HM Government

T-LEVELS

T Level Technical Qualification in Agriculture, Land Management and Production

Floristry Occupational Specialism

Guide Standard Exemplification Material
Threshold Competence – Sample 2023

City & Guilds

Version and date	Change detail	Section
November 2023 v1		

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Introduction

The sample evidence within this document refer to the Floristry Occupational Specialism assignment. The aim of these materials is to provide centres with examples of knowledge, skills and understanding that attest to a threshold competence grade.

The evidence presented here has been developed to reflect a threshold competence grade within each task but is not necessarily intended to reflect the work of a single candidate. It is important to note that in live assessments a candidate's performance is very likely to exhibit a spikey profile and the standard of performance will vary across tasks. The GSEM illustrates linear performance across all pieces of evidence at the grade. A threshold competence grade will be based on a synoptic mark across all tasks.

The evidence in this Guide Standard Exemplification Material (GSEM) is separated into the sections as described below. Evidence is presented against tasks from the assignment. Assessors using the GSEM may find it helpful to review this document along with the sample assessment materials.

Task
This section details the evidence to be submitted for marking and any additional evidence required including any photo/video evidence. Also referenced in this section are the performance outcomes and assessment themes the evidence will be marked against when completing the tasks within it. In addition, evidence that has been included or not been included in this GSEM has been identified within this section.

In this GSEM there is evidence from:

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5
- Task 6
- Task 7

Evidence
This section includes exemplars of evidence, photos/video recordings of the evidence in production (or completed) and assessor observation records of the assessment completed by centre assessors. This will be exemplar evidence that was captured as part of the assessment and then internally marked by the centre assessor.

The items of evidence included in the GSEMs are designed to illustrate the grade at evidence level. They are not intended to reflect the performance of a single candidate across the assignment. Not all items of evidence are included in the GSEM, however a representative sample of evidence from across the assignment has been included to sufficiently illustrate the standard of performance expected for each type of evidence.

Commentary

This section includes detailed comments to demonstrate how the evidence attests to the standard of threshold competence.

It is important to note that the commentary section is not part of the evidence or assessment but are evaluative statements on how and why that piece of evidence meets a particular standard.

Grade descriptors

To achieve a threshold competence, a candidate will be able to:

Demonstrate an adequate level of performance that meets the requirement of the brief, demonstrating sound technical skills and techniques for planning, preparing and carrying out the work to commercial standards.

Prepare the work area to an adequate standard that allows safe working, acknowledging potential risks and applying appropriate control measures during tasks.

Sufficiently gather and interpret information, plans, assess risks and follow safe working practices adequately when applying practical skills to constructing designs. Produce commercially viable designs to satisfy the requirements of the client's brief.

Carry out practical tasks applying adequate knowledge and skills with some consideration of elements and principles of design to a commercial standard, producing work that meets relevant regulations and standards and with an aesthetic appearance and finish that is fit for purpose.

Identify characteristics and features of floriculture areas applying adequate knowledge and skills in how to record, present and analyse the information to satisfy the requirements of the brief.

Produce adequate plans and costing of designs correctly in order to be commercially viable.

Mostly use technical terminology correctly.

Task 1 – Research

Task 1a)

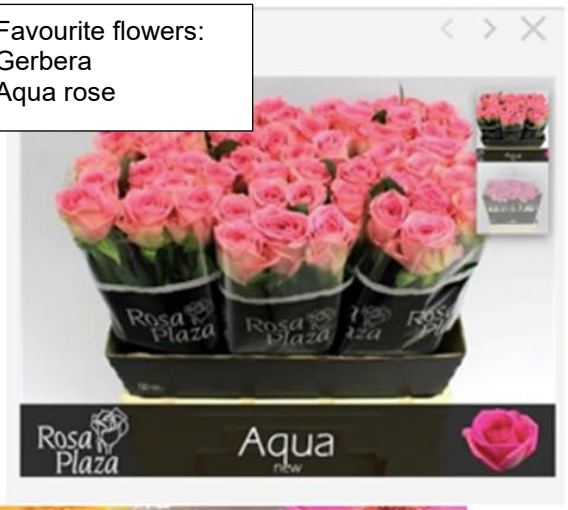
Evidence contributes to the following:

