

T Level Technical Qualification in Agriculture Land Management and Production: Floristry Occupational Specialism (Level 3)

Practical Assignment Candidate Pack (Sample)

September 2023 Version 2.1

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Version and date	Change Detail	Section
V1.0	Draft version	n/a
v2.0 June 2023	Approved version	n/a
V2.1 Sept 2023	Change of business name	Assignment brief
	Task 1 Correction of title for Figure 3	Tasks

1. Assessment

This assessment is for the Floristry Occupational Specialism of the Technical Qualification. This pack consists of a practical assignment brief that you will need to use to complete your assessment tasks.

Performance outcomes

The weightings for each performance outcome will remain the same for every version of the practical assignment. This ensures the appropriate depth and breadth of knowledge and skills for each specialism can be reliably assessed in every version and meets the needs of industry while keeping comparability between each assessment over time.

Performance outcome	Typical knowledge and skills	Weighting
PO2 Design all floral work to meet client requirements for special events	<p>Designs to include wired, glued, tied and designs in a medium, demonstrating the use of a variety of skills and techniques to meet the client requirements, needs and wants. Each floral design planned must show consideration and application to the characteristics of the design schema, elements and principles of design, and sources of inspiration.</p> <p>Apply different forms of communication strategies, methods and techniques to interpret and define the client requirements. This can be through face to face, telephone or online/virtual exchange.</p> <p>Apply different business sales and marketing opportunities across the industry to increase sales, promote business, minimise waste which will support the business aims and values.</p>	20%
PO3 Coordinate the care and conditioning of fresh floral materials and plants	<p>Develop the knowledge and skills to carry out safe working practises during the coordination, care and conditioning of fresh floral materials to protect themselves and others.</p> <p>Show leadership and coordination skills when handling the business aspects of the care and conditioning activity.</p> <p>To include:</p> <ul style="list-style-type: none"> • stock management to optimise saleability • waste management • maintaining and interpreting records, information and datasupply chain, sustainable principles and plant biology. 	20%
PO4 Assemble all commercial flower, foliage and plant arrangements	<p>Apply techniques, principles and elements of design to create commercially viable designs to meet the client requirements, needs and wants.</p> <p>Develop skills to assemble wired, glued, tied and designs in a medium.</p> <p>Develop skills to demonstrate work with at least two of the following in each design:</p> <ul style="list-style-type: none"> • order categories • arrangement styles • floral line directions • points of origin • direction of growth. 	40%

Develop skills to follow precise instructions in the assembly of designs and to develop own procedures for the assembly of a given design, according to a client's brief.

Develop skills to create own finishing as well as incorporating the finishes as required by a given design, according to a client brief.

PO5 Create free-standing event-based structures decorated with floral designs

Develop the skills needed to assemble a structure individually and in pairs but the skills to attach the floral designs to a structure individually.

Develop the knowledge and skills to carry out safe working practises associated with creating and assembling installations of floral designs to protect themselves and others.

Apply skills relevant to the installation, assembly techniques, design principles and environmental conditions and consider the logistics when creating and decorating event-based structures with floral designs to promote the business and meet client needs and requirements.

20%

2. Candidate guidance

General guidance

This is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of the work you produce. It is therefore important that you carry your work out to the highest standard you can.

Plagiarism

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is not allowed in this assignment.

This assignment is an assessment of your abilities, so the work submitted must be all your own and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any help with the assignment. Your assessor is allowed to give you general advice ie clarification of the task instructions. However, general advice will not include:

- Any specific advice on how to improve work to meet the required standard.
- Feedback on anything missing from your work.
- Any intervention that improves the standard or presentation of work.

If there is a need to provide more than general advice your assessor will need to record the advice, they have given and take it into account when marking the submitted work.

Where research is allowed, your assessor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge sources used and clearly reference any information taken from them (eg providing as a minimum a list of web addresses/books/articles etc. used).

Timings and planning

You are advised to study the details of the assessment before starting.

You should check with your assessor that you have all the relevant materials, equipment and information/data sources that you need before starting the assessment.

You should take care when planning to make sure you have divided the time available between parts of the assignment tasks appropriately. Timings for tasks are provided within this pack to support with planning and time allocation.

If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new time for the assessment to take place. Any changes will be at the discretion of the assessor and agreed by City & Guilds.

