

Unit 259

	5.3 Describe the different growing media required within enterprises.	
	5.4 Describe different ingredients and their different properties used in the preparation of growing media.	
	5.5 Describe the procedures for making ready the growing media covering all the following : (i) correctly obtaining materials (ii) measuring out materials (iii) positioning materials	
	5.6 State the commercial speeds at which work should be performed.	
	5.7 Identify the types of records required and explain the importance of accurate record keeping.	
6. Know how to prepare growing media.	6.1 Describe the types of growing media used within enterprises.	

Unit 259

	6.2 Describe how to prepare growing medium in relation to planting requirements covering: (i) consistency (ii) moisture level.	
7. Know relevant health and safety legislation and environmental good practice.	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	7.2 Describe how environmental damage can be minimised.	
	7.3 Describe the correct methods for disposing of waste.	
8. Know the types of equipment required and how to maintain them.	8.1 Describe the equipment which will be required for the activity.	
	8.2 Describe the methods of maintaining the range of equipment.	

Unit 259

Learner's signature

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Unit 260

TITLE	Maintaining plants outdoors	Learner's name
UAN REFERENCE	J/502/1533	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge and skills required to maintain the health of plants in an outdoor environment. Where the learner is using chemicals they should have the relevant certificate of competence
Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.
Relationship to National Occupational Standards : CU76.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use tools and maintain relevant equipment.	1.1 Select appropriate equipment for this area of work.	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition.	

Unit 260

2. Be able to maintain the health of plants outdoors.	2.1 Inspect plants as instructed.	
	2.2 Identify all of the following threats to promote plant health: (i) pests (ii) diseases (iii) disorders (iv) unfavourable conditions (v) competing growth.	
	2.3 Use correct and effective methods of dealing with threats to plant health	
	2.4 Promote and maintain health growth using all of the following methods: (i) feeding (ii) watering (iii) surface cultivation (iv) mulching.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	

Unit 260

	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know how to maintain the health of plants outdoors.	4.1 Describe how to check and report signs of damage or threats to health to include; (i) pests, (ii) diseases, (iii) disorders, (iv) unfavourable conditions, (v) competing growth.	
	4.2 State how seasonal weather conditions affect plant growth and health.	
	4.3 Describe the different methods used to promote plant health including: feeding, watering, surface cultivation mulching.	

Unit 260

	4.4 Describe the effects of soil conditions on plant growth.	
	4.5 State why watering regimes vary for different soils and plants.	
	4.6 Describe how the correct use of agrochemicals/ pesticides can improve plant health.	
	4.7 Describe how the incorrect use of agrochemicals / pesticides can harm plants.	
	4.8 Describe the methods of dealing with threats to plant health covering; physical, cultural and irrigation.	
5. Know relevant health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	

Unit 260

	5.2 Describe how environmental damage can be minimised.	
	5.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

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Unit 261

TITLE	Monitor and record environmental conditions for protected crops	Learner's name
UAN REFERENCE	F/502/1496	
LEVEL	2	
CREDIT VALUE	2	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to monitor and record the environmental conditions for protected crops. It covers monitoring the temperature, humidity, ventilation, light and shade.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p> <p>Relationship to National Occupational Standards : CU77.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to monitor and record environmental conditions for protected crops.	1.1 Monitor two of the following environmental conditions in accordance with instructions: (i) Temperature (ii) Humidity (iii) Ventilation (iv) Light and shade.	
	1.2 Accurately identify the need for adjustments to environmental conditions and report promptly to the appropriate person.	

Unit 261

	1.3 Provide clear and accurate information for recording purposes.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
3. Know how to monitor and record environmental conditions for protected crops.	3.1 Describe the different environmental conditions for crops.	

Unit 261

	3.2 Describe the use of computers and other equipment for monitoring environmental conditions.	
	3.3 State the environmental conditions which require adjustment and the actions to take: (i) Temperature (ii) Humidity (iii) Ventilation (iv) Light and shade.	
4. Know relevant health and safety legislation and environmental good practice.	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	4.2 Describe how environmental damage can be minimised.	

Unit 261

5. Know how to maintain accurate records.	5.1 Identify the types of records required and explain the importance of accurate record keeping.	
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Learner's signature

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Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Unit 262

TITLE	Monitor and maintain watering systems	Learner's name
UAN REFERENCE	D/502/1506	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge and skills required to monitor and maintain watering systems. This includes irrigation equipment and water supplies.

Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards : CU77.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to monitor and maintain watering systems.	1.1 Confirm the supply of water to the crop is suitable for the crop and in accordance with instructions.	
	1.2 Recognise the need for adjustments to watering systems in accordance with instructions.	

Unit 262

	1.3 Provide clear and accurate information for recording purposes.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
3. Be able to select, use and maintain relevant equipment.	3.1 Select appropriate equipment for this area of work.	

Unit 262

	3.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	3.3 Prepare, maintain and store equipment in a safe and effective working condition.	
4. Know how to monitor and maintain watering systems.	4.1 Describe systems for supplying water to crops.	
	4.2 State how to check that the supply of water to crops is suitable.	

Unit 262

	4.3 State the types of adjustments to the watering system which are necessary for both irrigation systems and water supply.	
	4.4 State the problems which may occur in the delivery of water to crops and how these should be resolved.	
5. Know relevant health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe how environmental damage can be minimised.	
	5.3 Describe the correct methods for disposing of waste.	

Unit 262

6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be required for the activity.	
	6.2 Describe the methods of maintaining the range of equipment.	
7. Know how to maintain accurate records.	7.1 Identify the types of records required and explain the importance of accurate record keeping.	

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Unit 263

TITLE	Identify and report the presence of pests, diseases and disorders	Learner's name
UAN REFERENCE	K/502/1511	
LEVEL	2	
CREDIT LEVEL	3	

The aim of this unit is to provide the learner with the knowledge and skills required to identify and report the presence of pests, diseases and disorders.

Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards :CU78.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Identify and report the presence of pests, diseases and disorders.	1.1 Monitor the crop(s) in accordance with production requirements.	
	1.2 Correctly identify the presence of pests, diseases and disorders.	
	1.3 Correctly identify the presence of any biological controls in use and beneficial insects.	

Unit 263

	1.4 Establish the extent of the pest population, disease and any disorders.	
	1.5 Promptly report the presence to the appropriate person.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2 Carry out work in a manner which minimises environmental damage.	
3. Know how to identify and report the presence of pests, diseases and disorders.	3.1 Describe reasons for monitoring the crop.	

Unit 263

	3.2 Describe when to carry out crop monitoring.	
	3.3 Describe common types of pests, diseases and disorders and the problems caused.	
	3.4 Describe biological controls and beneficial insects that can be used.	
	3.5 Identify to whom you should report the presence and extent of pests, diseases, disorders and biological control/beneficial insects.	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	4.2 Describe how environmental damage can be minimised.	

Unit 263

	4.3 Describe the correct methods for disposing of waste.	
	4.4 Describe the health and safety risks in monitoring pests, diseases and disorders	

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Unit 264

TITLE	Control pests, diseases and disorders	Learner's name
UAN REFERENCE	A/502/1514	
LEVEL	2	
CREDIT LEVEL	3	

The aim of this unit is to provide the learner with the knowledge and skills required to control pests diseases and disorders.
The learner must hold the relevant certificate of competence in pesticides if handling chemicals.
Relationship to National Occupational Standards : CU78.2

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to assist with controlling pests, diseases and disorders.	1.1 Confirm the control methods to be used with the appropriate person.	
	1.2 Handle all materials carefully, safely and efficiently in accordance with instructions and organisational policy.	
	1.3 Assist with applying control methods in a way which minimises the risks to non-target species and the environment covering.	

Unit 264

	1.4 Report any problems if they arise during pest, disease and disorder control to the appropriate person without delay.	
	1.5 Provide clear and accurate information for recording purposes.	
2. Be able to select, use and maintain relevant equipment.	2.1 Select appropriate equipment for this area of work.	
	2.2 Use equipment according to relevant legislation and manufacturer's instructions including Personal protective equipment.	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.	

Unit 264

	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	
4. Know how to assist with controlling pests, diseases and disorders.	4.1 Outline the health and safety risks in controlling pests, diseases and disorders.	
	4.2 Describe the safe handling and effective use of materials equipment and chemicals and relevant codes of practice.	
	4.3 Describe the dangers and emergency treatments associated with the use of chemicals.	
	4.4 Describe control methods covering all the following: (i) chemical (ii) biological (iii) cultural.	
	4.5 Describe the types of problems which may occur and to whom they should be reported.	

Unit 264

	4.6 Identify the types of records required and explain the importance of accurate record keeping.	
5. Know relevant health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements, including control of hazardous substances and environmental legislation.	
	5.2 Describe how environmental damage can be minimised.	
	5.3 Describe the correct methods for disposing of waste.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be required for the activity	
	6.2 Describe the methods of maintaining the range of equipment.	

