

Level 3 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
Abbey Park
Stareton
Warwickshire CV8 2LY
United Kingdom

or

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

General information may be obtained from:

Customer Support
City & Guilds Land Based Services
Building 500
Abbey Park
Stareton
Warwickshire CV8 2LY
United Kingdom
Tel: +44 (0) 24 7685 7300
Fax: +44 (0) 24 7669 6128
Email: information@cityandguilds.com

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Level 3 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 3 Award in Work-based Horticulture	0065-32 to 36	500/6838/6	31/08/2013	31/08/2016
Level 3 Certificate in Work-based Horticulture	0065-32 to 36	500/6900/7	31/08/2013	31/08/2016
Level 3 Diploma in Work-based Horticulture	0065-32 to 36	500/6255/4	31/08/2013	31/08/2016

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

- 0065-32 to 36 Level 3 Award in Work-based Horticulture
- 0065-32 Level 3 Certificate and Diploma in Work-based Horticulture (Production Horticulture)
- 0065-33 Level 3 Certificate and Diploma in Work-based Horticulture (Landscaping)
- 0065-34 Level 3 Certificate and Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)
- 0065-35 Level 3 Certificate and Diploma in Work-based Horticulture (Sports Turf - Groundsman)
- 0065-36 Level 3 Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Space)

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

Award:	65 GLH	10 credits
Certificate:	202 GLH	31 credits
Diploma;	370 GLH	57 credits

The Qualifications

Level 3 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 3 Certificate in Work-based Horticulture.

Level 3 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 Production Horticulture, Landscaping, Sports Turf - Greenkeeper, Sports Turf – Groundsman and Parks, Gardens and Green Space.

Level 3 Diploma in Work-based Horticulture (0065)

This qualification will form part of the Advanced 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 Production Horticulture, Landscaping, Sports Turf - Greenkeeper, Sports Turf – Groundsman and Parks, Gardens and Green Space.

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 and 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 and 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

- CV
- Job descriptions
- Certificates
- Records of achievement
- Accounts of experience
- Case studies or projects from previous work
- 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:

- 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
- 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 3 Award, Certificate and Diploma in Work-based Horticulture.

Description	How to access
<p>Qualification handbook and assessor guidance</p> <p>This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.</p>	<p>SP-03-0065</p> <p>www.nptc.org.uk</p>
<p>Learner guide and logbook</p> <p>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.</p>	<p>TS-03-0065</p> <p>www.nptc.org.uk</p>
<p>Portfolio builder pack for learners and assessors</p> <p>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.</p>	<p>PB-NPTC</p> <p>www.nptc.org.uk</p>
<p>Sample short answer question paper</p> <p>This provides sample questions for learners who are required to undertake the written assessment as part of the Apprenticeship framework.</p>	<p>productdevelopment@cityandguilds.com</p>
<p>Assignment guide</p> <p>This provides the assignments for Learners who are required to undertake the assignment as part of the Apprenticeship framework.</p>	<p>verification@cityandguilds.com</p>
<p>Information guide</p>	<p>www.nptc.org.uk</p>

Level 3 Award, Certificate and Diploma in Work-based Horticulture

0065-32 to 36

Unit details

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
D/502/1523	Unit 301	Promote, monitor and maintain health, safety and security of the workplace	3	6
Y/502/0502	Unit 302	Estimate and programme resource requirements	3	4
F/501/2989	Unit 303	Manage your own resources	2	7
D/502/1229	Unit 304	Installing drainage systems	2	3
J/502/1225	Unit 305	Specify the maintenance of landscapes	3	6
K/502/1282	Unit 306	Monitor landscape maintenance and inspect landscape features and facilities	3	4
D/502/1280	Unit 307	Maintain and develop decorative horticultural features	3	8
H/502/0499	Unit 308	Set and mark out landscape sites to establish grassed and planted areas	3	3
L/502/0500	Unit 309	Evaluate ground and environmental conditions to establish grassed and planted areas	3	3
D/502/0503	Unit 310	Prepare sites for soft landscape establishment	3	3
D/502/0856	Unit 311	Establish planted areas	3	3
H/502/0857	Unit 312	Establish grass swards	3	3
H/502/0504	Unit 313	Plan the maintenance, repair and renovation of sports turf areas	3	6
R/502/0501	Unit 314	Plan and set out sports areas	3	3
T/502/1222	Unit 223	Maintain drainage systems	2	3
F/502/1272	Unit 316	Maintain irrigation systems	3	3
D/502/0498	Unit 317	Plan and maintain planted areas	3	3
Y/502/0497	Unit 318	Plan and renovate planted areas	3	3
H/502/1183	Unit 319	Prepare sites for landscape works	3	6
R/502/1227	Unit 320	Design and install drainage systems	3	4
T/502/1186	Unit 321	Laying hard surfaces for external	2	4

		landscaping		
A/502/1187	Unit 322	Construct free standing walls	2	4
F/502/1188	Unit 323	Install hard landscape features and structures	2	6
F/502/1191	Unit 324	Plan and construct water features	3	6
J/502/1189	Unit 325	Construct rock gardens	2	6
M/502/1283	Unit 326	Repair and restore walls	3	4
A/502/1190	Unit 327	Restore soft landscape areas	3	4
Unit 328 does not exist				
K/502/0956	Unit 329	Provide nutrients to plants or crops	3	6
M/502/0957	Unit 330	Monitor the development of crops or plants	3	4
Y/502/1228	Unit 331	Monitor and adjust watering systems for crops or plants	3	5
H/502/1281	Unit 332	Manage site clearance and preparation for planting	3	6
H/502/0955	Unit 333	Prepare for and maintain the planting of crops or plants	3	6
Y/502/1181	Unit 334	Promote and monitor the growth of crops or plants	3	4
K/502/0858	Unit 335	Plan and prepare growing media	3	6
D/502/1182	Unit 336	Plan and collect propagation material	3	5
T/502/1012	Unit 337	Prepare and establish propagation material	3	6
Y/502/0855	Unit 338	Plan and implement seed propagation	3	7
R/502/0952	Unit 339	Plan and monitor harvesting operations	3	6
Y/502/0953	Unit 340	Prepare and store harvested crops	3	6
R/502/1180	Unit 341	Plan and manage the collection of orders	3	8
A/502/1013	Unit 342	Prepare collected orders for dispatch	3	6
M/502/0859	Unit 343	Prepare, monitor and adjust environmental conditions for protected crops or plants	3	5
A/502/1979	Unit 244	Plant nomenclature, terminology and identification	2	5
M/502/5799	Unit 345	Understanding how the smooth operation of a payment point is maintained	3	3
Y/502/1195	Unit 346	Communicate information within the workplace	3	2
J/502/1449	Unit 347	Plan and maintain supplies of physical resources within the work area	3	3
K/501/0492	Unit 348	Prepare for and maintain equipment and machines	3	3
A/502/1450	Unit 349	Transplant large root-balled plants	3	4
R/502/1471	Unit 350	Plan and manage the control of	3	5

		pests, diseases and disorders		
T/600/1286	Unit 351	Safe use and application of pesticides	2	3
L/501/0503	Unit 352	Design landscape areas and specify materials and components	3	9
J/502/1645	Unit 353	Encourage and motivate volunteers	3	5
D/502/1599	Unit 354	Manage the work of volunteers	3	6
K/501/0525	Unit 355	Assess the characteristics of sites	3	9
A/501/2988	Unit 356	Manage information for action	3	7
T/502/3276	Unit 357	Prepare to undertake and report on a field survey	2	4
M/502/3275	Unit 358	Conduct and report on a field survey for people	2	4
A/502/3277	Unit 359	Conduct and report on a field survey for physical features	2	4
F/502/3278	Unit 360	Conduct and report on a field survey for animals	2	4
F/502/3281	Unit 361	Conduct and report on a field survey for habitat types	2	4
A/502/3280	Unit 362	Conduct and report on a field survey for plants	2	4
J/502/3279	Unit 363	Conduct and report on a field survey for access networks	2	4
L/502/3168	Unit 364	Work with and consult the local community	2	3
J/502/3282	Unit 365	Work with children and young people during environmental activities	2	3
A/502/3232	Unit 366	Plan, deliver and evaluate environmental projects	3	10
R/502/3236	Unit 367	Research and plan environmental interpretations	3	5
Y/601/1230	Unit 372	Organise the delivery of reliable customer service	3	6
H/601/1232	Unit 373	Improve the customer relationship	3	7
J/601/1515	Unit 374	Monitor and solve customer service problems	3	6
T/502/1530	Unit 376	Identify the need for and plan habitat management work	3	4
A/502/1531	Unit 377	Co-ordinate and oversee habitat management work	3	4
F/502/1532	Unit 378	Monitor and evaluate the effectiveness of habitat management work	3	4
D/601/1553	Unit 380	Work with others to improve customer service	3	8
Y/502/0483	Unit 221	Exhume coffins and remains	2	4
L/502/3283	Unit 381	Deal with accidents and emergencies involving children and young people during environmental activities	2	4

Rules of combination for the Level 3 Award in Work-based Horticulture and the Level 3 Certificate and Diploma in Work-based Horticulture (Production Horticulture)

(0065-32)

Award

0065-32 Level 3 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 302, 305-314, 316-327, 329-343, 347-352, 355, 223, 244, plus 924 for certification.

Certificate

0065-32 Level 3 Certificate in Work-based Horticulture (Production Horticulture)	
Rules for achievement of qualification	301 plus a minimum of 25 credits from 302-304, 316-317, 320, 329-343, 345-351, 356, 372-374, 380, 223, 244 plus 925 for certification.

Diploma

0065-32 Level 3 Diploma in Work-based Horticulture (Production Horticulture)	
Rules for achievement of qualification	<p>301 - 303, 329-330, 350 plus a minimum of 25 credits from 304, 316-317, 320, 331-343, 345-349, 351, 356, 372-374, 380, 223, 244 plus 926 for certification, plus for the Advanced Apprenticeship Learners should complete the following additional modules: 507, 607.</p> <p>Please note: Learners may choose a maximum of 2 units from 372-374.</p>

Rules of combination for the Level 3 Award in Work-based Horticulture and the Level 3 Certificate and Diploma in Work-based Horticulture (Landscaping)

(0065-33)

Award

0065-33 Level 3 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 302, 305-314, 316-327, 329-343, 347-352, 355, 223, 244, plus 927 for certification.

Certificate

0065-33 Level 3 Certificate in Work-based Horticulture (Landscaping)	
Rules for achievement of qualification	301 plus a minimum of 25 credits from 302–306, 308-312, 316-327, 329-332, 336-338, 346-352, 355-357, 372-374, 223, 244, plus 928 for certification.

Diploma

0065-33 Level 3 Diploma in Work-based Horticulture (Landscaping)	
Rules for achievement of qualification	301-303, 305-306, plus a minimum of 30 credits from 304, 308-312, 316-327, 329-332, 336-338, 346-352, 355-357, 372-374, 223, 244, plus 929 for certification , plus for the Apprenticeship Learners should complete the following additional modules: 508 and 608.

Rules of combination for the Level 3 Award in Work-based Horticulture and the Level 3 Certificate and Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)

(0065-34)

Award

0065-34 Level 3 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 302, 305-314, 316-327, 329-343, 347-352, 355, 223, 244, plus 930 for certification.

Certificate

0065-34 Level 3 Certificate in Work-based Horticulture (Sports Turf - Greenkeeper)	
Rules for achievement of qualification	301 plus a minimum of 25 credits from 302-303, 308-314, 316, 320, 348, 350-351, 356-357, 223, plus 931 for certification.

Diploma

0065-34 Level 3 Diploma in Work-based Horticulture (Sports Turf - Greenkeeper)	
Rules for achievement of qualification	301-303, 308-310, 312-314, 223, 316, 356 plus a minimum of 6 credits from 311, 320, 348, 350-351, 357-363 plus 932 for certification. (note: if 357 is taken, 8 further credits must be achieved from 358 -363). Plus, for the Advanced Apprenticeship, Learners should complete the following additional modules: 509 and 609.

Rules of combination for the Level 3 Award in Work-based Horticulture and the Level 3 Certificate and Diploma in Work-based Horticulture (Sports Turf - Groundsman)

(0065-35)

Award

0065-35 Level 3 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 302, 305-314, 316-327, 329-343, 347-352, 355, 223, 244, plus 933 for certification.

Certificate

0065-35 Level 3 Certificate in Work-based Horticulture (Sports Turf – Groundsman)	
Rules for achievement of qualification	301 plus a minimum of 25 credits from 302-303, 308-314, 316, 319-320, 348, 350-351, 356-357, 223, plus 934 for certification.

Diploma

0065-35 Level 3 Diploma in Work-based Horticulture (Sports Turf – Groundsman)	
Rules for achievement of qualification	301-303, 308-310, 312-314, 223, 316, 356 plus a minimum of 6 credits from 311, 319-320, 348, 350-351, 357-363 plus 935 for certification. (note: if 357 is taken, 8 further credits must be achieved from 358 -363). Plus, for the Advanced Apprenticeship, Learners should complete the following additional modules: 509 and 609.

Rules of combination for the Level 3 Award in Work-based Horticulture and the Level 3 Certificate and Diploma in Work-based Horticulture (Parks, Gardens and Green Space)

(0065-36)

Award

0065-36 Level 3 Award in Work-based Horticulture (Horticulture)	
Rules for achievement of qualification	Minimum of 10 credits from 302, 305-314, 316-327, 329-343, 347-352, 355, 223, 244, plus 936 for certification .

Certificate

0065-36 Level 3 Certificate in Work-based Horticulture (Parks, Gardens and Green Space)	
Rules for achievement of qualification	301 plus a minimum of 25 credits from 302-314, 316-327, 329-338, 341-343, 346-367, 372-374, 376-378, 380-381, 221, 223, 244, plus 937 for certification.

Diploma

0065-36 Level 3 Diploma in Work-based Horticulture (Parks, Gardens and Green Space)	
Rules for achievement of qualification	301-303, 350, plus a minimum of 35 credits from 304-314, 316-327, 329-338, 341-343, 346-349, 351-367, 372-374, 376-378, 380-381, 221, 223, 244, plus 938 for certification. (note: if 357 is taken, 8 further credits must be achieved from 358 -363), plus for the Advanced Apprenticeship Learners should complete the following additional modules: 510 and 610.

Assessment for Learners completing the Level 3 Diploma in Work-based Horticulture as part of the Advanced Apprenticeship framework

Learners who are completing the Level 3 Diploma in Work-based Horticulture as part of the Advanced Apprenticeship framework are required to undertake an independent assessment in the form of a short answer written test and an assignment. This covers the underpinning knowledge elements of the units included within the test and assignment. The test is specific to the qualification route chosen and may be taken three times a year. Exam dates are available on the Walled Garden. These tests are dated entry exams. Test specifications for the different routes are available on the next page.

Centres will be required to provide Lantra SSC with evidence that the short answer written test and assignment has been achieved before certification takes place.

Assessment Specifications - Level 3 Diploma in Work-based Horticulture short answer written tests and assignments

Production Horticulture

507 Level 3 Production Horticulture Independent Assessment Test – short answer written exam

Duration: 2 hours

Pass mark: 50%

Unit number	Unit title	No. of questions
301	Promote, monitor and maintain health, safety and security	15
302	Estimate and programme resource requirements	8
	Total	23

607 Level 3 Production Horticulture Independent Assessment Test – Assignment

Pass mark: 50%

Unit number	Unit title
329	Provide nutrients to plants or crops

Landscaping

508 Level 3 Horticulture (Landscaping) Independent Assessment Test – short answer written exam

Duration: 2 hours

Pass mark: 50%

Unit number	Unit title	No. of questions
301	Promote, monitor and maintain health, safety and security	15
302	Estimate and programme resource requirements	8
	Total	23

608 Level 3 Horticulture (Landscaping) Independent Assessment Test – Assignment

Pass mark: 50%

Unit number	Unit title
305	Specify the maintenance of landscapes

Sports Turf

509 Level 3 Horticulture (Sports Turf) Independent Assessment Test – short answer written exam

Duration: 2 hours

Pass mark: 50%

Unit number	Unit title	No. of questions
301	Promote, monitor and maintain health, safety and security	15
302	Estimate and programme resource requirements	8
	Total	23

609 Level 3 Horticulture (Sports Turf) Independent Assessment Test – Assignment

Pass mark: 50%

Unit number	Unit title
308	Set and mark out landscape sites to establish grassed and planted areas

Parks, Gardens and Green Space

510 Level 3 Horticulture (Parks, Gardens and Green Space) Independent Assessment Test – short answer written exam

Duration: 2 hours

Pass mark: 50%

Unit number	Unit title	No. of questions
301	Promote, monitor and maintain health, safety and security	15
302	Estimate and programme resource requirements	8
	Total	23

610 Level 3 Horticulture (Parks, Gardens and Green Space) Independent Assessment Test – Assignment

Pass mark: 50%

Unit number	Unit title
350	Plan and manage the control of pests, diseases and disorders

Assignments are available from City & Guilds in the 0065 Level 3 Diploma in Work-based Horticulture assignment guide.

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 at City & Guilds Land Based Services.

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. Ofqual 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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Example Unit for Level 3 Work-Based Qualifications

TITLE	Estimate and programme resource requirements	Learner's name JOE GOODMAN
UAN REFERENCE	Y/502/0502	
LEVEL	3	
CREDIT VALUE	4	
<p>This unit will provide the learner with the skills, knowledge and understanding required for estimating resource requirements and programming work for soft, hard and interior landscapes. Simulation will not be acceptable. Relationship to National Occupational Standards : L26.1,2</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 estimate the resources.	1.1 Identify the nature, extent, required outcome and standards of proposed work clearly and accurately.	<p><i>Most of the evidence for this unit revolves around a major redevelopment of an herbaceous border at Stanley Gardens. Details of this project are in reference 1.</i></p> <p><i>JG</i></p> <p><i>The initial research findings and specifications are at 1.1</i></p>
	1.2 Identify required resources which are appropriate to the work taking into account: <ul style="list-style-type: none"> • labour, • equipment, • materials, • finance • specific expertise. 	<p><i>Reference 1.2 Action plan and financial breakdown JG</i></p>

Unit 302

	1.3 Ensure timing of resource enable work to proceed.	<p><i>Reference 1.3 Initial resource orders and labour scheduling JG</i></p> <p>Joe effectively prepared the plans and ensured sufficient and appropriate resources were ready for the start of work AB</p>
2. Be able to sequence and programme work	2.1 Ensure the work programme takes full account of the available resources to proceed.	<p><i>Reference 1.4 Gantt chart indicates the major stages of the project and work schedule indicates each stage in more detail JG</i></p>
	2.2 Provide a sequence of work which meets agreed targets efficiently and effectively	<p><i>I have seen these documents during the professional discussion AN</i></p>
	2.4 Communicate the work programme effectively and in time to all relevant people.	<p>Joe lead 2 staff meetings to explain the project to the staff involved and train them in the methods of work. 2 staff were trained to use the mini-digger AB</p>
3. Be able to promote health and safety and good environmental practice.	3.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	<p>Joe has met all the company's requirements to comply with legislation, including carrying our risk assessments, COSHH assessments, environmental assessments and maintained al the relevant records, including PUWER. He has carried out staff training on manual handling and machinery use and liaised with contractors carrying out specific tasks AB</p>
	3.2 Ensure work is carried out in a manner which minimises environmental damage.	<p>Joe carried out an environmental assessment and used this to inform the method statements AB</p>

Unit 302

4. Understand how to estimate resource requirements and programme work.	4.1 Define project planning and describe methods of estimating resource requirements: <ul style="list-style-type: none"> • labour, • equipment, • materials, • finance • specific expertise. 	<i>A combination of questions and answers available in reference 4.1 is evidence for this section. AN</i> <i>I carried out a professional discussion with Joe at Stanley Gardens, where we could look at the company's records and the work completed. The audio tape of our conversation is reference 4.2 AN</i>
	4.2 Compare the effects of timing of resource provision on costs and completion.	4.1
	4.3 Assess methods to optimise resource usage and timing and minimise waste.	4.1 and 4.2
	4.4 Comment on the implications of estimating and arranging resources for both horticultural and landscape projects.	4.2
5. Understand the sequence and programming of work.	5.1 Explain the methods of sequencing work to achieve targets and realistic work rates for the work type programmed.	4.2

Unit 302

	5.2 Evaluate the use of performance measures.	4.2
	5.3 Describe the possible causes of disruption to work programmes and their effects on quality and timing.	4.1
	5.4 Explain the sources of hazard encountered on landscape maintenance and measures for their reduction.	4.1 and 4.2
6 Understand relevant health and safety legislation and environmental good practice.	6.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	4.2
	6.2 Describe the possible environmental damage and how to respond appropriately.	4.1
	6.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	4.2

Unit 302

Learner's signature

I confirm that the evidence above is all my own work

Joe Goodman..... Date 30th October 2009

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 30th October 2009

Internal verifier's signature (if sampled)

.....Date.....

In the example above, Alan Boss is the Learner's manager, Anthony Other is the assessor and Joe Goodman 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.

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 providing evidence, except the Learner and the assessor, would need to complete a line on the Witness status list.

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Record of Units Achieved

Unit no	Title	Date achieved	Assessor's name and signature
201	Monitoring and maintaining health and safety (3 credits)		
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 301

TITLE	Promote, monitor and maintain health, safety and security of the workplace	Learner's name
UAN REFERENCE	D/502/1523	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for monitoring and maintaining the safety and security of the workplace. It also covers carrying out risk assessments, promoting good standards of health and safety and understanding how to deal with any accidents or health emergencies.</p> <p>Relationship to National Occupational Standards : CU3</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. Understand how to monitor and maintain the health, safety and security of the work area.	1.1 Explain the legal and organisational responsibilities in relation to health, safety and security covering: <ul style="list-style-type: none"> (i) people (ii) equipment and materials (iii) the work area. 	
	1.2 Explain the importance of carrying out risk assessments for all work activities including assessing risks from new and non-routine activities	
	1.3 Explain the importance of assessing security issues associated with the work area covering: <ul style="list-style-type: none"> (i) bio security (ii) building security (iii) data security (iv) personal security. 	

Unit 301

	1.4 Describe how to carry out and evaluate a risk assessment.	
	1.5 Explain the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment).	
	1.6 Outline safe systems of work when people are working alone or at risk of abuse.	
	1.7 Explain safe methods and systems of working with hazardous materials and equipment in line with relevant legislation.	
	1.8 Explain how hazardous and non-hazardous waste should be managed in line with legislation.	
2. Understand how to promote good standards of health and safety.	2.1 Explain the methods of communicating health and safety precautions to others entering the work area.	

Unit 301

	2.2 Explain how good standards of health and safety contribute to the management and efficiency of businesses or organisations.	
3. Understand how to deal with health emergency situations.	3.1 Describe the types of accidents or incidents which may occur and the correct actions to take.	
	3.2 Explain the importance of not carrying out actions beyond own capabilities.	
	3.3 Explain the potential risks to others from an emergency situation.	
	3.4 Explain the reasons for offering support and help to others involved in the accident or incident and how this should be achieved.	
4. Understand the records required and their importance.	4.1 Explain the responsibility for and types of records required and the importance of accurate record keeping.	