Word counts

Typical word counts, where indicated, are to be used as approximates for guidance to support the production of sufficient evidence. The marking will relate to the quality of the evidence produced and not whether the word count has been met.

Health and Safety

You must always work safely, while you are carrying out practical tasks.

You must always follow any relevant Health and Safety regulations, Risk Assessments and codes of practice in line with centre requirements.

If your assessor sees you working in a way that is unsafe for yourself or others, they will highlight the issue and ask you to stop the task immediately.

Presentation of work

Presentation of work must be neat, legible and appropriate to the task and evidence required for submission.

You should make sure that each piece of evidence, including any forms, are clearly labelled with your name and the task reference.

All electronic files must be given a clear file name that allows your assessor to identify it as your work.

Written work may be digital or handwritten unless stated otherwise.

All sketches and drawings should be neat, tidy and annotated.

Calculations should be set out clearly, with all working shown, as well as any assumptions made. You should use appropriate units at all times, consistent with the requirements of the assignment.

Instructions for this assignment

Ensure you read all the provided assessment information issued by the assessor.

You must work independently and not share your work with any other candidates in these supervised assessment sessions.

Your work will be kept secure during any supervised breaks that are taken.

Internet access is **not** allowed, unless otherwise stated in the task.

You will not be permitted any additional notes, such as printed resources and textbooks, unless otherwise stated in the conditions for assessment.

You must complete all the tasks and present all evidence that is detailed in each task.

This assessment booklet contains the assignment brief.

The tasks have been separated into individual documents which will be handed to you at the start of each task.

Any additional documents/templates needed for the task will be provided to you by the assessor.

Within each task you will find the following:

- **Resources:** Provides a list of equipment, documents or tools that you will have access to, to complete the task/sub task.

- **Conditions of assessment:** This will tell you the duration and rules you must follow when completing a task.
- **Controlled conditions:** This will tell you the rules you must follow when completing each task eg you must not share or discuss your work with other candidates.
- **What must be produced for marking:** This describes the evidence you must submit when the task is completed. Be aware that failure to submit any evidence requested can adversely affect your overall mark for the assessment.
- **Additional evidence for this task:** This describes other forms of evidence that will be collected by the assessor to support the marking of your performance. This will often include but is not limited to photo and video evidence.

Performance outcome assessment themes

A set number of marks are allocated against each performance outcome assessment theme, based on the performance outcome weightings recommended by stakeholders of the qualification. This mark allocation remains the same for all versions of the assessments, ensuring consistency across assessment versions and over time.

You will be assessed against these assessment themes. This assignment brief has a total of 120 marks. The table below shows the mark distribution for this assessment.

Performance outcome (PO)	PO assessment themes	Marks per assessment theme	Marks per PO
PO2 Design all floral work to meet client requirements for special events	Health and Safety	6	24
	Plan and prepare for designs	12	
	Present designs	6	
PO3 Coordinate the care and conditioning of fresh floral materials and plants	Health and Safety	6	24
	Plan and prepare for conditioning	9	
	Condition materials	9	
PO4 Assemble all commercial flower, foliage and plant arrangements	Prepare materials	6	48
	Construct designs	Tied (9)	
		Glued (9)	
		Wired (9)	
		Medium (9)	
	Evaluate designs	6	
PO5 Create free-standing event-based structures decorated with floral designs	Health and Safety	6	24
	Plan and prepare event-based designs	6	
	Construct and dismantle event-based designs	6	
	Evaluate event designs	6	
Totals		120	120

3. Assignment brief

Guilds Supplies Floral Design is a floristry event business that employs a small team of staff responsible for the day to day running of the business and interpreting clients' briefs:

- senior florist – leads on the design and creation of flower arrangements
- two junior florists – responsible for assisting the senior florist
- business owner – responsible for the business administration
- delivery driver – responsible for timely distribution of products to clients.

You are the senior florist working at Guilds Supplies Floral Design and will be working with a local fashion designer who has asked for your assistance on designing and planning an event.

The event consists of a catwalk show for a cancer charity (*Figure 1*) that will exhibit a range of different outfits and the finale will involve two models in bespoke *wedding outfits* (*Figure 2a and Figure 2b*). The local fashion designer would like two floral designs to compliment the outfits, with one to wear and the other one to hold.