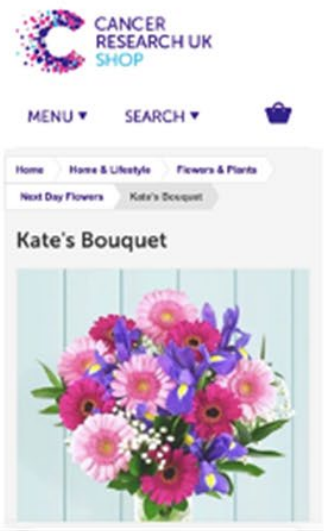
Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Plan and prepare for designs

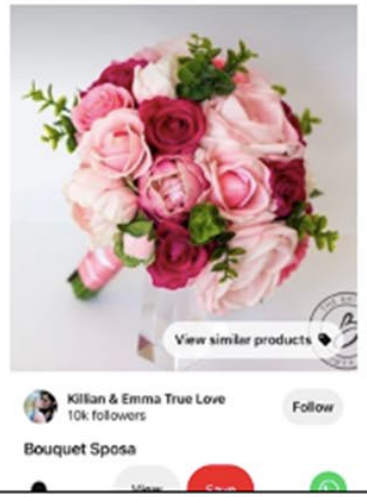
Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
annotated mood board	PO2: Plan and prepare for designs	√		√ (wired only)

Candidate evidence – annotated mood board (wired design only)

Favourite flowers:
Gerbera
Aqua rose

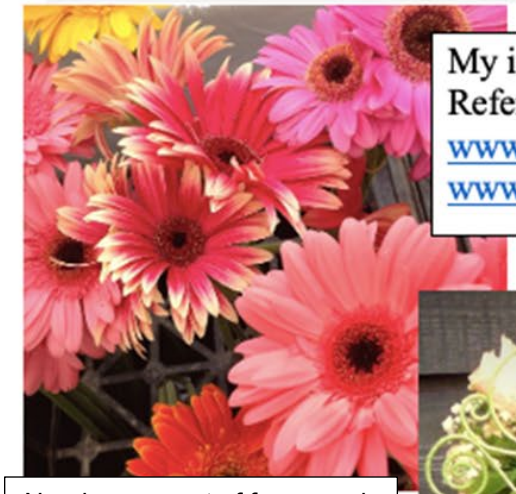




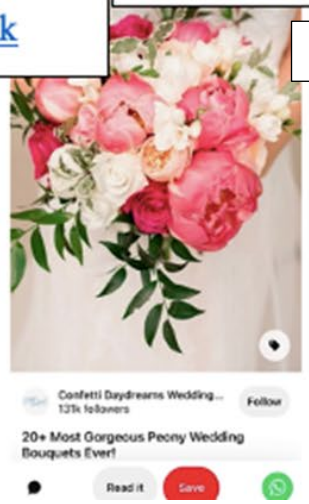


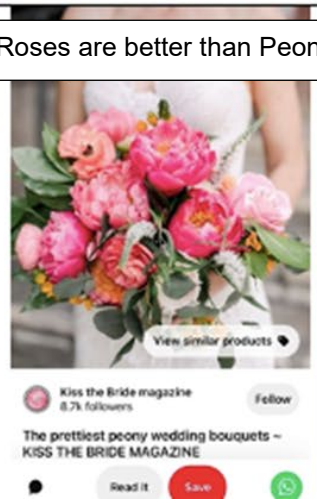
My inspirations for my designs
References:
www.pinterest.com
www.cancerresearch.co.uk

Pink is the charity's logo.
My favourite flowers are round and available in lovely shades of pink.



Roses are better than Peonies because they last longer.





Need some sort of framework around the flowers.

I like the curly wirework which has some C shapes. Wendy Andrade has the same framework.

Commentary

The candidate has shown an adequate ability to **plan and prepare for designs**; their research includes design ideas from different sources, and they have provided brief annotations to explain how ideas meet the requirements of the client (pink in the logo, roses lasting longer). The candidate could have connected the ideas to the brief more explicitly e.g. how round shapes reflect the charity's logo design.

The candidate gathered and interpreted an adequate amount of information to create an acceptable mood board with some references to the charity (logo), colour association (only pink) and botanical materials suitable for the designs (gerberas and *Rosa sp*.). The candidate's internet research focused on only two websites.

The ideas for colour, wirework and fresh materials can be developed into designs to complement the bridal outfits, however there is a slight bias towards the candidate's preferences (colour and flowers). These preferences have been linked to sources of inspiration such as botany (favourite flowers), with some reference to how these link to the brief (pink colour, 'roses last longer than peonies').