Unit 301

	4.2 Explain the relevant legislative requirements for completing records of accidents and incidents.	
5. Monitor and maintain the health, safety and security of the work area.	5.1 Carry out risk assessments in accordance with relevant legal and organisational requirements.	
	5.2 Evaluate the risks which have been identified and implement appropriate control measures.	
6. Promote good standards of health and safety	6.1 Ensure appropriate clothing and protective equipment is worn which is consistent with recognised health and safety practice and in line with risk assessment.	
	6.2 Communicate any health and safety precautions that are being applied in the work area to others entering the area.	
	6.3 Use approved safe methods of lifting and handling when carrying out work.	

Unit 301

	6.4	Ensure standard procedures for personal hygiene are followed at all times.	
	6.5	Adopt safe systems of work which are consistent with organisational procedures and the findings of the risk assessment.	
	6.6	Take appropriate action if there is a danger of accidents or injury.	
7. Respond to health emergencies within the work area.	7.1	Implement procedures safely, correctly and without delay in an emergency situation.	
	7.2	Summon assistance immediately for any health emergency and initiate action appropriate to the condition and situation.	
	7.3	Give assistance as required within the limits of your capability, including suitable verbal support.	

Unit 301

	7.4 Make the immediate vicinity as safe as possible.	
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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 302

TITLE	Estimate and programme resource requirements	Learner's name
UAN REFERENCE	Y/502/0502	
LEVEL	3	
CREDIT VALUE	4	
<p>This unit will provide the learner with the skills, knowledge and understanding required for estimating resource requirements and programming work for soft, hard and interior landscapes. Simulation will not be acceptable. Relationship to National Occupational Standards : L26.1,2</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 estimate the resources.	1.1 Identify the nature, extent, required outcome and standards of proposed work clearly and accurately.	
	1.2 Identify required resources which are appropriate to the work	
	1.3 Ensure timing of resource enable work to proceed without delay	

Unit 302

2. Be able to sequence and programme work	2.1 Confirm the work programme takes full account of the available resources to proceed.	
	2.2 Provide a sequence of work which meets agreed targets and enables the work to be completed on time, safely and to the standard required	
	2.4 Communicate the work programme effectively and in time to all relevant people.	
3. Understand how to estimate resource requirements and programme work.	3.1 Explain project planning and methods of estimating resource requirements	
	3.2 Compare the effects of timing of resource provision on costs and completion.	

Unit 302

	3.3	Assess methods to optimise resource usage and timing and minimise waste.	
	3.4	Evaluate the implications of estimating and arranging resources for projects.	
4. Understand the sequence and programming of work.	4.1	Explain the methods of sequencing work to achieve targets and realistic work rates for the work type programmed.	
	4.2	Evaluate the use of performance measures.	
	4.3	Describe the possible causes of disruption to work programmes and their effects on quality and timing.	
	4.4	Explain the potential hazards that may be encountered and the measures to take to reduce these	
	4.5	Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work	

Unit 302

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 303

TITLE	Manage your own resources	Learner's name
UAN REFERENCE	F/501/2989	
LEVEL	2	
CREDIT VALUE	7	
<p>This unit is mainly about making sure learners have the personal resources (particularly knowledge, understanding, skills and time) to undertake their work role and reviewing their performance against agreed objectives. It also covers identifying and undertaking activities to develop their knowledge, skills and understanding where gaps have been identified.</p> <p>Relationship to National Occupational Standards : A1</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. Manage their own resources	1.1 Identify and agree the requirements of their work role with those that they report to.	
	1.2 Discuss and agree personal work objectives with those they report to and how they will measure progress	
	1.3 Identify any gaps between the requirements of their work role and their current knowledge, understanding and skills	
	1.4 Discuss and agree with those they report to, a development plan to address any identified gaps in their current knowledge, understanding and skills.	

Unit 303

	1.5	Undertake the activities identified in their development plan and discuss, with those they report to, how they have contributed to their performance.	
	1.6	Get regular and useful feedback on their performance from those who are in a good position to judge it and provide you with objective and valid feedback	
	1.7	Discuss and agree, with those they report to, any changes to their personal work objectives and development plan in the light of performance, feedback received	
	1.8	Check, on a regular basis, how they are using their time at work and identify possible improvements	
	1.9	Ensure that their performance consistently meets or goes beyond agreed requirements	
2. Use appropriate behaviours to manage their own resource	2.1	Demonstrate that they recognise changes in circumstances promptly and adjust plans and activities accordingly	

Unit 303

	2.2 Demonstrate that they prioritise objectives and plan work to make best use of time and resources.	
	2.3 Demonstrate that they take personal responsibility for making things happen.	
	2.4 Demonstrate that they take pride in delivering high quality work.	
	2.5 Demonstrate that they agree achievable objectives for themselves and give a consistent and reliable performance.	
	2.6 Demonstrate that they can find practical ways to overcome barriers.	
	2.7 Demonstrate that they make best use of available resources and proactively seek new sources of support when necessary.	

Unit 303

3. Know and understand how to manage their own resources using general knowledge	3.1 Demonstrate why managing their resources (particularly knowledge, understanding, skills and time) is important.	
	3.2 Demonstrate how to identify the requirements of a work-role.	
	3.3 Demonstrate how to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).	
	3.4 Demonstrate how to measure progress against work objectives.	
	3.5 Demonstrate how to identify development needs to address any identified gaps between the requirements of their work-role and their current knowledge, understanding and skills.	
	3.6 Demonstrate what an effective development plan should contain.	

Unit 303

	3.7 Demonstrate the type of development activities which can be undertaken to address identified gaps in knowledge, understanding and skills.	
	3.8 Demonstrate how to identify whether/how development activities have contributed to their performance.	
	3.9 Demonstrate how to get and make effective use of feedback on their performance.	
	3.10 Demonstrate how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes.	
	3.11 Demonstrate how to record the use of their time and identify possible improvements.	

Unit 303

<p>4. Know and understand how to manage their own resources using industry and sector specific knowledge</p>	<p>4.1 Show that they know and understand the industry/sector requirements for the development or maintenance of knowledge, understanding and skills.</p>	
<p>5. Know and understand how to manage their own resources using context specific knowledge</p>	<p>5.1 Show that they know the agreed requirements of their work-role including the limits of their responsibilities.</p>	
	<p>5.2 Show that they know their agreed personal work objectives.</p>	
	<p>5.3 Show that they know the reporting lines in their organisation.</p>	
	<p>5.4 Show that they know and understand their current knowledge, understanding and skills.</p>	
	<p>5.5 Show that they can identify gaps in their current knowledge, understanding and skills.</p>	

Unit 303

	5.6	Show that they know and understand their personal development plan.	
	5.7	Show that they know their organisation's policy and procedures in terms of personal development.	
	5.8	Show that they know the available development opportunities and resources in their organisation.	
	5.9	Show that they understand possible sources of feedback in their organisation.	

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 304

TITLE	Installing drainage systems	Learner's name
UAN REFERENCE	D/502/1229	
LEVEL	2	
CREDIT VALUE	3	
<p>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</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 install drainage systems.	1.1 Position reference marks according to specification.	
	1.2 Install drainage system to specification: <ul style="list-style-type: none"> • sub surface systems • surface channels • sustainable drainage systems. 	
	1.3 Adopt practices to minimise damage to existing structures and services.	
	1.4 Restore surface to near original condition.	

Unit 304

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.	
	3.3 Dispose of waste safely and correctly.	

Unit 304

	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.	
	5.2 Describe methods of maintaining the equipment in a fit state for use.	

Unit 304

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.	

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 305

TITLE	Specify the maintenance of landscapes	Learner's name
UAN REFERENCE	J/502/1225	
LEVEL	3	
CREDIT LEVEL	6	
<p>This unit will provide the learner with the skills, knowledge and understanding to set specifications for the maintenance of landscapes features. The unit requires the learner to show evidence of working with clients and contractors. Simulation will not be acceptable.</p> <p>This unit may be carried out in conjunction with 'Monitor landscape maintenance and inspect landscape features and facilities'</p> <p>Relationship to National Occupational Standards : L16.1</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. Understand how to specify the maintenance of landscapes.	1.1 Identify the sources of technical information for specifying landscape maintenance.	
	1.2 Explain the current best practice applicable to specifications for landscape maintenance.	
	1.3 Explain the statutory requirements which affect landscape maintenance.	
	1.4 Describe the potential hazards encountered in landscape maintenance and explain measures to reduce these.	

Unit 305

	<p>1.5 Explain how to determine whether specifications are practical and technically workable.</p>	
<p>2. Specify the maintenance of landscapes.</p>	<p>2.1 Specify maintenance specifications for one of the following sites that are consistent with maintenance policies and management plans:</p> <ul style="list-style-type: none"> • interior • hard • soft. 	
	<p>2.2 Demonstrate maintenance specifications conform to site requirements, current best practice conventions and regulations and are consistent with applications.</p>	
	<p>2.3 Demonstrate maintenance specifications are practical and technically achievable.</p>	
	<p>2.4 Demonstrate maintenance specifications are clear and comprehensive.</p>	

Unit 305

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 306

TITLE	Monitor landscape maintenance and inspect landscape features and facilities	Learner's name
UAN REFERENCE	K/502/1282	
LEVEL	3	
CREDIT VALUE	4	
<p>This unit will provide the learner with the skills, knowledge and understanding required to monitor landscape maintenance and to inspect landscape features and facilities to ensure specifications are being met. The learner will also know how to identify and report any remedial requirements and make recommendations to improve safety. Simulation will not be acceptable. This unit may be carried out in conjunction with 'Specify the maintenance of landscapes'</p> <p>Relationship to National Occupational Standards : L16.2,&3</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 inspect and monitor landscape maintenance.	1.1 Use specifications that are consistent with the work being monitored.	
	1.2 Use a monitoring system that is efficient and reliable.	
	1.3 Record problems with work accurately and objectively and notify the relevant people.	

Unit 306

	<p>1.4 Inform maintenance personnel when work has been approved.</p>	
	<p>1.5 Maintain effective working relations throughout with all relevant people.</p>	
<p>2. Be able to monitor the safety and condition of features and facilities.</p>	<p>2.1 Demonstrate inspection standards and procedures conform to safety requirements including:</p> <ul style="list-style-type: none"> (i) Legal (ii) Codes of practice (iii) Manufacturers' instructions. 	
	<p>2.2 Monitor the safety and condition of the following features and facilities:</p> <ul style="list-style-type: none"> (i) Equipment (ii) Barriers and fences (iii) Gates (iv) Hard surfaces (v) Water features. 	

Unit 306

	<p>2.3 Refer any doubts about the condition and safety of features and facilities to the relevant specialist.</p>	
	<p>2.4 Record and programme remedial requirements according to contract and organisation procedures.</p>	
	<p>2.5 Take action as necessary in relation to unsafe items promptly and effectively.</p>	
	<p>2.6 Make recommendations to improve safety to the relevant person.</p>	
<p>3. Be able to promote health and safety and environmental good practice.</p>	<p>3.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.</p>	

Unit 306

4. Be able to maintain appropriate records.	4.1 Keep records of inspection complete, clear and consistent with organisational and statutory requirements and make available to the relevant people.	
5. Understand how to inspect and monitor landscape maintenance.	5.1 Explain how to apply specifications to individual areas of work.	
	5.2 Evaluate the types and relative merits of work monitoring systems currently available.	
	5.3 Explain the potential hazards and difficulties when monitoring work against specifications.	
	5.4 State the action permitted by contracts and policies in the event of variation.	

Unit 306

	5.6 Describe the principles and application of risk assessment.	
	5.7 Explain the statutory requirements and codes of practice relevant to landscape maintenance and how to apply these accurately and fairly.	
6. Understand how to monitor the safety and condition of features and facilities.	6.1 Assess the potential hazards relating to landscape features and facilities.	
	6.2 Explain the types of features and facilities, and typical faults: (i) Equipment (ii) Barriers and fences (iii) Gates (iv) Hard surfaces (v) Water features.	
	6.3 Explain the limitations of visual inspection.	
	6.4 Describe the decay patterns of construction materials used in landscape features and facilities.	

Unit 306

	6.5	List the sources of specialist advice.	
	6.6	Describe the safety standards and legislation relating to landscape features and facilities and their application.	
	6.7	Define the relevant personnel to whom inspection records and recommendations should be made available.	
7. Understand relevant health and safety legislation and environmental good practice.	7.1	Summarise current health and safety legislation, codes of practice and any additional requirements.	
	7.2	Describe the possible environmental damage and how to respond appropriately.	

Unit 306

Learner's signature

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Unit 307

Title	Maintain and develop decorative horticultural features	Learner's name
UAN REFERENCE	D/502/1280	
Level	3	
Credit level	8	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to take responsibility for maintaining and developing the quality of both permanent and temporary decorative horticultural features. It covers understanding the factors that can affect the quality of decorative displays. 'Decorative features' relates to soft landscape features. Learners must provide evidence for all the techniques specified, which may involve one or more decorative features Simulation will not be acceptable. Relationship to National Occupational Standard : L18</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 maintain and develop the quality of decorative horticultural features.	1.1 Use appropriate methods to promote and maintain healthy growth for example feeding, watering, surface cultivation and mulching for one of the following: <ul style="list-style-type: none"> • permanent • temporary. 	
	1.2 Identify threats to plant quality, for example pests, diseases, disorders, unfavourable conditions and competing growth, and use appropriate control methods.	
	1.3 Remove unwanted plant material to maintain and develop the visual impact of the display.	

Unit 307

	1.4	Replace lost, damaged and displaced plants as appropriate to the display.	
	1.5	Position the plants to develop the visual impact of the display and in accordance with the specification.	
	1.6	Use support methods which achieve overall effect and maintain the quality of the plants.	
2. Be able to maintain and use relevant equipment.	2.1	Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	
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.	
	3.2	Carry out risk assessments and implement measures to reduce the risks.	

Unit 307

1.	3.3	Ensure work is carried out in a manner which minimises environmental damage.	
	3.4	Manage and dispose of waste in accordance with legislative requirements and codes of good practice.	
4. Understand the factors which affect the quality of decorative displays.	4.1	Explain why it is important to maintain and develop the quality of permanent and temporary decorative horticultural features.	
	4.2	Explain why it is important to check the condition of plants according to agreed schedules.	
	4.3	Explain how climatic conditions affect plant maintenance.	
	4.4	Describe how soil conditions affect plant growth and maintenance	

Unit 307

	4.5	Describe cultural methods of improving plant quality.	
	4.6	Compare the current chemical and cultural methods available for pest, disease and weed control.	
	4.7	Compare the effects of different types of fertilisers and methods of application on plant growth and development.	
5. Understand how to maintain and develop the quality of decorative horticultural features.	5.1	Explain how to ensure support methods enhance the plants' vigour and visual impact.	
	5.2	Explain how to select and remove unwanted plant material in a way which maintains and develops the visual impact of the display.	
	5.3	Describe how to ensure the positioning of plants and labels maintains and develops the visual impact.	

Unit 307

	5.4 Describe appropriate watering regimes for different types of soil and plants.	
	5.5 Describe signs of damage and threats to plant health and how to respond.	
6. Understand the reasons for maintaining equipment.	6.1 Explain the importance and methods of maintaining equipment for use.	
7. Understand relevant health and safety legislation and environmental good practice.	7.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	7.2 Explain the principles and application of risk assessment related to the task.	
	7.3 Describe the possible environmental damage and how to respond appropriately.	

Unit 307

	7.4 Explain the correct and appropriate methods for disposing of waste.	
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Unit 308

TITLE	Set and mark out landscape sites to establish grassed and planted areas	Learner's name
UAN REFERENCE	H/502/0499	
LEVEL	3	
CREDIT LEVEL	3	
<p>This unit provides the learner with the knowledge, skills and understanding to set and mark out landscape sites ready for the establishment of mixed grassed and planted areas. It assumes that the objectives and tolerances for the site are already worked out and that work begins with setting and marking out. Simulation will not be acceptable. Relationship to National Occupational Standards : L19.1</p>		

Learner Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1. Understand how to set and mark out sites ready for operations	1.1 Explain how to interpret landscape plans.	
	1.2 Describe the methods and equipment for setting out in horizontal and vertical planes.	
	1.3 Explain the mathematical and geometric principles used in setting out.	
	1.4 Review the types of marking materials and factors affecting their selection.	

Unit 308

	1.5 Explain how site markings can facilitate next stages of operations.	
	1.6 Explain the likely problems how to manage these.	
	1.7 Describe the methods of detecting underground services.	
2. Be able to set and mark out sites ready for operations.	2.1 Confirm objectives and tolerances for the site.	
	2.2 Achieve objectives to required tolerances.	
	2.3 Apply the mathematical and geometric principles used in setting out.	

Unit 308

	2.4	Use site markings to facilitate the next stage of operations.	
	2.5	Deal with any problems efficiently, effectively and safely should any occur.	
	2.6	Maintain effective working relations with all relevant people throughout.	
3. Understand the reasons for maintaining equipment.	3.1	Explain the importance of maintaining equipment for use.	
	3.2	Describe the methods of maintaining the range of equipment used.	
4. Be able to maintain and use relevant equipment.	4.1	Ensure equipment is prepared, used and maintained in a safe and effective condition.	

Unit 308

5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and organisational requirements.	
	5.2 Describe possible environmental damage and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	
	5.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	
6. Be able to promote health and safety and environmental good practice.	6.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	6.2 Ensure work is carried out in a manner which minimises environmental damage.	

Unit 308

	6.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
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Unit 309

TITLE	Evaluate ground and environmental conditions to establish grassed and planted areas	Learner's name
UAN REFERENCE	L/502/0500	
LEVEL	3	
CREDIT LEVEL	3	
<p>This unit provides the learner with the knowledge, skills and understanding to evaluate ground and environmental conditions ready for the establishment of mixed grassed and planted areas. Simulation will not be acceptable. Relationship to National Occupational Standards : L19.2</p>		
1. Understand how to evaluate ground and environmental conditions.	1.1 Explain the principles and methods of measurement of ground and environmental conditions.	
	1.2 Evaluate the methods of measurement and where they may be appropriate.	

Unit 309

	<p>1.3 Describe what varying ground and environmental conditions may occur, their effect on plant establishment and growth and how to handle these effectively for the following:</p> <ul style="list-style-type: none"> • substrate structure • substrate texture and conditions • drainage characteristics • pH • pest, disease and weed problems • nutrient deficiencies • ground and air pollutants • microclimate. 	
	<p>1.4 Review the sources of information and analysis relating to ground and environmental assessment.</p>	
<p>2. Be able to evaluate ground and environmental conditions.</p>	<p>2.1 Ensure the purpose and scope of the evaluation is consistent with the proposed use for site.</p>	
	<p>2.2 Use evaluation methods that are consistent with the agreed purpose and scope.</p>	

Unit 309

	2.3 Evaluate the ground and environmental conditions accurately.	
	2.4 Ensure the site is left in a tidy and safe condition following operations.	
	2.5 Deal with problems efficiently, effectively and safely should any occur.	
	2.6 Maintain effective working relations with all relevant people.	
3. Understand relevant health and safety legislation and environmental good practice.	3.1 Summarise current health and safety legislation, codes of practice and organisational requirements.	
	3.2 Describe the possible environmental damage that could occur and how to respond appropriately.	

Unit 309

	3.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	
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.	
	4.2 Ensure work is carried out in a manner which minimises environmental damage.	

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Unit 310

TITLE	Prepare sites for soft landscape establishment	Learner's name
	D/502/0503	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit provides the learner with the knowledge, skills and understanding to identify, select and use appropriate methods and procedures in preparing sites for soft landscape establishment. Simulation will not be acceptable. This unit links with 'Evaluate ground and environmental conditions to establish grassed and planted areas' Relationship to National Occupational Standards : L19.3</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. Understand how to prepare sites for soft landscape establishment	1.1 Describe the principles and methods of site preparation to meet the required conditions for the following landscapes: <ul style="list-style-type: none"> • areas for soft landscape construction • areas for planting • areas for restoration. 	
	1.2 Explain which methods are most appropriate to achieve required conditions.	
	1.3 Describe how to check the site is ready for planting/sowing.	

Unit 310

	1.4 Explain potential problems which may occur and how to deal with these effectively.	
2. Be able to prepare sites for soft landscape establishment.	2.1 Prepare the site to meet specifications and function.	
	2.2 Maintain the site in a suitable condition for planting/sowing as planned.	
	2.3 Monitor site main services continually throughout operations.	
	2.4 Deal with problems efficiently, effectively and safely should any occur.	
	2.5 Maintain effective working relations with all relevant people.	

Unit 310

3. Understand the reasons for maintaining equipment.	3.1 Explain the importance of maintaining equipment for use.	
	3.2 Describe the methods of maintaining the range of equipment used.	
4. Be able to maintain and use relevant equipment.	4.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and organisational requirements.	
	5.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 310

	5.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
6. Be able to promote health and safety and environmental good practice.	6.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	6.2 Ensure work is carried out in a manner which minimises environmental damage and waste.	

Learner's signature

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Unit 311

TITLE	Establish planted areas	Learner's name
UAN REFERENCE	D/5020856	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit provides the learner with the knowledge, skills and understanding to identify and establish planted areas. Simulation will not be acceptable. Relationship to National Occupational Standards : L19.4</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. Understand how to establish planted areas.	1.1 Explain the factors affecting the timing and method of planting.	
	1.2 Describe methods of support and protection and how to apply them.	
	1.3 Explain the initial maintenance requirements for newly established planted areas covering: (i) Trees (ii) Shrubs (iii) Container grown (iv) Root grown.	
	1.4 Explain potential problems which may occur and how to deal with these effectively.	

Unit 311

2. Be able to identify a range of plants.	2.1 Describe how to identify the plants to be established.	
	2.2 Identify a minimum of 80 different plants to be established by common and botanical names.	
3. Understand the principles of selecting plants.	3.1 Explain the principles of selecting and combining plants for different applications.	
4. Understand the methods of assessing plant health.	4.1 Review the methods of assessing plant health.	
	4.2 Explain the damage which may occur when handling and during the establishment of plants and how to minimise this.	
5. Be able to establish planted areas	5.1 Identify and mark out planting sites accurately.	

Unit 311

	5.2 Check the specification and health of plants before planting, and reject unacceptable specimens.	
	5.3 Ensure the quality of plants is maintained throughout handling and planting.	
	5.4 Establish at least 3 different types of plants from: (i) Trees (ii) Shrubs (iii) Container grown (iv) Root grown.	
	5.5 Provide support and protection to the plants if required.	
	5.6 Ensure the site is left in a tidy and safe condition following operations.	
	5.7 Maintain effective working relations with all relevant people.	

Unit 311

6. Understand the reasons for maintaining equipment.	6.1 Explain the importance of maintaining equipment.	
	6.2 Describe the methods of maintaining the range of equipment used.	
7. Be able to maintain and use relevant equipment.	7.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
8. Understand relevant health and safety legislation and environmental good practice.	8.1 Summarise current health and safety legislation, codes of practice and organisational requirements.	
	8.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	8.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 311

	8.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
9. Be able to promote health and safety and environmental good practice.	9.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	9.2 Ensure work is carried out in a manner which minimises environmental damage.	
	9.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Unit 311

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Unit 312

TITLE	Establish grass swards	Learner's name
UAN REFERENCE	H/502/0857	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit provides the learner with the knowledge, skills and understanding to identify and establish grass swards. Simulation will not be acceptable. Relationship to National Occupational Standards : L19.5</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. Understand how to establish grass swards.	1.1 Explain the factors affecting the timing and methods of establishment.	
	1.2 Describe the methods of protection and their application.	
	1.3 Explain the initial maintenance requirements for newly established swards.	
	1.4 Explain what potential problems may affect operations and how to handle these effectively.	

