

**Level 1 Award in Practical
Horticulture Skills
Level 1 Certificate in Practical
Horticulture Skills
Level 1 Diploma in Practical
Horticulture Skills
(7573-01)
Qualification handbook and Tutor guide**



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We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

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Guidance

The following information should be read in conjunction with City & Guilds NPTC regulations for the administration of qualifications, which can be found in *'Providing NPTC Qualifications- A guide to centre and qualification approval'*.

Structure

There are 61 units in total, comprising 4 core units and 57 optional units, of which 5 are at level 2. These cover a wide range of practical horticultural tasks. The scheme is designed to be flexible to meet the needs of candidates in a wide range of situations and backgrounds.

This QCF qualification replaces the 9352 Horticulture Skills tests. To facilitate the Additional Specialist Learning of the Environment and Land Diploma, the Progression Pathways of the Foundation Learning Tier and retain maximum flexibility of the qualification, there are 3 rules of combination, ie, award, certificate and diploma.

The Award will be a minimum of 6 credits, at least 3 of which must be at level 1, from any combination of units. This will allow employers and learners to access qualification in particular units/skills.

For the Certificate, candidates must complete the 4 core units and related underpinning knowledge plus 4 units (at least 8 credits) from the optional units. This will range between 140-180 GLH and will meet the requirements for Additional and Specialist Learning.

For the Diploma, candidates must complete the 4 core units, which equate to 10 credits, plus a further 27 credits from the optional units, including at least 9 credits from the level 1 group, to ensure that at least 50% of the qualification is at level 1.

The qualifications should meet the requirements for all 4 progression pathways of the Foundation Learning Tier

The core units

- 001 Prepare ground for sowing or planting (3 credits)
- 002 Plant container grown subjects (3 credits)
- 003 Prepare soil and apply an organic mulch (2 credits)
- 004 Water a bed, border or area of plants in containers (2 credits)

The optional level 1 units

- 005 Cultivate land by single digging/forking (2 credits)
- 006 Apply fertiliser by hand to bare ground (2 credits)
- 007 Determine soil pH with colour indicator test kit (2 credits)
- 008 Plant flower bulbs for naturalisation or bedding (2 credits)
- 009 Prepare and plant a hanging basket (2 credits)
- 010 Prepare and plant container for display (2 credits)
- 011 Care for a planted area (2 credits)

- 012 Prune hedges by hand (2 credits)
- 013 Prune bush roses (2 credits)
- 014 Dead-head rose bushes, Rhododendrons or other suitable shrubs (2 credits)
- 015 Prune shrubs for winter stem colour (2 credits)
- 016 Prune deciduous spring-flowering shrubs (2 credits)
- 017 Prune deciduous shrubs flowering on current season's growth (2 credits)
- 018 Support individual stems (2 credits)
- 019 Support herbaceous perennials (2 credits)
- 020 Support plants on wires, frames or trellis (2 credits)
- 021 Lift, divide and plant herbaceous perennials (2 credits)
- 022 Sow seed outdoors in drills by hand (2 credits)
- 023 Sow seed indoors in containers (2 credits)
- 024 Prick out seedlings singly (2 credits)
- 025 Propagate by stem cuttings (2 credits)
- 026 Pot up rooted cuttings, large seedlings or plugs by hand (2 credits)
- 027 Set out pots, modules or trays, following potting or pricking out (2 credits)
- 028 Collect and prepare produce or plant material for transport (2 credits)
- 029 Maintain wooden structures with water-based preservative (2 credits)
- 030 Lay paving slabs (2 credits)
- 031 Lay paving blocks on sand (2 credits)
- 032 Maintain and protect metal surfaces (2 credits)
- 033 Maintain paved areas (2 credits)
- 034 Aerate turf by hand (2 credits)
- 035 Edge turf with shears (2 credits)
- 036 Lay turf by hand (2 credits)
- 037 Scarify turf by hand (2 credits)
- 038 Sow grass seed by hand (2 credits)
- 039 Remove dew from fine turf (2 credits)
- 040 Repair area of damaged turf with seed (2 credits)
- 041 Edge and rake golf bunkers (2 credits)
- 042 Overmark sports lines (2 credits)
- 043 Place sports equipment (2 credits)
- 044 Use wheeled rotary mower (2 credits)
- 045 Use a nylon cord trimmer (2 credits)
- 046 Use an air cushion mower (2 credits)
- 047 Use a cylinder mower (2 credits)
- 048 Use a litter/leaf blower (2 credits)
- 049 Maintain hand tools (2 credits)
- 050 Identify trees and shrubs (2 credits)
- 051 Identify weeds (2 credits)
- 052 Identify annuals and herbaceous perennials (2 credits)
- 053 Identify indoor plants (2 credits)
- 054 Establish an even gradient/level between two fixed points (3 credits)
- 055 Mix mortar or concrete (2 credits)
- 056 Build a simple brick wall (3 credits)

The optional level 2 units

- 057 Set out a right angle on the ground (2 credits)
- 058 Build or repair a dry stone wall (3 credits)
- 059 Laying hard surfaces for external landscaping (skills) (3 credits)
- 060 Construct and maintain boundaries (skills) (2 credits)
- 061 Assess soil texture and condition (2 credits)

The Foundation Learning Tier

Foundation Learning Tier (FLT)

QCA and the Learning and Skills Council (LSC) are working together to reform qualification provision below Level 2 in England. By 2010 a revised set of credit-based qualifications and units will be in place with clear progression routes through Entry and Level 1 to Level 2. This reform is aimed at all learners over the age of 14 working below Level 2, including for example:

- 14 to 19 year-olds
- adults with skills gaps
- adults or young people with learning difficulties and/or disabilities.

The Qualifications and Credit Framework (QCF) is a new way of recognising achievement through the award of credit for units and qualifications. It will provide flexible routes to gaining full qualifications and will enable qualifications to be achieved in small steps.

The intention of the FLT reform is to enable awarding organisations to develop units and qualifications in response to learners' needs, making sure they reflect the central aim of improving progression (through the Progression Pathways) and personalisation for individuals.

Progressions Pathways

The qualifications have been developed in such a way to ensure that they support 'Progression Pathways' in the QCF. In 2008/09 the LSC and QCA will begin the implementation of developmental delivery of Progression Pathways. These Progression Pathways are intended to provide progression to:

- A first full level 2;
- Skilled work or an Apprenticeship;
- Supported employment or independent living;
- Appropriate provision for learners aged 14-19, including a Foundation (level 1) Diploma or GCSEs.

Progression Pathways will be fully implemented across publicly funded entry level and level 1 provision by 2010.

Additional Specialist Learning within the Diploma

NPTC is recognised as a Component Awarding Body (CAB) for the new Diploma qualifications. NPTC has DDP support for the NPTC Level 1 Certificate in Practical Horticulture Skills to be recognised as Additional and Specialist Learning (ASL) for the Environmental and Land-based Diploma.

Health & Safety

Safety is an important aspect of all tests and should be inherent in the candidates' approach to them. Centres should ensure that due attention is paid to safety and safe working practices during all tests.

It is expected that the assessor will intervene if a candidate is acting in a dangerous manner, explaining to the candidate the reason for stopping the test. The importance of cleanliness and tidiness should be stressed at all times.

In particular, the following should be observed:

- Risk assessments should be carried out and tools, equipment and machines must be used under supervision
- Units should be delivered in accordance with relevant existing legislation on Health and Safety ie PUWER

Time and Resources

Candidates must complete the test satisfactorily, within a realistic time. This does not include preparatory work or waiting time.

Each assessment checklist has a list of the resources required for the unit and these must be made available to candidates.

Units may be taken at any time and in any order. Soil conditions must be suitable for the outdoor tasks.

Assessment strategy

Assessors must be occupationally competent, either qualified to level 2 or above in horticulture or have significant and current experience of working in the industry at this level. They should have had formal training in assessment, which may be A1, D32/33 or other training that allows the assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency. It would be envisaged that the training would encompass, but not be limited to

- Assessment planning
- Methods of assessment
- Feedback
- Recording of evidence.

Qualification coordinators must have had formal training in assessment, as above and have experience or training in the quality assurance systems required by City & Guilds NPTC.

The external verifier will judge that assessors and qualification coordinators meet the above criteria during the qualification approval process and subsequent update.

Entry requirements

No specific prior qualifications, learning or experience are required for candidates undertaking the qualifications. Units in the range present differing physical and intellectual challenges and these should be considered when selecting units for individual learners.

Appeals and equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate 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 NPTC 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 NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds NPTC (verification@nptc.org.uk).

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

Reasonable Adjustments and Special Considerations

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

Course Design

Tutors/assessors should familiarise themselves with the structure and content of the qualification before designing an appropriate course.

City & Guilds NPTC does not itself provide courses of instruction or specify entry requirements. As long as the requirements for the qualification are met, tutors/assessors may design courses of study in any way that they feel best meets the needs and capabilities of the candidates. Units are broadly the same size, ranging between 15 and 25 Guided learning hours, and centres may deliver the units in any order they wish. Centres may wish to introduce other topics as part of the programme which will not be assessed through the qualifications, e.g. to meet local needs.

It is recommended that centres cover the following in the delivery of the course, where appropriate:

- Health and safety considerations, in particular the need to impress to candidates that they must preserve the health and safety of others as well as themselves
- Key Skills (such as Communication, Application of Number, Information technology, Working with others, Improving own learning and performance, Problem solving.)
- Environmental education, related European issues
- Spiritual, moral, ethical, social and cultural issues.

Nature of the assessments

The qualification has been designed to allow formative assessment of the candidate's acquisition of skills at appropriate stages throughout the course. It is envisaged that these assessments will serve as a source of motivation for candidates.

The assessments will be carried out at the end of successive phases of training. This will provide diagnostic information so that shortcomings in the candidate's performance can be remedied before moving on to the next unit. Such information may also help quality assurance of the scheme, by highlighting any weaknesses in the training.

In order for the assessments to fulfil their diagnostic function, it is essential that candidates receive appropriate feedback of results as soon as possible after taking each test. There is a box at the bottom of each checklist to allow feedback to be recorded.

Each assessment checklist must be authenticated by the candidate and assessor.

Centre and qualification approval

New centres must apply for centre and qualification approval. In the first instance they should contact Sales, Marketing and Communications at City & Guilds NPTC. (024 7685 7300)

Existing NPTC/City & Guilds centres will need to get specific qualification approval to run this qualification. They should contact verification@nptc.org.uk.

Full details of the process for both centre and qualification approval are given in *Providing NPTC qualifications – a guide to centre and qualification approval* which is available from www.nptc.org.uk

NPTC/City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular NPTC or City & Guilds qualification, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of NPTC or City & Guilds.

Operating procedures – general requirements

All Centres offering the qualification will have to meet the full requirements for the assessment procedures as detailed in this Handbook.

This includes the provision of:

- a) appropriately qualified staff to carry out assessments
- b) facilities for practical assessments to be undertaken at appropriate times under conditions required by City & Guilds NPTC.

Registration and certification

See page 7 for the qualification structures.

		Assessment components required	
Core units			
001	Prepare ground for sowing or planting (3 credits)	7573-01-001	Direct observation and questions
002	Plant container grown subjects (3 credits)	7573-01-002	Direct observation and questions
003	Prepare soil and apply organic mulch (2 credits)	7573-01-003	Direct observation and questions
004	Water a bed, border or area of plants in containers (2 credits)	7573-01-004	Direct observation and questions
Optional level 1 units			
005	Cultivate land by single digging/forking (2 credits)	7573-01-005	Direct observation
006	Apply fertiliser by hand to bare ground (2 credits)	7573-01-006	Direct observation
007	Determine soil pH with colour indicator test kit (2 credits)	7573-01-007	Direct observation
008	Plant flower bulbs for naturalisation or bedding (2 credits)	7573-01-008	Direct observation
009	Prepare and plant a hanging basket (2 credits)	7573-01-009	Direct observation
010	Prepare and plant container for display (2 credits)	7573-01-010	Direct observation
011	Care for a planted area (2 credits)	7573-01-011	Direct observation
012	Prune hedges by hand (2 credits)	7573-01-012	Direct observation
013	Prune bush roses (2 credits)	7573-01-013	Direct observation
014	Dead-head rose bushes, Rhododendrons or other suitable shrubs (2 credits)	7573-01-014	Direct observation
015	Prune shrubs for winter stem colour (2 credits)	7573-01-015	Direct observation
016	Prune deciduous spring-flowering shrubs (2 credits)	7573-01-016	Direct observation
017	Prune deciduous shrubs flowering on current season's growth (2 credits)	7573-01-017	Direct observation
018	Support individual stems (2 credits)	7573-01-018	Direct observation
019	Support herbaceous perennials (2 credits)	7573-01-019	Direct observation
020	Support plants on wires, frames or trellis (2 credits)	7573-01-020	Direct observation
021	Lift, divide and plant herbaceous perennials (2 credits)	7573-01-021	Direct observation
022	Sow seed outdoors in drills by hand (2 credits)	7573-01-022	Direct observation
023	Sow seed indoors in containers (2 credits)	7573-01-023	Direct observation
024	Prick out seedlings singly (2 credits)	7573-01-024	Direct observation
025	Propagate by stem cuttings (2 credits)	7573-01-025	Direct observation
026	Pot up rooted cuttings, large seedlings or plugs by hand (2 credits)	7573-01-026	Direct observation
027	Set out pots, modules or trays, following potting or pricking out (2 credits)	7573-01-027	Direct observation
028	Collect and prepare produce or plant material for transport (2 credits)	7573-01-028	Direct observation
029	Maintain wooden structures with water-based preservative (2 credits)	7573-01-029	Direct observation
030	Lay paving slabs (2 credits)	7573-01-030	Direct observation
031	Lay paving blocks on sand (2 credits)	7573-01-031	Direct observation
032	Maintain and protect metal surfaces (2 credits)	7573-01-032	Direct observation
033	Maintain paved areas (2 credits)	7573-01-033	Direct observation
034	Aerate turf by hand (2 credits)	7573-01-034	Direct observation
035	Edge turf with shears (2 credits)	7573-01-035	Direct observation

036	Lay turf by hand (2 credits)	7573-01-036	Direct observation
037	Scarify turf by hand (2 credits)	7573-01-037	Direct observation
038	Sow grass seed by hand (2 credits)	7573-01-038	Direct observation
039	Remove dew from fine turf (2 credits)	7573-01-039	Direct observation
040	Repair area of damaged turf with seed (2 credits)	7573-01-040	Direct observation
041	Edge and rake golf bunkers (2 credits)	7573-01-041	Direct observation
042	Overmark sports lines (2 credits)	7573-01-042	Direct observation
043	Place sports equipment (2 credits)	7573-01-043	Direct observation
044	Use a wheeled rotary mower (2 credits)	7573-01-044	Direct observation
045	Use a nylon cord strimmer (2 credits)	7573-01-045	Direct observation
046	Use an air cushion mower (2 credits)	7573-01-046	Direct observation
047	Use a cylinder mower (2 credits)	7573-01-047	Direct observation
048	Use a litter/leaf blower (2 credits)	7573-01-048	Direct observation
049	Maintain hand tools (2 credits)	7573-01-049	Direct observation
050	Identify trees and shrubs (2 credits)	7573-01-050	Direct observation
051	Identify weeds (2 credits)	7573-01-051	Direct observation
052	Identify annuals and herbaceous perennials (2 credits)	7573-01-052	Direct observation
053	Identify indoor plants (2 credits)	7573-01-053	Direct observation
054	Establish an even gradient/level between two fixed points (3 credits)	7573-01-054	Direct observation
055	Mix mortar or concrete (2 credits)	7573-01-055	Direct observation
056	Build a simple brick wall (3 credits)	7573-01-056	Direct observation
Optional level 2 units			
057	Set out a right angle on the ground (2 credits)	7573-01-057	Direct observation
058	Build or repair a dry stone wall (3 credits)	7573-01-058	Direct observation
059	Laying hard surfaces for external landscaping (skills) (3 credits)	7573-01-059	Direct observation
060	Construct and maintain boundaries (skills) (2 credits)	7573-01-060	Direct observation
061	Assess soil texture and condition (2 credits)	7573-01-061	Direct observation
Certification components			
900	Certification component for the Award	7573-01-900	No assessment.
901	Certification component for the Certificate	7573-01-901	One to be
902	Certification component for the Diploma	7573-01-902	submitted

- Candidates must be registered at the beginning of their course (within 12 weeks of starting the course with the centre). Centres should submit registrations using Walled Garden (Registration), under qualification /complex no 7573-01.
- When units have been successfully completed, candidate results should be submitted on Walled Garden (Results submission) **along with one certification component** so that the correct certificate is sent out.
- Candidates achieving one or more units will receive a Certificate of Unit Credit listing the components achieved. Candidates achieving the number and combination of assessment components required for the Award, Certificate or Diploma will, in addition, be issued the relevant certificate.