The candidate's knowledge of the principles and elements of design is sound; colour and form are mentioned, although other design elements are not referenced or illustrated.

Some materials and one technique ('some sort of framework') have been suggested, that could result in a design that may not be cohesive, with some gaps in construction methods. The candidate has chosen their favourite colour and botanical materials from their research, the suggestions of fresh materials is acceptable but may not always be suitable for a catwalk bouquet, for example a peony would not last as well as the candidate has said.

Task 2 – Designs

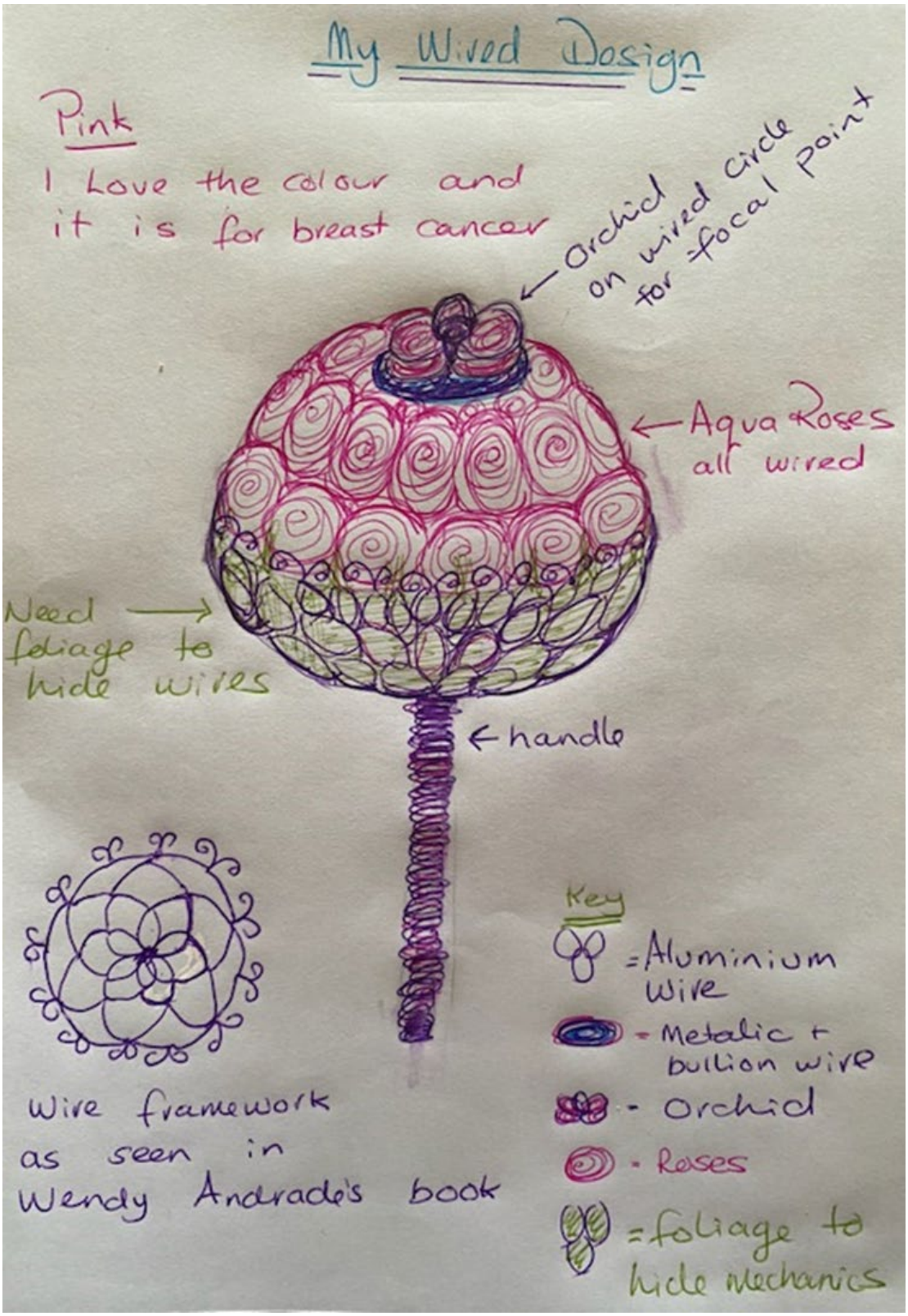
Task 2a)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Plan and prepare for designs
PO4 Assemble all commercial flower, foliage and plant arrangements	Prepare materials