Unit 312

2. Be able to identify types of grasses.	2.1 Identify a minimum of 6 types of grasses by common and botanical names when establishing grass swards.	
3. Understand the principles of selecting grasses.	3.1 Explain the principles of selecting and combining grass species for different applications.	
	3.2 Explain the principles of selecting turf and seeding mats for different applications.	
4. Understand how to assess turf health.	4.1 Describe how to assess the health of turf.	
	4.2 Explain the different types of damage that can occur and how to prevent them.	
5. Be able to establish grass swards.	5.1 Mark out sites accurately before beginning operations.	

Unit 312

	5.2 Select turf or seed as appropriate for intended purpose.	
	5.3 Check the specification and health of plant material on receipt and reject unacceptable material.	
	5.4 Use handling and establishment methods which maximise the quality of the sward.	
	5.5 Provide protection which is appropriate and effective.	
	5.6 Ensure the site is left in a tidy and safe condition following operations.	
	5.7 Maintain effective working relations with all relevant persons.	

Unit 312

6. Understand how to maintain equipment.	6.1 Explain the importance of maintaining equipment for use.	
	6.2 Describe the methods of maintaining the range of equipment used.	
7. Be able to maintain and use relevant equipment.	7.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
8. Understand relevant health and safety legislation and environmental good practice.	8.1 Summarise current health and safety legislation, codes of practice and organisational requirements.	
	8.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	8.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 312

	8.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
9. Be able to promote health and safety and environmental good practice	9.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	9.2 Ensure work is carried out in a manner which minimises environmental damage.	
	9.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

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Unit 313

TITLE	Plan the maintenance, repair and renovation of sports turf areas	Learner's name
UAN REFERENCE	H/502/004	
LEVEL	3	
CREDIT VALUE	6	
<p>This unit will provide the learner with the skills, knowledge and understanding required to plan the maintenance of sports turf areas, for example: football and rugby pitches; cricket wickets; tennis or lacrosse courts; athletic tracks; golf courses; race courses Simulation will not be acceptable. Relationship to National Occupational Standards : L20 1,2</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. Understand how to plan and ensure the maintenance of sports turf areas.	1.1 Explain the purposes and functions of sports turf and how these affect maintenance, repairs and renovation.	
	1.2 Describe the consideration of soil types and condition in relation to sports turf management.	

Unit 313

	<p>1.3 Describe the considerations relating to choice of mowing regimes and other maintenance operations, for example</p> <ul style="list-style-type: none">• cutting,• edging,• weed,• pest and disease control,• fertiliser application,• aeration,• top dressing,• switching/ brushing,• rolling,• scarifying/ verticutting,• irrigation• repairs by inserting turf,• overseeding• repairing edges.	
	<p>1.4 Define the principles of identifying turf's pathological and physiological disorders.</p>	
	<p>1.5 Define the principles and techniques relating to the choice, effects and application of fertilisers.</p>	

Unit 313

2. Understand the factors affecting repair and renovation of sports turf areas	2.1 Describe how timing of repair and renovation operations may be influenced.	
	2.2 Describe the factors affecting the type and extent of repairs, e.g. over seeding, inserting turf and repairing edges.	
	2.3 Explain how soil type and condition relate to the type and extent of repairs and renovation.	
	2.4 Describe the methods of assessing results of repair and renovation operations.	
3. Know how to deal with problems.	3.1 Describe the typical problems that may occur and how to handle these.	

Unit 313

<p>4. Be able to plan for the maintenance and repair of sports turf</p>	<p>4.1 Plan operations, e.g.</p> <ul style="list-style-type: none"> • cutting, • edging, • weed, • pest and disease control, • fertiliser application, • aeration, • top dressing, • switching/brushing, • rolling, • scarifying/verticutting, • irrigation and repairs by inserting turf, • overseeding • repairing edges. 	
	<p>4.2 Assess the results of maintenance, repair and renovation operations, ensuring the agreed objectives and standards have been achieved.</p>	
	<p>4.3 Monitor maintenance, repair and renovation operations so as to minimise risk to the public and operators.</p>	
	<p>4.4 Leave the site in a tidy and undamaged condition following operations.</p>	

Unit 313

5. Understand the reasons for maintaining equipment.	5.1 Explain the importance of maintaining equipment for use.	
	5.2 Describe the methods of maintaining the range of equipment used.	
6. Be able to maintain and use relevant equipment.	6.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
7. Understand relevant health and safety legislation and environmental good practice.	7.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	7.2 Describe the possible environmental damage and how to respond appropriately.	
	7.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 313

	7.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
8. Be able to promote health and safety and environmental good practice.	8.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	8.2 Ensure work is carried out in a manner which minimises environmental damage and waste.	

Learner's signature

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Unit 314

TITLE	Plan and set out sports areas	Learner's name
UAN REFERENCE	R/502/0501	
LEVEL	3	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning and setting out sports areas covering: football and rugby pitches; cricket wickets; tennis or lacrosse courts; athletic tracks; golf courses; race courses or other sports turf areas, as appropriate to the Learner's area of work. Simulation will not be acceptable. Relationship to National Occupational Standards : L20.3</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. Understand how to set out sports areas.	1.1 Explain the factors influencing the positioning of sports areas within the total area available.	
	1.2 List the sources of information on standard sports dimensions.	
	1.3 Explain the factors influencing the choice and use of marking equipment and materials.	
	1.4 Describe the typical contingencies associated with setting out sports area and how these may be handled.	

Unit 314

2. Be able to plan and set out sports areas.	2.1	Perform an initial survey which identifies the type, function and required dimensions of the sports area.	
	2.2	Produce accurate plans which are consistent with the rules of the sport.	
	2.3	Select positioning and dimensions of the sports area consistent with the rules of the sport and the function, use and safety of the site, <ul style="list-style-type: none">• marking out• setting out equipment.	
	2.4	Leave the site in an undamaged and tidy condition following operations.	
	2.5	Perform effective working relations with all relevant people.	

Unit 314

3. Understand the reasons for maintaining equipment.	3.1 Explain the importance of maintaining equipment for use.	
	3.2 Describe the methods of maintaining the range of equipment used.	
4. Be able to maintain and use relevant equipment.	4.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe the possible environmental damage and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 314

	5.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
6. Be able to promote health and safety and environmental good practice	6.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2 Ensure work is carried out in a manner which minimises environmental damage and waste	

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Unit 223

TITLE	Maintain Drainage Systems	Learner's name
UAN REFERENCE	T/502/1222	
LEVEL	2	
CREDIT VALUE	3	
<p>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</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 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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Unit 316

TITLE	Maintain Irrigation Systems	Learner's name
UAN REFERENCE	F/502/1272	
LEVEL	3	
CREDIT VALUE	3	
<p>The unit will provide the learner with the skills, knowledge and understanding required for maintaining the efficient working of irrigation systems which maybe complex and non-routine. Simulation will not be acceptable. Relationship to National Occupational Standards : L21.2</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. Understand how to design irrigation systems.	1.1 Explain the principles of design and construction of irrigation systems <ul style="list-style-type: none"> • mobile • installed. 	
2. Understand how to maintain irrigation systems.	2.1 Explain the principles, methods and calculations relating to soil water management.	
	2.2 Give a range of possible water sources and quality systems for irrigation.	
	2.3 Explain the maintenance requirements for irrigation systems.	

Unit 316

	2.4 Explain the different maintenance requirements of irrigation equipment.	
	2.5 Compare the different irrigation requirements of surfaces <ul style="list-style-type: none"> • hard/porous • synthetic • turf. 	
	2.6 Describe the frequency and thoroughness of inspections to identify faults.	
	2.7 Give a range of possible contingencies that may affect operations and how to handle these effectively.	
	2.8 Identify the types of records required and the importance of accurate record keeping.	
3. Maintain irrigation systems.	3.1 Inspect and assess irrigation systems and surfaces according to agreed schedules.	

Unit 316

	3.2 Identify problems with irrigation systems and arrange repairs where necessary.	
	3.3 Ensure surroundings are in a tidy and undamaged condition following operations.	
	3.4 Record inspections clearly, accurately and promptly.	
	3.5 Maintain effective working relations with all relevant people throughout.	
4. Maintain the waste and environment.	4.1 Explain the adverse environmental impact and waste which may occur and how to minimise these.	
	4.2 Keep unnecessary waste and unwanted impact on the environment to a minimum.	

Unit 316

5. Understand and comply with current health & safety legislation and codes of practice.	5.1 Apply the principles and application of risk assessment.	
	5.2 Summarise current health and safety legislation, codes of practice and any additional requirements.	

Learner's signature

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Unit 317

TITLE	Plan and maintain planted areas	Learner's name
UAN REFERENCE	D/502/0498	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit will provide the learner with the skills, knowledge and understanding for planning and maintaining planted areas. Simulation will not be acceptable. Relationship to National Occupational Standards : L22.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where
The learner will:	The learner can:	
1. Plan and maintain planted areas.	1.1 Ensure plans are consistent with the purpose, function, standards and objectives of planted areas – e.g. shrub areas, scrub, bedding, herbaceous, hedges and amenity turf.	
	1.2 Carry out maintenance operations to the planted area as planned – e.g. <ul style="list-style-type: none"> • pruning • feeding weed control • mulching • soil amelioration • removal and replacement of plants • mowing. 	

Unit 317

	1.3	Assess the results of maintenance operations, ensuring objectives, standards and safety requirements have been achieved.	
	1.4	Leave the site in an undamaged and tidy condition following operations.	
	1.5	Deal with problems effectively, efficiently and safely when ensuring maintenance of planted areas.	
	1.6	Maintain effective working relations with relevant people throughout.	
2. Be able to promote health and safety and environmental good practice.	2.1	Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2	Ensure work is carried out in a manner which minimises environmental damage.	

Unit 317

	2.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice	
3. Understand how to plan and maintain planted areas.	3.1 Explain the principle purposes and functions of planted areas in amenity settings and how these affect their maintenance.	
	3.2 Explain the principles and methods of pruning and its effects on plant growth.	
	3.3 Describe the significance of growing habits for timing and method of pruning.	
	3.4 Define the principles of maintenance operations covering: <ul style="list-style-type: none"> • pruning, • feeding, • weed control, • mulching, • soil amelioration, • removal and replacement of plants • mowing. 	

Unit 317

	3.5 Compare methods of analysing soil condition and nutritional status.	
	3.6 Describe the symptoms of nutritional deficiency.	
4. Understand the effects of nutrients and climate on plant growth.	4.1 Describe the effects of the main macro and micro nutrients on plant health and growth.	
	4.2 Describe the effects of pollutants, climatic conditions and soil/water relations on plant growth.	
5. Understand relevant health and safety legislation and environmental practice.	5.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	5.2 Describe the possible environmental damage and how to respond appropriately	

Unit 317

	5.3 Explain the correct and appropriate methods for disposing of waste.	
6. Know how to deal with problems.	6.1 Give a range of the typical problems that may occur and how to deal with these effectively.	

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Unit 318

TITLE	Plan and renovate planted areas	Learner's name
UAN REFERENCE	Y/502/0497	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit will provide the learner with the skills, knowledge and understanding required for planning and renovating planted areas. Simulation will not be acceptable. Relationship to National Occupational Standards : L22.2</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 plan and renovate planted areas.	1.1 Ensure plans are consistent with the purpose, function, renovation standards and objectives of planted areas – e.g. shrub areas, scrub, bedding, herbaceous, hedges and amenity turf.	
	1.2 Carry out renovation operations as planned – e.g. pruning, thinning out, tying in, replacement and mowing,	
	1.3 Assess the results of renovation operations, ensuring agreed objectives, standards and safety requirements have been achieved.	
	1.4 Keep the site in an undamaged and tidy condition following operations when renovating planted areas.	

Unit 318

	1.5 Deal with problems effectively, efficiently and safely, when renovating planted areas.	
	1.6 Maintain effective working relations with relevant people throughout when renovating planted areas.	
2. Be able to promote health and safety and environmental good practice.	2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2 Ensure work is carried out in a manner which minimises environmental damage and waste.	
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. Understand how to plan the renovation of planted areas.	4.1 Explain how the variety of purposes and functions of amenity planted areas can be used and how these affect the renovation.	

Unit 318

	4.2 Define the principles governing the effects of pruning on woody and herbaceous plants.	
	4.3 Define the principles of renovating plants to maximise their amenity value. <ul style="list-style-type: none"> • pruning • thinning out • tying in • replacement • mowing. 	
	4.4 Explain the purposes of the range of operations used in renovation.	
5. Know how to deal with problems during renovation.	5.1 Describe a range of the typical problems that may occur when renovating planted areas and how these can be dealt with effectively.	
6. Understand the reasons for maintaining equipment.	6.1 Explain the importance and methods of maintaining equipment for use.	
7. Understand relevant health and safety legislation and environmental practice.	7.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	

Unit 318

	7.2 Describe the possible environmental damage and how to respond appropriately.	
	7.3 Explain the correct and appropriate methods for disposing of waste.	
	7.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	

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Unit 319

TITLE	Prepare sites for landscape works	Learner's name
UAN REFERENCE	H/502/1183	
LEVEL	3	
CREDIT VALUE	6	
<p>This unit provides the learner with the skills, knowledge and understanding to prepare a site for both hard and soft landscape construction. The unit assumes that the learner will be working to a previously developed plan and that all work must meet its specifications and tolerances. Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : L23.1</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. Form ground profiles for landscape works.	1.1 Set out site according to the plan/specification.	
	1.2 Form profiles that meet the requirements of the plan and subsequent work: (i) soft landscape construction (ii) hard landscape construction.	
	1.3 Form profiles that are to specified and required levels and gradients.	

Unit 319

	1.4	Monitor progress and prepare according to specification two of the following surfaces: <ul style="list-style-type: none"> • flat • gradient • steps. 	
	1.5	Keep the site in a tidy and suitable condition for subsequent works following operations.	
	1.6	Maintain effective working relations throughout with the relevant people.	
2. Be able to maintain and use equipment during preparation of sites for landscape works	2.1	Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	
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 which apply to preparing sites for landscape works.	
	3.2	Ensure work is carried out in a manner which minimises environmental damage.	

Unit 319

	3.3	Manage and dispose of waste including underground services in accordance with legislative requirements and codes of good practice.	
4. Understand how to form ground profiles for landscape works.	4.1	Explain the construction standards and regulations for operations involving changes of level.	
	4.2	Explain the differences in construction requirements for soft and hard landscape construction.	
	4.3	Describe how to interpret landscape plans and specifications.	
	4.4	Explain the methods and equipment for setting out in the horizontal and vertical planes.	
	4.5	Explain the mathematical and geometrical principles for setting out.	

Unit 319

	4.6 Explain how to calculate gradients, risers and treads.	
	4.7 Explain the design of steps.	
	4.8 Explain the methods of detecting underground services.	
	4.9 Explain the typical contingencies and how to handle these effectively.	
	4.10 Explain the types of problems and how to resolve these and whom these should be reported to.	
5. Understand the reasons for maintaining equipment.	5.1 Explain the importance and methods of maintaining equipment in a fit state for use to minimise risks.	

Unit 319

6. Know and understand relevant health and safety legislation and environmental good practice.	6.1	Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	6.2	Explain the principles and application of risk assessment.	
	6.3	Describe the possible environmental damage and how to respond appropriately.	
	6.4	Explain the correct and appropriate methods for disposing of waste.	
	6.5	Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 319

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Unit 320

TITLE	Design and Install Drainage systems	Learner's name
UAN REFERENCE	R/502/1227	
LEVEL	3	
CREDIT LEVEL	4	
<p>The unit will provide the learner with the skills, knowledge and understanding in required to design and install drainage systems. The learner will be working to a previously developed plan and that it meets specifications and tolerances. Simulation will not be acceptable. Relationship to National Occupational Standards : L23.2</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 calculate drainage requirements.	1.1 Identify drainage requirements.	
	1.2 Calculate drainage requirements at a level which will prevent flooding or water logging.	
2. Be able to install drainage systems.	2.1 Install 2 drainage systems from the list below which meet requirements and specifications: (i) surface water (ii) pipes (iii) tile.	
	2.2 Ensure levels and falls are in accordance with requirements and specifications.	

Unit 320

	2.3	Ensure the surface is restored to its original condition.	
	2.4	Maintain effective working relations with the relevant people.	
3. Be able to promote health and safety and good environmental practice.	3.1	Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements which apply to installing drainage.	
	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 equipment during installing drainage.	4.1	Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	

Unit 320

5. Understand the calculation required for drainage.	5.1 Explain how to make drainage calculations.	
6. Understand why its important to be able to install drainage systems.	6.1 Explain the factors influencing drainage requirements.	
	6.2 Describe the advantages, disadvantages and applications of the following types of drainage systems: (i) surface water (ii) pipes (iii) tile.	
	6.3 Explain the typical problems that may occur and effective methods of dealing with these.	
7. Understand the reasons for maintaining equipment.	7.1 Explain the importance of and methods of maintaining equipment in a fit state for use to minimise risks.	
8. Understand relevant health and safety legislation and environmental practice.	8.1 Explain current health and safety legislation, codes of practice and any additional requirements.	

Unit 320

	8.2 Describe the possible environmental damage and how to respond appropriately.	
	8.3 Explain the correct and appropriate methods for disposing of waste.	
	8.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	

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Unit 321

TITLE	Laying hard surfaces for external landscaping	Learners name
UAN REFERENCE	T/502/1186	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge and skills required when laying hard surfaces for external landscaping. The hard surfaces could include concrete, tarmac and paving. Simulation will not be acceptable. Relationship to National Occupational Standards : L24.1</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 lay hard surfaces	1.1 Install hard surfaces safely and according to specifications and requirements for use	
	1.2 Protect hard surfaces effectively against weather and use until they are in a suitable condition	
	1.3 Leave the site safe, tidy and suitable for intended use	
	1.4 Maintain effective working relations with relevant people throughout	

Unit 321

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. Know the principles affecting the design and laying of hard surfaces.	3.1 Explain the environmental issues of run off and drainage requirements	
	3.2 Identify the factors affecting the choice and specification of surface	
	3.3 Describe the principles and methods of laying the following hard surfaces: <ul style="list-style-type: none"> • Concrete • Tarmac • Sets and block paving • Flags – pre-cast or natural paving 	

Unit 321

	3.4 Describe protection methods and how to select the appropriate one for the type of hard surface and site	
	3.5 Suggest typical problems that may occur and how to deal with these effectively	
4 Know the 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	
	4.3 Describe the correct methods for disposing of organic and inorganic waste.	

Unit 321

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Unit 322

TITLE	Construct free standing walls	Learner's name
UAN REFERENCE	A/502/1187	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to construct free standing walls. This included mortared brick and stone walls.</p> <p>Relationship to National Occupational Standards: L24.2</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 construct free standing walls	1.1 Prepare effective ground footings	
	1.2 Construct and finish walls and related structures safely and in accordance with specifications.	
	1.3 Protect the walls and related structures effectively according to type of materials and environment	
	1.4 Leave the site in a tidy and undamaged condition following operations	

Unit 322

	1.5 Maintain effective working relations with relevant people throughout	
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. Know the principles of constructing free standing walls	3.1 Interpret design specifications	
	3.2 List the factors influencing specifications for walls	

Unit 322

	<p>3.3 Describe the types of ground preparation and footings appropriate to walls and related structures for:</p> <ul style="list-style-type: none">• Mortared brick walls• Stone walls	
	<p>3.4 Describe protection methods according to types of materials and situation</p>	
	<p>3.5 Compare the application of types of structure and choice of materials</p>	
	<p>3.6 Summarise the construction regulations and standards pertinent to wall construction</p>	
	<p>3.7 Identify the potential hazards when constructing walls and related structures</p>	
	<p>3.8 Suggest typical problems that may occur and how to deal with these effectively</p>	

Unit 322

4. Know the 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	
	4.3 Describe the correct methods for disposing of organic and inorganic waste.	

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Unit 323

TITLE	Install hard landscape features and structures	Learner's name
UAN REFERENCE	F/502/1188	
LEVEL	2	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to install hard landscaping features and structures such as sports and play equipment and small sectional buildings. Relationship to National Occupational Standards: L24.5</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 install hard landscape features and structures	1.1 Prepare the ground and footings	
	1.2 Install features and structures safely and according to specification	
	1.3 Protect features and structures against deterioration	
	1.4 Inspect features and structures for safety, completeness and function	

Unit 323

	1.5	Leave site safe, tidy and in a suitable condition for subsequent work	
	1.6	Maintain effective working relations with relevant people throughout	
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. Know how to install hard landscape features and structures	3.1	Describe how to prepare the ground and footings appropriate to the range of features and structures covering sports and play equipment and small sectional buildings.	

Unit 323

	3.2 Describe the characteristics, safety requirements and methods of application of preservatives	
	3.3 Outline the potential hazards when assembling and installing structures	
	3.4 Suggest the typical problems that may occur and how these can be dealt with effectively	
4. Know the 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 Outline the principles and application of risk assessment	
	4.3 Describe how environmental damage can be minimised	

Unit 323

	4.4 Describe the correct methods for disposing of organic and inorganic waste.	
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Unit 324

TITLE	Plan and Construct water features	Learner's name
UAN REFERENCE	F/502/1191	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to plan and construct pools and water features. Simulation will not be acceptable. Relationship to National Occupational Standards : L24.4</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 maintain and use relevant equipment.	1.1 Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	
2. Be able to construct pools and water features.	2.1 Review site conditions to establish suitability prior to commencing operations.	
	2.2 Prepare the site and select and use three materials following specifications: <ul style="list-style-type: none"> • Puddled clay liners • Fibre glass in situ • Concrete in situ • Irregular shaped preformed or pre-cast • Butyl or PVC liner. 	

Unit 324

	2.3 Interpret specifications and plans.	
	2.4 Install and construct pool and water features safely, following specifications.	
	2.5 Check that the installation is working correctly and rectify any faults.	
	2.6 Maintain effective working relations with relevant people throughout.	
	2.7 Deal with problems efficiently, effectively and safely as necessary.	
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 324

	<p>3.2 Ensure work is carried out in a manner which minimises environmental damage.</p>	
	<p>3.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.</p>	
<p>4. Understand the principles underpinning installation and construction of pools and water features.</p>	<p>4.1 Describe the conditions suitable to the construction of pools and water features.</p>	
	<p>4.2 Describe the features and application of materials:</p> <ul style="list-style-type: none"> • puddle clay liners, • fibre glass in situ, • concrete in situ, irregular shaped preformed or precast • butyl or PVC liner. 	
	<p>4.3 Explain the principles and methods of pool and water feature construction.</p>	
	<p>4.4 Explain the principles of pump power calculation, selection and positioning.</p>	

Unit 324

	4.5 Explain the safety requirements for pump systems.	
	4.6 Describe the methods of checking the functioning of the installation.	
	4.7 Describe the symptoms of faults such as leaks and malfunctioning of pumping systems.	
	4.8 Explain the potential hazards when constructing ponds.	
5. Understand the reasons for maintaining equipment.	5.1 Explain the importance and methods of maintaining equipment for use.	
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.	