Unit 264

Learner's signature

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Unit 265

TITLE	Identify and collect plants for dispatch	Learner's name
UAN REFERENCE	H/502/1510	
LEVEL	2	
CREDIT LEVEL	2	

The aim of this unit is to provide the learner with the knowledge and skills required to identify and collect plants for dispatch by making sure the plants are of a suitable condition to meet customer requirements.

There is separate unit relating to plant identification.

Simulation will not be acceptable where the unit is included in qualifications which verify competent performance

Relationship to National Occupational Standards : CU79.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to identify and collect plants for dispatch.	1.1 Identify the plants which are to be collected and check their condition against customer requirements.	
	1.2 Correctly handle and transport plants in a manner which maintains quality and minimises damage.	
	1.3 Identify any problems during the collection of plants and take the appropriate action as necessary.	

Unit 265

	1.4 Make sure the collection of the plants takes place within the appropriate timescales and in accordance with customer requirements.	
	1.5 Provide clear and accurate information for recording purposes.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage.	
	2.3 Dispose of waste safely and correctly.	
3. Be able to select, use and maintain relevant equipment.	3.1 Select appropriate equipment for this area of work.	

Unit 265

	3.2 Use equipment according to relevant legislation and manufacturer's instructions.	
	3.3 Prepare, maintain and store equipment in a safe and effective working condition.	
4. Know how to identify and collect plants for dispatch.	4.1 Describe species or varieties of plants produced by enterprises and how to recognise them.	
	4.2 State sources of information in relation to different species or varieties of plants.	
	4.3 Describe how to check customer requirements.	
	4.4 Describe conditions which indicate the plant(s) is not suitable for customer requirements and why it is important to recognise these conditions.	

Unit 265

	4.5 Describe methods of maintaining the quality of the plant(s) during handling and transportation.	
	4.6 Describe methods for transporting the plants on site.	
	4.7 Suggest problems which may arise during the collection of plants and what actions to take.	
	4.8 Identify the types of records required and explain the importance of accurate record keeping.	
5. Know relevant health and safety legislation and environmental good practice.	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe how environmental damage can be minimised.	

Unit 265

	5.3 Describe the correct methods for disposing of waste.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be required for the activity.	
	6.2 Describe the methods of maintaining the range of equipment.	

Learner's signature

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Unit 266

TITLE	Prepare plants for dispatch	Learner's name
UAN REFERENCE	M/502/1509	
LEVEL	2	
CREDIT LEVEL	1	

The aim of this unit is to provide the learner with the knowledge and skills required to prepare plants for dispatch to meet customer requirements.
Simulation will not be acceptable.

Relationship to National Occupational Standards : CU79.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Prepare plants for dispatch.	1.1 Prepare and maintain the plants for dispatch.	
	1.2 Ensure the plants meet customer requirements and replace any plants as necessary to meet requirements.	
	1.3 Ensure plants are ready for dispatch at the correct time.	
	1.4 Maintain the health of plants that require intermediate storage prior to dispatch.	

Unit 266

	1.5 Provide clear and accurate information for recording purposes.	
2. Be able to work safely and minimise environmental damage.	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements. 2.2 Carry out work in a manner which minimises environmental damage. 2.3 Dispose of waste safely and correctly.	
3. Be able to select, use and maintain relevant equipment.	3.1 Select appropriate equipment for this area of work. 3.2 Use equipment according to relevant legislation and manufacturer's instructions.	

Unit 266

	3.3 Prepare, maintain and store equipment in a safe and effective working condition.	
4. Understand the need to prepare plants for dispatch	4.1 Describe methods for preparing and maintaining the health of plants ready for dispatch.	
	4.2 Describe how to identify customer requirements.	
	4.3 State how to identify plants which do not meet customer requirements and are not of sufficiently good quality for dispatch and the action to take.	
	4.4 Describe storage arrangements for plants prior to dispatch.	
	4.5 Identify the types of records required and explain the importance of accurate record keeping.	

Unit 266

5. Know relevant health and safety legislation and environmental good practice	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	5.2 Describe how environmental damage can be minimised.	
	5.3 Describe the correct methods for disposing of waste.	
6. Know the types of equipment required and how to maintain them.	6.1 Describe the equipment which will be required for the activity.	
	6.2 Describe the methods of maintaining the range of equipment.	