How to use this Guide

The guide is designed so that centres can build a concise logbook for candidates by photocopying those checklists required by individuals. Records must be available for internal quality assurance purposes and external verification. **Appendix A gives answers to the questions in the core units and must not be given to candidates.**

Mapping to National Occupational Standards

Unit	Title	NOS unit	Element	PCs
001	Prepare ground for seeding or planting	CU1	CU1.1	1,2,4,5
		CU71	Cu71.2	4,6,d,e
002	Plant container grown subjects	CU1	CU1.1	1,2,5
		CU61	CU61.1	1,2,3,6,7,11,c,g
003	Apply organic mulch to a bed or border	CU1	CU1.1	1,2,4,5,8,f
		CU62	CU62.1	1,2,3,4,9,10,a,d,e,f,i
004	Water a bed, border or area of plants in containers, using hand-held equipment	CU1	CU1.1	1,2,4,5,6,f
		CU62	CU62.1	1,2,3,4,9,a,d,e,f
005	Cultivate land by single digging/forking	CU1	CU1.1	1,2,4,5,7
		CU71	CU71.2	2,4,5,6
006	Apply fertiliser by hand to bare ground	CU1	CU1.1	1,2,4,
		CU71	CU71.2	1,2,3,6,7
007	Determine soil pH with colour indicator test kit	CU1	CU1.1	1,2,4
008	Plant flower bulbs for naturalisation or bedding	CU1	CU1.1	1,2,4,5,
		CU61	CU61.1	1,2,3,5,6,7,8,10,11
009	Prepare and plant a hanging basket	CU1	CU1.1	1,2,3,6,7
		CU61	CU61.1	1,2,3,5,6,7,8,10,11
010	Prepare and plant a container for display	CU1	CU1.1	1,2,4,5,
		CU61	CU61.1	1,2,3,5,6,7,8,10,11
011	Care for a planted area	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
012	Prune hedges by hand	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
013	Prune bush roses	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
014	Dead-head rose bushes, Rhododendrons or other suitable shrubs	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
015	Prune shrubs for winter stem colour	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
016	Prune deciduous spring-flowering shrubs	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
017	Prune deciduous shrubs flowering on current season's growth	CU1	CU1.1	1,2,4,5,7
		CU62	CU62.2	1,2,3,5,6,7,8
018	Support individual stems	CU1	CU1.1	1,2,4,5,6,7
		CU61	CU61.1	1,2,3,4,5,7,8,9,10
019	Support herbaceous perennials	CU1	CU1.1	1,2,4,5,6,7
		CU61	CU61.1	1,2,3,4,5,7,8,9,10
020	Support plants on wires, frames or trellis	CU1	CU1.1	1,2,4,5,6,7
		CU61	CU61.1	1,2,3,4,5,7,8,9,10
021	Lift, divide and plant herbaceous perennials	CU1	CU1.1	1,2,3,4,5,7
		CU63	CU63.1	1,3,4,5,7,8
			CU63.2	1,2,3,4,5,6
022	Sow seed outdoors in drills by hand	CU1	CU1.1	1,2,4,5,6,7
		CU64	U64.1	1,2,3,4
023	Sow seed indoors in containers	CU1	CU1.1	1,2,4,5,6,7
		CU64	U64.1	1,2,3,4
024	Prick out seedlings singly	CU1	CU1.1	1,2,4,5,6,7,
		CU62	CU62.2	1,2,3,4,5,6,7,8,9,10
025	Propagate by stem cuttings	CU1	CU1.1	1,2,3,4,5,7
		CU63	CU63.1	1,3,4,5,7,8
			CU63.2	1,2,3,4,5,6
026	Pot up rooted cuttings, large seedlings or plugs by hand	CU1	CU1.1	1,2,4,5,6,7,
		CU62	CU62.2	1,2,3,4,5,6,7,8,9,10
027	Set out pots, modules or trays, following potting or pricking out	CU1	CU1.1	1,2,4,5,6,7,
		CU62	CU62.2	1,2,3,4,5,6,7,8,9,10
028	Collect and prepare produce or plant material for transport	CU1	CU1.1	1,2,3,4,5,7
		CU65	CU65.1	1,2,3,4,7,8
			CU65.2	1,2,3,5,6
029	Maintain wooden structures with water-based preservative	CU1	CU1.1	1,2,4,5,6,7
		CU16	CU16.1	1,2,3,4,6,7,9,10

030	Lay paving slabs	CU1	CU1.1	1,2,3,4,5,6
031	Lay paving blocks on sand	CU1	CU1.1	1,2,3,4,5,6
032	Maintain and protect metal surfaces	CU1 CU16	CU1.1 CU16.1	1,2,4,5,6,7 1,2,3,4,6,7,9,10
033	Maintain paved areas	CU1	CU1.1	1,2,3,4,5,6
034	Aerate turf by hand	CU1	CU1.1	1,2,4,5,7
035	Edge turf with shears	CU1 CU15	CU1.1 CU15.1	1,2,4,5,7 1,2,3,4,7,8,9,10
036	Lay turf by hand	CU1	CU1.1	1,2,4,5,7
037	Scarify turf by hand	CU1	CU1.1	1,2,4,5,7
038	Sow grass seed by hand	CU1	CU1.1	1,2,4,5,7
039	Remove dew from fine turf	CU1	CU1.1	1,2,4,5,7
040	Repair area of damaged turf with seed	CU1	CU1.1	1,2,4,5,7
041	Edge and rake bunkers	CU1	CU1.1	1,2,4,5,7
042	Overmark sports lines	CU1	CU1.1	1,2,4,5,7
043	Place sports equipment	CU1	CU1.1	1,2,4,5,7
044	Use wheeled rotary mower	CU1 CU15	CU1.1 CU15.1	1,2,4,5,7 1.2.3.4.7,8,9,10
045	Use a nylon cord strimmer	CU1 CU15	CU1.1 CU15.1	1,2,4,5,7 1.2.3.4.7,8,9,10
046	Use an air cushion mower	CU1 CU15	CU1.1 CU15.1	1,2,4,5,7 1.2.3.4.7,8,9,10
047	Use a cylinder mower	CU1 CU15	CU1.1 CU15.1	1,2,4,5,7 1.2.3.4.7,8,9,10
048	Use a litter/leaf blower	CU1	CU1.1	1,2,4,5,7
049	Maintain hand tools	CU1 CU17	CU1.1 CU17.1	1,2,3,4,5,7 1,3,4,5,6,7
050	Identify trees and shrubs	CU62	CU62.1	j
051	Identify weeds	CU62	CU62.2	a,j,
052	Identify annuals and herbaceous perennials	CU62	CU62.1	j
053	Identify indoor plants	CU62	CU62.1	j
054	Establish an even gradient/level between two fixed points	CU1	CU1.1	1,2,3,4,5,6
055	Mix mortar or concrete	CU1	CU1.1	1,2,3,4,5,6
056	Build a simple brick wall	CU1	CU1.1	1,2,3,4,5,6
057	Set out a right angle on the ground	CU1	CU1.1	1,2,3,4,5,6
058	Build or repair a dry stone wall	CU18	CU18.1,2	1.2,2.1,2.3,2.4,3.1,3.2, 3.3, 4.1
059	Laying hard surfaces for external landscaping (skills)	L24	L24.1	Outcomes 1 & 2
060	Construct and maintain boundaries (skills)	CU19	CU19.1	Outcomes 1,2,3
061	Assess soil texture and condition	L2	L2.1	4.4

Functional Skills Signposting

The units listed below meet the criteria for all or part of the functional skill listed or may be used to help develop competence in the functional skill .

Unit no	English	Mathematics	Information and Communication Technology
001	Speak and listen level 1 Writing Entry 3		
002	Speak and listen level 1 Writing Entry 3		
003	Speak and listen level 1 Writing Entry 3		
004	Speak and listen level 1 Writing Entry 3		
005			
006		Entry 3	
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032			
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034			
035			
036			
037			
038		Level 1	
039			
040			
041			
042		Entry 3	
043			
044			
045			
046			
047			
048			
049			
050	Speak and listen level 1 Writing Entry 3		

051	Speak and listen level 1 Writing Entry 3		
052	Speak and listen level 1 Writing Entry 3		
053	Speak and listen level 1 Writing Entry 3		
054			
055			
056			
057		Level 2	
058			
059		Level 1	
060			
061	Speak and listen level 1		

Health and safety, spiritual etc, environmental and European issues

Spiritual, Moral, Ethical, Social and Cultural	001-061	This qualification is designed so that learners from a variety of backgrounds and abilities can access it.
Environmental	001-061	All of the practical units take account of the environment in which the test takes place, disposal of debris etc.
Health & Safety	001-061	Health and safety is paramount in all of the practical tests
European development	029, 032, 044-061	All practical units, but particularly those listed are carried out with due regard to EU regulations

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Test No 001

Prepare ground for sowing or planting

Outcome

The candidate will be able to produce a soil tilth suitable for planting or sowing seed into.

Preparation

There will be available:-	An area of land or raised bed approximately 15sq m, marked out as a rectangle 5m x 3m approx., which has been previously dug/forked and left rough. The soil should be in a suitable condition for the task. Rake. Fork. Spade/shovel Wheelbarrow. Stiff brush. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the area of ground indicated, by raking out and consolidating, to be suitable for sowing seeds or planting small plants.

On completion the ground should have a suitable tilth, be level and have been appropriately consolidated.

Leave surface ready for sowing /planting.

Dispose of any waste and debris to the designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

Test No 001 Prepare ground for sowing or planting

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was suitably dressed for the task
- 2. Correct tools were selected
- 3. Site was raked out to create rough level
- 4. Suitable tilth was created by first raking
- 5. Site was evenly consolidated by treading
- 6. Consolidation was suitable for the use defined by the assessor
- 7. Site was raked out again to create a final tilth
- 8. Debris was removed appropriately if necessary
- 9. Tools and equipment were used safely throughout
- 10. Tools and equipment were cleaned and returned to store, or verbal confirmation of process
- 11. Site was left clean and tidy

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

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Test No 002 Plant container grown subjects

Outcome

The candidate will be able to plant container grown plants in a prepared area of soil.

Preparation

There will be available:-	Area of prepared soil, bed or border. Either - 1 Standard tree in 5 -10 litre container or 5 Shrubs/roses/perennials in 2 litre containers or 25 Bedding plants/other small subjects in trays or pots (N.B. all plants should have been adequately watered prior to the assessment) Spade/Garden fork, Trowel and Wheelbarrow. Hollow post rammer/Maul/Mell/Hammer if required. Watering can/equipment and mulch/soil ameliorant if required. Materials to support/protect plants if required. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

<p>Wear appropriate clothing.</p> <p>Ensure the protection and safety of yourself and others.</p> <p>Select from the tools provided to meet requirement of plants selected for task.</p> <p>Select appropriate support material and equipment to meet plant requirements.</p> <p>Make planting stations/holes to receive selected plants.</p> <p>Remove plants from containers and place in positions indicated and according to instructions/plan.</p> <p>Provide support as necessary.</p> <p>Leave site in a suitable condition on completion.</p> <p>Dispose of any waste and debris to designated area.</p> <p>Leave site and equipment clean and tidy.</p> <p>When the task is complete return the tools and equipment to the store or give verbal confirmation of the process.</p>

Test No 002 Plant container grown subjects

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Planting site was prepared ready for planting
- 4. Plants were prepared ready for planting (damaged material etc. removed)
- 5. Containers were removed in a manner to minimise damage to plant; roots were teased out, if required
- 6. Plants were placed to correct depth
- 7. Backfilling and firming were carried out to meet plant/site requirements
- 8. Support, if required, was placed to meet the needs of the plants
- 9. Soil surface was left in a condition appropriate to the planted area
- 10. Debris was disposed of as instructed and area was left neat and tidy
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were cleaned
- 13. Tools and equipment were returned to store or verbal confirmation of process

(Note to assessor: if criteria were not required to be performed {8} this should still be accepted as achieved; note those criteria in the feedback box below.)

13 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 002 Plant container grown subjects – questions

Centre/location:.....Date.....

Candidate name.....Assessor.....

1. Give ONE reason why damaged material should be removed before planting. 1 mark

.....

2. Give ONE soil or weather condition when planting should not take place. 1 mark

.....

3. Give ONE problem that can happen if plants are planted too shallowly. 1 mark

.....

4. Give ONE problem that can happen if plants are planted too deeply. 1 mark

.....

5. Give ONE reason why plants must be firmed in properly after planting. 1 mark

.....

Pass mark: 4

Marks (out of 5)

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

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Test No 003 Prepare soil and apply an organic mulch

Outcome

The candidate will be able to recognise and clear unwanted weed growth, prepare soil for mulching and apply organic mulching material to specified depth.

Preparation

There will be available:-	Area of planted bed/border, a minimum of 5sq m with small weed growth but no infestation of perennial weeds. Soil should be in a suitable condition for mulching. Dutch hoe. Garden fork. Shovel/spade. Rake. Organic material suitable for mulching:- FYM, mushroom compost, bark or chipped material etc, to be available at the mulching site. Inorganic materials such as gravel, slate and geotextile membranes will not be accepted. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions for candidate

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Select the equipment appropriate for task.