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
sketch of design to hold (wired)	PO2: Plan and prepare for designs PO4: Prepare materials	√		√
sketch of design to wear (glued)		√		
written summary		√		√ (wired only)

Candidate evidence – sketch of design to hold (wired design only)



Candidate evidence – written summary (wired design only)

(Word count: 503)

Justification of wired design

The bouquet design that will go with the bridal outfit will be wired into a decorative framework, inspired by floral designers Wally Klett and Wendy Andrade. They both create beautiful, wired structures for bridal bouquets and jewellery. The wiring will give it a unique look and will look great against the bridal dress.

The design will have a nice dome shape and a scale of 1/3 of the handle and 2/3 of the bouquet itself creating a strong bouquet with lovely textures and with the beautiful big pink aqua rose, the cold and shiny metallic wire framework and the orchid as the area of dominance. I will use a whole wrap of roses so that there isn't any left over, which would be wasteful.

The colours of this design I think make it monochromatic because of the different shades of pink on the colour wheel. The colour of the rose also matches perfectly with the pink colour in the logo of the charity, so people will know the connection between what I have created and the charity event.

The space through the design is good because there will be no gaps and everything will sit well together, none of the mechanics will be on show because of the leaves inside the framework. I will use *Hedera helix* leaves from plants that are in stock. They will also be wired and inserted so that the nice side shows outwards and underneath the rose.

The design will have actual balance as it will be able to sit in the model's hand comfortably and visually it is a lovely design with all the different materials and textures in the design.

The proportion of the design is the perfect size for the model with the decorative framework being just the right size around the design and fitting nicely into its box for transportation so there is no harm or damage.

There is lovely rhythm throughout the design with the main focal flower being the pink rose and the wire to compliment them will make the design very pretty.

The design has harmony with the pink rose standing out and being perfect as a bridal piece and the perfect size to be able to hold.

There is no line as such because the roses go round in circles, around the main orchid in the middle and the form of the roses are round and the bouquet is round too.

All I will need to complete this design are some scissors, wires, stem tape and maybe some cutters to cut any wires that are hard to cut.

Other things to think of: toolbox, PPE, closed in shoes, no loopy earrings, selection of wires, fresh materials (roses will look great and last for the catwalk show) sketch of design and buying list.

Techniques used will be wiring, taping, wrapping and basing of the roses to create the dome shape, which will be the base for the orchid.

The design schema is symmetrical, decorative, parallel, and grouping.

Commentary

The candidate's ability to **plan and prepare for designs** is adequate: their sketch and justification provide information about how the design choices meet the requirements of the client, although they lack detail in places, for example the sketch does not show what foliage should be used. The justification does not always include reasons for design choices to satisfy the client's brief (e.g. the candidate likes the *Rosa sp*. but has not included the main source of inspiration) or relate to the principles and elements of design (e.g. referring to 'no line' and the round forms).

There is use of mostly accurate technical terminology; the candidate has used one botanical name (*Hedera helix*) and common names and varieties e.g. 'aqua' rose, scale and proportion are incorrectly referenced, and they mentioned 'leaves' instead of 'foliage.'

The candidate has shown an adequate understanding and application of some of the characteristics of the elements and principles of design (e.g. texture, harmony), and sources of inspiration in both the sketch (e.g. Wendy Andrade's book) and justification (e.g. pink from the charity's logo). Within the justification the candidate has included consideration of principles of design and the design schema but with some inconsistencies, for example the line direction is 'radial,' the flower placement is 'even distribution,' and the candidate has missed the 'point of growth.'

The sketch of the wired design demonstrates a selection of skills and techniques, for example, wiring, taping, and wrapping, but omits any further detail such as the different wiring techniques. The candidate made reference to 1/3 and 2/3 in the justification, but this should also appear in the sketch.

The sketch is legible and could be used by another florist to produce this simple design to a commercial standard that would satisfy the client's brief, however guidance on the techniques used to construct the wired structure should have been included so that the florist would not be reliant on the use of the reference books to create the structure.

A range of resources have been selected to **prepare materials**, although the summary is lacking some tools and equipment, for example buckets, and button nose plyers for bending the ends of the aluminium wire.

The candidate demonstrated application of knowledge linking the size of the design to the scale and proportion of the intended bridal dress design and the occasion (a catwalk show).