Unit 266

Learner's signature

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Unit 267

TITLE	Excavate and form foundations for fencing	Learner's name
UAN REFERENCE	T/501/7042	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to enable learners to excavate and form foundations for fencing under minimal direction or guidance.

Simulation will not be acceptable.

Relationship to National Occupational Standards: FE3.1

Learner Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1. Work safely and in line with requirements	1.1 Work safely in line with health and safety requirements	
	1.2 Complete work in a manner which causes minimal disturbance to the environment	
	1.3 Dispose of waste and excess materials safely	

Unit 267

2. Be able to select, prepare and maintain tools and equipment	2.1 Select and prepare tools, equipment and resources ready for use 2.2 Maintain tools, equipment and resources in a clean and serviceable condition throughout excavation	
3 Be able to excavate foundations to comply with (fence) specifications	3.1 Use recommended working practices to excavate ground	
4 Be able to form foundations to comply with (fence) specification	4.1 Place concrete/or other suitable material and compact to provide for foundation strength, size, profile and finish 4.2 Establish provision to support the future installation of posts	
5 Be able to deal with difficulties	5.1 Deal with difficulties experienced during work within levels of responsibility 5.2 Request advice on how to deal with difficulties outside level of own responsibility	

Unit 267

6 Know the relevant legislation and codes of practice	6.1 Outline the health and safety, legislation and codes of practice associated with excavation work	
	6.2 Identify the environmental issues associated with the disposal of waste, excess materials and concrete/other material	
7 Know how to excavate for fence foundations	7.1 Name the types and correct use of equipment used for excavating post holes and strip trenches	
	7.2 Outline how and when temporary supports should be used to support excavations	
8 Know how to form foundations for fencing specifications	8.1 Outline the materials and ratios used in concrete/other suitable material	

Unit 267

	8.2 Explain the methods used for mixing, placing, compacting, finishing and curing concrete/other suitable material	
	8.3 Outline the methods used for forming pockets in concrete/other suitable material for future fixing	
	8.4 Outline the techniques used for casting-in fixing items	

Learner's signature

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Assessor's name

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Unit 268

TITLE	Place and fix posts	Learner's name
UAN REFERENCE	A/501/7043	
LEVEL	2	
CREDIT VALUE	3	

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to enable learners to place and fix fence posts under minimal direction or guidance.
Simulation will not be acceptable.
Relationship to National Occupational Standards : FE3.2

Learner Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1. Work safely in line with legislation and codes of practice	1.1 Work safely in line with health and safety requirements	
	1.2 Complete work in a manner which causes minimal disturbance to the environment	
	1.3 Dispose of waste and excess materials safely	
2. Be able to select and prepare tools	2.1 Select and prepare tools, equipment and resources ready for use	

Unit 268

3. Be able to prepare materials	3.1 Obtain fencing materials of specified type, material, quality and grade	
4. Be able to place and fix posts	4.1 Use three of the following methods to fix posts to the specified line, level and angle: (i) driving (ii) bolting (iii) casting (iv) socketing (v) backfilling and consolidating	
	4.2 Use recommended working practices to position and fix fence and gate posts	
	4.3 Use recommended methods for providing temporary supports to posts set in concrete/or other suitable material	
5. Be able to deal with difficulties	5.1 Deal with difficulties experienced during work within levels of responsibility	

Unit 268

6. Know the relevant legislation and codes of practice	6.1 Outline the health and safety, legislation and codes of practice associated with placing and positioning of posts	
	6.2 Outline the hazards and risks involved in fence installation carried out at heights	
7. Know how to place and fix posts	7.1 Outline the methods used for aligning and levelling posts	
	7.2 State the reasons for, and methods of, setting posts to allow for tensioning	
	7.3 Name the factors that affect the positioning and the method of fixing posts	

Unit 268

	7.4 Name the types of backfill and methods of consolidation	
	7.5 Outline the precautions to take to avoid distortion during tensioning process	

Learner's signature

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Unit 269

TITLE	Give customers a positive impression of yourself and your organisation	Learner's name Relationship to National Occupational Standards : ICS Unit 9
UAN REFERENCE	L/601/0933	
LEVEL	2	
CREDIT VALUE	5	

This Unit is all about the learner communicating with customers and giving a positive impression of themselves whenever dealing with a customer. By doing this they will also be giving a positive impression of their organisation and the customer service it provides.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Establish rapport with customers	1.1 Meet their organisation's standards of appearance and behaviour	
	1.2 Greet their customer respectfully and in a friendly manner	
	1.3 Communicate with their customer in a way that makes them feel valued and respected	
	1.4 Identify and confirm their customer's expectations	