Use the equipment and material to prepare and mulch a minimum of 5sq m of the bed/border.

Remove unwanted growth.

Prepare soil surface if required.

Apply mulch to the depth instructed by the assessor.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is complete return the tools and equipment to the store or give verbal confirmation of the process

Test No 003 Prepare soil and apply an organic mulch

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. Any surface weeds or inappropriate debris were removed effectively
- 4. Surface was prepared to meet the requirements
- 5. Mulch was applied evenly to the specified depth
- 6. No crop/border plants were damaged
- 7. Tools were used correctly and safely
- 8. Site was left tidy and debris was disposed of as required by organisational policy
- 9. Safety of self and others was maintained at all times
- 10. Tools and equipment were cleaned
- 11. Tools and equipment were returned to store or verbal confirmation of process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 003 Prepare soil and apply an organic mulch - questions

Centre/location:.....Date.....

Candidate name.....Assessor.....

1. Give ONE reason for mulching. 1 mark

.....

2. Give ONE soil condition when mulching should not take place. 1 mark

.....

3. Other than the material you have just applied, name TWO other suitable mulching materials.

a).....1 mark

b)..... 1 mark

4. Why must you not leave tools lying around on the ground?
Give ONE reason. 1 mark

.....

5. Give ONE reason why tools must be cleaned before storage. 1 mark

.....

Pass mark: 5

Marks (out of 6)

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

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Test No 004

Water a bed, border or area of plants in containers

Outcome

The candidate will be able to apply water in a manner to minimise damage to plants and soil structure and determine sufficiency.

Preparation

There will be available:-	Bed, border or area of plants grown in containers of a minimum of 8 sq m, which requires watering. Watering can/hose pipe Rose for can/lance for hose Hose connection with adequate supply of water Barrier for hydrant, if required. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

<p>Use personal protective equipment and at all times ensure the protection and safety of yourself and others.</p> <p>Report on the condition of the area with regard to need for watering to your assessor</p> <p>Select the appropriate equipment for the area to be watered.</p> <p>Connect hose and lance to supply and uncoil or fill can as required from supply.</p> <p>Water the area of plants/planting indicated</p> <p>Apply water until you are satisfied that the amount of water applied has met the needs of the area/plants.</p> <p>If using hose, disconnect from supply in appropriate sequence before storage.</p> <p>Dispose of any waste and debris to designated area.</p> <p>Leave site and equipment clean and tidy.</p> <p>When the task is completed return the tools and equipment to the store or give verbal confirmation of the process</p>

Test No 004 Water a bed, border or area of plants in containers

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed
- 2. Area of planting was or plants were examined and reported on
- 3. Appropriate equipment was selected for the area/plants to be watered
- 4. Water supply was obtained according to the chosen equipment
- 5. If ground hydrant was used, opening was protected
- 6. Appropriate rose or lance was fitted
- 7. Water was applied in a manner which avoided damage to plants and soil or localised flooding
- 8. Water was applied evenly to the area to satisfy plant requirements
- 9. Depth of water penetration was assessed and reported on accurately
- 10. Water supply was turned off/ disconnected on completion
- 11. Equipment was made ready for storage
- 12. Safety of self and others was maintained at all times
- 13. Tools and equipment were returned to store or verbal confirmation of process

(Note to assessor: if criteria were not required to be performed {5} this should still be accepted as achieved; note those criteria in the feedback box below.)

13 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 004

Water a bed, border or area of plants in containers - questions

Centre/location:.....Date.....

Candidate name.....Assessor.....

1. Give TWO indications that plants need watering.

a)..... 1 mark

b)..... 1 mark

2. Give TWO problems that can happen if water is applied with too much force.

a)..... 1 mark

b)..... 1 mark

3. Give TWO problems that can occur if too much water is applied.

a)..... 1 mark

b)..... 1 mark

Pass mark: 5

Marks (out of 6)

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

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Test No 005

Cultivate land by single digging/forking

Outcome

The candidate will be able to cultivate soil, leaving a coarse crumb structure ready for weathering or further processing to provide planting or sowing area free from growth and large debris.

Preparation

There will be available:-	An area of ground, approximately 6sq m, marked out as a rectangle of 3m x 2m approx. free from heavy infestation of perennial weeds, large growth and debris. Some annual weeds should be present. Soil should be in a suitable condition for task. Spade Fork. Wheelbarrow. Stiff brush. Rake Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Single dig/fork the area indicated to one spit deep turning the top-soil ensuring the burial of surface growth.

Remove inappropriate debris and large stones if instructed by the assessor.

Leave the area in a suitable condition as instructed by the assessor (e.g. leave rough for winter).

The finished surface will be left even.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is complete return the tools and equipment to the store or give verbal confirmation of the process

Test No 005 Cultivate land by single digging/forking

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Soil was turned in an appropriate manner and with suitable spit width
- 4. Full/suitable spit depth was used throughout
- 5. Turned soil was left in an appropriate condition
- 6. Surface was maintained roughly level
- 7. All annual weed growth and minor debris was buried effectively
- 8. Perennial weeds and inappropriate debris were removed from the site
- 9. If a trench had been opened, sufficient soil was available to fill the trench
- 10. Debris was disposed of as instructed and area was left neat and tidy
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were cleaned
- 13. Tools and equipment were returned to store or verbal confirmation of process

(Note to assessor: if criteria were not required to be performed {9} this should still be accepted as achieved; note those criteria in the feedback box below.)

13 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 006

Apply fertiliser by hand to bare ground

Outcome

The candidate will be able to apply fertiliser accurately by hand, incorporate into soil surface and leave area ready for planting/sowing.

Preparation

There will be available:- Plot of bare land (flower bed/border), prepared for sowing/planting of 5m x 3m.

Soil to be in suitable condition for task.

Garden line and pegs.

Measuring rod or tape measure.

Granular fertiliser, in manufacturers bag, complete with application details.

Scales

Plastic bucket.

Rake and fork.

Appropriate clothing to meet health and safety requirements (NB this may include dust mask and gloves if required)

First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Weigh out 750g of fertiliser and apply the fertiliser by hand evenly over the marked area.

Rake or lightly fork fertiliser into soil and leave surface ready for planting/sowing (assessor to inform candidate of required future use).

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the materials, tools and equipment to the store or give verbal confirmation of the process.

Test No 006 Apply fertiliser by hand to bare ground

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Fertiliser was weighed out accurately (+/- 5%) and without spillage
- 4. Fertiliser was transferred to the bucket without spillage/waste
- 5. Fertiliser was applied evenly over the marked out site
- 6. Unnecessary waste was avoided by application close to the ground
- 7. Fertiliser was correctly incorporated by lightly raking or pricking into the surface
- 8. Suitable tilth was left for following operations
- 9. Debris was disposed of as instructed and area was left neat and tidy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were cleaned
- 12. Materials and equipment were returned to store or verbal confirmation of process

12 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate.....Assessor.....

Test No 007

Determine soil pH with colour indicator test kit

Outcome

The candidate will be able to test a soil sample and record its pH.

Preparation

There will be available:-	A well lit area with bench. A suitable sample of soil ready for use as detailed by kit manufacturer. A pH colour indicator test kit as supplied by manufacturer, complete with instructions. Supply of clean distilled water or as specified by manufacturer. Pen and paper. Clean paper tissues. Appropriate clothing to meet health and safety requirements (N.B. this may include latex gloves and eye protection according to the manufacturer of the kit and local regulations.) First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others. Follow the manufacturer's instructions to establish the pH of the soil sample provided. Record results. (N.B. Candidates who have colour blindness may be given assistance by assessor to determine true colour.) State findings to assessor or record on paper. Dispose of any waste and debris to designated area. Clean equipment as required by manufacturer. Return test kit to store. Leave area clean and tidy.

Test No 007 Determine soil pH with colour indicator test kit

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Clean dry test tube (or other supplied container) was selected and prepared as specified
- 3. Soil sample was introduced to the tube without damage or contamination
- 4. Correct amount of soil sample was used
- 5. Indicator liquid was introduced to the tube in the correct amount. (If other ingredients are also required, e.g. distilled water, barium sulphate, these should also be assessed as part of this step.)
- 6. Sample was effectively agitated as described by the instructions
- 7. Sample was allowed to settle
- 8. Colour was compared with that of the standard indicator chart
- 9. An accurate estimation of the reading was gained and recorded (verbally or in writing)
- 10. Sample was disposed of according to appropriate procedures
- 11. Equipment was washed out with distilled water and dried in an appropriate manner
- 12. Equipment was returned to storage or verbal confirmation of process

12 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 008

Plant flower bulbs for naturalisation or bedding

Outcome

The candidate will be able to plant bulbs to correct depth and spacing, leaving finish appropriate to the area.

Preparation

There will be available:- A suitable area ready for planting - mown turf, bare soil or amongst other plants.
25 bulbs, to be planted as instructed/detailed - either singly or in small groups.
Bulb planting tool/trowel/spade.
Measuring equipment.
Stiff brush or rake to tidy area.
Appropriate clothing to meet health and safety requirements.
First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of self and others.

Select the appropriate tools.

Plant the bulbs in the site/area indicated by the assessor. NB Assessor should identify the species/variety of bulb/corm/tuber for the candidate)

Plant the bulbs to the correct spacing for the site/species and correct depth according to species.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

Test No 008 Plant flower bulbs for naturalisation or bedding

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Planting site was prepared ready for planting
- 4. Bulbs were checked prior to planting and condition reported on
- 5. Bulbs were spaced out appropriately for the site/species
- 6. Bulbs were planted to correct depth
- 7. Bulbs were handled correctly throughout and without damage
- 8. Backfilling and firming were carried out to meet requirements
- 9. Soil surface and site were left in a suitable condition
- 10. Debris was disposed of as instructed and area was left neat and tidy
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were cleaned
- 13. Tools and equipment were returned to store or verbal confirmation of process

13 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 009

Prepare and plant a hanging basket

Outcome

The candidate will be able to prepare a hanging basket and plant it up using a range of plants to provide an effective display.

Preparation

There will be available:-

- Indoor area with appropriate bench, lighting and basket support/stand.
- Compost suitable for task, ready for use.
- 1 Hanging basket - which requires a liner.
- Suitable lining material, (sphagnum moss, felt, wool waste, geo-textile membrane etc.).
- A selection of appropriate plants - trailing, low growing and erect.
- Hand brush.
- Watering can and fine rose.
- Appropriate clothing to meet health and safety requirements.
- First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Make-up and plant for display the hanging basket. (N.B assessor should state the intended site of the basket and provide plants suitable for that location)

Use a range of plants to create an effective display, appropriate to style and size of basket.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

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Test No 009 Prepare and plant a hanging basket

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Work area was cleaned before use by careful sweeping
- 4. Work area was organised and prepared for use
- 5. Basket was positioned onto support
- 6. Liner was positioned effectively
- 7. Polythene disc was positioned at the base of the basket, if required
- 8. Basket was half filled with compost and consolidated
- 9. Trailing plants were suitably placed through the basket sides, if applicable
- 10. Basket was filled with compost and consolidated effectively
- 11. Central plant(s) was positioned to correct location and depth
- 12. Spreading plants were placed around the surface to create a pleasing display
- 13. All plant handling was careful throughout
- 14. Basket and support was placed on floor and watered effectively without undue waste
- 15. Debris was disposed of as instructed and area was left neat and tidy
- 16. Safety of self and others was maintained at all times
- 17. Tools and equipment were cleaned
- 18. Materials and equipment were returned to store or verbal confirmation of process

p.t.o.

Test No 009 Prepare and plant a hanging basket

(Note to assessor: if criteria were not required to be performed {7,9} this should still be accepted as achieved; note those criteria in the feedback box below.)

18 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 010

Prepare and plant a container for display

Outcome

The candidate will be able to prepare and plant up a container using a range of plants to provide an effective display.

Preparation

There will be available:-	Indoor area with appropriate bench, and lighting. Compost suitable for task, ready for use. ONE container not less than 400mm in width or diameter. A range of appropriate plants able to create a pleasing and functional display (this could include perennials, herbs, winter bedding, bulbs etc. or any other appropriate seasonal feature) Hand brush. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare and plant the container for display. (N.B assessor should state the intended site of the container and provide plants suitable for that location)

Use a range of plants to create an effective display, appropriate to style and size of container.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed, return the tools and equipment to the store or give verbal confirmation of the process.

Test No 010 Prepare and plant a container for display

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Work area was prepared and organised for use
- 4. Container was filled with compost and consolidated appropriately
- 5. Suitable plants were selected to make a pleasing composition
- 6. Plants were positioned appropriately in the container
- 7. Plants were placed at the correct depth and consolidated correctly
- 8. All plant handling was careful throughout
- 9. Basket and support was placed on floor and watered effectively without undue waste
- 10. Debris was disposed of as instructed and area was left neat and tidy
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were cleaned
- 13. Materials and equipment were returned to store or verbal confirmation of process

13 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 011

Care for a planted area

Outcome

The candidate will be able to identify plant material, including weeds, and other debris which requires removal and carry out soil cultivation to maintain acceptable visual appearance.

Preparation

There will be available:-	An area of planted bed/border (e.g. annual bedding, herbaceous, shrub or mixed border), a minimum of 10sq m, with light weed growth and/or soil in need of light cultivation Dutch hoe. Border/hand fork. Spring tine rake. Bucket. Wheelbarrow. Appropriate clothing to meet health and safety requirements. First aid kit
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Select the equipment appropriate for task.

Carry out any required surface cultivation to the area indicated to you.

Leave the soil surface in an appropriate condition.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 011 Care for a planted area

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was suitably dressed
- 2. Appropriate tools were selected
- 3. Undesired plants were removed efficiently
- 4. Weeds were undercut with hoe and removed if required, or dug out and removed, without damage to cultivated plants
- 5. Soil was cultivated with hoe/fork to leave fresh, even surface
- 6. All debris was collected and disposed of as directed
- 7. Tools were used correctly and safely
- 8. Safety of self and others was maintained at all times
- 9. Area was left clean and tidy
- 10. Tools and equipment were cleaned and returned to store or verbal confirmation of the process

10 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 012 Prune hedges by hand

Outcome

The candidate will be able to prune a hedge with hand tools and leave area clear of debris

Preparation

There will be available: -	A minimum of 5m of hedges, no higher than 1.5m Pruning to top and one side,(beech, privet, laurel ,box or other suitable subject) Hand shears, secateurs and loppers Wire rake Brush Shovel Wheelbarrow or other suitable transport Appropriate dress to meet health and safety requirements First aid kit
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Instructions for candidate

Use personal protective equipment and at all times ensure the safety of yourself and others.

Select the appropriate tools and equipment for the hedge to be pruned.

Prune and shape a minimum of 5m of hedge.

At least one side and the top must be pruned.

Collect pruned material.

Dispose of prunings to designated area.(Assessor to give direction according to organisational policy).