The event is being held on 27 April at 6.30pm in a local venue and the local fashion designer has also asked Guilds Supplies Floral Design to create a free-standing installations that will be placed on either side of the opening to the catwalk (*Figure 4*). This assessment will focus on the creation of only **one** free-standing installation.

At the very last minute there is an addition to the order; a tied bouquet that will be presented to the local fashion designer at the end of the show.

Your assignment contains seven tasks in total. Your assessor will release the tasks to you at the start of each supervised session; they will also provide you with your permitted evidence for that task. You will not be permitted any additional notes, such as printed resources and textbooks, or access to internet, unless otherwise stated in the conditions for assessment.

This assignment contains seven tasks and has a total time of 28.5 hours.

Please read **all** information carefully before the assessment.

Figure 1 Charity

<https://www.cancerresearchuk.org>



Figure 2 Wedding outfits

Figure 2a



Figure 2b

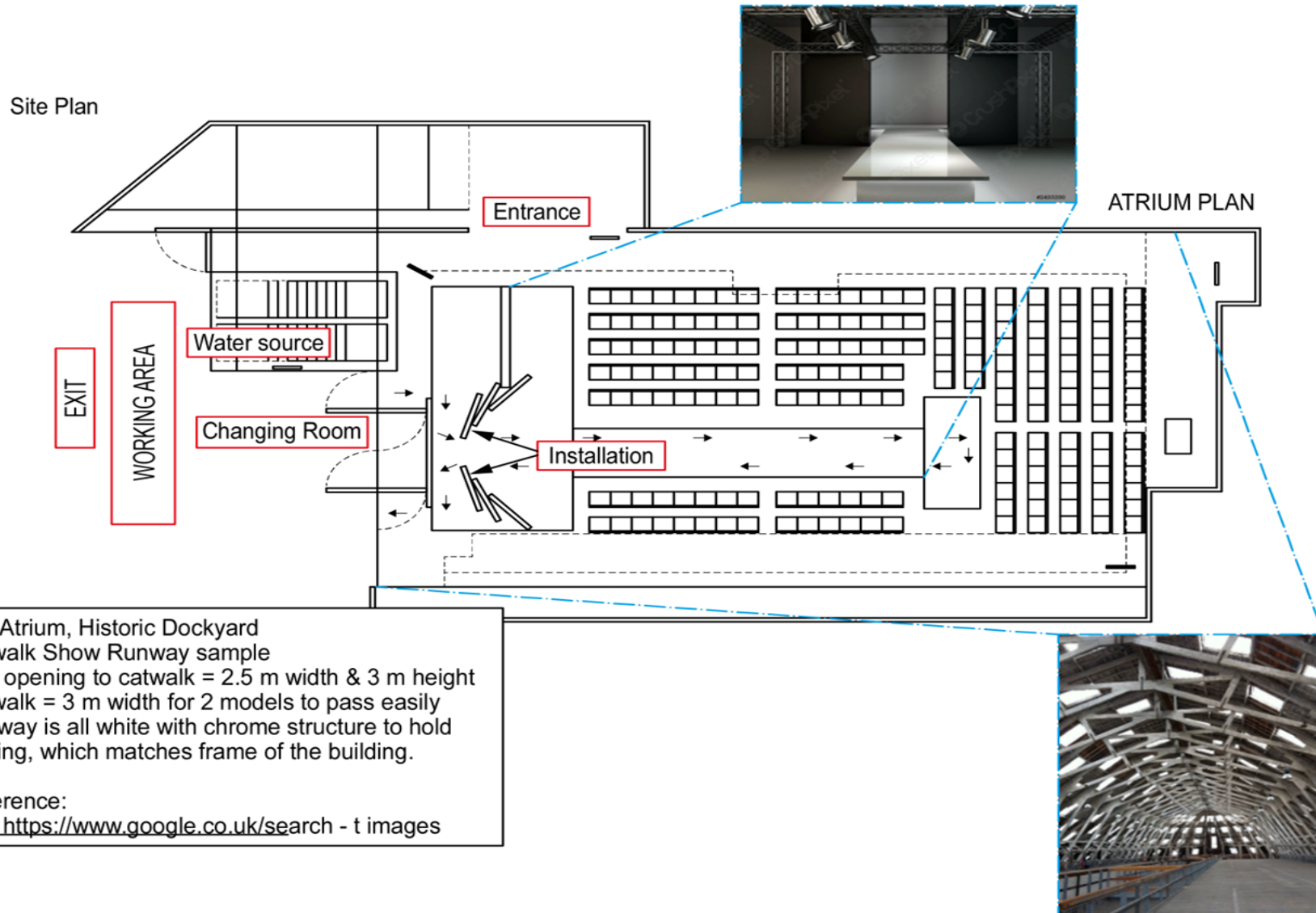


Figure 3 Sundries and fresh materials price list

Sundries	Retail Price (inc. VAT)
Delivery charge	£10.00
Labour costs per hour	£15.00
Wires and pins	
Aluminum wire (£1.00 per metre)	£8.64 for reel
Metallic wire (£1.00 for 2 metres)	£6.79 for reel
Bullion wire (£1.00 for 2 metres)	£5.45 for reel
Binding wire	£0.10 per metre
Wires	£0.10 each
Paper covered wire	£0.50 per metre
Mossing pins	£0.10 each
Pearl headed pins (10)	£0.50
Steel pins	£0.05 each
Tapes and ties	
Pot tape	£0.10 per metre
Parafilm	£0.10 per metre
Stem tape	£0.10 per metre
Twine	£0.10 per metre
Ribbon - voile or satin	£1.00 per metre
Hessian	£2.00 a square
Wrapping	
Cellophane	£1.00 per metre
Tissue paper	£0.75 a sheet
Craft paper	£2.50 a metre
Fabric wrap	£3.00 a metre
Containers and mediums	
Floral foam block	£2.00 per brick
Chicken wire	£2.00 per metre of 60cm wide wire
Plastic posy dish or single brick tray	£1.00 each
Aqua box/bag	£2.00 each
Vase (suitable for a radial hand-tied design)	£5.00
Basket	£7.00
Cold glue	£6.50 a tube
Other items	
Container (for a corporate design)	£10.00