Unit 269

	1.5 Treat their customer courteously and helpfully at all times	
	1.6 Keep their customer informed and reassured	
	1.7 Adapt their behaviour to respond effectively to different customer behaviour	
2. Respond appropriately to customers	2.1 Respond promptly to a customer seeking help	
	2.2 Choose the most appropriate way to communicate with their customer	
	2.3 Check with their customer that they have fully understood their expectations	

Unit 269

	2.4 Respond promptly and positively to their customer's questions and comments	
	2.5 Allow their customer time to consider their response and give further explanation when appropriate	
3. Communicate information to customers	3.1 Quickly find information that will help their customer	
	3.2 Give their customer the information they need about the services or products offered by the organisation	
	3.3 Recognise information that their customer might find complicated and check whether they fully understand	
	3.4 Explain clearly to their customers any reasons why their expectations cannot be met	

Unit 269

4. Understand how to give customers a positive impression of themselves and the organisation	4.1 Describe their organisation's standards for appearance and behaviour	
	4.2 Explain their organisation's guidelines for how to recognise what their customer wants and respond appropriately	
	4.3 Identify their organisation's rules and procedures regarding the methods of communication that they use	
	4.4 Explain how to recognise when a customer is angry or confused	
	4.5 Identify their organisation's standards for timeliness in responding to customer questions and requests for information	

Unit 269

Learner's signature

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Unit 270

TITLE	Resolve customer service problems	Learner's name
UAN REFERENCE	M/601/1511	
LEVEL	2	
CREDIT VALUE	6	

This unit is all about what the learner does when it is difficult to meet customer expectations. Even if the service the learner gives is excellent, some customers will still experience problems and the learner must help to resolve those problems.

Relationship to National Occupational Standards : ICS Unit 31

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Spot customer service problems	1.1 Listen carefully to customers about problems they have raised	
	1.2 Ask customers about the problem to check that their understanding	
	1.3 Recognise repeated problems and alert the appropriate authority	
	1.4 Share customer feedback with others to identify potential problems before they happen	

Unit 270

	1.5 Identify problems with systems and procedures before they begin to affect customers	
2. Pick the best solution to resolve customer service problems	2.1 Identify the options for resolving a customer service problem	
	2.2 Work with others to identify and confirm the options to resolve a customer service problem	
	2.3 Work out the advantages and disadvantages of each option for the customer and the organisation	
	2.4 Pick the best option for the customer and the organisation	
	2.5 Identify for their customer other ways that problems may be resolved if they are unable to help	

Unit 270

3. Take action to resolve customer service problems	3.1 Discuss and agree the options for solving the problem with their customer	
	3.2 Take action to implement the option agreed with the customer	
	3.3 Work with others and their customer to make sure that any promises related to solving the problem are kept	
	3.4 Keep their customer fully informed about what is happening to resolve problem	
	3.5 Check with their customer to make sure the problem has been resolved to the customer's satisfaction	

Unit 270

	3.6 Give clear reasons to their customer when the problem has not been resolved to their satisfaction	
4. Know how to resolve customer service problems	4.1 Describe organisational procedures and systems for dealing with customer service problems	
	4.2 Explain how to defuse potentially stressful situations	
	4.3 Describe how to negotiate	
	4.4 Identify the limitations of what they can offer their customer	
	4.5 Describe types of action that may make a customer problem worse and should be avoided	

Unit 270

Learner's signature

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Unit 271

TITLE	Receive goods and materials into storage	Learner's name A/502/0251
UAN REFERENCE	A/502/0251	
LEVEL	2	
CREDIT VALUE	4	

This unit is about two aspects of receiving deliveries. The first concerns preparing the receiving and storage areas and making sure the relevant paperwork is in order. The second is about checking deliveries, making sure that these are satisfactory and are off loaded into the right areas, and updating the stock control records.