Unit 324

	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.	
	6.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Learner's signature

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Unit 325

TITLE	Construct rock gardens	Learner's name
UAN REFERENCE	J/502/1189	
LEVEL	2	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to construct rock gardens. The learner must have an appropriate qualification if they are to use machinery. The learner must have an appropriate knowledge in manual handling techniques. Relationship to National Occupational Standards: L24.5</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 construct rock gardens	1.1 Assess site conditions to establish suitability for operation	
	1.2 Use suitable access routes for materials.	
	1.3 Choose and use stone according to specification, functional and aesthetic requirements	
	1.4 Handle materials safely and efficiently either manually or by mechanical means as required	

Unit 325

	1.5	Construct rock work according to specification and ensure it is functionally and visually appropriate	
	1.6	Restore surroundings to a safe and substantially original condition	
	1.7	Leave the site safe, tidy and ready for planting following operations	
	1.8	Maintain effective working relationships with relevant people throughout	
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 325

	2.3 Dispose of waste safely and correctly	
3. Know how to assess for constructing rock gardens	3.1 Describe how to assess suitability of site conditions	
	3.2 Describe the criteria for selecting access routes for materials	
4. Know the principles of working with rock and soil	4.1 Describe the types and application of stone used in rock garden construction covering out crops, scree and moraine, valleys, cascades, steps	
	4.2 State the principles of arranging stone in rock gardens	
	4.3 Describe the safety requirements when lifting and handling stone	

Unit 325

	4.4	Describe the characteristics and purposes of rock garden types	
	4.5	Describe the potential hazards resulting from unsafe finished construction	
	4.6	Suggest the typical problems that may occur and how these can be dealt with effectively	
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 how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of organic and inorganic waste.	

Unit 325

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Unit 326

TITLE	Repair and restore walls	Learner's name
UAN REFERENCE	M/502/1283	
LEVEL	3	
CREDIT LEVEL	4	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to repair and restore walls. The learner will identify the original condition, purpose and function of the wall and be able to restore the wall to those standards and objectives. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p> <p>Relationship to National Occupational Standards : L25.1</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 repair and restore.	1.1 Identify and note the original condition of walls prior to commencing operations.	
	1.2 Determine the objectives of repair and restoration.	
	1.3 Identify any missing components.	

Unit 326

	<p>1.4 Using appropriate construction methods and materials restore three of the walls listed below to a substantially original condition:</p> <ul style="list-style-type: none"> (i) mortared brick (ii) mortared stone (iii) free standing (iv) retaining. 	
	<p>1.5 Ensure that walls are safe, stable, durable and appropriate to function.</p>	
	<p>1.6 Keep surroundings in a tidy and undamaged condition following operations.</p>	
	<p>1.7 Maintain effective working relations with relevant people throughout.</p>	
<p>2. Be able to promote health and safety and environmental good practice.</p>	<p>2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.</p>	

Unit 326

	2.2	Ensure work is carried out in a manner which minimises environmental damage.	
	2.3	Manage and dispose of waste in accordance with legislative requirements and codes of practice	
3. Understand how to repair and restore walls.	3.1	Explain the specifications, construction methods and materials for walls: (i) mortared brick (ii) mortared stone (iii) free standing (iv) retaining.	
	3.2	Explain the styles of stone walls and top treatment and uses and relative merits.	
	3.3	Describe the methods of producing growing conditions in stone walls.	
	3.4	List the sources of information and materials relating to stone walls.	

Unit 326

	3.5 Explain the objectives for repairing and restoring stone walls.	
	3.6 Explain how to identify missing components.	
	3.7 Describe the methods of testing the safety, stability and durability of stone walls and their fitness for purpose.	
	3.8 Describe the principles and application of risk assessment.	
	3.9 Describe typical problems that may occur and how to deal with these effectively.	
4. Understand relevant health and safety legislation and environmental good practice.	4.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	

Unit 326

	4.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	4.3 Explain the correct and appropriate methods for disposing of waste.	

Learner's signature

I confirm that the evidence above is all my own work

..... Date

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Signed.....Date

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Unit 327

TITLE	Restore Soft Landscape Areas	Learner's name
UAN REFERENCE	A/502/1190	
LEVEL	3	
CREDIT VALUE	4	
<p>This unit will provide the learner with the skills, knowledge and understanding required for restoring soft landscape areas taking into account the original condition, purpose and functions of the soft landscape area to be able to restore it to the required standard. This unit involves a landscape area including a range of features, which should have some historical importance. Simulation will not be acceptable. Relationship to National Occupational Standards : L25.2</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 restore soft landscape areas.	1.1 Identify the intended purpose and function of the area and its restoration requirements.	
	1.2 Identify the originally intended style, composition and appearance of the area.	
	1.3 Carry out restoration in accordance with identified standards and objectives.	
	1.4 Provide clear and accurate information for recording purposes.	

Unit 327

	1.5	Maintain effective working relations with relevant people throughout.	
	1.6	Deal with problems effectively, efficiently and safely where necessary.	
2. Be able to promote health and safety and environmental good practice.	2.1	Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2	Ensure work is carried out in a manner which minimises environmental damage.	
	2.3	Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
3. Understand how to restore soft landscape areas.	3.1	Explain the principles, methods and techniques of restoration of soft landscape.	

Unit 327

	3.2 Summarise the history and development of landscape design and planting styles.	
	3.3 Assess sources of information and materials relating to restoration of soft landscapes.	
	3.4 Assess possible sources of information on the original style of planted areas.	
	3.5 Compare and clarify the range of possible functions and purposes of soft landscape areas and explain how these affect restoration.	
	3.6 Explain typical contingencies and how these can be dealt with effectively.	
4. Understand the reasons for maintaining equipment.	4.1 Explain the importance and methods of maintaining equipment in a fit state for use.	

Unit 327

5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	
	5.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Learner's signature

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Unit 329

TITLE	Provide nutrients to plants or crops	Learner's name
UAN REFERENCE	K/502/0956	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to identify nutrient problems and provide nutrients to plants or crops. Simulation will not be acceptable. Relationship to National Occupational Standards : PH5.1</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. Understand the factors which influence nutrient requirements.	1.1 Explain the relationship between plan or crop growth and development, and the use of nutrients.	
	1.2 Explain the ways of checking that the correct quantity of nutrients are available to plants or crops.	
	1.3 Explain the likely problems which may impact on providing nutrients to plants or crops and how to resolve them.	
2. Understand the methods of applying nutrients.	2.1 Explain the different methods for applying nutrients to plants or crops.	

Unit 329

3. Know how to identify nutrient problems with crops or plants.	3.1 Describe the signs of nutrient deficiency in plants or crops.	
4. Understand how to maintain equipment.	4.1 Explain the importance and methods of maintaining equipment ready for use.	
5. Understand relevant health and safety legislation and environmental good practice.	5.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	5.2 Describe the possible environmental damage and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of waste.	
	5.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 329

6. Be able to maintain and use equipment.	6.1 Ensure equipment is prepared, used and maintained in a safe and effective way.	
	6.2 Select the appropriate equipment to provide nutrients to plants.	
7. Be able to provide nutrients to plants or crops.	7.1 Apply nutrients as required to promote plant growth and stage of plant development.	
	7.2 Diagnose problems with the provision of nutrients to plants or crops and take the appropriate action.	
	7.3 Maintain, review and complete records accurately.	
8. Be able to promote health and safety and environmental good practice.	8.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	

Unit 329

	8.2 Ensure work is carried out in a manner which minimises environmental damage.	
	8.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Learner's signature

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Unit 330

TITLE	Monitor the development of crops or plants	Learner's name
UAN REFERENCE	M/502/0957	
LEVEL	3	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for monitoring the development of plants or crops. The control of pests, diseases and disorders is covered in a separate unit. Simulation will not be acceptable. Relationship to National Occupational Standards : PH5.2</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. Understand the development of crops or plants	1.1 Explain the types of unwanted plant material and why it must be removed covering damaged crops, weeds, crop debris and diseased materials.	
	1.2 Explain the relationship of plant development to the growth of the plant or crop.	
	1.3 Explain and identify common problems which may occur with the plants or crops and the correct actions to take.	
	1.4 Explain the methods for manipulating plant development covering both trimming and supporting.	

Unit 330

	1.5 Explain why it is important that work is carried out at commercial rates.	
	1.6 Explain the reasons why it is important to maintain hygiene and how this is achieved.	
2. Understand the reasons for maintaining equipment.	2.1 Explain the importance of maintaining equipment for use.	
	2.2 Describe the methods of maintaining the range of equipment used.	
3. Understand relevant health and safety legislation and environmental good practice	3.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	3.2 Describe the possible environmental damage and how to respond appropriately.	

Unit 330

	<p>3.3 Explain the correct and appropriate methods for disposing of waste.</p>	
	<p>3.4. Explain the records required for management and legislative purposes and the importance of maintaining them.</p>	
<p>4. Be able to maintain and use equipment.</p>	<p>4.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.</p>	
<p>5. Be able to monitor and maintain crops or plants.</p>	<p>5.1 Remove unwanted plant material. Plant material to be removed must include:</p> <ul style="list-style-type: none"> • damaged crops • weeds • crop debris • diseased materials. 	
	<p>5.2 Manipulate plant development to meet the requirements of the plant or crop using either trimming or supporting.</p>	

Unit 330

	5.3 Maintain suitable levels of hygiene for the growing environment.	
6. Be able to promote health and safety and environmental good practice.	6.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements which apply to monitoring and maintaining plant development.	
	6.2 Ensure work is carried out in a manner which minimises environmental damage.	
	6.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Unit 330

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Unit 331

TITLE	Monitor and adjust watering systems for crops or plants	Learner's name
UAN REFERENCE	Y/502/1228	
LEVEL	3	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to monitor and adjust watering systems for crops or plants. Simulation will not be acceptable. Relationship to National Occupational Standards : PH5.3</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. Understand watering systems.	1.1 Evaluate methods and systems for supplying water to crops or plants.	
	1.2 Explain the principles and methods for making adjustments to the water supply.	
	1.3 Identify common problems which may occur in the delivery of water to the plant or crop and explain how these should be resolved.	
2. Understand crop or plant requirements for water.	2.1 Explain how to establish that the supply of water to the crop or plant is suitable.	

Unit 331

	2.2 Explain how the plant or crop requirements for water varies during growth and development.	
	2.3 Explain the impact of the environment on the water requirements of the crop or plant.	
3. Understand the reasons for maintaining equipment.	3.1 Explain the importance of and methods of maintaining equipment ready for use to minimise risks.	
4. Understand relevant health and safety legislation and environmental good practice.	4.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	4.2 Describe the possible environmental damage and how to respond appropriately.	
	4.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 331

5. Be able to maintain and use equipment.	5.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
6. Be able to monitor and adjust watering systems.	6.1 Check and confirm the supply of water to the plant or crop is correct.	
	6.2 Identify the need for making adjustments to watering systems.	
	6.3 Identify problems with the delivery of water to the plant or crop and take appropriate action as necessary.	
	6.4 Ensure adjustments to watering systems are in accordance with the requirements of the plant or crop.	
	6.5 Provide clear and accurate information for recording purposes.	

Unit 331

7. Be able to promote health and safety and environmental good practice.	7.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements which apply to monitoring and adjusting watering systems.	
	7.2 Ensure work is carried out in a manner which minimises environmental damage.	

Learner's signature

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Unit 332

TITLE	Manage site clearance and preparation for planting	Learner's name
UAN REFERENCE	H/502/1281	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to manage the clearing and preparing of sites for planting. It covers clearing sites of any unwanted materials and debris and carrying out relevant cleaning activities. It also covers the planning of the resources for preparing the site.</p> <p>Simulation will not be acceptable. This unit is appropriate to Learners in a commercial environment. Learners in an amenity situation may find 'Prepare sites for soft landscape establishment' more appropriate.</p> <p>Relationship to National Occupational Standards : PH6</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. Understand site clearance.	1.1 Explain the clearance requirements including sterilising in relation to the use of the site.	
	1.2 Explain how to assess the condition of the site and describe how this affects clearance operations.	
	1.3 Explain how resources including human, materials and equipment can be used effectively and efficiently when clearing sites.	

Unit 332

	1.4	Explain the levels of hygiene required on the site and describe reasons for and methods of maintaining hygiene.	
	1.5	Explain the problems which could arise during the clearance work and how to deal with them.	
	1.6	Explain how to identify the materials that may be suitable for re-use or recycling including organic and inorganic.	
2. Understand the requirements for planting.	2.1	Explain how to identify the condition of materials suitable for planting.	
	2.2	Describe the problems which may occur with equipment and materials and describe how to resolve them.	
	2.3	Explain how the production requirements and timescales influence planting operations.	

Unit 332

	2.4 Explain how the condition of the site and growing medium influence planting operations.	
3. Understand how to maintain equipment.	3.1 Explain the importance of and methods of maintaining equipment.	
4. Understand relevant health and safety legislation and environmental good practice.	4.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	4.2 Describe the possible environmental damage and how to respond appropriately.	
	4.3 Explain the correct and appropriate methods for disposing of waste.	
	4.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 332

5. Be able to control the clearance of a site.	5.1 Clear the site of unwanted materials and debris in accordance with production requirements and the condition of the site.	
	5.2 Ensure that working methods and processes are suitable to the site, and resources are used effectively and efficiently.	
	5.3 Ensure the necessary levels of hygiene are maintained in accordance with production requirements.	
	5.4 Ensure materials that are suitable for re-use or recycling are identified.	
6. Be able to organise the resources needed for planting.	6.1 Organise the equipment and materials ready for use.	
	6.2 Take the appropriate action where the available equipment and materials do not meet the requirements of the planting operations.	

Unit 332

	6.3 Confirm that the growing medium and site is in a condition ready for planting operations to begin.	
7. Be able to maintain and use equipment during controlling the clearance of a site for planting.	7.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
8. Be able to promote health and safety and environmental good practice.	8.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	8.2 Ensure work is carried out in a manner which minimises environmental damage	
	8.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice	

Unit 332

Learner's signature

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..... Date

Assessor's name

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Unit 333

TITLE	Prepare for and maintain the planting of crops or plants	Learner's name
UAN REFERENCE	H/502/0955	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for organising and maintaining the planting of crops or plants. The unit is applicable to planting by hand or by machine and can be either outdoors or in protected conditions. Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : ph7.1</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. Understand how to prepare for the planting of crops or plants.	1.1 Explain the methods for preparing plant material	
	1.2 Explain how to select plant material.	
	1.3 Explain how the resources are used effectively when setting out of crops or plants.	
2. Understand the factors which influence the planting of crops or plants.	2.1 Explain the working methods for carrying out planting.	

Unit 333

	2.2 Explain how production requirements effect the time of planting.	
	2.3 Explain the relationship of planting to the crops or plants subsequent growth and development.	
	2.4 Explain the correct positioning of the plants or crops in the growing medium covering the following: (i) density (ii) depth (ii) mix (iv) orientation (v) firmness	
	2.5 Describe the correct methods for handling plant material.	
	2.6 Explain the reasons and methods for maintaining hygiene and avoiding contamination.	
	2.7 Explain the problems which may occur during planting and how to deal with these.	

Unit 333

	2.8 Explain the records required for management and legislative purposes and the importance of maintaining them.	
3. Understand how to maintain equipment.	3.1 Explain the importance of maintaining equipment for use.	
	3.2 Describe the methods of maintaining the range of equipment used.	
4. Understand relevant health and safety legislation and environmental good practice.	4.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	4.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	4.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 333

5. Be able to prepare for planting crops or plants.	5.1 Ensure the plant material is selected and prepared in accordance with production requirements.	
	5.2 Ensure the necessary working methods for planting are established and clearly communicated.	
6. Be able to maintain the planting of crops or plants.	6.1 Ensure that planting takes place at times which are most conducive to the crops or plants establishment and growth.	
	6.2 Position crops or plants within the growing medium in a way which is suitable to the crops or plants.	
	6.3 Handle plant material in a manner which optimises establishment, growth and development, and minimises damage.	
	6.4 Ensure planting is carried out at an appropriate speed whilst maintaining the quality of production.	

Unit 333

	6.5	Maintain the necessary levels of hygiene at all times.	
	6.6	Provide clear and accurate information for recording purposes.	
7. Be able to maintain and use relevant equipment.	7.1	Ensure equipment is prepared, used and maintained in a safe and effective condition.	
8. Be able to promote health and safety and environmental good practice	8.1	Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	8.2	Ensure work is carried out in a manner which minimises environmental damage.	
	8.3	Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Unit 333

Learner's signature

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..... Date

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Unit 334

TITLE	Promote and monitor the growth of crops or plants	Learner's name
UAN REFERENCE	Y/502/1181	
LEVEL	3	
CREDIT VALUE	4	
<p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance. Please refer to Lantra's Assessment Strategy for further guidance. Evidence in this unit may be for different crops or for one crop as appropriate to the Learner's situation.</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : PH7.2</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. Understand the factors which promote the growth of crops or plants.	1.1 Compare the advantages and disadvantages of different methods for promoting crop or plant growth and development.	
	1.2 Explain the optimum and amount of time required to carry out the promotion of crop or plant growth and development.	
	1.3 Explain the requirements for nutrients and moisture and how these can be adjusted to promote growth and development for different types of crop or plant.	

Unit 334

	<p>1.4 Explain the factors which determine the growth and development of crops or plants and how they can be influenced to optimise productivity covering:</p> <ul style="list-style-type: none">(i) light,(ii) carbon dioxide(iii) growth hormones,(iv) nutrients.	
	<p>1.5 Explain methods of promoting the growth and development of crops or plants covering the following:</p> <ul style="list-style-type: none">• protection from pests and diseases,• weed control measures,• weather protection,• pruning and trimming,• supporting,• feeding• watering.	
	<p>1.6 Explain appropriate methods of handling plant material.</p>	
	<p>1.7 Explain the common problems which may occur and describe the correct actions to be taken in.</p>	

Unit 334

	1.8 Explain the records required for management and legislative purposes and the importance of maintaining them.	
	1.9 Explain the reasons why it is important to maintain hygiene and describe how this is achieved.	
2. Understand how to maintain equipment.	2.1 Explain the importance of maintaining equipment for use.	
	2.2 Describe the methods of maintaining the range of equipment used.	
3. Understand relevant health and safety legislation and environmental good practice.	3.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	3.2 Describe the possible environmental damage that could occur and how to respond appropriately.	

Unit 334

	3.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	
4. Be able to promote the growth of crops or plants through a number of methods.	4.1 Choose and implement at least three methods for promoting crop growth and development in accordance with the needs of the crop and production requirements <ul style="list-style-type: none"> • protection from pests and diseases, • weed control measures, • weather protection, • pruning and trimming, • supporting, • feeding • watering. 	.
	4.2 Handle plant material in a manner which optimises growth and development, and minimises damage.	
	4.3 Provide clear and accurate information for recording purposes.	

Unit 334

5. Be able to promote health and safety and environmental good practice.	5.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	5.2 Ensure work is carried out in a manner which minimises environmental damage.	
	5.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
6. Be able to maintain and use relevant equipment.	6.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	

Unit 334

Learner's signature

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Unit 335

TITLE	Plan and prepare growing media	Learner's name
UAN REFERENCE	K/502/0858	
LEVEL	3	
CREDIT VALUE	6	
The aim of this unit is to provide the skills, knowledge and understanding required for preparing growing media for planting or potting. Relationship to National Occupational Standards : PH8		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the preparation of growing media.	1.1 Explain the different properties of the materials used to prepare growing media covering: (i) fertiliser (ii) soil conditioner (iii) growing media ingredients.	
	1.2 Explain the procedures for obtaining the materials required.	
	1.3 Explain the different methods used for collecting and measuring out materials.	
	1.4 Explain different methods of incorporating ingredients into the growing medium depending on its use covering: (i) Mixing (ii) Cultivation.	

Unit 335

	1.5	Compare the different methods of preparing growing media in relation to planting requirements covering: (i) consistency (ii) moisture level (iii) air filled porosity (iv) required additives (v) storage.	
2. Understand the factors that affect preparation and operations	2.1	Explain the different growing media required for varying crops and growing conditions and how this will influence media preparation.	
	2.2	Explain the external factors that affect the timing of operations and the outcomes.	
	2.3	Explain the reasons for the different storage conditions for growing media and the need for hygiene at all times.	
3. Be able to plan, obtain and position materials	3.1	Identify and obtain the correct quantity of source materials, e.g. fertiliser and bulky ingredients, for preparing growing media in accordance with production requirements.	

Unit 335

	3.2	Ensure materials are handled correctly and safely.	
	3.3	Measure out and position the correct quantities of materials in accordance with the growing schedule and the crop.	
4. Be able to prepare the growing media.	4.1	Incorporate materials into the growing media in accordance with planting requirements.	
	4.2	Provide clear and accurate information for recording purposes.	
5. Be able to select, use and maintain equipment for preparing growing media.	5.1	Select appropriate equipment for this area of work.	
	5.2	Use equipment according to instructions.	

Unit 335

	5.3 Prepare, maintain and store equipment in a safe and effective working condition.	
6. Understand relevant health and safety legislation and environmental good practice.	6.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	6.2 Describe the possible environmental damage and how to respond appropriately.	
	6.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	
	6.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	
7. Be able to promote health and safety and environmental good practice.	7.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	

Unit 335

	7.2 Ensure work is carried out in a manner which minimises environmental damage.	
	7.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
8. Understand how to maintain equipment.	8.1 Explain the importance of maintaining equipment ready for use.	

Learner's signature

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Unit 336

TITLE	Plan and collect propagation material	Learner's name
UAN REFERENCE	D/502/1182	
LEVEL	3	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to plan and collect propagation material. The unit covers planning the methods of collecting propagation materials. There is a separate unit which covers the identification and naming of plants. Relationship to National Occupational Standards:</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. Understand how to prepare for the collection of propagation material	1.1 Explain the methods of planning the collection of propagation material and the factors which must be taken into account	
	1.2 Explain how the requirements of the production programme differs depending on the type(s) of crop(s) or plants produced	
	1.3 Explain the importance of the timing of different propagation activities	

Unit 336

2. Understand the methods of propagation	2.1 Explain the method(s) used for collecting propagation material covering: (i) cuttings (ii) budding (iii) grafting (iv) micro-propagation (v) division	
	2.2 Explain how to select suitable facilities for storing the material prior to use and the length of storage which is required	
	2.3 Explain how to correctly handle plant material and the consequences of incorrect handling	
3. Understand the principles of identification and naming of plants	3.1 Explain where and how to obtain information on plants and plant identification	
	3.2 Explain the principles of botanical nomenclature	
4. Understand the reasons for maintaining equipment	4.1 Explain the importance and methods of maintaining equipment for use	

Unit 336

5. Understand relevant health and safety legislation and environmental good practice	5.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
	5.2 Describe the possible environmental damage that could occur and how to respond appropriately	
6. Be able to maintain and use relevant equipment	6.1 Ensure equipment is prepared, used and maintained in a safe and effective condition	
7. Be able to plan the collection of propagation material	7.1 Plan the timing of the collection of propagation material to maximise the success of the operation and to fit in with the production programme	
	7.2 Determine the source of the propagation material and the method of collection in accordance with the needs of the plant species and the propagation method	
8. Be able to collect propagation material	8.1 Correctly identify plants from which material is to be collected	

	8.2 Handle plant material in a manner which minimises damage and wastage	
	8.3 Select and use suitable facilities for the storage of collected material	
	8.4 Provide clear and accurate information for recording purposes	

Learner's signature

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Unit 337

TITLE	Prepare and establish propagation material	Learner's name
UAN REFERENCE	T/502/1012	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and establish propagation material. It covers propagation methods including trimming and establishing the material in a growing environment. Simulation will not be acceptable. Relationship to National Occupational Standards : PH9.2&3</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. Understand the methods of preparing for propagation.	1.1 Explain the methods used for preparing propagation material covering: (i) trimming cuttings (ii) splitting divisions (iii) preparing of stocks (iv) preparing scions.	
	1.2 Explain why vegetative propagation methods are used.	
	1.3 Explain the following methods of propagation: (i) cuttings (ii) budding (iii) grafting micro-propagation division.	