Floral foam 2.6m netted garland	£25.00
Garden obelisk	£25.00
Cement (quick dry)	£7.00
Spray (any colour)	£5.99
Gift card and care pack	£1.00 each
Flower food	£0.25
Wristlet	£3.50 each
Alice band	£1.50 each
Comb	£1.00 each
Magnet	£1.50 each
Coloured feathers	£0.20 each
Beads	£0.20 each
Coloured birch	£0.30 a stem

Fresh Materials	Number of stems in a wrap	Price (inc VAT) per stem (if not stated otherwise)
<i>Alstroemeria hybrids</i>	10	£1.95
<i>Agapanthus</i>	10	£2.20
<i>Anthurium andraeanum</i>	12-16	£5.78
<i>Asparagus densiflorus</i>	50	£1.50
<i>Asparagus umbellatus</i>	25	£1.50
<i>Asparagus setaceus</i>	50	£1.45
<i>Aspidistra elatior</i>	10	£1.25
<i>Astrantia major</i>	50	£1.95
<i>Chamelaucium uncinatum</i>	25	£2.50
<i>Chrysanthemum indicum</i> 'santini '	25	£2.50
<i>Chrysanthemum indicum</i>	25	£2.50
<i>Chrysanthemum indicum</i> 'Kermit'	25	£2.50
<i>Craspedia globosa</i>	50	£1.25
<i>Cymbidium sp.</i> orchid – 4-6 heads	10	£12.50
<i>Cymbidium sp.</i> orchid – 7-10 heads	4	£19.82
<i>Danae racemosa</i>	6	£2.86
<i>Dendrobium sp.</i> orchid	10	£2.20
<i>Dianthus caryophyllus</i>	25	£1.25
<i>Eryngium planum</i>	10	£3.50
<i>Equisetum hyemale</i>	bunch	£6.85
<i>Eucalyptus</i> mixed	bunch	£14.25
<i>Eustoma russellianum</i>	10	£3.00
<i>Fatsia japonica</i> (small)	10	£0.80
<i>Ficinea fascicularis</i>	bunch	£6.85
Moss – flat or bun	1 box	£15.00
<i>Freesia sp.</i>	50	£2.00
<i>Galax urceolata</i>	1 bag	£5.00
<i>Gerbera jamesonii</i>	15	£2.00
<i>Germini</i>	20	£2.00
<i>Gypsophila paniculata</i>	25	£2.00
<i>Hedera helix</i>	1 plant	£5.00
<i>Hyacinthus orientalis</i>	25	£1.70
<i>Hypericum x inodorum</i>	10	£1.95
<i>Leucospermum cordifolium</i>	10	£4.00
<i>Liatris spicata</i>	10	£1.70
<i>Lilium oriental</i> 'hybrids'	10	£5.50
<i>Limonium sinuatum</i>	25	£1.75
<i>Liriope muscari</i>	bunch	£2.82
<i>Liriope gigantea</i>	bunch	£2.82
<i>Moluccella laevis</i>	10	£2.20
<i>Ornithogalum arabicum</i>	10	£2.50
<i>Phalaenopsis sp.</i> orchid (plants in a tray)	10 plants	£15.00
<i>Philodendron xanadu</i>	10	£0.95
<i>Rosa sp.</i> (single or spray)	10/20	£2.50
<i>Ruscus hypoglossum</i>	50	£1.25
Succulent varieties (plants in a tray)	10 plants	£4.95
<i>Xanthorrhoea australis</i>	bunch	£7.26
<i>Xerophyllum tenax</i>	bunch	£4.65
<i>Zantedeschia</i>	10	£3.20