Task 2b)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Plan and prepare for designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
costing of designs	PO2: Plan and prepare for designs	√		√ (wired only)
written quotation and formal covering email		√		√ (wired only)
buying list for fresh materials and sundries		√		√ (wired only)

Candidate evidence – costing of designs (wired design only)

Design: Wired *Rosa* design	Date: April			Ref:
Materials Used (incl. 20% VAT):	Quantity:	Cost per item:	Sub Total:	Total:
Pink aqua rose. *Phalaenopsis sp. Orchid* – plant Some leaves that are in stock to cover the mechanics (no need to include in buying list)	20 1 1	2.50 15 1	50 15 1	50 15 1
			Materials Sub Total:	**£ 66.00**
Sundries (incl. 20% VAT):				
Aluminium wire £1 per metre Wires & tape – already have them in stock.	5 1	1 1	5 1	5 1
			Sundries Sub Total:	£ 6.00
Labour Charge: *50%* (Skill and Make-up)				£ 72.00
Delivery: *included in price*				£ 0
			Sub total	£ 72.00
Retail Price: *Round up to £150*			Total price incl. 20% VAT:	**£ 144.00**

Commentary

The candidate used the price list of botanical materials and sundries to create an adequate costing e.g. the candidate included information with use of common names rather than Genus and species, and a brief list of sundries.

The candidate applied adequate knowledge of how to **plan and prepare for designs**, with some gaps in the candidate's consideration of the costs of making the design. For example, you would need to purchase a whole tray of orchids from the wholesalers and not just one plant, which would reduce the profit margin. The labour cost was calculated based on 50% of the material costs which may not be accurate because you would usually calculate it based on how many hours it took.

The candidate completed the calculations and charged for the correct number of botanical materials that they planned to use, however, there are minor errors in the candidate's estimations that may impact the actual profit. For example the candidate has not accurately calculated the retail prices of the items already in stock (wires, tape and leaves).

This evidence is only for the wired design part of the task. The candidate has used a realistic proportion of the budget, allowing £100 for the glued design; wired designs are typically more expensive because of the time to construct a wired design.

Candidate evidence – written quotation and formal covering email (wired design only)

To: *charity contact email address*

Guilds Supplies Floral Design
Street
Town
Phone

Good afternoon,

Thank you for looking at my website and placing an order with us.

I can deliver to the venue on the 27th April for 3:30 and the delivery is free of charge.

For the wired design I would like to suggest aqua roses that are pink and round so that they match the circles and are beautiful flowers and maybe some foliage to hide the mechanics.

Because the wired design is going to have a decorative wired frame and the flowers will all be wired and taped it will cost £150. £50 of which needs to be paid immediately in order to accept our Terms & Conditions. Please let me know your preferences so that we can arrange payment.

Thank you for ordering from Guilds Supplies Floral Design.

Quote

Item	Number	Price
Bouquet for catwalk	1	£150
Delivery	1	Included

Commentary

The candidate produced an email that meets the brief to an acceptable commercial standard. The candidate's style of communication was informal which may not always be appropriate, for example there isn't a signature.

The candidate has shown adequate skills to **plan and prepare for designs** to convey an acceptable level of information. For example, there are small omissions, such as not confirming the delivery address. The candidate stated a specific variety (Aqua *Rosa*) that could prove difficult to source at the time of the catwalk show, which could be disappointing for the customer.

The candidate considered the legalities of business operations and included some Terms & Conditions which would meet minimum commercial standards, although they missed detail such as when the balance must be paid or written acceptance by the client (e.g. a signature).

The email gives the customer an adequate overview of the suggested design (e.g. wired and taped design), the reasons for design choices (e.g. round to match the circles) and the costs

involved. It lacks the depth of information that would typically be included in Terms & Conditions, such as the possibility of substitutions in the final design.

Candidate evidence – buying list for fresh materials and sundries (wired design only)

Item	Colour	Number needed	Wrap sizes	Remaining stems	NOTES ***DELIVERY DATE – 26TH APRIL***
Fresh materials					
Phalaenopsis orchid	Pink	1	10 plants	9 plants	To be used elsewhere.
Rose *'AQUA'*	Pink	20	20	0	Aqua is perfect for logo .
Sundries					
Aluminium wire	Baby pink	1	1	0	Need 5 metres but not sure how much is in pack.
Silver wires and tape	In stock	In stock			Already in stock – minimal charge.