Leave area clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

Test No 012 Prune hedges by hand

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Hedge inspected and correct tools / equipment selected
- 3. Template prepared by trimming hedge to required shape and height at one end as a guide
- 4. Hedge trimmed to smooth surface by working backwards from the template
- 5. Taut line fixed at the stated height along top of the hedge
- 6. Top of hedge trimmed to smooth finish along the line
- 7. All prunings gathered and disposed of appropriately and site left tidy
- 8. Tools were used correctly and safely
- 9. Safety of self and others was maintained at all times.
- 10. Tools and equipment were cleaned
- 11. Tools and equipment were returned to store of verbal confirmation of process

11 criteria achieved successfully = Pass

Result Pass

Not yet achieved

Feedback to candidate

Signed: Candidate.....Assessor.....

Test No 013 Prune bush roses

Outcome

The candidate will be able to prune hybrid tea/floribunda (large flowered/cluster flowered) bush roses maintaining the health and vigour of plants.

Preparation

There will be available:-	A minimum of 5 hybrid tea/floribunda bush roses requiring annual pruning. Secateurs. Loppers. Small pruning saw Wheelbarrow or other suitable transport equipment. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided prune and shape a minimum of 5 bush roses to encourage healthy strong growth.

Collect all prunings and leave area clean and tidy.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 013 Prune bush roses

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. All dead, dying, diseased and damaged wood was removed effectively
- 4. Weak growths were removed as appropriate
- 5. Flowered wood was cut back to a suitably-positioned bud
- 6. Bush was left appropriately shaped and with wood suitably positioned
- 7. Tools were used correctly and safely
- 8. All cuts were clean
- 9. Site was left tidy and debris was disposed of as required by organisational policy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were cleaned
- 12. Tools and equipment were returned to store or verbal confirmation of process

12 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 014**Dead-head rose bushes, Rhododendrons or other suitable shrubs****Outcome**

The candidate will be able to remove dead flower heads to encourage continuous flowering or bud production, maintaining plant health and acceptable visual appearance.

Preparation

There will be available:-	A minimum of 6 plants requiring dead heading. (N.B. Very large shrubs should not be chosen for this assessment. All parts requiring dead-heading should be easily accessible to the candidate working from the ground). Secateurs. Wheelbarrow/bucket. Springtine rake/stiff brush Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Dead head the plants indicated to you by your assessor.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.
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When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.
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Test No 014

Dead-head rose bushes, Rhododendrons or other suitable shrubs

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Dead flower heads were correctly identified and removed
- 4. No unnecessary damage was caused to the plants involved
- 5. Removal method was appropriate
- 6. Removal point was correct in every case
- 7. All plant handling was careful throughout
- 8. Debris and waste were disposed of as instructed and work area was left neat and tidy
- 9. Safety of self and others was maintained at all times
- 10. Tools and equipment were cleaned
- 11. Tools and equipment were returned to store or verbal confirmation of process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 015

Prune shrubs for winter stem colour

Outcome

The candidate will be able to prune shrubs grown for winter stem colour, maintaining the health and vigour of the plants.

Preparation

There will be available:-	A minimum of 3 shrubs grown for winter stem colour and requiring annual pruning. There should be at least 2 different species and the shrubs should have previously been subjected to annual pruning
	Secateurs, loppers and small pruning saw
	Wheelbarrow or other suitable transport equipment
	Appropriate clothing to meet health and safety requirements
	First aid kit

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, prune at least 3 shrubs grown for winter stem colour.

Collect all prunings and leave the area clean and tidy.

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 015 Prune shrubs for winter stem colour

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. Wood was cut back to within 5cm of the ground or base according to the species being pruned
- 4. Tools were used correctly and safely
- 5. All cuts were clean
- 6. Site was left tidy
- 7. Debris was disposed of as required by organisational policy
- 8. Safety of self and others was maintained at all times
- 9. Tools and equipment were cleaned
- 10. Tools and equipment were returned to store or verbal confirmation of the process

10 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed:
Candidate.....Assessor.....

Test No 016

Prune deciduous spring-flowering shrubs

Outcome

The candidate will be able to prune spring-flowering deciduous shrubs after they have finished flowering, maintaining the health and vigour of the plants.

Preparation

There will be available:-	A minimum of 2 spring-flowering shrubs of different species requiring annual pruning, which have previously been subjected to regular pruning Secateurs, loppers and small pruning saw Wheelbarrow or other suitable transport equipment Appropriate clothing to meet health and safety requirements First aid kit
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, prune at least 2 spring-flowering shrubs

Collect all prunings and leave the area clean and tidy.

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process.

Test No 016 Prune deciduous spring-flowering shrubs

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. All dead, dying, diseased and damaged wood was removed effectively
- 4. Wood which had flowered was cut out to a suitably positioned bud or young growth lower down on the stems, according to the species being pruned
- 5. One quarter to one fifth of the old wood removed to avoid congestion
- 6. Tools were used correctly and safely
- 7. All cuts were clean
- 8. Site was left tidy
- 9. Debris was disposed of as required by organisational policy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were cleaned
- 12. Tools and equipment were returned to store or verbal confirmation of the process

12 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed: Candidate.....Assessor.....

Test No 017**Prune deciduous shrubs flowering on current season's growth****Outcome**

The candidate will be able to prune shrubs which flower on the current season's growth, maintaining the health and vigour of the plants.

Preparation

There will be available:-	A minimum of 2 shrubs which flower on the current season's growth and requiring annual pruning. Shrubs chosen should have previously been subjected to regular pruning Secateurs, loppers and small pruning saw Wheelbarrow or other suitable transport equipment Appropriate clothing to meet health and safety requirements First aid kit
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, prune at least 2 shrubs which flower on the current season's growth.

Collect all prunings and leave the area clean and tidy.

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process.

Test No 017 Prune deciduous shrubs flowering on current season's growth

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. All dead, dying, diseased and damaged wood was removed effectively
- 4. New shoots were cut back hard to within one or two buds of the base or framework according to the species being pruned
- 5. Tools were used correctly and safely
- 6. All cuts were clean
- 7. Site was left tidy
- 8. Debris was disposed of as required by organisational policy
- 9. Safety of self and others was maintained at all times
- 10. Tools and equipment were cleaned
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate.....Assessor.....

Test No 018 Support individual stems

Outcome

The candidate will be able to recognise detracting foliage, place canes and safely secure stems in order to maintain plant health/display plant to best advantage.

Preparation

There will be available:-	Indoor/outdoor planted area or containers with plants requiring single stems to be supported for flower/fruit production etc. Stems may be individual or multi-stemmed plants but each stem must be supported separately. Chrysanthemums, Delphiniums, gladioli, tomatoes etc. are all suitable for this task. The point within the growing cycle when the support is positioned should be appropriate for the plants concerned 10 single stems requiring support. Canes of suitable size for plants. Twine/raffia/other suitable product for tying in stems. Cutter to shorten canes. Cutter for tying material. Appropriate clothing to meet health and safety requirements. (N.B. eye protection is essential for this operation). First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

For the stems indicated, prepare for supporting as necessary (removal of side-shoots, surplus foliage etc).

Place canes securely and appropriately.

Support stems using appropriate number of ties.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 018 Support individual stems

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Stems requiring support identified and prepared (removal of unwanted foliage etc.)
- 4. Canes were positioned securely and at appropriate angles
- 5. Stems were tied carefully into each cane with the appropriate number of ties
- 6. Ties were positioned appropriately and were secure without causing constriction
- 7. Ties were neat and tidy on completion
- 8. Canes were shortened after completion if required
- 9. Cane tops were placed if necessary/instructed
- 10. All plant handling was careful throughout
- 11. Debris and waste were disposed of as instructed and work area was left neat and tidy
- 12. Safety of self and others was maintained at all times
- 13. Tools and equipment were cleaned
- 14. Tools and equipment were returned to store or verbal confirmation of process

(Note to assessor: if criteria were not required to be performed {8, 9} this should still be accepted as achieved; note those criteria in the feedback box below.)

14 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 019

Support herbaceous perennials

Outcome

The candidate will be able to recognise unwanted growth and insert support in order to maintain plant health and display plants to best advantage.

Preparation

There will be available:- Section of herbaceous or mixed border with plants at the early stage of annual re-growth.
5 plants requiring support.
Cut twigs ('pea-sticks'), proprietary support materials or other suitable method/product.

Secateurs

Container for waste

Fork

Appropriate clothing to meet health and safety requirements. (N.B. this should include eye protection)

First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

For the 5 plants indicated, prepare as necessary by thinning out etc. as required.

Place supports securely and appropriately to meet the requirements of the plants and the situation.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 019 Support herbaceous perennials

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Plants were prepared by thinning out surplus growth where required
- 4. Supports were inserted in/around each of the clumps
- 5. Sufficient supports were positioned to ensure adequate support when the plants reach maturity
- 6. Supports were taken high enough to ensure effective support but without detracting from the future display
- 7. Supports were interwoven or linked to provide adequate strength
- 8. All plant handling was careful throughout
- 9. Debris and waste were disposed of as instructed and the work area was left neat and tidy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were cleaned
- 12. Tools and equipment were returned to store or verbal confirmation of process

(Note to assessor: if criteria were not required to be performed {3} this should still be accepted as achieved; note those criteria in the feedback box below.)

12 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 020

Support plants on wires, frames or trellis

Outcome

The candidate will be able to select stems to meet functional requirements, place in appropriate position on support and apply a suitable number of ties whilst maintaining plant health.

Preparation

There will be available:-	Indoor/outdoor area with appropriate growing plants supported on frames, trellis or wires e.g. cane fruits, roses, wall shrubs etc. N.B. all work must be carried out from the ground. Supports, frames and wires to be checked and prepared prior to test. 3 plants of the same type for tying in. Where a cane fruit such as raspberry is used for this task, a single row of approx. 3m in length should be used. Where a rose or shrub is large and the task is extensive, one plant can be sufficient. Pruning is NOT part of this test. Twine/raffia/other suitable product. Cutter for tying material. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Check the condition of the supports and report the condition to your assessor.

For the plants indicated, tie in stems to the support using appropriate number of ties to display the plants effectively.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 020 Support plants on wires, frames or trellis

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Support was checked for condition and reported to the assessor
- 4. Stems requiring support were identified and positioned
- 5. Stems were tied in carefully with the appropriate number of ties
- 6. Ties were positioned appropriately and securely without causing constriction
- 7. Ties were neat and tidy on completion
- 8. Finished task was pleasing (decorative situations) and/or effective (cropping situations)
- 9. All plant handling was careful throughout
- 10. Debris and waste were disposed of as instructed and work area was left neat and tidy
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were cleaned
- 13. Tools and equipment were returned to store or verbal confirmation of process

13 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 021

Lift, divide and plant herbaceous perennials

Outcome

The candidate will be able to lift the stock plant, select and prepare propagules and plant them in a nursery bed or border.

Preparation

There will be available:-	Area of cultivated nursery bed or border ready for planting. Two garden forks. Cutting equipment (secateurs, knife). Spade Trowel. Garden line and measuring rod. Labels and marker. Suitable stock plant for method chosen (e.g. Achillea, Aster) with at least 8 potential propagules present. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Lift the indicated stock plant.

Prepare 5 propagules (new plants) ready for planting, this may be by using forks or cutting tool or removal by hand according to species and best practice.

Set a line and plant the propagules (new plants) in a nursery row for growing on or plant out in a prepared border at a suitable spacing

Label as required.

Dispose of any waste and debris to designated area.

Leave sites and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

Test No 021 Lift, divide and plant herbaceous perennials

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
 - 2. Correct tools were selected and used
 - 3. Stock plant was lifted carefully without undue damage
 - 4. Propagules were removed from the stock plant correctly
 - 5. Size of divisions was appropriate for nursery propagation or planting out
 - 6. Taut line was set out in the correct position
 - 7. Divisions were replanted to the correct depth and spacing
 - 8. Consolidation was appropriate
 - 9. Row was correctly labelled
 - 10. All plant handling was careful throughout
 - 11. Debris and waste were disposed of as instructed and work areas were left neat and tidy
 - 12. Safety of self and others was maintained at all times
 - 13. Tools and equipment were cleaned
 - 14. Tools and equipment were returned to store or verbal confirmation of process
- 14 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 022

Sow seed outdoors in drills by hand

Outcome

The candidate will be able to set a taut line, draw out a seed drill and sow seed accurately.

Preparation

There will be available:-	An area of land sufficient to allow for at least 3 m of seed drill to be drawn. Rake. Garden line. Draw hoe/other suitable tool for drawing out shallow v-shaped drill. Label and marker pen or pencil. Selected seed e.g. wallflower, cabbage, leek, or similar suited to a 1cm drill Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

On the plot of land carry out any final tilth preparation and set a taut line approximately 3m long.

Draw out a shallow (1cm) drill for seed.

Sow the seed at the spacing indicated by your assessor

Label the drill.

Cover half the drill after sowing, leaving the other half open so your assessor can see your work.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

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Test No 022 Sow seed outdoors in drills by hand

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

1. Candidate was dressed appropriately for the task
2. Correct tools were selected and used
3. Line was positioned correctly and was taut
4. Final raking out was done to level the surface if required
5. Drill was drawn to the required length and depth
6. Drill depth was even over the whole length
7. Seed was sown at a suitable rate and distributed evenly along the whole of the drill
8. Seed was handled carefully throughout
9. Label was accurately written and drill was labelled correctly
10. Half drill length was covered to a suitable depth, as instructed
11. Drill was sufficiently consolidated
12. Site was left neat and tidy
13. Safety of self and others was maintained at all times
14. Hygiene was maintained throughout
15. Unnecessary waste was avoided
16. Surplus/unused seed was stored in a suitable manner
17. Tools and equipment were cleaned
18. Tools and equipment were returned to store or verbal confirmation of process

p.t.o.

Test No 022 Sow seed outdoors in drills by hand

(Note to assessor: if criteria were not required to be performed {4} this should still be accepted as achieved; note those criteria in the feedback box below.)

18 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate..... Assessor.....

Test No 023

Sow seed indoors in containers

Outcome

The candidate will be able to prepare a container for sowing, broadcast sow seed to the correct depth and density, provide water and place the container into germination area.

Preparation

There will be available:

- Indoor area with appropriate bench and adequate illumination.
- Growing medium suitable and in condition for seed to be sown.
- One standard seed tray or equivalent surface area to be sown
- Firming board/equipment.
- Small seed e.g. Lettuce, Rudbeckia, Helichrysum, etc. (N.B. fine seed may be used for this assessment as long as it is first mixed with a suitable carrier, e.g. silver sand, by the assessor).
- Selection of sieves.
- Labels and marker/pencil.
- Hand brush.
- Watering can with fine rose; water supply.
- Straight edge.
- Appropriate clothing to meet health and safety requirements.
- First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Fill and prepare selected container(s) for sowing seed.

Sow the seed to appropriate density and cover if required. (Assessor to state density and depth.)

Label the container.