Figure 4 Site plan
(not to scale)



The Atrium, Historic Dockyard
 Catwalk Show Runway sample
 One opening to catwalk = 2.5 m width & 3 m height
 Catwalk = 3 m width for 2 models to pass easily
 Runway is all white with chrome structure to hold lighting, which matches frame of the building.

Reference:
 Ref: <https://www.google.co.uk/search - t images>

4. Tasks

Task 1 – Research

You must:

- Create a mood board by carrying out research on the *charity* (Figure 1) and using the *sundries and fresh materials price list* (Figure 3) to support the development of two floral designs to match the *wedding outfits* (Figure 2a and Figure 2b) and the free-standing installation that will be placed on either side of the opening to the catwalk. One floral design will be worn and the other held.

Your research should cover the following areas:

- the charity organisation
- colour schemes
- botanical materials
- suitable design ideas.

Your mood board can be produced electronically or handwritten.

You must also include annotations on your mood board which explain how your ideas relate to the requirements of the local fashion designer.

Any sources of information used must be clearly referenced including internet websites.

Resources

- The assignment brief including *charity* logo and website address (Figure 1).
- Photos of *wedding outfits* (Figure 2a and Figure 2b).
- *Sundries and fresh materials price list* (Figure 3).
- A range of sketching and marking materials, glue, paper and card.
- A range of samples, to include, fabric, paint and sundries.
- Appropriate IT equipment, relevant software and coloured printer (with internet access).

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- Internet access is permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- An annotated mood board

Additional evidence for this task

- n/a

Task 2 – Designs

As this is a charity event, the local fashion designer would like you to be mindful of the budget, however they recognise their need for visual impact may be more costly.

The local fashion designer would like you to consider the following requirements:

- work within a ranged budget of £175 - £250 for both designs
- demonstrate where/how the money is being spent within the designs.

You must:

- a) Plan and sketch two floral designs to compliment the *wedding outfits*, one to hold (wired design) for *Figure 2a* and one to wear (glued design) for *Figure 2b*, for the models on the catwalk and justify reasons for your choices. This must include:
- techniques that will be used
 - selection of botanical materials, sundries, tools and equipment
 - reference to principles and elements of design.

Resources

- Mood board (from task 1).
- Assignment brief.
- Photos of *wedding outfits* (*Figure 2a* and *Figure 2b*).
- *Sundries and fresh materials price list* (*Figure 3*).
- A range of sketching materials (pens, pencils, rubbers) and equipment (ruler and a compass), and paper.
- Access to IT equipment and relevant software (**no** internet access), and a colour printer.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your mood board.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Fully labelled sketches of the two designs
 - one to hold (wired) for *Figure 2a*
 - one to wear (glued) for *Figure 2b*
- A written summary providing justification on why the two designs are suitable and satisfy the clients brief (typically 500 words) to include:
 - selection of botanical materials and sundries,
 - selection of PPE, tools and equipment
 - techniques that will be used
 - reference to principles and elements of design

Additional evidence for this task

- n/a

- b) Create a formal written quotation and a buying list with consideration of minimising waste. To do this you need to:
- cost your designs using the *costing up template (Figure 10)* provided by the assessor
 - produce a written quotation and formal covering email (no template provided)
 - produce a *buying list of fresh materials and sundries* using the template provided (*Figure 11*).