Commentary

The candidate created an adequate buying list to **plan and prepare for designs**, including the information required (e.g. delivery date, names, colours, quantities). However, it includes common names of stock that could be used every day in a commercial environment. For example, roses are a basic stock item in most shops and used on a regular basis, however the candidate has specified a variety which may cause the wholesaler to purchase at a premium in order to fulfil this buying list.

The candidate correctly used the price list from the brief and showed understanding of wrap sizes and minimising waste, for example using all of the *Rosa* Aqua but they have not thought about contingency stock in case anything is damaged and have a casual approach of using the nine spare Orchid plants 'elsewhere.'

The candidate included items on the buying list which would not be purchased from the wholesaler, such as the silver wires and tapes already in stock. These may be added to the wholesale delivery adding an additional cost.

Task 2c)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Present designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
presentation	PO2: Present designs	√		√ (wired only)
assessor observation			√	√ (wired only)
video of presentation			√	

Candidate evidence – presentation (wired design only)

Task 2c candidate's presentation (TC) .pptx

Assessor evidence – assessor observation (wired design only)

Task	Assessment component number
2c)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO2: Present designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	**Notes –** *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Sources of inspiration. • Suitability of materials and sundries. • Techniques used in the design. • Factors that can affect the design.	The candidate relied on the slides to talk through the requirements of the task: sources of inspiration, suitable materials, and wiring techniques. *(See PowerPoint)* They missed some detail such as the specific wiring technique, or the correct gauge wires to use on the *Rosa sp*. (too heavy it will snap the stem or too light, it will not support the flower head). They gave brief explanations of their sources of inspiration, particularly the personal nature of some inspiration. They included some factors that affect designs.
• Communication style and language used and appropriateness of communication style in relation to the audience.	The candidate read out each slide. No additional visual aids were used. There was use of technical language in relation to construction method and techniques used. They used common names of fresh materials rather than the botanical name. This was mostly technically correct.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence:

- a digital recording of the full presentation to support the assessor observation judgements. Maximum video duration must be 10 minutes.
- The PowerPoint slides provide the transcript of the presentation.

Commentary

The candidate gave an adequate **presentation about their design**, with some information and explanations, however they simply read from their slides and didn't use additional visual aids.

The candidate shared personal aspects of their design development, which was engaging, although they missed an opportunity to explain this as an 'emotional' source of inspiration.

The candidate **presented their design** and covered the aspects required by the task, including sources of inspiration (slides 2, 3 & 4), suitable materials (botanical materials, slide 3) and wiring techniques (slide 6). More detail could have been given, such as making links to the charity, the logo and the event (e.g. mentioning colour on several occasions but not stating how it links to the charity), and the type of wiring technique to be used.

The candidate has shown some knowledge of factors that could affect the design, such as consideration of excess stock (slide 7), and the design of the dress (slide 5). The candidate explained their choice of Aqua *Rosa* with an understanding of the requirements of the brief e.g. 'roses are suitable for wiring but may wilt under the heat produced by the venue lighting' (slide 2).

The candidate's presentation was acceptable for the technical audience, with mostly accurate use of technical terminology such as 'mechanics' and 'framework,' although the candidate could have used Genus instead of common names.

Task 3 – Construct and evaluate designs

Task 3a)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Construct designs (wired)
	Construct designs (glued)

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
wired design to hold	PO4: Construct designs (wired)	√		
glued design to wear	PO4: Construct designs (glued)	√		
assessor observation	PO4: Construct designs (wired)		√	√ (wired only)
photos	PO4: Construct designs (glued)		√	√ (wired only)

Assessor evidence – assessor observation and photos (wired design only)

Task	Assessment component number
3a)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO4: Construct designs (wired)

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Preparation and management of the work area including health and safety of self and others, space requirements.	The candidate prepared their work area: placed some cellophane down on the bench and arranged tools and wires in their toolbox. H&S of the work area started off well but became messy towards the end due to the candidate rushing to finish the design, and meaning they couldn't find their tools when needed. The mess did not represent a risk, so the candidate was allowed to continue.
• Preparation and handling of fresh materials. • Construction methods. • Waste management. • Packaging and after care requirements.	The candidate laid out all the fresh materials and sundries on the workbench neatly at the start but as they continued, the work area became untidy with wires strewn across the desk and some *Rosa* squashed, although undamaged. They wired the *Rosa sp*. first, with semi-internal wire and then crossed it with a silver wire for stability, the aspidistra leaves were stapled, then a single leg mount, leaving the frame until last. Although they mostly took care when handling the materials, the candidate didn't follow the correct order of use which will have impacted the longevity of the fresh materials. They started with the incorrect gauge wires, but changed to the correct gauge several *Rosa sp*. in. The stem lengths were a little inconsistent, and the cut of the leaves wasn't always a smooth blended line (photo 3). The frame was made the first time with loose and crinkled wired, so they decided to do it again, achieving a better frame, however they struggled due to lack of time and were not able to get consistent swirls on the ends (shape and form; photo 5), or a consistent dome shape when they added the *Rosa sp.* (photos 1 & 2). There were not any protruding wires as they were all tucked in.