Unit 337

	<p>1.4 Explain why it is important to maintain hygiene during the propagation process and how this is achieved.</p>	
	<p>1.5 Explain the role of hormone treatments to encourage rooting or meristem development.</p>	
<p>2. Understand how to establish propagation material in a growing environment.</p>	<p>2.1 Explain the types of rooting media and how they are prepared and handled.</p>	
	<p>2.2 Explain how to correctly position propagation material in the growing medium.</p>	
	<p>2.3 Explain the factors which must be taken into account when planning aftercare.</p>	
	<p>2.4 Explain the types of growing environments available and their preparation.</p>	

Unit 337

	2.5 Explain the methods for sustaining and promoting plant development following propagation.	
3. Understand the techniques for weaning crops or plants.	3.1 Explain the techniques for weaning crops before transferring into a different environment covering: (i) watering (ii) ventilation (iii) temperature control (iv) humidity control (v) removal of material damaged by pests or diseases (vi) trimming to promote (vii) appropriate growth formation (viii) subculturing (micropropagation).	
4. Know the types of equipment and materials required and how to maintain them.	4.1 Describe the equipment and materials which will be necessary for preparing for propagation.	
	4.2 Describe methods of maintaining the equipment ready for use.	

Unit 337

5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	
	5.4 Explain the records required for management and legislative purposes and the importance of maintaining them including: (i) Propagation activities (ii) Success rates.	
6. Be able to maintain and use relevant equipment and materials.	6.1 Ensure equipment and materials are prepared, used and maintained in a safe and effective condition.	
7. Be able to prepare propagation material.	7.1 Handle plant material in a manner which minimises damage and wastage, and optimises growth.	

Unit 337

	7.2	Select and use a suitable propagation method.	
	7.3	Prepare and treat propagation materials appropriately.	
	7.4	Provide clear and accurate information for recording purposes.	
8. Establish propagation material in a growing environment.	8.1	Identify and source the materials for preparing a suitable rooting medium.	
	8.2	Prepare a suitable environment to establish the propagation material.	
	8.3	Position propagation material correctly in the growing medium and place in a suitable environment.	

Unit 337

	8.4 Promote and sustain plant development after propagation.	
9. Be able to promote health and safety and environmental good practice.	9.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	9.2 Ensure work is carried out in a manner which minimises environmental damage.	
	9.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Unit 337

Learner's signature

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..... 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 338

TITLE	Plan and implement seed propagation	Learner's name
UAN REFERENCE	Y/502/0855	
LEVEL	3	
CREDIT VALUE	7	
<p>This unit will provide learners with the skills, knowledge and understanding required for planning and managing the propagation of plants from seed.</p> <p>Relationship to National Occupational Standards : PH10</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. Understand the planning of seed propagation.	1.1 Explain the factors which influence seed propagation including timing and availability of resources.	
	1.2 Describe the contents and requirements of a propagation programme.	
	1.3 Explain how to estimate quantities of seed and materials.	
2. Understand the factors which influence seed propagation.	2.1 Explain why texture, drainage, moisture and nutrient content of growing medium is important and species related.	

Unit 338

	2.2 Explain how correct timing of propagation can maximise the success of propagation.	
	2.3 Explain the importance of good hygiene in propagation areas.	
	2.4 Describe different methods of preparing seed (including soaking, priming, temperature treatments and scarification) and the suitability of each for species concerned.	
	2.5 Describe the appropriate immediate aftercare for different species and different situations e.g. outdoors or under glass covering: (i) Humidity control (ii) Temperature control (iii) Pricking out (iv) Weed control (v) Pest or rodent control.	
	2.6 Explain potential problems which may occur during propagation and how to deal with these effectively.	

Unit 338

3. Understand the need for monitoring seed propagation.	3.1 Explain the crop health problems that can occur during propagation.	
	3.2 Explain the need to identify and deal with substandard seedlings.	
4. Understand the how to maintain equipment.	4.1 Explain the importance and methods of maintaining equipment.	
5. Understand relevant health and safety legislation and environmental good practice.	5.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	5.2 Describe the possible environmental damage and how to respond appropriately.	
	5.3 Explain the correct and appropriate methods for disposing of organic and inorganic waste.	

Unit 338

	5.4 Explain the records required for management and legislative purposes and the importance of maintaining them.	
6. Be able to plan seed propagation.	6.1 Prepare a programme of work activities to maximise the success of the operation.	
	6.2 Calculate and collect the quantities of seed and growing medium required.	
7. Be able to implement seed propagation	7.1 Prepare the growing medium in accordance with the requirements of the programme.	
	7.2 Check, store and handle seeds in a way that minimises damage and maximises viability.	
	7.3 Sow seeds evenly, accurately and at the correct depth and density for the species.	

Unit 338

	7.4 Provide immediate aftercare to encourage rapid germination.	
8. Be able to monitor germination of seeds	8.1 Identify problems with germination and take the appropriate remedial action.	
	8.2 Remove and hygienically dispose of unwanted seedlings.	
	8.3 Accurately identify seedlings suitable for the next stage of the production process.	
	8.4 Provide suitable post propagation aftercare conditions.	
	8.5 Ensure the following records are completed accurately: (i) propagation activities (ii) success rates.	

Unit 338

<p>9. Be able to maintain and use equipment during seed propagation.</p>	<p>9.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.</p>	
<p>10. Be able to promote health and safety and environmental good practice.</p>	<p>10.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.</p>	
	<p>10.2 Ensure work is carried out in a manner which minimises environmental damage.</p>	
	<p>10.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.</p>	
	<p>10.4 Maintain effective working relations with all relevant people.</p>	

Unit 338

Learner's signature

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..... Date

Assessor's name

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Internal verifier's signature (if sampled)

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Unit 339

TITLE	Plan and monitor harvesting operations	Learner's name
UAN REFERENCE	R/502/0952	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning and maintaining the harvesting of crops. The unit covers determining the resource requirement and working methods of harvesting could be carried out manually and mechanically depending on the type of crops.</p> <p>This unit does not cover collecting plants for despatch or sale as this is covered in a separate unit.</p> <p>Evidence should be provided for the crop or crops in the Learners' workplace</p> <p>Relationship to National Occupational Standards : PH11.1&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. Understand how to plan the harvesting of crops.	1.1 Explain the factors to be considered when preparing a harvesting plan covering how to determine the human, financial, material and equipment resources necessary.	
	1.2 Explain the methods and conventions for presenting plans covering written and spoken.	
	1.3 Explain the importance of timescales within which harvesting must take place.	

Unit 339

	1.4 Explain the relationship between production requirements, planning and harvesting the crops.	
2. Understand the harvesting of crops.	2.1 Explain how to identify crops which are ready for harvesting.	
	2.2 Explain the actions to take when the crop is not ready for harvesting.	
	2.3 Describe the variations of harvesting methods which are used depending on the crop.	
	2.4 Explain the adjustments to harvesting methods which may be required in relation to environmental conditions and use of resources.	
	2.5 Explain how to maintain the quality of the product and minimise adverse damage.	

Unit 339

	2.6	Describe the problems which may arise during harvesting and explain how these may be resolved.	
	2.7	Explain the methods for maintaining hygiene during harvesting.	
	2.8	Explain the reasons and systems of record keeping.	
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.	
	3.3	Describe the correct methods for disposing of organic and inorganic waste.	

Unit 339

4. Know the types of equipment required and how to maintain them.	4.1 Describe the methods of maintaining the equipment which will be necessary for the harvesting of crops.	
5. Be able to select, use and maintain equipment and resources.	5.1 Select and use appropriate equipment for this area of work.	
	5.2 Ensure equipment is prepared, maintained and stored in a safe and effective working condition.	
6. Be able to plan the harvesting of crops.	6.1 Construct and present a harvesting schedule.	
	6.2 Confirm that the crop is in a condition ready for harvesting.	
	6.3 Establish the availability of resources required for harvesting operations: human, financial, material and equipment.	

Unit 339

7. Be able to maintain the harvesting of crops..	7.1	Ensure harvesting methods and processes are effective, efficient, and in accordance with production requirements.	
	7.2	Establish relevant measures to maintain hygiene during harvesting.	
	7.3	Ensure plans achieve the best balance between production requirements and constraints on the harvesting operations including: (i) environmental conditions (ii) resource difficulties (iii) crop condition (iv) health and safety issues.	
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.	
	8.2	Carry out work in a manner which minimises environmental damage.	

Unit 339

	8.3 Dispose of waste safely and correctly.	
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Learner's signature

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..... 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 340

TITLE	Prepare and store harvested crops	Learner's name
UAN REFERENCE	Y/502/0953	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare harvested crops following harvesting.</p> <p>Relationship to National Occupational Standards : PH11.3</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 prepare harvested crops.	1.1 Explain why storage methods differ according to the type of crop.	
	1.2 Explain the different methods of preparing crops for storage covering: <ul style="list-style-type: none"> i) handling ii) grading iii) cleaning iv) drying v) packing, containering or labelling. 	
	1.3 Explain the importance of production specification and how this influences storage and preparation requirements.	

Unit 340

	1.4 Explain why prepared crops may not be of a suitable quality and how to identify this.	
	1.5 Describe the reporting procedures where prepared produce is not of a suitable quality.	
	1.6 Describe necessary levels of hygiene.	
2. Understand the reasons for maintaining equipment.	2.1 Explain the importance and methods of maintaining equipment ready for use.	
3. Understand relevant health and safety legislation and environmental good practice.	3.1 Explain current health and safety legislation, codes of practice and any additional requirements.	
	3.2 Explain the correct and appropriate methods for disposing of waste.	

Unit 340

	3.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	
4. Be able to maintain and use equipment.	4.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
5. Be able to maintain harvested crops.	5.1 Select and use appropriate methods for preparing the harvested crop in accordance with production requirements such.	
	5.2 Remove and report harvested crop which does not meet production requirements.	
	5.3 Ensure the necessary levels of hygiene are maintained throughout the preparation of the crop.	
	5.4 Ensure the prepared harvested crop meets production requirements.	

Unit 340

	<p>5.5 Ensure the preparation of the harvested crop is completed in the appropriate timescale.</p>	
	<p>5.6 Ensure that any required storage meets production requirements and maintains the condition of the crop.</p>	
	<p>5.7 Ensure that records are accurate and complete.</p>	
<p>6. Be able to promote health and safety and environmental good practice.</p>	<p>6.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements which apply to preparing harvested crops.</p>	
	<p>6.2 Manage and dispose of waste in accordance with legislative requirements and codes of practice.</p>	

Unit 340

Learner's signature

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Unit 341

TITLE	Plan and manage the collection of orders	Learner's name
UAN REFERENCE	R/502/1180	
LEVEL	3	
CREDIT LEVEL	8	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning and managing the collection of plant orders taking into account all the factors involved including: market requirements, resource constraints and collection methods and crop conditions. This unit does not cover the identification of plants. Simulation will not be acceptable. Relationship to National Occupational Standards : PH12.1&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 maintain and use equipment during planning the collection of orders.	1.1 Ensure equipment is prepared, used and maintained in a safe and effective condition.	
2. Be able to plan the collection of orders.	2.1 Accurately sort customer orders to ensure efficiency of the planned collection process.	
	2.2 Identify the correct location of the required plants.	
	2.3 Establish the resources required for the collection of orders: including human; material and equipment.	

Unit 341

	2.4 Plan collection methods which are effective, efficient and are in accordance with marketing requirements.	
	2.5 Plan the collection operation to achieve best balance between constraints and marketing requirements including: <ul style="list-style-type: none"> • customer requirements; • resource availability; • condition of crop; • health and safety • environmental conditions. 	
	2.6 Present plans clearly and accurately.	
3. Manage the collection of orders.	3.1 Ensure that collection methods are effective, efficient and in accordance with marketing requirements.	
	3.2 Monitor and make any necessary adjustments to collection methods in relation to crop condition, environmental conditions and resources.	

Unit 341

	3.3	Correctly recognise and identify the required plants.	
	3.4	Handle the crop in a way which maintains plant quality and minimises damage.	
	3.5	Collect and transport crop in accordance with marketing requirements.	
	3.6	Accurately assess the condition of the collected crop and take appropriate action as required	
	3.7	Ensure records are accurate and complete.	
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 which apply to planning the collection of orders.	

Unit 341

	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 good practice.	
5. Understand why it is important to be able to plan the collection of orders.	5.1	Explain how to establish the best balance between constraints and market requirements covering: <ul style="list-style-type: none"> • Customer requirements • Resource availability • Condition of crop • Health and safety • Environmental conditions. 	
	5.2	Explain the characteristics which indicate the crop is fit for collection or lifting.	
	5.3	Explain how to determine the available human, material and equipment resources required.	
	5.4	Explain the seasonal conditions which are suitable for collection and dispatch.	

Unit 341

	5.5	Explain methods for collecting or lifting the crop.	
	5.6	Explain timescales within which collection must take place and the acceptable commercial rates of collection.	
	5.7	Identify the range of specifications used for sale of plants.	
	5.8	Identify how to develop plans for collecting orders and the information which the plan has to contain.	
6. Understand how to manage the collection of orders.	6.1	Identify adjustments to collection methods which may be required.	
	6.2	Explain methods of maintaining the quality of plant(s) during handling and transportation.	

Unit 341

	6.3	Identify problems which may arise during the collection of plants and explain what actions might be taken to address them.	
	6.4	Explain why it is important to recognise instances where the plant does not meet customer requirements.	
7. Understand the reasons for maintaining equipment.	7.1	Explain the importance and methods of maintaining equipment ready for use.	
8. Understand relevant health and safety legislation and environmental good practice.	8.1	Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	8.2	Describe the possible environmental damage and how to respond appropriately.	
	8.3	Explain the correct and appropriate methods for disposing of waste.	

Unit 341

	8.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	
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Learner's signature

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Assessor's name

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Unit 342

TITLE	Prepare collected orders for dispatch	Learner's name
UAN REFERENCE	A/502/1013	
LEVEL	3	
CREDIT VALUE	6	
<p>The aim of this unit is to provide the learner with the ability to demonstrate the knowledge, understanding and skills required to take responsibility for the preparation of the crop following collection or lifting using a number of methods to prepare orders. Evidence in this unit may be for different crops or for one crop as appropriate to the Learner's situation Simulation will not be acceptable. Relationship to National Occupational Standards : PH12.3</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. Prepare collected orders for dispatch	1.1 Prepare the collected order in accordance with market and customers requirements within required timescales for at least four from (i) pruning/trimming (ii) tying (iii) weeding (iv) grading (v) bundling (vi) wrapping (vii) containerising/packing (viii) labelling (ix) watering (x) loading.	
	1.2 Identify and remove plants which fail to meet the market requirement.	

Unit 342

	1.3 Store appropriately prior to dispatch if required.	
	1.4 Provide clear and accurate information for recording purposes.	
2. Be able to promote health and safety and environmental good practice.	2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	2.2 Ensure work is carried out in a manner which minimises environmental damage.	
	2.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
3. Understand how to prepare collected orders for dispatch.	3.1 Explain how to establish the best balance between constraints and marketing requirements.	

Unit 342

	<p>3.2 Explain methods for preparing the order covering:</p> <ul style="list-style-type: none">(i) pruning/trimming(ii) tying(iii) weeding(iv) grading(v) bundling(vi) wrapping(vii) containerising/packing(viii) labelling(ix) watering(x) loading.	
	<p>3.3 Explain the methods of storing and maintaining the health of plants ready for dispatch.</p>	
	<p>3.4 Explain why collected plants may not be of a suitable quality and how to identify this.</p>	
	<p>3.5 Explain the reasons for reporting instances where collected plants are not of a suitable quality.</p>	
	<p>3.6 Summarise factors which affect plant quality during dispatch and transport.</p>	

Unit 342

4. Understand relevant health and safety legislation and environmental good practice.	4.1 Explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	4.2 Explain the correct and appropriate methods for disposing of waste.	
	4.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 342

Learner's signature

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Unit 343

TITLE	Prepare, monitor and adjust environmental conditions for protected crops or plants	Learner's name
UAN REFERENCE	M/502/0859	
LEVEL	3	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the learner with the skills, knowledge and understanding required for preparing and maintaining environmental conditions for protected crops or plants. It includes monitoring, adjusting and recording environmental conditions. Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : PH13</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. Understand the effects of maintaining environmental conditions for protected crops/plants	1.1 Explain the environmental conditions required for different crops to achieve optimum crop or plant growth and yield.	
	1.2 Explain the effects which temperature, humidity, carbon dioxide levels, ventilation, light and shade have on the growth and development of the crop or plant.	

Unit 343

2. Understand the types of equipment used to maintain environmental conditions	2.1 Explain the types of equipment used to monitor and maintain environmental conditions including: (i) computer with environmental software (ii) heating (iii) ventilation (iv) watering systems (v) carbon dioxide generators/injectors (vi) data recording equipment.	
	2.2 Explain how equipment can be used to contribute to energy saving techniques.	
3. Know the different methods for adjusting environmental conditions.	3.1 Explain the procedures and methods for monitoring and adjusting environmental conditions including the use of computers.	
4. Be able to prepare environmental conditions for protected crops.	4.1 Evaluate the necessary environmental conditions for the crop or plant, in accordance with production requirements.	
	4.2 Confirm that equipment for achieving and maintaining environmental conditions is working in accordance with manufacturers' instructions.	

Unit 343

	4.3 Assess and confirm that the equipment is correctly set and environmental conditions are in accordance with production requirements and the needs of the crop or plant.	
5. Be able to monitor and carry out adjustments to the environmental conditions.	5.1 Monitor environmental conditions in accordance with organisational procedures and production requirements.	
	5.2 Accurately identify the need for any adjustments required to correct at least three of the environmental conditions below (i) temperature (ii) ventilation (iii) humidity (iv) light and shade (v) carbon dioxide levels.	
	5.3 Ensure records are completed accurately.	
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.	

Unit 343

	6.2 Describe the possible environmental damage and how to respond appropriately.	
	6.3 Explain the records required for management and legislative purposes and the importance of maintaining them.	
7. Be able to promote health and safety and environmental good practice.	7.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	7.2 Ensure work is carried out in a manner which minimises environmental damage.	

Unit 343

Learner's signature

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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	
<p>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.</p> <p>Relationship to National Occupational Standards : PH14</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. 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. 	
<p>2. Understand how the parts of plants can aid identification</p>	<p>2.1 Explain how a plant's characteristics aid identification.</p>	
	<p>2.2 Explain how plant anatomy and plant morphology aid identification e.g.</p> <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)	
	3.3 Identify and botanically name a range of plants appropriate to your industry sector, covering a minimum of 20 from each category for at least three of the following: (i) annuals and short-lived perennials (ii) houseplants (iii) herbaceous perennials (iv) trees and shrubs (v) grasses. (vi) food crops (vi) 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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Assessor's name

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Unit 345

TITLE	Understanding how the smooth operation of a payment point is maintained	Learner's name
UAN REFERENCE	M/502/5799	
LEVEL	3	
CREDIT LEVEL	3	
<p>The purpose of this unit is to provide learners with the knowledge and understanding of managing payment point/s within retail businesses. It focuses on methods for monitoring payment points and dealing with queries and abnormal operating conditions. Relationship to National Occupational Standards : PH16</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 a payment point is made ready for trading	1.1 Describe typical procedures for opening up a payment point	
	1.2 Explain the key principles for establishing an effective staffing rota for a payment point	

Unit 345

2. Know how to deal with queries raised at the payment point	2.1 Describe the types of queries raised at the payment point by staff and customers and explain how these queries are resolved	
	2.2 Describe procedures for dealing with claims by customers that incorrect change was given	
3. Understand the routine monitoring of a payment point	3.1 Explain the reasons for monitoring payment point activity	
	3.2 Describe the routine monitoring procedures of a payment point	
	3.3 Describe the problems which routine monitoring of a payment point can uncover, and explain how these problems can be resolved	
4. Know what actions should be taken at the payment point when abnormal operating conditions apply	4.1 Explain what is meant by abnormal operating conditions in relation to the payment point	
	4.2 Describe the actions to be taken at the payment point when abnormal operating conditions apply	

Unit 345

5. Understand how the accuracy of till operation is monitored	5.1 Describe the main types of till discrepancy and explain how these occur	
	5.2 Describe the measures for evaluating the accuracy of till operation	
	5.3 Describe the measures for dealing with till discrepancy	
6. Know how to implement end-of-shift procedures at a payment point	6.1 Describe the methods used at the payment point at the end of a shift or close of business	

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 346

TITLE	Communicate information within the workplace	Learner's name
UAN REFERENCE	Y/502/1195	
LEVEL	3	
CREDIT LEVEL	2	
<p>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</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 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.	
2. Be able to transmit information within the workplace.	2.1 Transmit information accurately and timely and using appropriate methods.	

Unit 346

	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.	
	3.5 Explain the importance of confirming information and why this should be acknowledged and accurately recorded.	

Unit 346

	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

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 347

TITLE	Plan and maintain supplies of physical resources within the work area	Learner's name
UAN REFERENCE	J/502/1449	
LEVEL	3	
CREDIT VALUE	3	
<p>This unit will provide the learner with the skills, knowledge and understanding required for planning the requirements of physical resources within the work area and ensure that supplies are maintained. Physical resources could include products, materials or equipment and can be applied to a number of environments. Simulation will not be acceptable. Relationship to National Occupational Standards : CU9.2</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 maintain supplies of physical resources.	1.1 Monitor supplies of physical resources to ensure that they are suitable and sufficient for current work activities.	
	1.2 Ensure that supplies of physical resources are stored appropriately.	
	1.3 Identify variations in future requirements for physical resources and plan correctly.	
	1.4 Provide clear and accurate information for recording purposes.	

Unit 347

<p>2. Be able to promote health and safety and environmental good practice.</p>	<p>2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.</p>	
<p>3. Understand how to maintain supplies of physical resources.</p>	<p>3.1 Explain how the quantity and quality of resources required for specific work activities are planned to include: (i) products or materials (ii) equipment.</p>	
	<p>3.2 Explain how to recognise any faults or shortfalls in supplies of resources and the appropriate action to be taken.</p>	
	<p>3.3 Explain the purpose of manufacturer's recommendations regarding the storage and use of resources.</p>	
	<p>3.4 Explain the types of records required and the importance of accurate record keeping.</p>	
<p>4. Understand relevant health and safety legislation and environmental good practice.</p>	<p>4.1 Summarise current health and safety legislation, codes of practice and any additional requirements.</p>	

Unit 347

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 348

TITLE	Prepare for and maintain equipment and machines	Learner's name
UAN REFERENCE	K/501/0492	
LEVEL	3	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain and repair equipment and machines. Maintenance may also be required due to equipment malfunction. The unit covers manual (hand operated) and mechanical (engine drive) equipment and machines.</p> <p>Assessment to be based on naturally occurring evidence of realistic working environment</p> <p>The health and safety considerations within this unit include; the handling of stored energy (e.g. springs, belt tension, hydraulic pressure or electrical discharge), the use of hazardous substances and the disposal of waste products.</p> <p>Relationship to National Occupational Standards : CU28</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. Understand how to prepare equipment and machines for maintenance.	1.1 Explain the purpose of a maintenance schedule plan (i) routine (ii) breakdown.	
	1.2 Justify circumstances in which authorisation must be obtained prior to maintenance.	
	1.3 Research information required for the maintenance procedure and how it should be obtained.	