Resources

- Sketches (from task 2a).
- *Sundries and fresh materials price list (Figure 3)*.
- *Costing up template (Figure 10)*.
- *Buying list fresh materials and sundries template (Figure 11)*.
- Access to IT equipment and relevant software (**no** internet access), and colour printer.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your sketches.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Costing of designs (costing up template Figure 10)
- A written quotation and formal covering email (the email will not be sent but must be word processed)
- A buying list for fresh materials and sundries using the template (Figure 11)

Additional evidence for this task

- n/a

- c) Present design proposals to the owner of the Floristry business. You will have a maximum of **10 minutes** to deliver your presentation. Your presentation must include:
- sources of inspiration
 - suitability of materials and sundries
 - techniques used in the design
 - factors that can affect the design
 - communication style and language used and appropriateness of communication style in relation to the audience.

The presentation should be produced and delivered in a digital format.

You will deliver your presentation 1:1 to your assessor. You are not required to present in front of other candidates.

Resources

- Mood board (from task 1).
- Sketches (from task 2a).
- Completed costing up sheet (from task 2b).
- Written quotation (from task 2b).
- Completed buying list (from task 2b).
- Assignment brief including *charity* logo (Figure 1).
- Photos of *wedding outfits* (Figure 2a and Figure 2b).
- *Sundries and fresh materials price list* (Figure 3).
- Access to IT equipment and relevant software (**no** internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **2 hours** (This includes 1 hour and 50 minutes for you to prepare and up to a maximum of 10 minutes for your presentation).
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your evidence from task 1 and task 2, which must include mood board, sketches, costing up sheet, written quotation and buying list.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Presentation of the formal design proposal

Additional evidence for this task

- Assessor observation notes from your assessor of the design presentation
- A digital recording of the presentation

Task 3 – Construct and evaluate designs

- a) Safely construct and package for transportation two wedding designs planned for in Task 2.
- one wired design to hold
 - one glued design to wear.

Your assessor will provide you with packaging materials.

Your assessor will provide you with the fresh materials and sundries that you ordered on your buying list in Task 2.

Resources

- Sketches (from task 2a).
- Photos of *wedding outfits (Figure 2a and Figure 2b)*.
- Delivery note from the wholesalers.
- PPE, tools and equipment.
- Fresh materials and sundries (as listed in your buying list from task 2b).
- Packaging materials.
- Photographic equipment and an area with a plain background for clear images.
- Access to IT equipment and relevant software (**no** internet access).

Conditions of assessment

- The time allocated for this task is **3 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your sketches.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- A wired design to hold, including packaging
- A glued design to wear, including packaging

Additional evidence for this task

- Assessor observation of creating designs
- Photos of both designs including the packaging

- b) Produce an evaluation for each of the designs created in Task 3a to show how it meets the local fashion designer's brief. The evaluation must include:
- justifications for choices made considering the principles and elements of design and materials chosen
 - any modifications made during the construction compared to the planned designs, with consideration of the implications
 - improvements that you would make if you made it again.

Resources

- Sketches (from task 2a).
- Completed costing up sheet (from task 2b).
- Written quotation (from task 2b).
- Completed buying list (from task 2b).
- Delivery note from wholesalers (from task 3a).
- Photos of completed designs (from task 3a).
- Access to IT equipment and relevant software (no internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **1 hour**.
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your sketches, costing up sheet, written quotation, buying list, and delivery note from the wholesalers, and photographs of your completed designs.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- A written evaluation for each of the two designs:
 - one to hold (wired) (typically 350 words)
 - one to wear (glued) (typically 350 words)

Additional evidence for this task

- n/a

Task 4 – Planning for an event installation

a) Plan for **one** installation to be positioned to one side of the opening to the catwalk for the catwalk event. You must refer to the figures provided by the assessor:

- *site plan (Figure 4)*
- *site visit (Figure 5)*
- *buying list for one event installation (Figure 6)*
- *sketch of the event installation (Figure 7).*

Your planning must include:

- a risk assessment to include PPE, tools and equipment for the construction of the installation. The *risk assessment template* will be provided to you by your assessor (*Figure 13*).
- a schedule of work. You must include:
 - preparation of work area
 - appropriate tools and equipment
 - staffing requirements that will be needed to construct and assemble the installation
 - logistics including ordering materials and timings
 - work plans, including assembly and breakdown
 - consideration of the impact of delays and how these could be dealt with.