Relationship to National Occupational Standards :DNTO B3

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare to receive deliveries in a retail environment	1.1 Show that they know why they need to prepare thoroughly to receive deliveries	
	1.2 Show that they know the information they need about the quantity and nature of deliveries, and how to access and interpret this information	
	1.3 Show that they know how to identify the quantity and type of storage space needed, and how to check if this is available	

Unit 271

	1.4 Show that they know who to tell about any shortage of storage space, and why they should do so promptly	
	1.5 Show that they know company procedures for receiving deliveries	
	1.6 Show that they know why accurate, complete and up-to-date paperwork is needed, and the possible consequences of not having this	
	1.7 Show that they know the paperwork they must check and how to identify problems with it	
	1.8 Show that they know legal and company requirements for maintaining security and safety during deliveries, and how these relate to the preparations they are required to make	
2. Know how to receive deliveries into storage in a retail environment	2.1 Show that the learner knows the handling equipment they need, where to find it and how to use it	

Unit 271

2.2 Show that they know how to recognise faulty equipment	
2.3 Show that they know who to tell about any faulty equipment that they are not responsible for fixing	
2.4 Show that they know why they must handle goods safely and hygienically, and how to do so	
2.5 Show that they know why they must handle goods without damaging them, and how to do so	
2.6 Show that they know where deliveries should be off-loaded	
2.7 Show that they know legal and company requirements for maintaining security and safety while receiving deliveries	

Unit 271

3. Prepare to receive deliveries in a retail environment	3.1 Identify accurately the quantity and nature of the items that are expected and the storage space needed 3.2 Check accurately the storage space that is available and promptly report any shortage to the right person 3.3 Check that the receiving area is clean, tidy and free from obstructions and dangers 3.4 Check that the handling equipment they need is available and is in good working order 3.5 Check that the relevant paperwork is complete, accurate and up to date	
4. Receive deliveries into storage in a retail environment	4.1 Check that the type, quantity and quality of items delivered are acceptable	

Unit 271

4.2 Follow company procedures and policies for refusing faulty deliveries	
4.3 Record any refusals accurately and tell the right person about these promptly	
4.4 Check deliveries using methods that are safe and hygienic and that protect the items from damage	
4.5 Allow deliveries to be off-loaded only into the right areas	
4.6 Update stock control systems promptly, fully and accurately	
4.7 Follow legal and company requirements for maintaining security and safety while receiving deliveries	

Unit 271

Learner's signature

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..... Date

Assessor's name

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Unit 272 is not yet available

Unit 273

TITLE	Process payments for purchases in a retail environment	Learner's name
UAN REFERENCE	R/500/9773	
LEVEL	2	
CREDIT VALUE	5	

This unit is all about providing service to the customer at point of sale (POS). It involves sorting out pricing problems, spotting faulty goods, checking that payments are acceptable and storing payments securely.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to work out the price of customers' retail purchases	1.1 Show that they know how to identify and check prices in their own store	
	1.2 Show that they know how to identify any current discounts and special offers	
	1.3 Show that they know where to find information and advice on pricing	
	1.4 Show that they know company procedures for working out payments	

Unit 273

	1.5 Show that they know common methods of working out payments including point-of-sale technology, electronic calculators and longhand	
	1.6 Show that they know relevant rights, duties and responsibilities relating to The Sale of Goods Act	
2. Know how to provide service at point of sale in a retail store	2.1 Show that they know how to keep cash and other payments secure	
	2.2 Show that they know the types of payment that they are authorised to receive	
	2.3 Show that they know procedures for authorising non cash transactions	
	2.4 Show that they know how to check for and identify counterfeit payments	

Unit 273

	2.5 Show that they know how to check for stolen cheques, credit cards, charge cards or debit cards	
	2.6 Show that they know how to deal with customers offering suspect payments	
	2.7 Show that they know the relevant rights, duties and responsibilities relating to the Sale of Goods Act	
	2.8 Show that they know company procedures for taking payments	
	2.9 Show that they know company procedures for dealing with suspected fraud	
3. Work out the price of customers' retail purchases	3.1 Accurately identify the price of purchases	

Unit 273

	3.2 Promptly sort out any pricing problems by referring to pricing information	
	3.3 Get advice promptly from the right person when they cannot sort out pricing problems themselves	
	3.4 Work out accurately the amount the customer should pay	
4. Provide service at point of sale in a retail store	4.1 Tell customers the correct amount to pay	
	4.2 Check accurately the amount and means of payment offered by the customer	
	4.3 Where the payment is acceptable, process the payment in line with company procedures	

Unit 273

4.4 Tell the customer tactfully when payment cannot be approved	
4.5 Offer additional services to the customer where these are available	
4.6 Treat customers politely throughout the payment process	
4.7 Balance the need to give attention to individual customers with the need to acknowledge customers who are waiting for help	

Unit 273

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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..... Date.....

Unit 274 is not yet available

Unit 275

TITLE	Prepare and cultivate sites ready for planting crops	Learner's name A/502/0251 2 4
UAN REFERENCE	A/502/0251	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to prepare sites for cultivation by removing debris and vegetation. The unit also covers the cultivation of sites ready for planting crops.

Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards : AgC4

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1 Be able to select, use and maintain equipment and tools for preparing sites.	1.1 Select appropriate tools and equipment for this area of work.	
	1.2 Use tools and equipment according to instructions.	
	1.3 Prepare, maintain and store tools and equipment in a safe and effective working condition.	

Unit 275

2. Be able to prepare sites for cultivation and planting.	2.1 Identify site to be prepared for cultivation and planting.	
	2.2 Prepare the site by removing any waste from previous crop.	
3. Be able to carry out site cultivations	3.1 Carry out cultivation to achieve the required ground conditions to meet the requirements of the crop covering. (i) correct depth, (ii) soil condition (iii) area covered.	
	3.2 Report conditions of cultivation clearly and accurately to the appropriate person.	
4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which promotes health and safety, is consistent with current legislation, codes of practice and any additional requirements.	
	4.2 Dispose of waste safely and correctly.	

Unit 275

5. Know the types of equipment required and how to maintain them.	5.1 Describe the equipment which will be necessary for prepare sites for cultivation and planting crops.	
	5.2 Describe the methods of maintaining the equipment used.	
	5.3 Explain the correct methods of adjusting the equipment during use.	
6. Know the methods for preparing sites ready for cultivation.	6.1 Describe the methods and reasons for preparing sites ready for cultivation.	
7. Understand how to cultivate sites.	7.1 Explain the different methods of cultivating sites reflecting the following: (i) previous use of the site (ii) soil conditions (iii) existing structures (iv) weather conditions (v) the crop to be planted.	
	7.2 Explain the ground conditions which are required for effective planting to take place e.g. depth, and soil condition.	

Unit 275

	7.3 State the importance of reporting the right information required for recording purposes.	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	8.2 Describe how environmental damage can be minimised.	
	8.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 275

Learner's signature

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Unit 276

TITLE	Carry out harvesting operations by mechanical means	Learner's name
UAN REFERENCE	H/502/0244	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the skills and knowledge required to carry out harvest operations by mechanical means. The units may cover the harvesting of any of the types of crops; grass, arable, vegetables, fruit or plants. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards : AgC7

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to harvest crops.	1.1 Identify crops to be harvested.	
	1.2 Harvest crops in a way which minimises damage to the crop and the environment.	
	1.3 Identify and carry out two adjustments to take account of the following: (i) crop density (ii) crop condition (iii) prevailing weather (iv) ground condition.	

Unit 276

	1.4 Handle harvested crop in a way that maintains quality and minimises damage.	
2. Be able to prepare, use and maintain equipment for harvesting crops.	2.1 Select and use appropriate equipment for this area of work.	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
	3.3 Dispose of waste safely and correctly.	

Unit 276

4. Know how to harvest crops mechanically	4.1 Describe the methods of harvesting crops.	
	4.2 Describe adjustments to the harvesting process stating why these must be made covering all of the following: (i) crop density (ii) crop condition (iii) prevailing weather (iv) ground condition	
	4.3 Outline the types of problems which may arise during harvesting and to whom these should be reported.	
	4.4 Describe how to recognise and minimise crop damage.	
5. Know the types of equipment required and how to prepare and maintain them.	5.1 Describe the equipment which will be necessary for harvesting crops.	
	5.2 Describe methods of preparing and maintaining the equipment ready for use.	

Unit 276

6. Know the relevant health and safety legislation and environmental practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements.	
	6.2 Describe how environmental damage can be minimised	
	6.3 Describe the correct methods for disposing of organic and inorganic waste.	

Learner's signature

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Unit 277

TITLE	Prepare the storage area and monitor crop during storage	Learner's name
UAN REFERENCE	F/502/0252	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the skills and knowledge required for the preparation, storage and monitoring of crops. Types of crops may be grass, arable crops, vegetables fruit or plants. Therefore the unit is also applicable to crops that are being stored for livestock consumption, as well as crops that are for sale.

Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards : AgC8

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare the storage area	1.1 Prepare the storage area as instructed: (i) cleaning the area (ii) making the layout suitable.	
	1.2 Minimise the risk of contamination by pests as instructed.	
2. Be able to store the harvested crop	2.1 Arrange crops in the storage area in accordance with instructions.	