Place container/s in area for watering and water to sufficiency.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

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Test No 023 Sow seed indoors in containers

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Work area was cleaned before use by careful sweeping
- 4. Work area was organised and prepared for use
- 5. Containers were filled with suitable growing medium and struck off
- 6. Growing medium was evenly and appropriately consolidated
- 7. Work area was swept again before sowing, or container was moved to a separate area
- 8. Seed was broadcast sown evenly and at a suitable rate for the type/amount of seed and container used.
- 9. Unused/surplus seed was stored correctly
- 10. Label was correctly written and inserted into container
- 11. Covering was even and appropriate for the seed, if required
- 12. Covering avoided unnecessary waste
- 13. Container was moved to a suitable location for watering
- 14. Container was watered efficiently without damage or unnecessary waste
- 15. Hygiene was maintained throughout
- 16. Debris was disposed of as instructed and area was left neat and tidy
- 17. Safety of self and others was maintained at all times
- 18. Tools and equipment were cleaned
- 19. Materials and equipment were returned to store or verbal confirmation of process

p.t.o

Test No 023

Sow seed indoors in containers

19 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate..... Assessor.....

Test No 024 Prick out seedlings singly

Outcome

The candidate will be able to prepare a container, select and handle seedlings to maintain plant health, prick out the seedlings to requirements and water them in.

Preparation

There will be available:- Indoor area with appropriate bench and lighting.
Compost ready for use.
10 'six-pack' modules, two standard trays or equivalent.
Seedlings at appropriate size for pricking out e.g. Tagetes, Petunia or other plant pricked out singly from broadcast sown containers.
Dibber.
Labels and marker.
Watering equipment with fine rose.
Small hand brush.
Appropriate clothing to meet health and safety requirements.
First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Fill and prepare selected containers.

Prick out seedlings singly to spacing as instructed by your assessor.

Label containers on completion.

Place completed containers in area for irrigation and water to sufficiency.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process

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Test No 024 Prick out seedlings singly

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Work area was cleaned before use by careful sweeping
- 4. Work area was organised and prepared for use
- 5. Modules/trays were filled individually or in batches according to usual practice
- 6. Modules/trays were filled to appropriate level and with suitable consolidation
- 7. Seedlings were removed from their containers carefully and without damage
- 8. Seedlings were placed in the modules/trays in the correct positions
- 9. Seedlings were positioned correctly for depth and were consolidated appropriately
- 10. Labels were written and positioned as instructed
- 11. All plant handling was careful throughout
- 12. Unnecessary waste was avoided at all stages
- 13. Seedlings were graded effectively throughout the process
- 14. Modules/trays were watered correctly and effectively, without causing waterlogging
- 15. Debris was disposed of as instructed and area was left neat and tidy
- 16. Safety of self and others was maintained at all times
- 17. Tools and equipment were cleaned
- 18. Materials and equipment were returned to store or verbal confirmation of process

p.t.o

Test No 024 Prick out seedlings singly

18 criteria achieved successfully = Pass

Result: Pass

Not yet achieved competent

Feedback to candidate:

Signed:

Candidate..... Assessor.....

Test No 025

Propagate by stem cuttings

Outcome

The candidate will be able to select appropriate plant material, prepare cuttings, insert into a container and water.

Preparation

There will be available:-

- Indoor area with appropriate bench and lighting.
- Sufficient stock plant material to prepare 10 stem cuttings which must be of one type only: semi-ripe or soft stem, and be nodal or internodal.
- Knife and board or cuttings scissors.
- Single or multiple containers appropriate for plant material used, ready filled and prepared with appropriate compost.
- Dibber.
- Hormone rooting powder or liquid if required.
- Watering equipment with rose/fine spray nozzle.
- Labels and marker.
- Appropriate clothing to meet health and safety requirements.
- First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Remove material from the stock plants to prepare 10 cuttings. (It is acceptable for bags of stock material to be available from which the candidate removes the cuttings)

Prepare cuttings ready for insertion.

Insert cuttings in selected containers and label.

Place the containers in a suitable area and irrigate them.

Water the plants.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed, return the tools and equipment to the store or give verbal confirmation of the process

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Test No 025 Propagate by stem cuttings

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

1. Candidate was dressed appropriately for the task
2. Correct tools were selected and used
3. Cuttings were accurately selected on the stock plants/material
4. Cuttings were detached carefully and at the correct position
5. Cuttings were trimmed correctly
6. Cuttings were protected from drying out during collection and preparation
7. Cuttings were dipped in rooting hormone if required
8. Cuttings were inserted to the correct depth and spacing
9. Consolidation was appropriate
10. Containers were labelled correctly
11. Containers were watered effectively and without unnecessary waste
12. Hygiene was maintained throughout the process
13. All plant handling was careful throughout
14. Debris was disposed of as instructed and work area was left neat and tidy
15. Safety of self and others was maintained at all times
16. Tools and equipment were cleaned
17. Tools and equipment were returned to store or verbal confirmation of process

Note to assessor: if criteria were not required to be performed {7} this should still be accepted as achieved; note those criteria in the feedback box below.)

17 criteria achieved successfully = Pass

Test No 025

Propagate by stem cuttings

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate..... Assessor.....

Test No 026**Pot up rooted cuttings, large seedlings or plugs by hand****Outcome**

The candidate will be able to pot up rooted plants and water them in, maintaining plant health throughout process.

Preparation

There will be available:-	Indoor area with appropriate bench and lighting. Compost suitable for plants and ready for use. A minimum of 20 rooted cuttings or large seedlings or plugs. 20 - 9cm pots or equivalent modules appropriate for plants to be potted. Hand brush. Labels and marker pencil. Water supply; watering can fitted with rose/hose and lance. Trays/bases/other carriers for transporting pots. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the materials provided, pot up 20 of the plants provided.

Remove from rooting medium or containers to ensure minimum damage to plants.

Carry out any cleaning or preparation of the plants prior to potting.

Label the plants correctly, (one or more as required).

Water the plants.

Dispose of any waste and debris to the designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

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Test No 026 Pot up rooted cuttings, large seedlings or plugs by hand

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

1. Candidate was dressed appropriately for the task
2. Correct tools were selected and used
3. Work area was cleaned before use by careful sweeping
4. Work area was organised and prepared for use
5. Pots/modules were filled individually or in batches according to usual practice
6. Pots/modules were filled to appropriate level and with suitable consolidation
7. Plants were cleaned and prepared prior to potting, as necessary
8. Plants were placed in the pot/module in a near central position
9. Plants were positioned correctly for depth and were consolidated appropriately
10. Labels were written and positioned as instructed
11. All plant handling was careful throughout
12. Unnecessary waste was avoided at all stages
13. Pots/modules were placed into transport carriers/bases on completion
14. Completed potting was watered correctly and effectively, without causing waterlogging
15. Debris was disposed of as instructed and area was left neat and tidy
16. Safety of self and others was maintained at all times
17. Tools and equipment were cleaned
18. Materials and equipment were returned to store or verbal confirmation of process

p.t.o.

Test No 026

Pot up rooted cuttings, large seedlings or plugs by hand

18 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate..... Assessor.....

Test No 027

Set out pots, modules or trays following potting or pricking out

Outcome

The candidate will be able to prepare the setting out area, transport and set out containers to spacing requirements.

Preparation

There will be available:- Outdoor/indoor area with appropriate standing out area/bench (N.B. this may be a capillary sand-bed/bench, a bed/bench covered in capillary or other matting, a concrete floor or other suitable standing out area; in every situation it **must** require some form of prior preparation such as raking level, cleaning or sweeping, but will **NOT** require treating with a biocide).
100 pots **or** 20 'six-pack' modules **or** 10 bases/trays for setting out on standing out area/bench.
Rake and/or sweeping brush
Container for disposal of waste
Spacing guide or straight edge if required.
Danish Trolley or other suitable equipment for safe transport of containers.
Appropriate clothing to meet health and safety requirements.
First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Transport the 100 pots **or** 20 six-pack modules **or** 10 bases/trays to the standing out area or bench.

Prepare standing out/bench area for pots or trays.

Set out pots and trays.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

Test No 027 Set out pots, modules or trays following potting or pricking out

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Standing out area was prepared by cleaning, sweeping or raking as necessary
- 4. Site preparation was carried out effectively and efficiently
- 5. Waste was disposed of in an appropriate manner
- 6. Pots/containers for setting out were transported safely to the site
- 7. Unloading was carried out safely and without damage to plants
- 8. Setting out was carried out to the required spacing and positioning, using straight edge, guide or other appropriate means
- 9. Containers were set out level in all cases
- 10. All plant handling was careful throughout and avoided damage
- 11. Debris was disposed of as instructed and area was left neat and tidy
- 12. Safety of self and others was maintained at all times
- 13. Tools and equipment were cleaned
- 14. Materials and equipment were returned to store or verbal confirmation of process

14 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 028**Collect and prepare produce or plant material for transport****Outcome**

The candidate will be able to select, label and prepare items ready for despatch.

Preparation

There will be available:-	Plants appropriate to work requirement: e.g. pot plants, vegetables, flowers for cutting, salads, soft/top fruits, etc., Cutting equipment if required. Labels and marker. Tying material/stapler if required. Protective wrapping, plant trays, other market containers suitable for product (as applicable to the crop/produce). Danish trolley or other suitable transport for completed containers. Appropriate clothing to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools and materials, collect and/or grade and pack the produce ready for next stage, according to the instructions of your assessor.

Continue until told to stop by your assessor. (Assessor to determine time and/or amount according to product being handled; e.g. two full 20 plant bases of pot plants in 9cm pots; four 500g punnets of soft fruit).

Label as required.

Completed items/containers to be transported to despatch area/store or cool area.

Dispose of any waste and debris to designated area.

Leave site and equipment clean and tidy.

When the task is completed return the tools and equipment to the store or give verbal confirmation of the process.

Test No 028

Collect and prepare produce or plant material for transport

Centre/location:.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was dressed appropriately for the task
- 2. Correct tools were selected and used
- 3. Produce was selected efficiently
- 4. Produce was prepared by cleaning and grading as required to type
- 5. Produce was packed as required
- 6. Produce was labelled as required
- 7. Produce was positioned onto transport and moved to despatch/storage as instructed
- 8. Produce was handled carefully throughout, with full regard to hygiene if applicable
- 9. Debris was disposed of as instructed and area was left neat and tidy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were cleaned
- 12. Tools and equipment were returned to store or verbal confirmation of process

12 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 029

Maintain wooden structures with water-based preservative

Outcome

The candidate will be able to prepare wooden structures and apply surface treatment in order to preserve and improve visual appearance.

Preparation

There will be available: -	Either:	Fencing panel, of 2m.x.1m. or Post and rail fence, 3m in length or, Garden furniture,(seat, bench etc) or Play equipment or Other similar item.
		Wire brush / scraper Sand paper plus block Protective sheeting Barrier equipment. Water based surface treatment material, complete with manufacturers instructions. Appropriate applicator Applicator cleaning materials, including clean water supply. Appropriate dress to meet health and safety requirements First aid kit

Instructions

<p>Wear personal protective equipment and at all times ensure the safety and protection of yourself and others.</p> <p>Using the equipment and materials provided, prepare and clean the item ready for the application of the surface treatment.</p> <p>Dispose of debris to the designated area .Assessor to give direction according to organisational policy.</p> <p>Prepare and apply surface treatment as instructed. Assessor to provide information.</p> <p>Protect the area and item from contact with people or animals.</p> <p>Clean tools. Assessor to supply information on how and where to clean applicators.</p> <p>When the task is completed, return tools, materials and equipment to store or give verbal confirmation of the process.</p>
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Test No 030 Lay paving slabs

Outcome

The candidate will be able to lay paving on a prepared base using spot mortar or dry mortar to maintain surface levels against fixed points

Preparation

There will be available:-	A prepared area of sub-base with kerbs or other fixed points to maintain levels 6 slabs of 600mm x 600mm or 9 slabs of 450mm x 450mm A supply of wet mortar (if spot method used) or dry mortar. NB Lime mortar may be used. Rubber mallet/mell/maul. Straight edge and spirit level Garden line Builders trowel Shovel, rake and stiff broom Spacers and spot board Straight edge at least 1m long Appropriate dress to meet health and safety requirements First aid kit.
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Notes

High standard paving is usually dry-mortared

Instructions

<p>Use personal protective equipment and at all times ensure the protection and safety of yourself and others.</p> <p>Lay slabs on the area using mortar spots or dry mortar as directed by the assessor.</p> <p>Use kerbs/ fixed points to maintain level.</p> <p>Leave a gap for grouting between each slab, fill joints and consolidate and wipe clean</p> <p>Dispose of any waste and debris to the designated area.</p> <p>Leave the site and equipment clean and tidy.</p> <p>When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process</p>

Test No 030 Lay paving slabs

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct tools and materials were selected
- 3. Area to be paved marked, squared off and finished level identified
- 4. Mortar mix prepared to 1 part cement or lime to 5 parts coarse sand
- 5. Mortar mix placed as 5 spots per slab or as a dry mix under the slab
- 6. Slabs placed into position with the aid of rubber mallet
- 7. Levels checked with the aid of straight edge and spirit-level
- 8. Joints filled, compacted and wiped clean
- 9. All equipment, tools and materials handled safely and cleaned after use
- 10. Site left tidy
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 031 Lay paving blocks on sand

Outcome

The candidate will be able to lay blocks, cutting to fit, on a prepared area and backfill to specification or plan requirements.

Preparation

There will be available:-	A prepared area with kerbs or other fixed points, for laying 1.5m x 1.5m or a minimum of 2.25 sq. m. of paving blocks. Sufficient blocks to meet pattern (plan to be provided) and a minimum area. Block cutter Sand for back filling joints Rubber mallet / maul and straight edge/spirit level Builders/garden line and builders trowel Brush Appropriate clothing to meet health and safety requirements First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others
Lay the blocks on prepared area, cutting a minimum of two blocks with the equipment provided, to fit pattern. (<i>Assessor to indicate pattern of laying.</i>)
Use kerbs/fixed points to maintain level.
Back-fill joints with the sand provided.
Leave area clean and tidy and clean tools.
Dispose of broken blocks or give verbal confirmation of process. (<i>Assessor to give direction according to organisational policy.</i>)
When the task is completed, return tools to store or give verbal confirmation of the process.

Test No 032 Maintain and protect metal surfaces

Outcome

The candidate will be able to prepare metal surfaces and apply surface treatment in order to preserve and improve visual appearance.

Preparation

There will be available: - Either: Open work fencing/gate, a minimum of 2m x 1m
or Garden furniture,(seat, bench etc) or
or Goal post (one end only) or
or Play Equipment or
or Other similar item
Wire brush / scraper
Glass / sand paper plus block
Protective sheeting
Barrier equipment.
Surface treatment material, complete with manufacturers instructions.
Appropriate applicator
Applicator cleaning materials, including clean water supply.
Appropriate dress to meet health and safety requirements
First aid kit

Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others.

Using the equipment and materials provided, prepare and clean the item ready for the application of the surface treatment.