Note: no template provided for the schedule of work.

Resources

- *Site plan (Figure 4).*
- *Site visit (Figure 5).*
- *Buying list for one event installation (Figure 6).*
- *Sketch of the event installation (Figure 7).*
- *Risk assessment template (Figure 13).*
- Paper and pen/pencil.
- Appropriate IT equipment and software (no internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Risk assessment
- A schedule of work

Additional evidence for this task

- n/a

- b) The proposed installation (*Figure 7*) has now been shared with the local fashion designer and they would like to have **two** installations (one on either side of the catwalk), therefore, the *buying list for one event installation (Figure 6)* will have to be amended prior to the list being sent to the wholesalers.

You must:

- Make the amendments to the *buying list for fresh materials and sundries template (Figure 12)* with a summary considering the impact of such changes to the proposed installation.

Resources

- *Buying list for one event installation (Figure 6)*.
- *Sketch of the event installation (Figure 7)*.
- *Buying list for fresh materials and sundries template (Figure 12)*.
- Pen/pencil.
- Appropriate IT equipment and software (**no** internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **30 minutes**.
- You must carry out the task on your own, under **controlled conditions**.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- The revised buying list for fresh materials and sundries (*Figure 12*)

Additional evidence for this task

- n/a

Task 5 – Preparing for an event installation

- a) The *buying list for one event installation (Figure 6)* has been sent to the wholesalers and will be delivered to the shop the day before the event.

In preparation to condition the delivery, you must produce the following:

- a risk assessment for the delivery and conditioning of fresh materials and sundries, using the *risk assessment template* provided by the assessor (*Figure 13*)
- a plan for the delivery of fresh materials and sundries, to include:
 - PPE, tools and equipment
 - order of priority
 - identified specific materials and their conditioning methods
 - suitable storage
 - disposal of waste.

There is no template for the plan provided. You are to complete your plan in a digital format.

Resources

- *Buying list for one event installation (Figure 6)*.
- *Risk assessment template (Figure 13)*.
- Appropriate IT equipment and software (no internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Risk assessment (*Figure 13*)
- A plan for the delivery and conditioning of fresh floral materials and sundries required for the installation

Additional evidence for this task

- n/a

- b) The delivery has arrived at the shop. Using the plan created in Task 5a and the *buying list for one event installation (Figure 6)*, check and safely condition the fresh materials in preparation for use with consideration of waste disposal and record any discrepancies or issues on the delivery note.

The assessor will provide you with the fresh stock and sundries.

Resources

- Plan from (task 5a).
- Delivery note from the wholesaler.
- *Buying list for one event installation (Figure 6)*.
- Sundries and fresh materials (to match the delivery note).
- PPE, tools and equipment.
- Pen/pencil.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Delivery note with recorded discrepancies

Additional evidence for this task

- Assessor observation of conditioning of fresh materials
- Video of carrying out conditioning methods/techniques

Task 6 – Assemble, dismantle and evaluate an event installation

You must:

- a) Work with a junior florist to construct **one** of the structures as shown in the *sketch of the event installation (Figure 7)* for the charity event. This structure must include:
- container
 - obelisk.

You must secure the obelisk into the container.

Your assessor will allocate a junior florist and advise you whether to use cement or sand for securing the obelisk.

As the senior florist you must instruct the junior florist when constructing the structure. You will be assessed on how effectively you construct the structure and how well you instruct others, specifically on:

- communication style
- clarity of instructions when working and handling materials.

At the end of the observation, you will be asked a question by your assessor about the transportation of the installation.

Resources

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- *Sketch of the event installation (Figure 7)*.
- Obelisk and container.
- Sand and cement.
- PPE, tools and equipment.