Unit 277

	2.2 Use equipment safely and correctly, mechanical or manual.	
	2.3 Leave the storage area in a secure and safe condition	
3. Monitor the condition of the storage area and crops	3.1 Conduct two routine inspections of the storage area and the crop and report this back to the appropriate person. Inspections to be carried out should be for all of: (i) pests (ii) environmental conditions (iii) crop condition.	
	3.2 Maintain the security of the crop and storage premises.	
	3.3 Complete monitoring records as instructed.	

Unit 277

4. Be able to work safely and minimise environmental damage.	4.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
5. Know how prepare and monitor the condition. of harvested crops.	5.1 State the reasons for preparing the storage area.	
	5.2 State the reasons for storing and arranging crops in storage areas.	
	5.3 Describe the signs of common pests (rodents, insects and birds) and the measures which may be taken to minimise the risk of damage.	
	5.4 Describe methods of conducting routine inspections and the reasons for carrying them out covering: (i) environmental conditions (ii) condition of the crop.	
	5.5 Describe common forms of damage to crops and storage facilities immediate and long term.	

Unit 277

6. Know the relevant health and safety legislation and environmental practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
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Learner's signature

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Assessor's name I

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Unit 278

TITLE	Transport harvested crop	Learner's name
UAN REFERENCE	J/502/0253	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to transport at least one type of harvested crop e.g. combinable crops, root crops, grass, vegetables, fruit and plants.
Simulation will not be acceptable.

Relationship to National Occupational Standards : AgC14.1

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to transport at least one type of harvested crop	1.1 Load and transport at least one of the harvested crops below safely, securely and in a manner which protects them from damage and contamination: (i) combinable crops (ii) root crops (iii) grass/forage (iv) vegetables (v) fruit (vi) plants. 1.2 Monitor the harvested crops during transit.	

Unit 278

2. Be able to select, use and maintain equipment for transporting harvested crops.	2.1 Select and use appropriate equipment for this area of work according to instructions.	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage.	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	3.2 Carry out work in a manner which minimises environmental damage.	
4. Know the methods of operating equipment and transporting harvested crops.	4.1 Describe the correct methods of operating transportation equipment to minimise damage to harvested crop.	
	4.2 Describe ways of securing products and equipment for transit in order to maintain safety and minimise damage.	

Unit 278

	4.3 Explain the methods of protecting harvested crops and equipment from adverse weather conditions.	
5. Know how to maintain the equipment.	5.1 Describe methods of maintaining the equipment in a fit state for use.	
6. Know the current health and safety legislation and environmental good practice.	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2 Describe how environmental damage can be minimised.	

Unit 278

Learner's signature

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Assessor's name

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Unit 279 is not yet available

Unit 280

TITLE	Promote responsible public use of the environment	Learner's name
UAN REFERENCE	H/502/3161	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to safeguard members of the public and the environment. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Relationship to National Occupational Standards: EC1.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1 Be able to safeguard members of the public and others	1.1 Maintain the safety of the public and others during visits to the site 1.2 Work safely encouraging everyone throughout all activities to follow current legislation, codes of practice, organisational policies and procedures	
2 Be able to safeguard the environment	2.1 Provide information and advice to encourage members of the public to use the site in a way which is consistent with its purpose and condition	

Unit 280

	2.2 Identify visitors and others who may cause a threat and take the appropriate action to minimise any damage or risk, covering two of the following: (i) to the site and its contents (ii) to flora and fauna (iii) to own personal health and safety (iv) to other people's health and safety	
3. Know how to safeguard members of the public and the environment	3.1 Outline organisational codes of practice and requirements about the care of visitors and other members of the public, e.g. supporting people in terms of their safety and welfare by providing information and advice	
	3.2 State the needs of the public and others, and when to influence their use of the site and offer advice or help	
	3.3 State why the organisation may have certain access policies or specific areas for public access	

Unit 280

	3.4 Explain the importance of balancing the needs of the site with the needs of the public and others	
	3.5 Describe the features of the site and the effects the public and others may have on it	
	3.6 Outline threats the public may pose to: (i) the site and its contents (ii) flora and fauna (iii) own personal health and safety (iv) other people's health and safety	
	3.7 Explain how to handle people who cause a threat to sites in an effective, safe and courteous way.	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 280

Learner's signature

I confirm that the evidence above is all my own work

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Assessor's name

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to City & Guilds, with the exception of registration and certification which is via the Walled Garden.

	Telephone	Facsimile	Email
City & Guilds Land Based Services Customer support desk	024 7685 7346	024 7669 6128	information@cityandguilds.com
City and Guilds Land Based Services switchboard	024 7685 7300	024 7669 6128	
City & Guilds Region	Telephone	Facsimile	Email
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