Dispose of debris to designated area. *Assessor to give direction according to organisational policy.*

Prepare and apply surface treatment as instructed. *Assessor to provide information.*

Protect the area and item from contact with people or animals.

Clean tools. *Assessor to supply information on how and where to clean applicators.*

When the task is completed, return tools, materials and equipment to store or give verbal confirmation of the process.

Test No 033 Maintain paved areas

Outcome

The candidate will be able to clear debris and growth from paved area and grids leaving them unobstructed and visually acceptable.

Preparation

There will be available :-	A paved area, minimum of 20 sq. m. and including one drain grid. Sweeping brush. Shovel. Weeding tool Wheelbarrow or other container Appropriate dress to meet health and safety requirements First aid kit
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Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others

With the tools and equipment clear the area of debris and growth

Clear the surface of the grid. (*Cleaning of chamber is not required.*)

Collect the debris

Dispose of the debris to designated area. (*Assessor to give direction according to organisational policy.*)

Clean the tools and equipment.

When the task is completed, return tool and equipment to store or give verbal confirmation of the process.

Test No 034 **Aerate turf by hand**

Outcome

Using hand tools the candidate will be able to aerate turf to specified spacing and depth.

Preparation

There will be available:-	An area, minimum of 3m x 2m of close mown turf suitable for the purpose Hand aerator (this may be fitted with any type of tine suitable for operation) or garden fork. If hollow tines are used, it will be necessary to have means of collecting cores/ Appropriate dress to meet health and safety requirements First aid kit
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Instructions for candidate

Use personal protective equipment and at all times ensure the safety and protection of yourself and others.

Collect the appropriate tool and aerate the area indicated, spacing to be 100mm (*Assessor will indicate which type of tine is to be used*).

(When hollow tines are used the assessor will give direction to dispose of cores, according to organisational policy.)

Leave area tidy for next operation.

Clean tools.

When the task is completed, return tools to store or give verbal confirmation of the process.

Test No 035 Edge turf with shears

Outcome

Using hand-operated edging shears the candidate will be able to edge lawns, leaving a visually acceptable appearance.

Preparation

There will be available :-	An area of close mown turf with firm edge to path or border, of at least 10m. in length, with overhanging growth. Long-handled edging shears. Brush. Collection / transport equipment. Appropriate clothing to meet health and safety requirements. First aid kit
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Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others

Using shears, trim the path/lawn edge for a minimum of 10m.

Clippings are to be collected

Dispose of clippings to designated area. (*Assessor to give direction according to organisational policy.*)

Leave area clean and tidy.

Clean shears.

When the task is completed, return tools to store or give verbal confirmation of process.

Test No 036 Lay turf by hand

Outcome

The candidate will be able to prepare final tilth and levels, handle turf without damage and lay it to the required specification.

Preparation

There will be available:-	A plot of land 3m. X 2m. or a minimum of 6sq m which has previously been cultivated, left roughly level and in a condition to accept turf. Garden rake. Spade/shovel. Garden line and pegs. Straight edge. Half moon. Wheelbarrow. Wooden plank. Ready to lay turf in rectangles or rolls available to hand, sufficient for area. Appropriate dress to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the safety and protection of self and others
On the area marked out <i>or</i> as part of large area, lay a minimum of 6sq m. (<i>When not part of a large area of work the assessor is to mark out the area.</i>)
Prepare final tilth and surface levels to receive turf.
Remove any surface debris.
Lay the turf to fit the area.
Dispose of debris to designated area. (<i>Assessor to give direction according to organisational policy.</i>)
Leave area clean and tidy.
Clean tools and equipment.
When the task is completed, return tools and equipment to store or give verbal confirmation of process.

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Test No 036 Lay turf by hand

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools /equipment was made
- 3. Final tilth prepared and surface levels achieved
- 4. Any debris arising disposed of as required by organisational policy
- 5. Condition of turf was checked before use
- 6. Boards/planks were laid on the edge of the site from which to work
- 7. First turf was laid/rolled out at one edge of the site
- 8. Boards were laid on to laid turf from which to work
- 9. Turf was laid stretched-bond fashion
- 10. Subsequent turves were butted up
- 11. New edges were re-cut if required
- 12. Turves were tamped into place
- 13. Tools were used correctly and safely
- 14. Site was left tidy and debris was disposed of as required by organisational policy
- 15. Safety of self and others was maintained at all times
- 16. Tools and equipment were cleaned
- 17. Tools and equipment were returned to store or verbal confirmation of process

17criteria achieved successfully = Pass

Test No 036

Lay turf by hand

Result

Pass

Not yet achieved

Feedback to candidate

Signed: Candidate.....Assessor.....

Test No 037 Scarify turf by hand

Outcome

Using hand tools, the candidate will be able to scarify turf to requirements, collect and dispose of debris.

Preparation

There will be available:-	An area of close mown turf suitable for scarifying of 3m x 2m or a minimum of 6sq m. Spring tine rake or other suitable equipment. Brush. Wheelbarrow or other transport equipment. Appropriate clothing to meet health and safety requirements. First aid kit
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Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others.

Select from the tools provided.

Scarify the area indicated, a minimum of 6sq m. (*Assessor to give direction according to organisational policy.*)

Leave the area ready for the next operation.

Clean tools

When the task is completed, return tools to store or give verbal confirmation of process.

Test No 038 Sow grass seed by hand

Outcome

The candidate will be able to sow seed at correct rate and incorporate into soil to correct depth.

Preparation

There will be available :-	Plot of land 3m x 2m or a minimum of 6sq m with fine tilth, clear of debris and in a suitable condition for test.
	Measuring equipment.
	Garden lines.
	Marker pegs.
	Container for seed.
	Weighing scales
	Grass seed.
	Garden rake.
	Appropriate dress to meet health and safety requirements.
	First aid kit.

Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others

Area has been marked out. (*Assessor to have put in position plot corner pegs*).

Calculate the area of the plot

Weigh out appropriate amount of seed. (*Assessor is to state amount appropriate to requirement and to supply appropriate amount to candidate*).

Sow grass seed at specified rate. (*Assessor is to state amount appropriate to requirement and to supply appropriate amount to candidate*).

Mark the plot out to enable even application.

Apply seed evenly, which may be split in to equal portions and sown in two directions.

Rake seed lightly into surface.

Any debris to be disposed to designated area. (*Assessor to give direction according to organisational policy.*)

When the task is completed, return tools, equipment and surplus seed to store or give verbal confirmation of the process.

Test No 039 Remove dew from fine turf

Outcome

The candidate will be able to remove surface dew from turf in order to maintain plant health and facilitate further operations.

Preparation

There will be available :-	An area of fine turf, lawn or sports surface with dew present.
	Drag brush or switch
	Appropriate clothing to meet health and safety requirements.
	First aid kit.

Instructions

Use personal protective equipment and at all times ensure the safety and protection of yourself and others.

Select and use the appropriate equipment to remove the dew from the grass surface.

The area to be cleared should be either a golf green or cricket square or bowling green or tennis court or a minimum of 500sq m.

Remove any surface debris and dispose of as required by organisational policy

Prepare equipment for store.

Leave area ready for next operation or play

When the task is completed, return the equipment to store or give verbal confirmation of the process.

Test No 040

Repair area of damaged turf with seed

Outcome

The candidate will be able to repair damaged area with grass seed to meet facility requirements.

Preparation

There will be available :	Area of damaged turf, a minimum total of 2 sq m. – cricket wicket, goal mouth, centre circle, pedestrian wear or similar. Steel / wire rake. Garden fork. Brush. Bucket. Wheelbarrow Grass seed suitable for area worked on Top-dressing suitable for area to be prepared. Appropriate dress to meet health and safety requirements. First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, repair an area a minimum of 2 sq m. and prepare for sowing seed.

Relieve compaction and raise area.

Level to surrounding area with the top-dressing provided.

Sow the grass seed provided at the given rate, work in and firm. (*Assessor to state sowing rate to meet requirements and provide appropriate seed mixture and sufficient for area.*)

Leave area tidy and fit for function.

Dispose of debris in designated area. (*Assessor to give direction according to organisational policy.*)

Clean tools.

When the task is completed, return tools and materials to store or give verbal confirmation of the process.

Test No 041 Edge and rake golf bunkers

Outcome

The candidate will be able to maintain a golf bunker/ sand trap and leave ready for play, observing course etiquette during operation

Preparation

There will be available :-	A golf course sand bunker (not revetted) With overhanging growth and/ or broken edge. Bunker rake Half moon Long handled edging shears Spade/shovel Wheelbarrow Appropriate dress to meet health and safety Requirements. First aid kit
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Trim back the bunker edges using half moon and/ or edging shears to a firm edge.

Collect all debris and dispose of debris to the designated area. (*Assessor to give guidance according to organisational policy.*)

Rake the sand to leave the surface ready for play

Clean tools.

When the task is completed, return tools and equipment to store or give verbal confirmation of process.

Test No. 042 Overmark sports lines

Outcome

The candidate will be able to apply marking materials, following existing lines accurately, to improve visual clarity.

Preparation

There will be available;-	Grass playing pitches with straight, broken and curved lines. <i>Lines must be visible to enable candidate to follow without need to use a line.</i>
	Line marker which may be –dry, wheel to wheel, belt, pressurised aerosol etc.
	Marker material ready for use or self mix.
	Lines and pegs
	Cleaning area
	Disposal facilities
	Appropriate clothing to meet health and safety requirements
	First aid kit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Select and prepare the marking material for use.

Fill and/or prepare maker for use.

Over-mark all the following:-
Minimum of 50 metres of straight line
Minimum of 50m. of broken line
Minimum of 10m. curved line

On completion of marking, prepare the marker and materials for store. (*Assessor to give guidance to prevent pollution and contamination.*)

Dispose of surplus material or empty containers to designated area. (*Assessor to give direction according to organisational policy*)

Leave site and equipment clean and tidy.

When the task is completed, return marker and materials to store or give verbal confirmation of the process.

Test No 043 Place sports equipment

Outcome

The candidate will be able to place sports equipment to meet appropriate sports governing body requirements

Preparation

There will be available :-	One type of sports equipment :- goal posts (one end only) goal nets (one end only), corner / flags, tennis posts and or nets, golf tees markers or similar. Person to assist if required, who must not lead but follow instruction given by candidate. Tools and equipment for any connections required. Wheelbarrow or other suitable transport equipment. Appropriate dress to meet health and safety requirements First aid kit.
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Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Place sports equipment in the appropriate position and in accordance with sports governing body guidelines.

If necessary, locate and prepare ground sockets.

Place equipment, make secure, safe and ready for use. Assistance is available if required but you will need to give instructions and directions to your assistant.

Clean tools.

Leave site clean and tidy.

When the task is completed, return tools and equipment to store or give verbal confirmation of the process.

Test No 043 Place sports equipment

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidates were appropriately dressed for the task.
- 2. Correct selection of tools/equipment was made
- 3. Position of sports equipment identified according to the rules/regulations of the relevant sport
- 4. Equipment erected/put into position according to the rules/regulations of the relevant sport
- 5. Equipment checked for safety of players and compliance with rules/regulations of relevant sport
- 6. Tools were used correctly and safely
- 7. Safety of self and others was maintained
- 8. Tools and equipment were cleaned
- 9. Tools and equipment were returned to store or verbal confirmation of process

9 criteria achieved successfully = Pass

Result Pass Not yet achieved

Feedback to candidate

Signed:
Candidate.....Assessor.....

Test No 044 Use a wheeled rotary mower

Outcome

The candidate will be able to prepare machine for task, mow the area to produce visually acceptable appearance and maintain turf health.

Preparation

There will be available:-	A pedestrian controlled wheeled rotary mower fitted with engine in running order. It may be self propelled or pushed and may or may not collect clippings. Candidate must be familiar with machine and have received instructions in its use from a competent person. An area of grass a minimum of 50sq. m. which needs to be reduced in height and contains at least one obstacle. Manufacturers handbook. Clean cloths. A clean, level well lit area for machine preparation. Spanners and tools as required by the manufacturer. Oil and fuel for engine topping up, if required. Appropriate clothing to meet health and safety requirements. First aid kit
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NB. Risk assessments should be carried out and tools and machines must be used under supervision
Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the engine and machine for use. *Candidate to follow manufactures instructions*

Set the height of cut to meet requirements. *Assessor to give a setting which requires adjustment from the previous setting*

Mow a minimum of 50sq m from the area indicated and include mowing around one obstacle.

When the mowing is completed, stop engine and make machine safe.

Dispose of clippings if they have been collected. *(Assessor to give direction for disposal according to organisational policy.)*

Clean the machine following manufacturer's instructions and safety requirements.

When the task is completed, return machine to store or give verbal confirmation of the process.

Test No 044 Use a wheeled rotary mower

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. Ignition switch was off and plug cap removed before checking blades
- 4. Mower tilted back and condition of blades reported on
- 5. Cutting height set as specified (accepted tolerance +/- 6mm.)
- 6. Grass area to be mown examined and any debris removed
- 7. Machine started correctly
- 8. Grass area cut to produce an acceptable finish
- 9. Machine stopped and made safe
- 10. Cut grass raked up or grass box emptied
- 11. Tools were used correctly and safely
- 12. Safety of self and others was maintained
- 13. Tools and equipment were cleaned
- 14. Tools and equipment were returned to store or verbal confirmation of process
- 14 criteria achieved successfully = Pass

Result	Pass	Not yet achieved
Feedback to candidate		

Signed: Candidate.....Assessor.....

Test No 045 Use a nylon cord strimmer

Outcome

The candidate will be able to prepare machine for the task, cut growth to produce visually acceptable appearance and maintain turf health.

Preparation

There will be available:-	A pedestrian carried nylon cord strimmer, fitted with engine in running order. Candidate must be familiar with machine and have received in its use from a competent person. An area of grass a minimum of 50sq. m. which needs to be reduced in height and contains at least one obstacle. Manufacturers handbook. Clean cloths. A clean, level well-lit area for machine preparation. Spanners and tools as required by the manufacturer. Oil and fuel for engine topping up, if required. Appropriate dress to meet health and safety requirements. First aid kit
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NB. Risk assessments should be carried out and tools and machines must be used under supervision
Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the engine and machine for use following manufacturer's instructions.

Adjust the length of cord to meet requirements. (*Assessor to indicate length but adjustment must be made to demonstrate procedure.*)

Height of cut to meet requirements. (*Assessor to give an indication of height of growth to be left.*)

Cut a minimum of 50sq. m. from the area indicated, including cutting around one obstacle.

When task completed, stop engine and make machine safe.

Clean machine following the manufacturer's instructions and safety requirements.

Dispose of waste material. (*Assessor to give direction according to organisational policy.*)

When the task is completed, return machine to store or give verbal confirmation of the process.

Test No. 046 Use an air cushion mower

Outcome

The candidate will be able to prepare the machine, mow the area to produce visually acceptable appearance and maintain turf health.