Unit 348

	1.4 Describe methods for preparing equipment and machines (i) manual (ii) mechanical.	
	1.5 Investigate the dangers created by stored energy and how these should be responded to during the preparation stage.	
	1.6 Evaluate hazardous chemicals and substances which may be present and ways in which they should be dealt with.	
	1.7 Select the type of tools, equipment and materials required for the maintenance procedure (i) hand tools (ii) power tools.	
	1.8 Describe the ways, and reasons, for making equipment and machinery for dis-assembly and re-assembly purposes.	
	1.9 Describe the location of stored equipment and any associated components.	

Unit 348

2	Understand how to maintain and repair equipment and machines.	2.1	Describe methods for the diagnosis of faults and the identification of the root cause.	
		2.2	Give a range of routine maintenance requirements and why these must be adhered to.	
		2.3	Analyse factors which impact on the value of continuing with the procedure such as cost of repair, estimated working life, immediate needs for the equipment/machinery use.	
		2.4	Describe the reasons and methods for maintaining equipment and machines.	
		2.5	Investigate the possible consequences of not maintaining equipment and machines.	
		2.6	Investigate legislative requirements relating to the maintenance of equipment and machinery, and the work area.	

Unit 348

	2.7 Give a range of components that require periodic replacement and the reasons for this.	
	2.8 Describe procedures for obtaining replacement components.	
	2.9 Describe safe and appropriate methods of storing equipment and machinery.	
	2.10 Describe how and where to obtain expert advice in relation to maintenance.	
	2.11 Describe the necessary post-maintenance checks.	
	2.12 Describe how to keep appropriate records.	

Unit 348

3. Prepare equipment and machines for maintenance.	3.1 Obtain the relevant information and authorisation for the maintenance procedure – e.g. manual/maintenance.	
	3.2 Identify the equipment and machines requiring maintenance e.g. routine and breakdown.	
	3.3 Make sure the equipment and machines for maintenance are safe, and completely isolated from the power source.	
	3.4 Keep the work area safe and in a condition suitable for the maintenance procedure.	
	3.5 Obtain the appropriate tools and materials for the maintenance procedures.	
	3.6 Complete the preparation of equipment and machines for maintenance in accordance with manufacturers instructions e.g. manual/mechanical.	

Unit 348

	3.7 Identify the relevant components for dis-assembly and re-assembly purposes.	
4. Maintain and repair equipment and machines.	4.1 Assess the maintenance requirements based on the condition and use of the equipment and machines.	
	4.2 Identify, remove and replace worn and damaged components in accordance with manufacturers' instructions.	
	4.3 Where replacement components are unavailable, safely store the equipment and machinery, and take the appropriate action to obtain the suitable replacements.	
	4.4 Carry out the maintenance in accordance with manufacturers instructions, standard procedure and legislation.	
	4.5 Identify the need for expert advice and assistance and promptly refer this matter to the appropriate member of staff.	

Unit 348

	4.6	Make sure that stored equipment and machines are safe, secure and appropriately protected from any adverse conditions.	
	4.7	Carry out the correct tests on completion of the maintenance procedure to confirm the machinery/equipment is returned to good working order.	
	4.8	Clean, service and store maintenance tools after use	
	4.9	Keep appropriate records	
5. Understand and comply with current health & safety legislation and codes of practice	5.1	Health and safety in relation to the preparation, maintenance and repair of equipment and machines for maintenance and the usage on the work are	
	5.2	Select types of protective clothing and the reasons why it must be worn	

Unit 348

	5.3 Describe the correct ways of wearing protective clothing	
	5.4 Maintain health and safety in accordance with relevant legislation and codes of practice	
6. Understand and work safely with hazardous chemicals	6.1 Assess hazardous chemicals and substances which may be present and ways of minimising leakage	
	6.2 Describe safe and appropriate methods for disposing of waste materials	
	6.3 Minimise dangers from contamination and hazardous chemicals	
	6.4 Minimise the escape of substances and dispose of waste in a safe manner and place – e.g. hazardous and non-hazardous	

Unit 348

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 349

TITLE	Transplant large root-balled plants	Learner's name
UAN REFERENCE	A/502/1450	
LEVEL	3	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to transport large root-balled plants and establish them in a new site. This includes the transportation of trees as well as plants. Simulation will not be acceptable. Relationship to National Occupational Standards : CU75</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. Prepare and transport large root-balled plants.	1.1 Ensure the plant is in a fit condition for transportation and establishment.	
	1.2 Ensure the plant is prepared for transportation and a safe and effective route is selected.	
	1.3 Transport the plant in a way that is safe and secure and in accordance with any highway and traffic regulations.	
	1.4 Maintain the health, vigour and physical condition of the plant during the journey.	

Unit 349

2. Understand the principles of transporting large root-balled plants.	2.1	Explain how to check the condition of plants to ensure they are fit for transportation and establishment.	
	2.2	Describe the effects of transportation on plants, including the signs that a plant may be suffering stress, and how to respond to these signs.	
	2.3	Explain how to prepare plants for transportation, secure them and maintain their condition throughout the journey.	
	2.4	Summarise the relevant highway and traffic regulations.	
	2.5	Describe the types of hazards that may occur when transporting plants and how to deal with these.	
3. Establish large root-balled plants in new sites.	3.1	Identify and mark out the planting site correctly and clearly.	

Unit 349

	3.2	Handle the plant and use planting methods that maintain the health, vigour and physical condition of the plant and minimise damage.	
	3.3	Provide support, planting conditions and aftercare that are appropriate to the plant and the environment.	
	3.4	Restore the site to a clean and tidy condition following planting.	
4. Understand the principles underpinning the establishment of large root-balled plants.	4.1	Explain the factors affecting the timing, method and site of planting.	
	4.2	Explain the causes of damage and drying out and their prevention.	
	4.3	Explain the problems and methods relating to the support, planting conditions and aftercare of plants whilst they are establishing.	

Unit 349

	4.4 Explain the types of damage that may occur to plants during planting and how to avoid these.	
	4.5 Explain the importance of restoring the site to a clean and tidy condition.	
5. Be able to maintain and use relevant equipment.	5.1 Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	
6. Understand the reasons for maintaining equipment.	6.1 Explain the importance and methods of maintaining equipment for use.	
7. Be able to promote health and safety and environmental good practice.	7.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	7.2 Ensure work is carried out in a manner which minimises environmental damage.	

Unit 349

8. Understand relevant health and safety legislation and environmental good practice.	8.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
	8.2 Describe the possible environmental damage that could occur and how to respond appropriately.	

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 350

TITLE	Plan and manage the control of pests, diseases and disorders	Learner's name
UAN REFERENCE	R/502/1471	
LEVEL	3	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning and managing the control of pests, diseases and disorders. Pests may include insects, slugs, snails and rodents. Diseases may be fungal, viral or bacterial and disorders may include nutrient deficiencies. The unit covers the identification, monitoring and developing plans for the control of the pests, diseases and disorders. If the use of chemicals is required the learner must possess the appropriate certificates. Simulation will not be acceptable</p> <p>Relationship to National Occupational Standards : CU80</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. Plan the control of pests, diseases and disorders.	1.1 Develop suitable plans for the control of pests, diseases and disorders. The plans should specify the following: <ul style="list-style-type: none"> (i) control method(s) to be used (chemical, biological and/or cultural) (ii) timing (iii) individuals involved (iv) health and safety requirements (v) environmental protection measures To take account of the following criteria <ul style="list-style-type: none"> (ii) crop (ii) cropping area (iii) problem (iv) market requirements. 	

Unit 350

	1.2 Present plans clearly to the appropriate people.	
2. Be able to monitor the control of pests, diseases and disorders.	2.1 Establish methods, timing and frequency of monitoring to determine the presence of pests, diseases and disorders.	
	2.1 Gather accurate monitoring information relating to the presence of pests, diseases and disorders at appropriate intervals.	
	2.2 Accurately interpret all available information to identify the extent of the pest population, disease, disorders and biological controls.	
3. Be able to manage the control of pests, diseases and disorders.	3.1 Confirm that the selected control methods are in accordance with legislative requirements.	
	3.2 Implement at least two control methods in ways which minimise the risks to non-target species and the environment: (i) chemical (ii) biological (iii) cultural.	

Unit 350

	3.3 Take appropriate actions without delay should problems arise during pest, disease and disorder control.	
	3.4 Evaluate accurately the use of control method and amend activities if necessary.	
4. Be able to keep appropriate records	4.1 Keep all relevant records up to date, accurate, legible and complete.	
5. Be able to promote health and safety and environmental good practice.	5.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
	5.2 Ensure work is carried out in a manner which minimises environmental damage.	
	5.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice.	

Unit 350

6. Be able to maintain and use relevant equipment.	6.1 Ensure equipment is prepared, used and maintained in a safe and effective condition throughout.	
7. Understand how to plan for the control of pests, diseases and disorders.	7.1 Explain the importance of developing plans for the control of pests, diseases and disorders and why they should cover the following: <ul style="list-style-type: none"> (i) control method(s) to be used (chemical, biological and/or cultural) (ii) timing (iii) individuals involved (iv) health and safety requirements (v) environmental protection measures. 	
	7.2 Explain the ways in which the plans should be communicated covering both written and spoken.	
	7.3 Explain all the planning criteria to be considered when developing plans: <ul style="list-style-type: none"> (i) crop (ii) cropping area (iii) problem (iv) market requirements. 	

Unit 350

8. Understand how to monitor the control of pests, diseases and disorders.	8.1	Explain how to assess the risks associated with monitoring and controlling pests, diseases and disorders.	
	8.2	Explain how to identify pests, diseases and disorders, the significance of their presence on crop(s) and the problems they cause.	
	8.3	Explain integrated pest management and its advantages and disadvantages.	
	8.4	Explain the effects of season and weather conditions on monitoring pest populations and how monitoring methods can be adjusted to take account of these changes.	
	8.5	Explain the reasons for monitoring pest populations and the importance of developing suitable plans for their control.	
9. Understand the records required for managing the control of pests, diseases and disorders.	9.1	Explain the records required and their importance.	

Unit 350

10. Understand the control of pests, diseases and disorders.	10.1 Explain how to assess the health and safety risks related to controlling pests, diseases and disorders.	
	10.2 Explain different methods for controlling pests, diseases and disorders and the problems which may occur and the action to be taken covering: (i) Chemical (ii) Biological (iii) Cultural.	
	10.3 Explain the safe and effective handling of chemicals and the dangers and emergency treatments.	
	10.4 Explain how to prolong the effective life of chemicals.	
11. Understand the reasons for maintaining equipment.	11.1 Explain the importance and methods of maintaining equipment for use.	
12. Understand relevant health and safety legislation and environmental good practice.	12.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	

Unit 350

	12.2 Describe the possible environmental damage that could occur and how to respond appropriately.	
	12.3 Explain the correct and appropriate methods for disposing of waste.	
	12.4. Explain the records required for management and legislative purposes and the importance of maintaining them.	

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 351

TITLE	Safe use and application of pesticides	Learner's name
UAN REFERENCE	T/600/1286	
LEVEL	2	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for preparing for the application of pesticides, applying pesticides in accordance with instructions and legislation.</p> <p>The evidence requirements for this unit are PA1 and a PA Pesticide Application unit, e.g. PA6, PA2. No other evidence is necessary or admissible. The learning outcomes below cover the requirements for this unit and are for reference purposes only. To comply with legislation, Learners must ensure that they hold the relevant Certificate of competence for each situation in which they wish to apply pesticides.</p> <p>Relationship to National Occupational Standards : CU81 1,2,3</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 use and apply pesticides safely	1.1 Demonstrate knowledge of operator's responsibilities under current legislation controlling the use of pesticides.	Evidence required is PA1 plus a PA application unit, eg PA2 or PA6. Please insert a copy of the PA certificate(s) into your portfolio. Please ensure that you show the original certificate(s) to your assessor.
	1.2 Demonstrate knowledge of interpreting product label information.	
	1.3 Demonstrate knowledge of personal safety and contamination.	

Unit 351

	1.4 Demonstrate knowledge of pesticide and container storage.	Evidence required is PA1 plus a PA application unit, eg PA2 or PA6. Please insert a copy of the PA certificate(s) into your portfolio. Please ensure that you show the original certificate(s) to your assessor.
	1.5 Demonstrate knowledge of the disposal of pesticides, container and packaging.	
	1.6 Demonstrate knowledge of the requirement for record keeping.	
	1.7 Demonstrate knowledge of environmental factors and wildlife considerations.	
2. Be able to prepare to apply pesticides	2.1 Identify applicator controls and components.	
	2.2 Prepare and check prime mover, where applicable, and all equipment.	

Unit 351

	<p>2.3 Check applicator/equipment for defects and security of attachment.</p>	<p>Evidence required is PA1 plus a PA application unit, eg PA2 or PA6. Please insert a copy of the PA certificate(s) into your portfolio. Please ensure that you show the original certificate(s) to your assessor.</p>	
<p>2.4 Read and interpret product label.</p>			
<p>2.5 Select spray volume /spray quality/rate of application.</p>			
<p>2.6 Demonstrate knowledge of legislation and safety requirements.</p>			
<p>3. Be able to calibrate the sprayer or applicator.</p>	<p>3.1 Carry out activities to calibrate the applicator.</p>		
	<p>3.2 Demonstrate knowledge of calibration data to be recorded.</p>		

Unit 351

	3.3 Calculate, measure and mix pesticide.	Evidence required is PA1 plus a PA application unit, eg PA2 or PA6. Please insert a copy of the PA certificate(s) into your portfolio. Please ensure that you show the original certificate(s) to your assessor.
	3.4 Demonstrate knowledge of the preparation o concentrated pesticides.	
4. Be able to apply pesticide safely.	4.1 Carry out a risk assessment, including an environmental assessment, of the site to be sprayed.	
	4.2 Demonstrate knowledge of safe and accurate spraying/application procedures.	
	4.3 Use appropriate methods to apply pesticide safely to a site or crop.	
5. Be able to carry out post-operation procedures.	5.1 Demonstrate knowledge of cleaning, decontamination and storing of equipment.	

	5.2 Complete an application record.	Evidence required is PA1 plus a PA application unit, eg PA2 or PA6. Please insert a copy of the PA certificate(s) into your portfolio. Please ensure that you show the original certificate(s) to your assessor.
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Learner's declaration

I confirm that I have achieved PA1 (date achieved)

I confirm that I have achieved the PA application unit PA

Learner's signature **Date**

Assessor's name

I confirm that I have seen the original PA certificates referred to above and thus 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 352

TITLE	Design landscape areas and specify materials and components	Learner's name
UAN REFERENCE	L/501/0503	
LEVEL	3	
CREDIT VALUE	9	
<p>The aim of this unit is to provide the learner with the knowledge, skills and understanding to be responsible for the design of landscape areas and specify suitable materials and components for the design. Relationship to National Occupational Standards : CU85</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. Understand how to prepare designs for landscape projects.	1.1 Explain the principles and theory of landscape design.	
	1.2 Investigate the implications of overall site layout for final design, utility, maintenance and safety of use.	
	1.3 Analyse the main components of a successful landscape proposal.	

Unit 352

	1.4 Explain why all relevant survey and analysis information should be included in the design.	
	1.5 Clarify how to ensure such information is accurate especially if prepared by others.	
	1.6 Compare and clarify the methods to research and evaluate the purpose, function and usage of the area.	
	1.7 Explain why accepted design principles such as unity, scale, proportion, balance, symmetry, space, form, texture, colour, light and shade and congruence are important and how to determine whether plans are consistent with these.	
	1.8 Assess why it is important to offer clients options to consider and explain how these options should be presented.	

Unit 352

	1.9 Summarise how to represent design to scale, with the required accuracy, clearly and in full.	
2. Understand how to specify plants, materials and installation details	2.1 Compare and contrast the properties and applications of a range of materials and plants used in landscape design.	
	2.2 Research the factors affecting the choice of plants.	
	2.3 Explain how to assess whether plants and materials harmonise or clash with existing environmental features.	
	2.4 Evaluate possible installation methods and explain why the chosen ones are appropriate.	
	2.5 Summarise the accepted methods of specifying plants, materials and installation details.	

Unit 352

	2.6	Explain the principles and methods of calculating quantities.	
	2.7	Explain the methods of setting out bills of quantity.	
	2.8	Clarify the contractual and financial implications of over/under estimating quantities.	
3. Prepare designs for landscape projects.	3.1	Identify client requirements.	
	3.2	Negotiate proposals which take account of all relevant survey and analysis information.	

Unit 352

	<p>3.3 Use design components and materials which are appropriate to site, brief, purpose and expected usage for example types of planting, heights of planting, levels of planting, types of surface and structure, focal points, access routes and functional features.</p>	
	<p>3.4 Ensure the design is consistent with accepted design principles.</p>	
	<p>3.5 Clearly identify plants and materials on the plan.</p>	
	<p>3.6 Represent the design accurately and clearly to scale.</p>	
<p>4. Specify plants, materials and installation details.</p>	<p>4.1 Choose plants and materials which are suitable for the design, visual impact, site conditions, purpose and expected usage.</p>	

Unit 352

	4.2	Choose plants and materials which minimise adverse environmental impact.	
	4.3	Choose plants and materials which are readily available and within budget .	
	4.4	Use installation methods which are suitable for the site, conditions and the plants and materials to which they apply.	
	4.5	Specify materials and installation details in accordance with relevant regulations and standards.	
	4.6	Ensure specifications are complete and unambiguous.	
	4.7	List required quantities of plants and materials accurately.	

Unit 352

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 353

TITLE	Encourage and motivate volunteers	Learner's name
UAN REFERENCE	J/502/1645	
LEVEL	3	
CREDIT LEVEL	5	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to encourage, motivate and show appreciation for the work of volunteers. The learner will assess the needs and wishes of the volunteers, recognise their commitment and encourage further development. Simulation will not be acceptable. Relationship to National Occupational Standards : CU89</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 motivate volunteers by promoting the special ethos and values of volunteering.	1.1 Assess the needs and wishes of individuals and/or groups to help determine the starting point for their involvement.	
	1.2 Support volunteers in ways which match volunteer expectations, motivations and needs.	
	1.3 Demonstrate an awareness of individual and/or group volunteer's abilities and aptitudes.	
	1.4 Recognise volunteers and their commitment which are likely to enhance their motivation to continue.	

Unit 353

	1.5 Take account of equal opportunities issues as they affect volunteers.	
2. Recognise voluntary effort by valuing volunteer contributions/	2.1 Show appreciation of the individual contributions made by volunteers by: <ul style="list-style-type: none"> (i) providing feedback to volunteers (ii) communicating this information to others. 	
	2.2 Encourage further development of volunteers' capabilities.	
	2.3 Record individual and group effort in terms of its worth and contribution to organisational objectives.	
3. Understand how to motivate volunteers by promoting the special ethos and values of volunteering.	3.1 Explain what volunteering entails and the implications of volunteering for the volunteer, the voluntary organisation and the client.	

Unit 353

	<p>3.2 Explain why people volunteer and why organisations involve volunteers.</p>	
	<p>3.3 Explain ways of assessing and confirming the needs and wishes of individuals and/or groups to help determine the starting point for their involvement.</p>	
	<p>3.4 Describe how equal opportunities issues and values affect volunteers and volunteering and the organisation.</p>	
	<p>3.5 Explain ways of recognising the commitment of volunteers and how that will enhance their motivation to continue.</p>	
<p>4. Understand how to recognise voluntary effort by valuing volunteer contributions.</p>	<p>4.1 Explain how to respond positively to personal and group voluntary effort by:</p> <ul style="list-style-type: none"> (i) providing feedback to volunteers (ii) communicating this information to others. 	

Unit 353

	4.2 Describe how to assess and record individual and group effort in terms of its worth and contribution to organisational objectives.	
	4.3 Describe how to evaluate an individual's voluntary effort in ways which can help further his/her or a group's capabilities.	
	4.4 Describe ways of recognising formally the skills and abilities shown.	
	4.5 Describe how to provide feedback at an appropriate level in the organisation.	

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.

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Unit 354

TITLE	Manage the work of volunteers	Learner's name
UAN REFERENCE	D/502/1599	
LEVEL	3	
CREDIT LEVEL	6	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to manage the work of volunteers. It includes planning the work of volunteers, ensuring that they have sufficient resources to carry out the work, instructing them in the skills needed and assessing their work.</p> <p>Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : CU90</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 plan the work of volunteers.	1.1 Give opportunities to volunteers to contribute to the planning and organisation of their work.	
	1.2 Produce plans that take into account the relevant factors of volunteering including: <ul style="list-style-type: none"> (i) your team's objectives (ii) the volunteers whose work you are responsible for and their development needs. (iii) constraints under which volunteers may be working (iv) meeting the motivational needs of your volunteers. 	

Unit 354

	1.3	Produce plans and schedules that are realistic and achievable within organisational constraints.	
	1.4	Explain the plans to others clearly and in sufficient detail to gain support, motivation and commitment.	
	1.5	Update plans at regular intervals and take account of any changes.	
2. Be able to prepare resources for volunteers.	2.1	Check that resources are available and suitable for the planned work and take the appropriate action where there are any problems.	
	2.2	Allocate resources so that volunteers can do the work to the required standard.	
	2.3	Make sure volunteers are using resources according to organisational, legal and regulatory requirements.	

Unit 354

	2.4	Make sure volunteers are using resources efficiently and effectively and encourage them to suggest improvements.	
3 Be able to lead the work of volunteers.	3.1	Make volunteers feel welcome and introduce any new volunteers to each other and the rest of the team.	
	3.2	Clearly explain organisational policy in relation to: volunteering (ii) confidentiality (iii) welfare (iv) health and safety volunteer insurance (vi) training and developing volunteers equal opportunities.	
	3.3	Provide volunteers with clear instructions on tasks they have to do in line with organisational and legal requirements.	
	3.4	Correctly demonstrate the tasks and check that volunteers understand what is expected.	

Unit 354

	3.5	Let the volunteers practise the tasks under competent supervision until they can consistently achieve the required standard on their own.		
	3.6	Identify and correct any mistakes in a way that supports their self-confidence and praise them when they perform tasks correctly.		
	3.7	Identify volunteers who could take on new responsibilities and agree what development would be appropriate to their needs.		
	3.8	Identify volunteer work that does not meet agreed standards and take the appropriate action.		
4	Be able to assess the work of volunteers and provide feedback.	4.1	Explain the purpose of assessment clearly to all involved.	
		4.2	Give opportunities to volunteers to assess their own work.	

Unit 354

	4.3 Carry out assessments at times most likely to maintain and improve effective performance.	
	4.4 Make your assessments objectively against clear and agreed criteria.	
	4.5 Provide feedback to volunteers in a situation and manner most likely to maintain and improve motivation.	
	4.6 Provide feedback which recognises team members achievements and provide constructive suggestions and encouragement for improving their work.	
	4.7 Show respect for the individuals involved and treat all feedback to individuals and teams confidentially.	
	4.8 Give opportunities to team members to respond to feedback.	