Conditions of assessment

- The time allocated for this task is **1 hour**.
- You must carry out the task, under **controlled conditions**.
- You will have access to your risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Assembled parts of the structure including the container, obelisk, sand or cement

Additional evidence for this task

- Assessor observation on the construction of the container and obelisk including securing the obelisk into the container
- Your response to the question posed by the assessor
- Photos showing the completed construction of the obelisk secured into the container

- b) Decorate the garland with fresh materials, as per the *sketch of the event installation (Figure 7)*, and package for transport.

The garland and fresh materials will be provided by the assessor.

Resources

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- *Sketch of the event installation (Figure 7)*.
- Selection of fresh materials, garland and sundries, PPE, tools and equipment as required by the design in *Figure 6 and Figure 7*.
- Packaging materials.

Conditions of assessment

- The time allocated for this task is **2.5 hours**.
- You must carry out the task on your own under **controlled conditions**.
- You will have access to your risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss their work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Decorated garland

Additional evidence for this task

- Assessor observation of decorating the garland
- Photo showing the decorated garland

c) A junior florist will be allocated to help complete this task.

You must assemble the *event installation*, as in *Figure 7*, for display at the venue.

As the senior florist you must instruct the junior florist when assembling the installation. You will be assessed on how effectively you assemble the installation and how well you instruct the junior florist, specifically on:

- communication style
- clarity of instructions when working and handling materials.

Resources

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- Structure (from task 6a).
- Garland (from task 6b).
- *Sketch of the event installation (Figure 7)*.
- PPE, tools and equipment.
- Spare fresh materials and sundries.

Conditions of assessment

- The time allocated for this task is **1 hour**.
- You must carry out the task, under **controlled conditions**.
- You will have access to your risk assessment, schedule of work, structure, and garland.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Assembled and decorated installation ready to be placed in situ at the venue

Additional evidence for this task

- Assessor observation of assembly and decoration of the installation
- Photo of the completed installation

d) Dismantle the installation and dispose of waste appropriately.

Resources

- Risk assessment (from task 4a).
- Schedule of work (from task 4a).
- PPE, tools, equipment.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task, under **controlled conditions**.
- You will have access to your risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Dismantle the installation

Additional evidence for this task

- Assessor observation of dismantling the installation
- Photos of disassembly

- e) Produce an evaluation (typically 1,000 words) on your performance. You must consider:
- client requirements and suitability of the design
 - construction method on how structural science including measuring and estimation impacts on the design
 - how legislation and safe working practices have been adhered to.
 - areas for improvement.

The *site plan (Figure 4)*, *site visit (Figure 5)*, *buying list for one event installation (Figure 6)* and *sketch of the event installation (Figure 7)* are provided for reference.

Resources

- Risk assessment (from task 4a).
- Schedule of work (from task 4a).
- Photos of completed installation (from task 6d).
- *Site plan (Figure 4)*.
- *Site visit (Figure 5)*.
- *Buying list for one event installation (Figure 6)*.
- *Sketch of the event installation (Figure 7)*.
- Appropriate IT equipment and software (**no** internet access), and a printer.

Conditions of assessment

- The time allocated for this task is **1.5 hours**.
- You must carry out the task on your own, under **controlled conditions**.
- You will have access to your risk assessment, schedule of work and photographic evidence of the completed installation.
- Internet access is **not** permitted for this task.

Controlled conditions

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- Written evaluation (typically 1,000 words)

Additional evidence for this task

- n/a

Task 7 – Order amendment

The organisers of 'The Charity fundraiser' want to amend their order and have asked for a bouquet that will be presented to the designer at the end of the show and would like you to create a presentation bouquet using a tied design.

You must create and package the presentation bouquet using the *sketch (Figure 8)* and the *order form (Figure 9)*.

Resources

- *Sketch of presentation bouquet (Figure 8)*.
- *Order form (Figure 9)*.
- PPE, tools, equipment.
- *Fresh materials and sundries as per order form (Figure 9)*.
- Packaging materials.

Conditions of assessment

- The time allocated for this task is **2 hours**.
- You must carry out the task on your own, under **controlled conditions**
- Internet access is **not** permitted for this task.

Controlled conditions:

- You must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any additional materials into the assessment session.

What must be produced for marking

- The presentation bouquet

Additional evidence for this task

- Assessor observation of the construction of the tied design
- Photos of the presentation bouquet

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