Preparation

There will be available:-	<p>A pedestrian-controlled, air cushion mower fitted with engine, in running order. It will be supported on an air cushion and may not collect clippings. Candidate must be familiar with machine and have received instructions in its use from a competent person.</p> <p>An area of grass a minimum of 50sq. m. which needs to be reduced in height and contains at least one obstacle.</p> <p>Manufacturer's handbook. Clean cloths</p> <p>A clean, level, well-lit area for machine preparation.</p> <p>Spanners and tools as required by the manufacturer.</p> <p>Oil and fuel for engine if required.</p> <p>Appropriate clothing to meet health and safety requirements.</p> <p>First aid kit</p> <p>NB. Risk assessments should be carried out and tools and machines must be used under supervision</p> <p>Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER</p>
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Instructions

<p>Use personal protective equipment and at all times ensure the protection and safety of yourself and others.</p> <p>Prepare the engine and machine for use following manufacturer's instructions</p> <p>Set the height of cut to meet requirements. (<i>Assessor to give a setting which requires adjustment from the previous setting</i>)</p> <p>Mow a minimum of 50sq m from the area indicated and include mowing around one obstacle.</p> <p>When task completed, stop engine and make machine safe.</p> <p>Clean machine following manufacturer's instructions and safety requirements.</p> <p>When the task is completed, return machine to store or give verbal confirmation of process.</p>
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Test No 046 Use an air cushion mower

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
 - 2. Correct selection of tools/equipment was made
 - 3. Ignition switch was off and plug cap removed before checking blades
 - 4. Mower tilted back and condition of blades reported on
 - 5. Cutting height set as specified (accepted tolerance +/- 6mm.)
 - 6. Grass area to be mown examined and any debris removed
 - 7. Machine started correctly
 - 8. Grass area cut to produce an acceptable finish
 - 9. Cut grass raked up or grass box emptied
 - 10. Machine stopped and made safe
 - 11. Tools were used correctly and safely
 - 12. Safety of self and others was maintained
 - 13. Tools and equipment were cleaned
 - 14. Tools and equipment were returned to store or verbal confirmation of process
- 14 criteria achieved successfully = Pass

Result	Pass	Not yet achieved
Feedback to candidate		

Signed: Candidate.....Assessor.....

Test No 047 Use a cylinder mower

Outcome

The candidate will be able to prepare machine for the task, mow the area to produce visually acceptable appearance and maintain health of turf.

Preparation

There will be available:- A pedestrian controlled cylinder mower fitted with engine in running order. It should be self propelled and may or may not collect clippings. Candidate must be familiar with machine and have received instructions in its use from a competent person.

An area of grass a minimum of 50sq. m. which needs to be reduced in height and contains at least one obstacle.

Manufacturers handbook. Clean cloths.

A clean, level well lit area for machine preparation.

Spanners and tools as required by the manufacturer.

Oil and fuel for engine topping up, if required.

Appropriate clothing to meet health and safety requirements.

First aid kit

NB. Risk assessments should be carried out and tools and machines must be used under supervision

Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the engine and machine for use, following the manufacturer's instructions.

Set the height of cut to meet requirements. (*Assessor to give a setting that requires adjustment from the previous setting.*)

Mow a minimum of 50sq m from the area indicated and include mowing around one obstacle, each run to be adjoining in alternate directions. (*Runs may be straight or follow contour of site but must be of even width, not over/under lapping.*)

When task completed, stop engine and make machine safe.

Dispose of clippings/ machine cleanings. (*Assessor to give direction for disposal according to organisational policy*)

If clippings not emptied, give verbal procedure when box/bag would be emptied.

Clean the machine following manufacturer's instructions and safety requirements.

When the task is completed, return machine to store or give verbal confirmation of the process.

Test No 047 Use a cylinder mower

Centre/ location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. Ignition switch was off and plug cap removed before checking blades
- 4. Cylinder bottom blade clearance adjusted
- 5. Cutting height set as specified (accepted tolerance +/- 6mm.)
- 6. Grass area to be mown examined and any debris removed
- 7. Machine started correctly
- 8. Grass area cut to produce an acceptable finish
- 9. Grass box emptied
- 10. Machine stopped and made safe
- 11. Tools were used correctly and safely
- 12. Safety of self and others was maintained
- 13. Tools and equipment were cleaned
- 14. Tools and equipment were returned to store or verbal confirmation of process

14 criteria achieved successfully = Pass

Result Pass Not yet achieved

Feedback to candidate

Signed: Candidate.....Assessor.....

Test No 048

Use a litter/leaf blower

Outcome

The candidate will be able to prepare machine for task. Clear an area of litter/leaves to produce a visual acceptable appearance.

Preparation

There will be available:- A pedestrian carried leaf/litter blower fitted with an engine, in running order. Candidate must be familiar with machine and have received instruction in its use from a competent person.

An area of grass, or hard surface a minimum of 50sq. m. which needs to be cleared of leaves or litter

Manufacturer's handbook. Clean cloths.

A clean, level well lit area for machine preparation.

Spanners and tools, as required by the manufacturer.

Oil and fuel for engine topping up, if required.

Appropriate clothing to meet health and safety requirements.

First aid kit

NB. Risk assessments should be carried out and tools and machines must be used under supervision

Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the engine and machine for use following manufacturer's instructions.

Material may be directed into area for collection or returned to mown area. (*If for collection, the assessor is to indicate where collection is to be made*).

Clear a minimum of 50 sq. m from the area indicated.

When task completed, stop engine and make machine safe.

Dispose of machine cleanings/collected material. (*Assessor to give direction according to organisational policy*) or give verbal confirmation of dealing with collected material.

Clean the machine following manufacturer's instructions and safety requirements.

When the task is completed, return machine to store or give verbal confirmation of the process.

Test No 049 Maintain hand tools

Outcome

The candidate will be able to identify maintenance requirements, carry out appropriate remedial work and return the tools to store.

Preparation

There will be available:- Workshop adequately lit and work bench with vice.

2 different hand tools requiring maintenance, e.g.
spade, hand-shears, half moon, hoe.
Hand files- coarse medium fine,
(Electric equipment will NOT be used)
Scraper, Hammer and Wire brush
Clean Cloth
Oil
Appropriate clothing to meet health and safety
requirements
First aid Kit

NB. Risk assessments should be carried out and tools and machines must be used under supervision

Units should be delivered in accordance with relevant existing legislation on Health & Safety i.e. PUWER

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Select two different types of tool to maintain.

Identify any matters requiring attention.

Use the equipment and tools to deal with reported matters.

Prepare maintained items for store.

Return maintained items to store.

Leave work area clean and tidy.

When the task is completed, return tools and equipment to store or give verbal confirmation of the process.

Test No 050 Identify trees and shrubs

Outcome

The candidate will be able to identify 10 trees/shrubs by common or botanical names.

Preparation

There will be available:- Samples of 15 trees and shrubs from which the candidate will identify any 10. These may be growing in situ or in containers, or clearly identifiable cut samples; photographs are NOT acceptable. The plants may be all trees, all shrubs or any combination; all should be familiar to the candidate. They may be identified at any time of year but must be clearly identifiable. Multiple species/varieties should not be used unless they are very distinct in character.

The assessor should note that this is a Level 1 assessment.

Identification test answer sheet and pen or pencil, and clipboard or other suitable material for resting paper on.

Instructions for candidate

From the 15 plants presented to you by your assessor, identify any 10 by common or botanical name.

You may write the name of the plants into the spaces on the answer sheet, or give the names to your assessor who will write the names down for you.

Test No 050 Identify trees and shrubs

Centre/location:.....Date.....

Candidate name.....Assessor.....

Answer sheet

Specimen number	Common name	Genus	Species/variety	Mark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Result: Pass

Not yet achieved

Total mark awarded out of 10	
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Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 051 Identify weeds

Outcome

The candidate will be able to identify 10 weeds by common or botanical names.

Preparation

There will be available:-	<p>Samples of 15 weeds from which the candidate will identify any 10. These may be growing in situ or in containers, or clearly identifiable collected samples; photographs are NOT acceptable. The weeds may be from any horticultural situations including lawns, borders etc; all should be familiar to the candidate. They may be identified at any time of year but must be clearly identifiable. Multiple species/varieties should not be used unless they are very distinct in character. The assessor should note that this is a Level 1 assessment.</p> <p>Identification test answer sheet and pen or pencil, and clipboard or other suitable material for resting paper on.</p>
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Instructions for candidate

<p>From the 15 weeds presented to you by your assessor, identify any 10 by common or botanical name.</p> <p>You may write the name of the plants into the spaces on the answer sheet, or give the names to your assessor who will write the names down for you.</p>

Test No 051 Identify weeds

Centre/location:.....Date.....

Candidate name.....Assessor.....

Answer sheet

Specimen number	Common name	Genus	Species/variety	Mark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Result: Pass

Not yet achieved

Total mark awarded out of 10	
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Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 052 Identify annuals and herbaceous perennials

Outcome

The candidate will be able to identify 10 annuals/herbaceous perennials by common or botanical names.

Preparation

There will be available:- Samples of 15 annuals/herbaceous perennials from which the candidate will identify any 10. These may be growing in situ or in containers, or clearly identifiable 'collected' samples; photographs are NOT acceptable. The plants may be all annuals, all herbaceous perennials or any combination; all should be familiar to the candidate. They may be identified at any time of year but must be clearly identifiable. Multiple species/varieties should not be used unless they are very distinct in character. The assessor should note that this is a Level 1 assessment.

Identification test answer sheet and pen or pencil, and clipboard or other suitable material for resting paper on.

Instructions for candidate

From the 15 plants presented to you by your assessor, identify any 10 by common or botanical name.

You may write the name of the plants into the spaces on the answer sheet, or give the names to your assessor who will write the names down for you.

Test No 052 Identify annuals and herbaceous perennials

Centre/location:.....Date.....

Candidate name.....Assessor.....

Answer sheet

Specimen number	Common name	Genus	Species/variety	Mark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Result: Pass

Not yet achieved

Total mark awarded out of 10	
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Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 053 Identify indoor plants

Outcome

The candidate will be able to identify 10 indoor plants by common or botanical names.

Preparation

There will be available:- Samples of 15 indoor plants from which the candidate will identify any 10. These may be growing in situ or in containers, or clearly identifiable collected samples; photographs are NOT acceptable. The plants may be all seasonal plants, tropical plants or any other appropriate plants, in any combination; all should be familiar to the candidate. They may be identified at any time of year but must be clearly identifiable. Multiple species/varieties should not be used unless they are very distinct in character. The assessor should note that this is a Level 1 assessment.

Identification test answer sheet and pen or pencil, and clipboard or other suitable material for resting paper on.

Instructions for candidate

From the 15 plants presented to you by your assessor, identify any 10 by common or botanical name.

You may write the name of the plants into the spaces on the answer sheet, or give the names to your assessor who will write the names down for you.

Test No 053 Identify indoor plants

Centre/location:.....Date.....

Candidate name.....Assessor.....

Answer sheet

Specimen number	Common name	Genus	Species/variety	Mark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Result: Pass

Not yet achieved

Total mark awarded out of 10	
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Feedback to candidate:

Signed: Candidate..... Assessor.....

Test No 054 Establish an even gradient / level between two fixed points

Outcome

The candidate will be able to establish an even gradient or level between fixed end datum points, using boning rods and/or profile boards.

Preparation

There will be available:-	An area of level or evenly sloping cultivated ground with a minimum straight line of 6 m and a fixed datum at each end. Garden line Set of 3 boning rods or profile boards 5 Wooden pegs and lump/club or heavy hammer Tape measure Tools for trimming or excavation, eg spade, shovel, rake Appropriate clothing to meet health and safety requirements First aid kit
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Notes

If boning rods are used, 2 stewards will be required, but they must not give instruction to the candidate.

If a site is re-used for successive candidates, it must be reinstated sufficiently to allow a valid successive assessment

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.
Using the tools provided, produce an even fall between the two fixed points given.
Dispose of any waste and debris to the designated area.
Leave the site and equipment clean and tidy, as required by the assessor.
When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 054 Establish an even gradient / level between two fixed points

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. 5 Pegs were spaced evenly along the trench to set the level/gradient
- 4. Tools were used correctly and safely
- 5. The fall/level was trimmed/excavated evenly to within +/- 1cm along the length
- 6. Site was left tidy
- 7. Debris was disposed of as required by organisational policy
- 8. Safety of self and others was maintained at all times
- 9. Tools and equipment were cleaned
- 10. Tools and equipment were returned to store or verbal confirmation of the process

10 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 055 Mix mortar or concrete

Outcome

The candidate will be able to mix mortar or concrete to the required consistency

Preparation

There will be available:- Suitable site for mixing
Shovel
Buckets or gauge boxes for measuring
Cement, concreting sand and aggregate for concrete
or Cement, builder's sand and plasticizer for mortar (Note
for ease and effective resource management, lime may be
substituted for cement in the mix)
Water
Mixing/spot boards
(Concrete mixer, if used)
Appropriate clothing to meet health and safety
requirements
First aid kit

Notes

The candidate may mix by hand or with a concrete mixer

Instructions

Gauging by shovel is not allowed

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, mix mortar or concrete to the ratio stated by the assessor.