Unit 354

5 Be able to promote health and safety and environmental good practice.	5.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements.	
6 Be able to maintain accurate records.	6.1 Provide clear and accurate information for recording purposes.	
7 Understand how to plan the work of volunteers.	7.1 Explain how to provide volunteers with the opportunity to contribute to the planning and organisation of their work.	
	7.2 Describe how to produce plans that take into account the relevant factors of volunteering including: (i) your team's objectives (ii) the volunteers whose work you are responsible for and their development needs (iii) constraints under which volunteers may be working (iv) meeting the motivational needs of your volunteers	

Unit 354

	7.3	Explain how to develop realistic and achievable work plans both in the short and medium term.	
	7.4	Describe how to present work plans in a way that gains support, motivation and commitment.	
	7.5	Explain the need to regularly review work plans.	
8 Understand how to prepare resources for volunteers.	8.1	Explain how to check that the appropriate resources are available and outline the procedures to follow for obtaining resources.	
	8.2	Outline the procedure for reporting problems with resources.	
	8.3	Summarise organisational, legal and regulatory standards for the resources that the work uses.	
	8.4	Explain how to allocate resources in a way that enables the achievement of objectives.	

Unit 354

	<p>8.5 Explain the need to ensure resources are used efficiently and effectively and the implications for not doing so.</p>	
	<p>8.6 Explain the impact that the use of resources could have on the environment.</p>	
	<p>8.7 Explain the reasons for getting others to suggest ways of improving the use of resources.</p>	
<p>9 Understand how to lead the work of volunteers.</p>	<p>9.1 Describe the induction process for new volunteers and the importance of making volunteers feel welcome and part of the team.</p>	
	<p>9.2 Describe how to ensure that new volunteers understand organisational policy in relation to:</p> <ul style="list-style-type: none"> (i) volunteering (ii) confidentiality (iii) welfare (iv) health and safety (v) volunteer insurance (vi) training and developing volunteers (vii) equal opportunities. 	

Unit 354

	<p>9.3 Describe how to instruct volunteers and to demonstrate tasks clearly and correctly to ensure that volunteers understand what they have to do.</p>	
	<p>9.4 Explain the reasons for making sure volunteers continue to be supervised until they can achieve the standard required and the action to take when work does not meet the standard.</p>	
	<p>9.5 Describe how to correct mistakes without undermining self-confidence.</p>	
	<p>9.6 Explain how to recognising the potential for volunteers to take on new responsibilities and outline the development opportunities available to them.</p>	
	<p>9.7 Outline the organisational and legal requirements that are relevant to the tasks the volunteers are being developed to undertake.</p>	
	<p>9.8 Describe how organisations give recognition and reward to volunteers.</p>	

Unit 354

	9.9 Explain methods of handling difficulties with volunteer work, and procedures for dealing with problems.	
10 Understand how to assess the work of volunteers and provide feedback.	10.1 Explain the need to communicate clearly the purpose of assessment to all involved.	
	10.2 Explain the reasons for providing opportunities to volunteers to assess their own work.	
	10.3 Explain the principles of fair and objective assessment of work and how to ensure this is achieved.	
	10.4 Explain how to provide feedback to volunteers on their performance based on assessment.	
	10.5 Explain the principles of respect and confidentiality when providing feedback.	

Unit 354

	10.6 Describe how to motivate volunteers and gain their commitment by providing feedback.	
	10.7 Explain how to provide constructive suggestions on how performance can be improved.	
	10.8 Describe how to give those involved the opportunity to respond to feedback and provide suggestions on how to improve their work.	
11 Understand relevant health and safety legislation and environmental good practice.	11.1 Summarise current health and safety legislation, codes of practice and any additional requirements.	
12 Understand the importance of accurate record keeping.	12.1 Explain the records required for management and legislative purposes and the importance of maintaining them.	

Unit 354

Learner's signature

I confirm that the evidence above is all my own work

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Unit 355

TITLE	Assess the characteristics of sites	Learner's name
UAN REFERENCE	K/501/0525	
LEVEL	3	
CREDIT VALUE	9	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to enable learners to take responsibility for using appropriate investigation skills to gather and analyse data for a land based survey of a site. Relationship to National Occupational Standards : CU91</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. Understand how to gather data on the characteristics of sites.	1.1 Summarise the information which the assessment aims to produce in relation to its physical, environmental, social, cultural and aesthetic characteristics and the related infrastructure.	
	1.2 Investigate the nature and characteristics of the flora, fauna, landscape and historical features which may occur on the site in order to identify them correctly and recognise signs of change.	
	1.3 Assess the impact of recreation and access.	

Unit 355

	1.4 Explain how to confirm your own roles and responsibilities.	
	1.5 Compare and contrast different collection methods (written, oral, electronic, visual, aural) which are available for assessing the characteristics of sites, their advantages and disadvantages and the principles of their use.	
	1.6 Justify how to implement the methods being used on the site.	
	1.7 Explain why different methods are used on different occasions and different sites and why they should be implemented as specified.	
	1.8 Justify the techniques of counting and estimating.	

Unit 355

	1.9 Define the meaning of valid and reliable data using primary and secondary sources.	
	1.10 Describe how to evaluate the validity and reliability of data.	
	1.11 Clarify methods of recording the data being collected.	
	1.12 Explain the sources of error and bias in data collection.	
	1.13 Explain why, when there are problems with data collection, advice should be sought from others.	
	1.14 Research the ways in which site assessment may alter and affect the nature of the site itself and how to minimise this.	

Unit 355

2. Understand how to analyse data to produce information on the characteristics of sites.	2.1 Summarise how to estimate the sufficiency of data.	
	2.2 Compare and explain the different quantitative and qualitative analysis methods which may be used for the information which is required and their relative advantages and disadvantages.	
	2.3 Explain how to use data analysis methods which have been presented for the site.	
	2.4 Investigate the formats for presenting the analysed data and how to use them effectively.	
	2.5 Clarify the meaning of valid, reliable and sufficient quantitative and qualitative information.	
	2.6 Explain how to interpret the information provided from the site validly and with good justification.	

Unit 355

	2.7	Propose the actions to take when there are problems with sufficiency, validity and reliability.	
	2.8	Analyse who will make use of the information, and their needs and interests in terms of its presentation.	
	2.9	Assess methods of presenting information in written, diagrammatic, graphic and pictorial, and audio form.	
3. Gather data on the characteristics of sites	3.1	Accurately ascertain the information which the site assessment aims to produce.	
	3.2	Identify your own roles and responsibilities in the assessment of the site and their relation to others.	
	3.3	Collect data using methods which are consistent with the specification and are appropriate to the identified sources.	

Unit 355

	3.4	Carry out data collection methods correctly.	
	3.5	Confirm that the data gathered is valid and reliable.	
	3.6	Seek advice from the appropriate person when problems that you don't feel you can resolve are encountered.	
	3.7	Carry out data collection methods and associated activities in a way which minimises any damage to the site.	
	3.8	Ensure that working methods and systems promote health and safety and are consistent with relevant legislation and codes of practice.	
4. Analyse data to produce information on the characteristics of sites.	4.1	Confirm that there is sufficient data prior to the start of the analysis.	

Unit 355

	4.2 Identify the appropriate analysis methods to be used.	
	4.3 Analyse and record data in a format which is appropriate to the nature of the data and the particular needs of the site assessment.	
	4.4 Provide valid and justifiable interpretations about the nature of the site against the analysed data	
	4.5 Take the appropriate action where the analysis of data reveals problems with its sufficiency, reliability or validity	
	4.6 Present information about the site in a way which enables it to be used effectively for example written, diagrammatic, graphic and pictorial and audio.	

Unit 355

Learner's signature

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Unit 356

TITLE	Manage information for action	Learner's name
UAN REFERENCE	A/501/2998	
LEVEL	3	
CREDIT	7	
<p>The learner will develop skills and knowledge in the efficient management of information. It covers gathering the information needed, providing information and advice to others and holding meetings. Relationship to National Occupational Standards : CU120</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. Understand how to gather required information.	1.1 Describe how to assess the effectiveness of current methods of gathering and storing information.	
	1.2 Explain the importance of gathering, validating and analysing information to team and organisational effectiveness and your role and responsibility in relation to this.	
	1.3 Describe the types of qualitative and quantitative information.	
	1.4 Explain how to gather the information you need for your job	

Unit 356

	1.5	Describe the types of problems which may occur when gathering information and how to overcome these.	
	1.6	Describe how to record and store the information.	
	1.7	Describe the procedures to follow in order to make recommendations for improvements to formal and informal systems and procedures.	
2. Understand how to inform and advise others.	2.1	Describe how to give information and advice effectively both orally and in writing.	
	2.2	Explain how to develop and present a reasoned case when providing advice to others.	
	2.3	Explain the importance of confirming the recipient's understanding of the information and advice provided and how to do this.	

Unit 356

	2.4	Explain the importance of seeking feedback on the quality and relevance of the advice and information provided, and how to encourage and enable such feedback.	
	2.5	Explain the importance of providing information and advice to others including team members, colleagues working at the same level, higher-level managers or sponsors and people not part of the organisation.	
	2.6	Describe the types of information and advice which other people may require.	
	2.7	Explain the importance of checking the validity of information and advice provided to others and how to do this.	
	2.8	Describe the principles of confidentiality when handling information and advice; the types of information and advice which may be provided to different people	

Unit 356

	2.9 Describe organisational policies, procedures and resource constraints which may affect advice and information given to others.	
3. Understand how to hold meetings.	3.1 Explain how to identify unhelpful arguments and digressions, and strategies which may be used to discourage these.	
	3.2 Describe the styles of leadership which can be used to run meetings and how to choose a style according to the nature of the meeting.	
	3.3 Describe the value and limitations of meetings as a method of exchanging information and making decisions.	
	3.4 Explain how to determine when a meeting is the most effective way of dealing with issues and the possible alternatives.	
	3.5 Explain the importance of determining the purpose and objectives of meetings and how to do so. Purposes should include information giving, consultation and decision making.	

Unit 356

	3.6	Explain how to manage discussions so that the objectives of the meetings are met within the allocated time.	
	3.7	Explain how to determine who are necessary people to attend the meeting.	
	3.8	Describe the procedures to follow when calling meetings and preparing for them.	
4. Gather required information.	4.1	Ensure that the information gathered is accurate, sufficient and relevant to the purpose for which it is needed.	
	4.2	Take prompt and effective action to overcome problems in gathering relevant information.	
	4.3	Record and store the information gathered.	

Unit 356

	4.4	Ensure that the information you gather is accessible in the required format to authorised people only	
	4.5	Identify possible improvements to systems and procedures and pass these on to the relevant people.	
5. Inform and advise others	5.1	Give information and advice at a time and place, and in a form and manner, appropriate to the needs of recipients.	
	5.2	Ensure that the information given is accurate, current, relevant and sufficient.	
	5.3	Ensure that the advice you give is consistent with your organisation's policy	
	5.4	Use reasoned arguments and appropriate evidence to support advice.	

Unit 356

	5.5 Check and confirm recipients' understanding of the information and advice given.	
	5.6 Maintain confidentiality according.	
	5.7 Seek feedback from recipients about the information and advice provided, and use this feedback to improve the ways in which information and advice is given.	
6. Hold meetings.	6.1 Hold one of the following meetings: i) Involving people within an organisation ii) Involving people outside an organisation.	
	6.2 Give sufficient notice of the meeting to allow the necessary people to attend.	
	6.3 Make clear the purpose and objectives of the meeting at the start.	

Unit 356

	6.4	Ensure that your style of leadership helps people to make useful contributions	
	6.5	Discourage unhelpful arguments and digressions.	
	6.6	Ensure that the meeting achieves its objectives within the allocated time.	
	6.7	Give clear, accurate and concise information about outcomes of the meeting promptly to those who need it.	

Learner's signature

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Assessor's name

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Unit 357

TITLE	Prepare to undertake a report on a field survey	Learner's name
UAN REFERENCE	T/502/3276	
LEVEL	2	
CREDIT	4	
<p>The aim of this unit is to provide the learner with the knowledge and understanding required to conduct a basic survey relating to the natural environment (on land or at sea). The unit covers the different survey techniques and the reporting techniques for the surveys.</p> <p>Relationship to National Occupational Standards : EC2</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 collect and record data for field surveys	1.1 Outline how to collect and record data for three of the following field surveys: (i) plants (ii) animals (iii) people (iv) physical features (v) habitat types (vi) access networks	
	1.2 State the role and responsibilities in relation to survey activities	

Unit 357

	1.3 Outline the range of survey techniques available, their advantages and disadvantages and principles of use.	
	1.4 Describe primary and secondary sources of data, their advantages and disadvantages and principles of use	
	1.5 Describe effective means of recording the data collected	
	1.6 Describe the actions to take if there is difficulty in obtaining data	
	1.7 Describe the environmental importance of the field survey area(s) and the potential impact of work on the site	
	1.8 Describe actions that may be necessary in cases of incidental damage to habitat, wildlife and landscape	

Unit 357

2. Know how to report on field surveys	2.1	Outline the required content of a report	
	2.2	Describe different ways of presenting information in a way appropriate to the intended user.	
	2.3	Describe potential uses of field survey reports.	
	2.4	Outline different methods of communicating clearly	
	2.5	Specify the timescale within which reporting must take place and the reasons for this	

Unit 357

Learner's signature

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Unit 358

TITLE	Conduct and report on a field survey for people	Learner's name
UAN REFERENCE	M/502/3275	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out.</p> <p>Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for people	1.1 Undertake a field survey for people	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	

Unit 358

	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for people	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

Unit 358

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

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.....Date.....

Unit 359

TITLE	Conduct and report on a field survey for physical features	Learner's name
UAN REFERENCE	A/502/3277	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea) for physical features. It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out.</p> <p>Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for physical features	1.1 Undertake a field survey for physical features	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	

Unit 359

	1.5	Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for physical features	3.1	Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2	Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3	Report within the required timescale and in accordance with organisational procedure	

Unit 359

Learner's signature

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Unit 360

TITLE	Conduct and report on a field survey for animals	Learner's name
UAN REFERENCE	F/502/3278	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea) for animals. It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out. Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for animals	1.1 Undertake a field survey for animals	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	

Unit 360

	1.5	Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for animals	3.1	Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2	Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3	Report within the required timescale and in accordance with organisational procedure	

Unit 360

Learner's signature

I confirm that the evidence above is all my own work

..... Date

Assessor's name

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Internal verifier's signature (if sampled)

.....Date.....

Unit 361

TITLE	Conduct and report on a field survey for habitat types	Learner's name
UAN REFERENCE	F/502/3281	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for habitat types (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out.</p> <p>Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for habitat types	1.1 Undertake a field survey for habitat types	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	

Unit 361

	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for habitat types	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	

Unit 361

	3.3 Report within the required timescale and in accordance with organisational procedure	
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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 362

TITLE	Conduct and report on a field survey for plants	Learner's name
UAN REFERENCE	A/502/3280	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for plants (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out. Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for plants	1.1 Undertake a field survey for plants	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	

Unit 362

	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for plants	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

Unit 362

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 363

TITLE	Conduct and report on a field survey for access networks	Learner's name
UAN REFERENCE	J/502/3279	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for access networks (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out.</p> <p>Relationship to National Occupational Standards : EC2</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. Collect and record field survey data for access networks	1.1 Undertake a field survey for access networks	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	

Unit 363

	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	
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. Report on the field survey for access networks	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	

Unit 363

	3.3 Report within the required timescale and in accordance with organisational procedure	
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Unit 364

TITLE	Work with and consult the local community	Learner's name
UAN REFERENCE	L/502/3168	
LEVEL	2	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to work with the local community and community issues. This may be through specific projects, such as running a local bat group, or becoming involved in longer term projects such as helping to set up and run a community wildlife area.</p> <p>The emphasis is upon building a relationship with local people through consultation and co-operation. The object is not only to spread environmental awareness, but also to foresee possible areas of conflict, and to find solutions agreeable to all. Consultation must include an element of education and awareness raising for it to be effective.</p> <p>Relationship to National Occupational Standards : EC7</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. Work with and consult the local community	1.1 Identify opportunities for formal and informal consultation and co-operation with the local community, seeking specialist advice where appropriate	
	1.2 Establish and maintain contacts with relevant individuals and organised groups within the local community	
	1.3 Engage with individuals and groups within the local community to develop understanding and awareness as part of consultation	

Unit 364

	1.4 Use appropriate communication methods to seek the opinions of individuals and groups within the local community	
2. Understand the importance of working with and consulting the local community	2.1 Describe the types of opportunities available for co-operation and consultation with the local community	
	2.2 Describe the ways in which contact with the local community can be established	
	2.3 Describe the reasons for and importance of consultation with the local community in gathering feedback	
	2.4 Describe the likely impact of the organisation's work on the local community	
	2.5 Outline why it is important that those you are consulting with understand the issues which they are being consulted on	

Unit 364

	2.6 Describe the methods of gauging community opinion and the importance of providing feedback	
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Unit 365

TITLE	Work with children and young people during environmental activities	Learner's name
UAN REFERENCE	J/502/3282	
LEVEL	2	
CREDIT VALUE	3	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to work with children and young people. It includes establishing and maintaining a healthy, safe and secure environment.</p> <p>The term 'children and young people' refers to all children and young people of school age.</p> <p>Relationship to National Occupational Standards : EC8.1</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 establish and maintain a healthy, safe and secure environment for children and young people	1.1 Check all areas where children and young people will be present and identify and record hazards	
	1.2 Take action to eliminate or reduce hazards where dangerous situations or hazards arise	
	1.3 Explain safety rules to children and young people clearly and in a manner appropriate to their level of understanding	
	1.4 Encourage children and young people to be aware of their own and others safety	

Unit 365

	1.5 Work with others to maintain the agreed levels of supervision at all times	
	1.6 Follow agreed procedures for the collection of children and young people and not hand over any children without authorisation	
	1.7 Take the appropriate action in cases where they have concerns over the welfare of children and young people in their care	
2. Be able to work with and protect children and young people during environmental activities	2.1 Work with children and young people indoors and outdoors in a calm and relaxed manner to promote their understanding and self confidence	
3. Know how to establish and maintain a healthy, safe and secure environment for children and young people	3.1 Explain the implications on their work of relevant legislation and sector, organisational and statutory codes of practice	
	3.2 Describe how to identify potentially dangerous situations or hazards	

Unit 365

	3.3 Describe the action required in cases where potentially dangerous situations or hazards have been identified	
	3.4 Outline the necessary safety rules and procedures, and how to explain them to children in a manner appropriate to their level of understanding	
	3.5 Describe how to promote understanding and self confidence in children and young people	
	3.6 Outline the agreed levels of supervision appropriate for the activity	
	3.7 Explain the importance of procedures for the collection of children and young people	

Unit 365

	<p>3.8 Explain the action to take where they are concerned about the welfare of a child or young person in their care, including the procedures for dealing with suspected child abuse covering:</p> <ul style="list-style-type: none"> (i) referral of concerns to the line manager and (ii) referral of concerns to specialists outside the organisation 	
<p>4. Understand the implications of working with children during environmental activities.</p>	<p>4.1 Explain the importance of maintaining a calm and relaxed manner when working with children and young people</p>	
	<p>4.2 Describe how to work with children and young people</p> <ul style="list-style-type: none"> (i) indoors (ii) outdoors 	

Unit 365

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Unit 366

TITLE	Plan, deliver and evaluate environmental projects	Learner's name
UAN REFERENCE	A/502/3232	
LEVEL	3	
CREDIT VALUE	10	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning, delivering and evaluating a wide range of environmental projects.</p> <p>'Environmental projects' include any type of project work. The unit looks at the specific skills required in planning for and maintaining the quality of work, sustaining a good working environment and evaluating the project against initial objectives.</p> <p>Relationship to National Occupational Standards : EC21</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 plan environmental projects	1.1 Negotiate project specifications that: <ul style="list-style-type: none"> (i) meet agreed organisational requirements (ii) meet appropriate management plans (iii) conform to current statutory and legal requirements (iv) conform to principles of environmental good practice (v) take into account the views and opinions of those with relevant technical expertise (vi) take into account risks: <ul style="list-style-type: none"> a. Health and safety b. Financial c. Reputation d. Environmental impact 	

Unit 366

	1.2	Include systems and criteria for project evaluation within the project specifications	
	1.3	Present final project specifications in a format which is accurate, complete and suitable for the user covering: (i) schedule (ii) location (iii) methods and procedures (iv) physical resources (v) human resources (vi) relevant legal requirements (vii) standard of outcome required (viii) financial requirements	
	1.4	Give clear and accurate briefings to those people involved with the project specifications including those: (i) internal to the organisation (ii) external to the organisation	

Unit 366

	1.5	Ensure that, where relevant, contracts for project work are issued	
2. Be able to deliver environmental projects	2.1	Make resources available to allow project activities to be carried out in a safe, and effective way including: (i) natural (ii) physical (iii) human (iv) financial and inform the appropriate person without delay where these resources are not available	
	2.2	Consistently meet project specifications within your area of responsibility, noting any factors which may cause disruption to project activities, and taking the appropriate action to minimise their effects	
	2.3	Take corrective action without delay, and inform the relevant people of any changes which may affect them	

Unit 366

	2.4	Establish and maintain systems to monitor the quality, quantity and time specifications for service delivery	
	2.5	Make any recommendations for improving project activities and working conditions promptly to the appropriate people	
	2.6	Ensure that the use and maintenance of equipment conforms to recommended schedules and procedures	
	2.7	Promptly report all accidents and incidents to the appropriate people, and record them accurately and fully	
	2.8	Conduct communications with the project team and other interested parties in a way which promotes understanding and goodwill	
	2.9	Make sure that records of project activities are complete, accurate and comply with organisational procedures	

Unit 366

3. Be able to evaluate environmental projects	3.1	Carry out evaluation efficiently and effectively against criteria set out in the project specification, ensuring that evaluation is thorough, complete and objective covering: (i) environmental impact (ii) quality (iii) use of resources	
	3.2	Produce evaluation reports that are clear, accurate and in a form suitable for the intended recipients	
	3.3	Justify your conclusions and recommendations on the basis of: (i) the information available, (ii) the methods of evaluation including: a. qualitative b. quantitative (iii) clearly stated assumptions	
4. Understand how to plan environmental projects	4.1	Summarise relevant aspects of organisational requirements and management plans	

Unit 366

	4.2	Summarise current principles of environmental good practice, and statutory and legal requirements, and their impact on project specifications	
	4.3	Summarise health and safety and risks	
	4.4	Identify those who should be consulted with and describe the ways in which their views and opinions may be sought	
	4.5	Explain actual and potential pressures on the environment, of any conflict between these pressures, and the effect these may have on the project specification	
	4.6	Describe the process of identifying and selecting appropriate evaluation systems and criteria	

Unit 366

	4.7 Explain the importance of accurate and complete specification, and reason for choice of presentation format covering: (i) schedule (ii) location (iii) methods and procedures (iv) physical resources (v) human resources (vi) relevant legal requirements (vii) standard of outcome required	
	4.8 Explain the importance of giving clear and accurate briefings to those involved with the project specification, and reasons for the choice of briefing method	
	4.9 Outline the process of agreeing and issuing contracts for project work	

Unit 366

5. Understand how to deliver environmental projects	5.1 Outline the required type and quantity of resources needed for project activities and the appropriate action in the case of inadequate resources covering all the following: (i) natural (ii) physical (iii) human (iv) financial	
	5.2 Outline individual responsibilities within project specifications including health and safety	
	5.3 Explain how to identify and minimise the effect of disruptions and the reasons for selecting corrective actions	
	5.4 Explain how to establish and maintain systems to monitor service delivery and how to identify improvements to project activities and working conditions	
	5.5 Outline methods of communication likely to promote understanding and goodwill	