Work tidily to avoid unnecessary mess and waste

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 055 Mix mortar or concrete

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Correct selection of tools/equipment was made
- 3. Materials measured out accurately
- 4. Materials dry-mixed thoroughly
- 5. Water added gradually and materials thoroughly mixed
- 6. Suitable consistency of mixture prepared and achieved
- 7. Work carried out avoiding unnecessary mess and waste
- 8. Debris was disposed of as required by organisational policy
- 9. Tools and equipment were cleaned and site was left clean and tidy
- 10. Tools and equipment were returned to store or verbal confirmation of the process
- 11. Safety of self and others was maintained at all times

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 056 Build a simple brick wall

Outcome

The candidate will be able to build a simple brick wall in stretcher bond

Preparation

There will be available:-	Concrete footing, flat and level Bricks, common, standard size, about 40 Mortar, ready mixed and in sufficient quantity Builder's line and bobbins Bat gauge, bolster, lump hammer and gauge rod Builder's square Shovel Spot board Bricklayer's trowel and pointing trowel Water supply Plan of the wall Appropriate clothing to meet health and safety requirements First aid kit
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Notes

The candidate should be given the plan of the wall to study, well in advance of the assessment

Lime mortar may be used to facilitate easy demolition

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, build a wall in accordance with the details and dimensions on the plan, ie five course high with one return

Finish all joints as the work proceeds, ensuring that they are pointed in the style / manner requested by the assessor

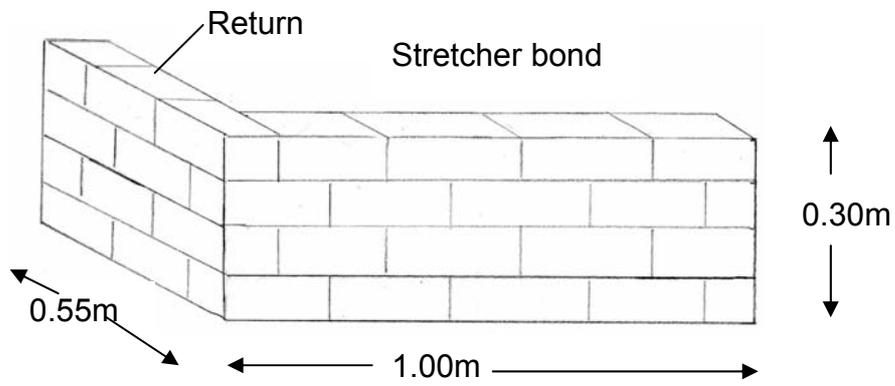
Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 056

Build a simple brick wall



Test No 056 Build a simple brick wall

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. The wall was erected in line with the plan
- 3. The wall was straight across its face to within +/- 5mm
- 4. The wall was level along the length of each course to within +/- 5mm
- 5. The wall was vertical on the face to within +/- 5mm
- 6. The wall had joints of 10mm thickness throughout
- 7. The wall was square on the quoin to within 5°
- 8. The joints were pointed in accordance with instructions, with all bricks clean
- 9. Tools and equipment were cleaned
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

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Test No 057

Set out a right angle on the ground

Outcome

The candidate will be able to set out a right angle using Pythagorus' theorem and intersecting arcs

Preparation

There will be available:-	Area of grass or uncultivated area Garden line Ranging poles 450mm long steel pins or round pegs and mallet About 10m string or cord Tape measure, which must be long if a surveyor's chain is not used (Surveyor's chain) Appropriate clothing to meet health and safety requirements First aid kit
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Notes

A base line and point A should be pre-prepared for the candidate

This is a level 2 unit

Instructions

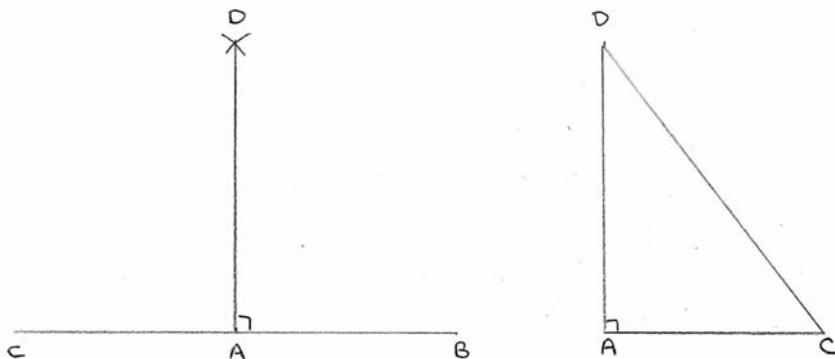
Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the equipment provided, set a right angle at point A by

- the intersecting arcs method
- using a surveyors chain or long measuring tape and the 3,4,5 triangle method

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process



Test No 057 Set out a right angle on the ground

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task

Intersecting arcs

- 2. The base line was extended in line past point A
- 3. Pegs B and C were inserted equidistant from point A
- 4. Loops were tied in each end of the cord and 2 intersecting arcs were scribed; one from peg B and one from peg C to establish point D
- 5. Ranging poles were inserted at points A, D and the line AD extended with another ranging pole

3,4,5, Triangle with surveyor's chain

- 6. Surveyor's chain was thrown out appropriately to avoid tangling
- 7. Links 24,25 angled around Peg A and pinned in place
- 8. Peg B positioned on the base line with links 56,57 angled around it with the chain taut between A and B
- 9. Connect link 96 with link 1 and insert peg C at this point

OR 3,4,5, Triangle with a long measuring tape

- 6. The 0 end of the tape is secured at point A
- 7. Peg B is inserted 3 units from 0 along the base line
- 8. The point in the tape that is tape is at 12 units from 0 is held at point A
- 9. Peg D is held against the tape at 8 units from 0 and inserted at the point at which all sides of the tape are taut
- 10. Tools and equipment were cleaned
- 11. Safety of self and others was maintained at all times
- 12. Tools and equipment were returned to store or verbal confirmation of the process

12 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 058

Build or repair a dry stone wall

Outcome

The candidate will be able to build or repair a section of dry stone wall to the correct dimensions, which is strong and capable of shedding water.

Preparation

There will be available:-	Supply of walling stone of various sizes, including stones suitable for coping/top stones, filling and 'throughs' and some that are unsuitable Template/ batter frame, if wall is being built from scratch Garden lines Tools for excavation Shovel Appropriate clothing to meet health and safety requirements First aid kit
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Notes

The candidate may repair a section of existing wall, where layers require removal to the base, or build a 1.5 metre section of a new wall.

(1.5metre wall throughs should be at .5 metre and 1 metre. Where only one through is used it should be at 1 metre. The throughs can be trimmed at the Assessor's discretion and according to local practice.

This is a level 2 unit

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, build the dry stone wall in accordance with the dimensions on the template, setting taut lines and preparing the foundation, **or** repair the section of dry stone wall indicated to you, removing all defective stones and securing the remaining coping to avoid further deterioration.

Ensure the foundation stones are of sufficient size, secure, in line and at the correct angle to support the stones above.

Select suitable stones to build the wall, raising the lines, ensuring the correct batter is achieved and filling the centre as work progresses.

Select suitable stones and lay 1 or 2 courses of 'throughs' as directed by the assessor.

Complete the wall and lay the coping/top stones in line with local custom

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 058 Build or repair a dry stone wall

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. The foundation was prepared by setting taut lines, excavating the foundation, using suitable large stones in the base which are at least to the set lines
or
defective stones were removed from the section of wall to be repaired and stacked safely in suitable size grades to aid re-building and ensuring the remaining coping is secured. The foundation was check for security and alignment and adjusted if necessary.
- 3. Suitable stones were selected and the wall constructed in line with template
- 4. Centre of the wall was filled as work progressed
- 5. Suitable stones for 'throughs' were selected, laid appropriately and trimmed if required.
- 6. The wall was constructed to the correct lines and batter
- 7. Coping/top stones were laid securely, in line with local custom
- 8. The site was tidied and debris/surplus stones disposed of/ stored in the designated area
- 9. Tools and equipment were cleaned
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass Not yet achieved

Feedback to candidate:

Signed:
Candidate.....Assessor.....

Test No 059

Laying hard surfaces for external landscaping (skills)

Outcome

The candidate will be able to erect formwork and lay a concrete pad

Preparation

There will be available:-	Prepared foundation of hardcore, flat and level and a minimum 2 square metres in area Arrissing tool and wooden float Buckets for measuring Builder's square Cement, sharp sand, aggregate and water Cross cut joiner's saw and timber for formwork Fine aggregate for blinding hardcore Hammers, club/lump and claw and 100mm nails (Oil for moulds) Plastic membrane for damp-proofing Shovel Site for mixing concrete Tamping board and comb Wooden pegs, spirit level and straight edge Appropriate clothing to meet health and safety requirements First aid kit
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Notes

Mould oil is not required if the damp-proof membrane is brought over the formwork
Concrete may be mixed by hand or mixer and may be ready mixed if unit 56 'Mortar mixing' has already been achieved.

This unit is level 2

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Prepare the hardcore surface by blinding ready for laying concrete.

Using the tools and materials provided, construct the formwork for a concrete pad, to the dimensions indicated by the assessor.

Lay a damp-proof course

Ensure the concrete is thoroughly mixed to the correct consistency

Place the concrete in the formwork and tamp to a level finish and float finish at least half the area

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 059 Laying hard surfaces for external landscaping (skills)

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. Secure formwork was erected with the internal dimensions to those required for the concrete pad
- 3. Top of formwork was level in all directions
- 4. The damp-proof membrane was laid in the formwork
- 5. The damp-proof course was brought over the formwork or mould oil used on the inside of the formwork
- 6. The candidate ensured the concrete was mixed thoroughly to the correct consistency
- 7. The concrete was placed in the formwork and tamped level, ensuring there are no air pockets
- 8. At least half the concrete was float finished
- 9. Tools and equipment were cleaned and site left tidy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 060

Construct and maintain boundaries (skills)

Outcome

The candidate will be able to erect a straight line of 3 fence panels, suitable for garden use

Preparation

There will be available:-	4 posts, with weather caps, if required 3 fencing panels Spirit level and post level Line and pegs Shovel, trenching spade or equivalent for excavation Drivall, sledge hammer or maul for posts Shovel Metal U sections or nails for securing the panels unless concrete posts are used Claw hammer and/or screwdriver Chocks, metal feet or concrete for securing the posts Templates may be used for height and distance apart of posts Appropriate clothing to meet health and safety requirements First aid kit
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Notes

Any type of panel fence maybe used, eg lap, woven

Posts may be dug in and chocked, set in metal feet or set in concrete. Where concrete is used it may be ready mixed or a dry mix used.

A minimum of three panels and 4 posts must erected

The assessor or a colleague may assist the candidate, but must be under the candidate's instruction

This is a level 2 unit

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Using the tools provided, set a taut line and erect 4 posts and 3 panels of a fence, securing the posts as directed by the assessor.

Ensure the posts are vertical and secure

Ensure the panels are horizontal and secure them using the materials supplied

Check the levels and verticals

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 060 Construct and maintain boundaries (panel fencing)

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. A taut line was set out
- 3. 4 posts were set firm, correctly aligned and vertical
- 4. The height and spacing of the posts were accurate
- 5. The panels were erected and secured appropriately
- 6. The panels were level
- 7. Any necessary finishing, eg fitting of post caps was carried out
- 8. All debris was removed to the designated area
- 9. Tools and equipment were cleaned and the site left safe and tidy
- 10. Safety of self and others was maintained at all times
- 11. Tools and equipment were returned to store or verbal confirmation of the process

11 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 061 Assess soil texture and condition

Part A Outcome

The candidate will be able to identify the horizons in a profile pit or auger sample, and comment on the structure and drainage characteristics

Preparation

There will be available:-	A prepared sample or a field site suitable for using an auger The profile pit or sampling site should be in a meadow, woodland or other established and uncultivated site, able to demonstrate a litter horizon as well as topsoil and subsoil horizons Appropriate clothing to meet health and safety requirements First aid kit
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Notes

This is a level 2 unit. Parts A & B must be completed to achieve the unit.

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

On the soil sample or profile pit shown to you, point out the different soil horizons

Assess the soil structure, evidence of soil organisms and the drainage characteristics and discuss with the assessor how the structure can be managed to maintain or improve the structure by cultivations and/or soil ameliorants.

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 061 Assess soil texture and condition-Part A

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. The litter, topsoil and subsoil horizons were identified
- 3. The candidate provided an appropriate assessment of the structure
- 4. The candidate provided an appropriate assessment of soil organisms
- 5. The candidate provided an appropriate assessment of the drainage characteristics
- 6. A suitable soil management programme was recommended
- 7. Safety of self and others was maintained at all times

7 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Test No 061 Assess soil texture and condition

Part B Outcome

The candidate will be able to determine the texture of a variety of soils

Preparation

There will be available:-	Samples of 6 different soils, each predominately displaying one of the following; clay, sand, silt, calcareous, loam, organic Appropriate 12 part soil key or algorithm/flowchart Water supply for wetting the samples and washing hands Appropriate clothing to meet health and safety requirements (disposable gloves may be worn for the task) First aid kit
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Notes

This is a level 2 unit

Instructions

Use personal protective equipment and at all times ensure the protection and safety of yourself and others.

Carry out a texture test of the soil samples given to you using the key or chart provided for reference. Accurately determine the soil texture of 5 out of the 6 soils.

Dispose of any waste and debris to the designated area.

Leave the site and equipment clean and tidy.

When this task is completed, return the tools and equipment to the store or give verbal confirmation of the process

Test No 061 Assess soil texture and condition - Part B

Centre/location.....Date.....

Candidate name.....Assessor.....

Assessment checklist

- 1. Candidate was appropriately dressed for the task
- 2. At least 5 out of the 6 samples to be accurately identified
- 3. Tools and equipment were cleaned
- 4. Safety of self and others was maintained at all times
- 5. Tools and equipment were returned to store or verbal confirmation of the process

5 criteria achieved successfully = Pass

Result: Pass

Not yet achieved

Feedback to candidate:

Signed:

Candidate.....Assessor.....

Appendix A Answers to core unit questions

Test No 001 Prepare ground for sowing or planting

1. Give **two** reasons why the prepared surface should be even/level.
A: **two** from: ensures even distribution of water; prevents uneven drying out; ensures that all plants have uniform growing conditions
2. Give **one** problem that can happen if the tilth is too fine.
A: **one** from: surface soil can cap; surface soil can blow away; too little air space available
3. Give **one** problem that can occur if the tilth is too coarse.
A: **one** from: too much air space; seeds may fail to germinate; new roots may fail to establish
4. Give **two** reasons for correct consolidation of the soil.
A: **two** from: ensures that roots are in good contact with soil; removes large air pockets; improves stability; prevents settlement.

Test No 002 Plant container grown subjects

1. Give **one** reason why damaged material should be removed before planting.
A: **one** from: to prevent disease/dieback; easier to remove damage before the plant is in situ.
2. Give **one** soil or weather condition when planting should not take place.
A: **one** from: frozen soil; lying snow; drought.
3. Give **one** problem that can happen if plants are planted too shallow.
A: **one** from: plants dry out/die; plants are unstable.
4. Give **one** problem that can happen if plants are planted too deep.
A: **one** from: plant roots die from water-logging / lack of air; stem rots due to contact with soil.
5. Give **one** reason why plants must be firmed in properly after planting.
A: **one** from: ensures that roots are in good contact with soil; removes large air pockets; improves stability; prevents settlement.

Test No 003 Prepare soil and apply an organic mulch

1. Give **one** reason for mulching.
A: **one** from: conserve soil moisture; prevent annual weed growth; moderate soil temperature; add nutrients
2. Give **one** soil condition when mulching should not take place.
A: **one** from: snow cover; very dry; frozen
3. Other than the material you have just, applied name **two** suitable mulches.
A: any **two** suitable materials other than that used, e.g. farm-yard manure, compost, leaf mould, spent hops, spent mushroom compost; bark chippings, composted bark.
4. Why must you not leave tools lying around on the ground? Give **one** reason.
A: **one** from: potential danger to self/others; theft of tools; loss of tools.
5. Give **one** reason why tools must be cleaned before storage.
A: **one** from: prolongs life of tools; maintains condition of tools; makes next use easier

Test No 004 Water a bed, border or area of plants in containers

1. Give **two** indications that plants need watering.
A: **two** from: wilting; change of leaf colour; pot visibly dry when 'knocked out'; no damp mark on the standing out area beneath container.
2. Give **two** problems that can happen if water is applied with too much force.
A: **two** from: plants knocked over; plant tissue damaged; soil/compost washed away; soil/compost structure damaged.
3. Give **two** problems that can occur if too much water is applied.
A: **two** from: soil/compost structure damaged; nutrients are washed away; waterlogging; disease at roots

Further information

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

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NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

City & Guilds Region	Telephone	Facsimile	Email
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North East	0191 402 5100	0191 402 5101	newcastle@cityandguilds.com
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