Unit 366

	5.6 Explain the importance of complete and accurate records which comply with organisational procedures	
6. Understand how to evaluate environmental projects	6.1 Explain the importance of evaluating project outcomes covering the following criteria: (i) environmental impact (ii) quality (iii) use of resources	
	6.2 Describe techniques of evaluation and requirements of the original project specification	
	6.3 Explain the process of evaluation and the importance of thorough, complete and impartial evaluation	
	6.4 Explain the importance of clear and accurate reports and reasons for style of report	
	6.5 Describe means of drawing conclusions and making recommendations	

Unit 366

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Unit 367

TITLE	Research and plan environmental interpretations	Learner's name
UAN REFERENCE	R/502/3236	
LEVEL	3	
CREDIT VALUE	5	
<p>The aim of this unit is to provide the knowledge, understanding and skills required to plan and research interpretations. The interpretations could cover geographical areas or sites, specific environmental topics or environmental themes depending on the research.</p> <p>Relationship to National Occupational Standards : EC25</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 research information for interpretations	1.1 Establish the nature, requirements and expectations of the intended audience	
	1.2 Formulate clear research objectives linked to the nature and requirements of the audience, the sites to be visited and the focus of interpretation	
	1.3 Use appropriate information sources effectively and economically	
	1.4 Assess all information obtained for accuracy and appropriateness to the intended audience	

Unit 367

	1.5 Identify and access additional sources of information where necessary	
	1.6 Ensure that throughout the work account is taken of the environmental and social impact of proposed interpretations	
	1.7 Ensure the information compiled is reliable, accurate and optimises the goodwill of those providing the information	
2. Be able to plan information for interpretation	2.1 Ensure that plans take account of potential site hazards and minimise their effects on the audience	
	2.2 Relate the planned interpretations to the nature and requirements of the audience, the sites to be visited and the focus of interpretation	
	2.3 Ensure that plans allow for the use of a range of appropriate interpretive methods	

Unit 367

	2.4	Ensure that plans take account of the potential environmental and social impact of the proposed interpretation and aim to sustain the special character of the site	
	2.5	Negotiate and agree site access arrangements prior to planned visits	
	2.6	Identify the required resources and confirm their availability	
	2.7	Maintain the confidentiality of information	
3.	Understand how to research information for interpretations	3.1 Explain why it is important to formulate clear research objectives	

Unit 367

	<p>3.2 Explain how to establish the nature, requirements and expectations of the intended audience covering the following groups:</p> <ul style="list-style-type: none">(i) general interest(ii) special interest	
	<p>3.3 Explain the ways in which the needs of different audiences may vary, and how this impacts on research covering the following groups:</p> <ul style="list-style-type: none">(i) general interest(ii) special interest	
	<p>3.4 Explain how to link to needs of the audience with the sites to be visited and the focus of interpretation</p>	
	<p>3.5 Explain relevant information sources, and how to access and use them effectively</p>	
	<p>3.6 Explain how to check information for reliability, accuracy and relevance; and the reasons why this is important</p>	

Unit 367

	3.7 Explain the ways in which the goodwill of information providers can be optimised	
	3.8 Explain how to take account of potential environmental and social impact of interpretations and the reasons why this is important	
4. Understand how to plan for interpretations	4.1 Explain how to plan interpretations and select methods best suited to the needs of the audience, the sites to be visited and the focus of interpretation. Interpretations cover: (i) geographical areas or sites (ii) specific environmental topics (iii) environmental themes	
	4.2 Explain the specific site hazards, how they are recognised and their impact on visitors minimised and the consequences of failing to identify and plan accordingly	

Unit 367

	4.3 Explain the resources and approaches available for the plan and their suitability covering: (i) time (ii) human (iii) physical (iv) financial information	
	4.4 Explain how to identify, negotiate and agree appropriate site access arrangements and the consequences of failing to make appropriate access arrangements prior to visits	
	4.5 Explain the importance of confirming availability of resources and the consequences of failing to ensure required resources are available	
	4.6 Explain the need for appropriate levels of confidentiality	

Unit 367

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Unit 372

TITLE	Organise the delivery of reliable customer service	Learner's name
UAN REFERENCE	Y/601/1230	
LEVEL	3	
CREDIT VALUE	6	
<p>This Unit is about how the learner delivers and maintains excellent customer service by being alert to customer reactions and knowing and understanding how the reactions can be used to improve the service. In addition, the learner will need to record customer service information to ensure reliable service.</p> <p>Relationship to National Occupational Standards : Unit 25</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. Plan and organise the delivery of reliable customer service	1.1 Plan, prepare and organise everything they need to deliver services or products to different types of customers	
	1.2 Organise what they do to ensure that they are consistently able to give prompt attention to your customers	
	1.3 Reorganise their work to respond to unexpected additional workloads	

Unit 372

2. Review and maintain customer service delivery	2.1	Maintain service delivery during very busy periods and unusually quiet periods	
	2.2	Maintain service delivery when systems, people or resources have let them down	
	2.3	Consistently meet their customers' expectations	
	2.4	Balance the time they take with their customers with the demands of other customers seeking their attention	
	2.5	Respond appropriately to their customers when customers make comments about the products or services they are offering	
	2.6	Alert others to repeated comments made by their customers	

Unit 372

	2.7	Take action to improve the reliability of their service based on customer comments	
	2.8	Monitor the action they have taken to identify improvements in the service they give to their customers	
3. Use recording systems to maintain reliable customer service	3.1	Record and store customer service information accurately following organisational guidelines	
	3.2	Select and retrieve customer service information that is relevant, sufficient and in an appropriate format	
	3.3	Quickly locate information that will help solve a customer's query	
	3.4	Supply accurate customer service information to others using the most appropriate method of communication	
4 Understand how to organise the delivery of reliable customer service.	4.1	Describe organisational procedures for unexpected situations and their role within them	

Unit 372

	4.2 Describe resource implications in times of staff sickness and holiday periods and their responsibility at these times	
	4.3 Explain the importance of having reliable and fast information for their customers and their organisation	
	4.4 Evaluate the organisational procedures and systems for delivering customer service	
	4.5 Identify useful customer feedback and how to decide which feedback should be acted on	
	4.6 Describe how to communicate feedback from customers to others	
	4.7 Show that they know and understand the organisational procedures and systems for recording, storing, retrieving and supplying customer service information	

Unit 372

	4.8 Explain the legal and regulatory requirements regarding the storage of data
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Unit 372

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Unit 373

TITLE	Improve the customer relationship	Learner's name
UAN REFERENCE	H/601/1232	
LEVEL	3	
CREDIT VALUE	7	
<p>This unit is about the learner improving their relationship with customers by delivering consistent and reliable customer service. In addition, the learner will need to show that they genuinely want to give customers high levels of service and that they will make every possible effort to meet or exceed the customer's expectations.</p> <p>Relationship to National Occupational Standards : Unit 26</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. Improve communication with their customers	1.1 Select and use the best method of communication to meet their customers' expectations	
	1.2 Take the initiative to contact their customers to update them when things are not going to plan or when they requires further information	
	1.3 Adapt their communication to respond to individual customers' feelings	

Unit 373

2. Balance the needs of their customer and their organisation	2.1	Meet their customers' expectations within their organisation's service offer	
	2.2	Explain the reasons to their customers sensitively and positively when the customer expectations cannot be met	
	2.3	Identify alternative solutions for their customers either within or outside the organisation	
	2.4	Identify the costs and benefits of these solutions to their organisation and to their customers	
	2.5	Negotiate and agree solutions with their customers which satisfy them and are acceptable to the organisation	
	2.6	Take action to satisfy their customers with the agreed solution when balancing customer needs with those of their organisation	

Unit 373

3. Exceed customer expectations to develop the relationship	3.1 Make extra efforts to improve their relationship with their customers	
	3.2 Recognise opportunities to exceed their customers' expectations	
	3.3 Take action to exceed their customers' expectations within the limits of their own authority	
	3.4 Gain the help and support of others to exceed their customers' expectations	
4. Understand how to improve the customer relationship	4.1 Describe how to make best use of the method of communication chosen for dealing with their customers	
	4.2 Explain how to negotiate effectively with their customers	

Unit 373

	4.3 Explain how to assess the costs and benefits to their customers and their organisation of any unusual agreement they make	
	4.4 Explain the importance of customer loyalty and/or improved internal customer relationships to the organisation	

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Unit 374

TITLE	Monitor and solve customer service problems	Learner's name
UAN REFERENCE	J/601/1515	
LEVEL	3	
CREDIT VALUE	6	
<p>This Unit is all about the learner solving immediate customer service problems and changing systems to avoid repeated customer service problems</p> <p>Relationship to National Occupational Standards : Unit 32</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. Solve immediate customer service problems	1.1 Respond positively to customer service problems following organisational guidelines	
	1.2 Solve customer service problems when they have sufficient authority	
	1.3 Work with others to solve customer service problems	
	1.4 Keep customers informed of the actions being taken	

Unit 374

	<p>1.5 Check with customers that they are comfortable with the actions being taken</p>	
	<p>1.6 Solve problems with service systems and procedures that might affect customers before they become aware of them</p>	
	<p>1.7 Inform managers and colleagues of the steps taken to solve specific problems</p>	
<p>2. Identify repeated customer service problems and options for solving them</p>	<p>2.1 Identify repeated customer service problems</p>	
	<p>2.2 Identify the options for dealing with a repeated customer service problem and consider the advantages and disadvantages of each option</p>	
	<p>2.3 Work with others to select the best option for solving a repeated customer service problem, balancing customer expectations with the needs of the organisation</p>	

Unit 374

3. Take action to avoid the repetition of customer service problems	3.1 Obtain the approval of somebody with sufficient authority to change organisational guidelines in order to reduce the chance of a problem being repeated	
	3.2 Action their agreed solution	
	3.3 Keep their customers informed in a positive and clear manner of steps being taken to solve any service problems	
	3.4 Monitor the changes they have made and adjust them if appropriate	
4. Understand how to monitor and solve customer service problems	4.1 Show that they know and understand organisational procedures and systems for dealing with customer service problems	
	4.2 Show that they know and understand organisational procedures and systems for identifying repeated customer service problems	

Unit 374

	<p>4.3 Show that they know and understand how the successful resolution of customer service problems contributes to customer loyalty with the external customer and improved working relationships with service partners or internal customers</p>	
	<p>4.4 Show that they know and understand how to negotiate with and reassure customers while the customers problems are being solved</p>	

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Unit 376

TITLE	Identify the need for and plan habitat management work	Learner's name
UAN REFERENCE	T/502/1530	
LEVEL	3	
CREDIT VALUE	4	
<p>This unit provides the learner with the knowledge, skills and understanding to identify the need for habitat management work to be carried out and plan the necessary work. The unit is applicable to the management of all types of habitats and the full range of management techniques. Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : CU88.1</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 identify habitat management work.	1.1 Identify the need for habitat management through use of all of the following: (i) site monitoring (ii) management plan (iii) reports from others.	

Unit 376

<p>2. Be able to plan for habitat management work.</p>	<p>2.1 Plan habitat management for at least four of the following objectives:</p> <ul style="list-style-type: none"> (i) to create or maintain suitable conditions for particular species (ii) to create or maintain a desired mix of habitats for access and recreation (iii) to conserve desirable physical or archaeological features (iv) to reduce the pressures of human activity on habitats (v) to promote site safety. 	
	<p>2.2 Take account of the environmental value of at least two of the following types of sites in planning:</p> <ul style="list-style-type: none"> • ecological • archaeological • recreational. 	
	<p>2.3 Select appropriate habitat management methods to achieve objectives.</p>	

Unit 376

	<p>2.4 Produce work plans and specifications for the identified work to include the following:</p> <ul style="list-style-type: none"> (i) schedule (ii) location (iii) methods and procedures (iv) physical resources (v) human resources (vi) legal requirements (vii) standard of outcome required. 	
	<p>2.5 Carry out risk assessments and identify safe working procedures.</p>	
	<p>2.6 Seek agreement from all relevant interested parties and ensure that all necessary permissions are in place.</p>	
	<p>2.7 Identify the most appropriate workforce for the planned habitat management work.</p>	
	<p>2.8 Identify and access the resources required to carry out the planned work.</p>	

Unit 376

	<p>2.9 Schedule habitat management work based on the following:</p> <ul style="list-style-type: none"> (i) identified priorities (ii) effects of season and timing (iii) record plans in a suitable format 	
	<p>2.10 Record plans in a suitable format</p>	
<p>3. Understand how to identify the need for habitat management work</p>	<p>3.1 Explain how to identify the need for habitat management through use of:</p> <ul style="list-style-type: none"> (i) site monitoring (ii) management plan (iii) reports from others. 	

Unit 376

	<p>3.2 Explain how to identify the objectives of habitat management for the following objectives:</p> <ul style="list-style-type: none"> (i) to create or maintain suitable conditions for particular species (ii) to create or maintain a desired mix of habitats for access and recreation (iii) to conserve desirable physical or archaeological features (iv) to reduce the pressures of human activity on habitats (iv) to promote site safety. 	
	<p>3.3 Describe how to recognise the environmental value of sites.</p>	
<p>4. Understand the need to plan habitat management work.</p>	<p>4.1 Explain how the environmental value of sites affects the planning of work.</p>	
	<p>4.2 Explain how to assess risks and develop safe working procedures.</p>	

Unit 376

	<p>4.3 Explain the process of producing work plans and specifications to organisational requirements including:</p> <ul style="list-style-type: none"> • agreement of objectives • agreement of plans • when permissions are required • the suitable workforce • the resources required (tools and equipment, people) • schedule of work • legal requirements • standard of outcome. 	
	<p>4.4 Explain how planned work fits into organisational objectives, local and UK biodiversity action plans.</p>	

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Unit 377

TITLE	Co-ordinate and oversee habitat management work	Learner's name
UAN REFERENCE	A/502/1531	
LEVEL	3	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to co-ordinate and oversee habitat management work. . It also involves the selection and briefing of a suitable workforce to carry out the habitat management work. Simulation will not be acceptable. Relationship to National Occupational Standards : CU88.2</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 co-ordinate and oversee habitat management work.	1.1 Make available the necessary resources to allow habitat management work to be carried out in a safe and effective way. Resources to include: (i) natural (ii) physical (iii) human (iv) financial.	
	1.2 Inform the appropriate person where these resources are not available.	

Unit 377

	<p>1.3 Brief those who will be carrying out the work with regard to:</p> <ul style="list-style-type: none">(i) work specification(ii) environmental value of the site and its implications for the planned work.	
	<p>1.4 Oversee habitat management work for four of the following objectives</p> <ul style="list-style-type: none">(i) to create or maintain suitable conditions for particular species(ii) to create or maintain a desired mix of habitats for access and recreation(iii) to conserve desirable physical or archaeological features(iv) to reduce the pressures of human activity on habitats(v) to promote site safety.	
	<p>1.5 Communicate with the work team and other interested parties in a way which promotes understanding and goodwill.</p>	

Unit 377

	1.6	Provide clear and accurate information for recording purposes.	
2. Be able to promote health and safety and environmental good practice.	2.1	Work in a way which promotes health and safety, is consistent with legislation, codes of practice and any additional requirements.	
	2.2	Ensure work is carried out in a manner which minimises environmental damage.	
	2.2	Manage and dispose of waste in accordance with legislative requirements and codes of practice.	
3. Understand how to co-ordinate and oversee habitat management work.	3.1	Explain the required type and quantity of resources needed for habitat management work.	
	3.2	Describe the appropriate action to take in the case of inadequate resources.	

Unit 377

	3.3 Describe relevant aspects of work specifications, and individual responsibilities.	
	3.4 Describe how to select a workforce which is appropriate for the planned work.	
	3.5 Describe methods of briefing the workforce on the activities required.	
	3.6 Describe how to effectively oversee habitat management work which is being carried out (i) to create or maintain suitable conditions for particular species (ii) to create or maintain a desired mix of habitats for access and recreation (iii) to conserve desirable physical or archaeological features (iv) to reduce the pressures of human activity on habitats (v) to promote site safety.	

Unit 377

	3.7	Explain how to identify and minimise the effect of disruptions and how to select corrective actions.	
	3.8	Explain how to establish, maintain and improve systems to monitor work.	
	3.9	Describe methods of communication likely to promote understanding and goodwill.	
	3.10	Identify the types of records required and the importance of accurate record keeping.	
4. Understand relevant health and safety legislation and environmental good practice.	4.1	Summarise current health and safety legislation, codes of practice and any additional requirements.	
	4.2	Describe the possible environmental damage that could occur and how to respond appropriately.	

Unit 377

	4.3 Explain the correct and appropriate methods for disposing of waste.	
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Unit 378

TITLE	Monitor and evaluate the effectiveness of habitat management work	Learners name
NDQQ REFERENCE	F/502/1532	
LEVEL	3	
CREDIT LEVEL	4	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to monitor and evaluate the effectiveness of habitat management work.</p> <p>The length of time over which such monitoring and evaluation should take place will vary according to the habitat and type of work. Simulation will not be acceptable.</p> <p>Relationship to National Occupational Standards : CU88.3</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 evaluate the effectiveness of habitat management work.	1.1 Set in place systems to monitor the effectiveness of habitat management work in creating desired conditions within appropriate timescales with regard both: <ul style="list-style-type: none"> (i) the habitat being managed. (ii) the work which was carried out. 	
	1.2 Use the outcomes of your monitoring to inform the planning of future habitat management work to include: <ul style="list-style-type: none"> (i) planning of your own future work (ii) planning by other people. 	

Unit 378

	1.3 Plan and implement additional work to rectify any problems or failures to achieve original management objectives.	
2. Understand how to monitor and evaluate the effectiveness of habitat management work.	2.1 Explain the criteria used to evaluate the habitat management work at completion of practical activities.	
	2.2 Outline the requirements of the original work plan and specification.	
	2.3 Explain the importance of longer-term monitoring to determine whether habitat management has been effective.	
	2.4 Identify the factors that determine the length of time over which monitoring should take place.	
	2.5 Explain how to use the outcomes of monitoring to improve future plans and where necessary how to plan additional work.	

Unit 378

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Unit 380

TITLE	Work with others to improve customer service	Learners name
UAN REFERENCE	D/601/1553	
LEVEL	3	
CREDIT LEVEL	8	
<p>This Unit is all about how the learner develops a relationship with others to improve their own customer service performance. This involves communicating with others and agreeing how to work together to give a more effective service. In addition the learner will monitor their own and the team's performance and change the way they do things if this improves customer service.</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. Improve customer service by working with others	1.1 Contribute constructive ideas for improving customer service	
	1.2 Identify what they have to do to improve customer service and confirm this with others	
	1.3 Agree with others what they have to do to improve customer service	
	1.4 Co-operate with others to improve customer service	

Unit 380

	1.5 Keep their commitments made to others	
	1.6 Make others aware of anything that may affect plans to improve customer service	
2. Monitor their own performance when improving customer service	2.1 Discuss with others how what they do affects customer service performance	
	2.2 Identify how the way they work with others contributes towards improving customer service	
3. Monitor team performance when improving customer service	3.1 Discuss with others how teamwork affects customer service performance	
	3.2 Work with others to collect information on team customer service performance	

Unit 380

	3.3 Identify with others how customer service teamwork could be improved	
	3.4 Take action with others to improve customer service performance	
4. Understand how to improve customer service	4.1 Describe who else is involved either directly or indirectly in the delivery of customer service	
	4.2 Describe the roles and responsibilities of others in their organisation	
	4.3 Describe the roles of others outside their organisation who have an impact on their services or products	
	4.4 Evaluate what the goals or targets of their organisation are in relation to customer service and how these are set	
	4.5 Evaluate how their organisation identifies improvements in customer service	

Unit 380

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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.		

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

	<p>4.7 Describe how to place lifting aids and lift the coffin in a way which minimises damage</p>	
	<p>4.8 Describe how to handle coffin following initial lift according to the soil and coffin conditions in the range</p>	
<p>5 Know the types of equipment and materials required and how to maintain them</p>	<p>5.1 Describe the equipment and materials which will be necessary to exhume coffins and remains including:</p> <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 	
	<p>5.2 Describe methods of maintaining the equipment ready for use</p>	

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.	

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Unit 381

TITLE	Deal with accidents and emergencies involving children and young people during environmental activities	Learner's name
UAN REFERENCE	L/502/3283	
LEVEL	2	
CREDIT VALUE	4	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to deal with accidents and emergencies whilst working with children and young people.</p> <p>The term 'children and young people' refers to all children and young people of school age.</p> <p>Accidents and emergencies can include injuries, signs of illness and other emergencies</p> <p>Relationship to National Occupational Standards: EC8.2</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 deal with accidents and emergencies whilst working with children and young people during environmental activities	1.1 Promptly assess the severity of an accident or emergency including: (i) minor accidents or emergencies; (ii) major accidents or emergencies; to determine whether first aid or medical attention is required	
	1.2 Promptly and calmly carry out the appropriate procedures for dealing with accidents and emergencies including: (i) minor accidents or emergencies; (ii) major accidents or emergencies;	

Unit 381

	<p>1.3 Maintain suitable standards of hygiene when dealing with accidents and emergencies including and, where relevant, taking action to protect themselves and others from risk</p>	
	<p>1.4 Offer comfort and reassurance to the children, young people and others throughout</p>	
	<p>1.5 Follow the correct procedures for recording and reporting accidents and emergencies</p>	
<p>2 Know how to deal with accidents and emergencies when working with children and young people during environmental activities</p>	<p>2.1 Explain the implications on their work of sector, organisational and statutory codes of practice for dealing with accidents and emergencies</p>	
	<p>2.2 Outline procedures for dealing with accidents and emergencies, and the importance of adhering to them</p>	
	<p>2.3 Describe how to assess the severity of accidents and emergencies and determine the action required</p>	

Unit 381

	2.4 Describe basic First Aid procedures	
	2.5 Explain the importance of maintaining suitable levels of hygiene, and ways of protecting themselves and others from infection and harm	
	2.6 Describe how to recognise and cope with emotional reactions to accidents or emergencies	
	2.7 Explain the importance of following the correct procedures for recording and reporting accidents and emergencies	
	2.8 Outline the procedures and responsibilities for conveying information to parents or guardians	

Unit 381

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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 & Guilds Land Based Services switchboard	024 7685 7300	024 7669 6128	

City & Guilds Region	Telephone	Facsimile	Email
Customer relations unit	020 7294 2800	020 7294 2413	enquiry@cityandguilds.com
Scotland	0141 341 5700	0141 341 5725	scotland@cityandguilds.com
North East	0191 402 5100	0191 402 5101	newcastle@cityandguilds.com
North West	01925 897900	01925 897925	salesnw@cityandguilds.com
Yorkshire	01924 206 700	01924 206 6705	yorkshire@cityandguilds.com
Wales	02920 748600	02920 748625	wales@cityandguilds.com
West Midlands	0121 503 8900	0121 359 7734	birmingham@cityandguilds.com
East Midlands	01773 842900	01773 833030	eastmidlands@cityandguilds.com
South West	01823 722200	01823 444231	swregion@cityandguilds.com
London and South East	020 7294 8139	020 7294 2419	londonandsoutheast@cityandguilds.com
Southern	020 7294 2677	020 7294 2403	southern@cityandguilds.com
East	01480 308300	01480 308325	eastern@cityandguilds.com
Northern Ireland/ Ireland	028 9032 5689	028 9031 2917	belfast@cityandguilds.com

Websites: www.nptc.org.uk www.cityandguilds.com www.i-l-m