	They used white stem tape which showed around the binding point area (photo 6); green would have blended in better with the aspidistra leaves, and the binding point was not clear; the taping finished too low and was a little loose in places and some areas were lumpy (photos 5 & 7). The ribbon handle had inconsistent twists, resulting in an uneven finish (photo 7). A lot of pins were used; more than was required. The finished design would look attractive on the catwalk, but the orchid detail would be lost because it blended in with the *Rosa sp.* and did not add 'perceived value'. The candidate was initially hesitant in the construction of the design; however they achieved a commercial design that was fit for purpose, with minimal waste (only 20 *Rosa sp.* and one *Phalaenopsis* orchid pip were used). They used a preformed box with a few pieces of brown paper and placed the design securely for transportation. The design was not misted or covered in cellophane (photos 8 & 9). The candidate put all the waste materials in the bin (composting facilities were available). Photos 1 & 2 outline and profile Photos 3-7 detail and mechanics Photo 8 & 9 packaging

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- a photo of each completed design including packaging, to include outline, profile and mechanics for each design.

Photo 1 Outline

Photo 2 Profile

Photo 3 Detail

Photo 4 Detail

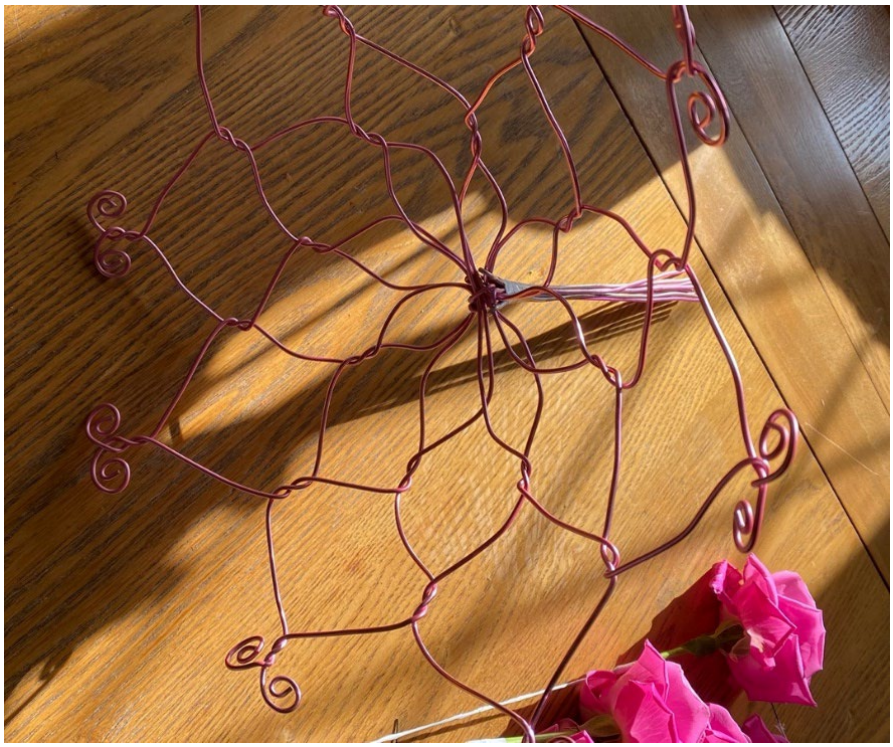


Photo 5 Detail

Photo 6 Detail

Photo 7 Detail: handle

Photo 8 Packaging

Photo 9 Packaging

Commentary

The candidate demonstrated an adequate level of performance to **construct the wired design**. The candidate applied practical skills and techniques to complete the design to an acceptable commercial standard, although the candidate did have to create the framework twice because the first was loose and crinkled.

The work was carried out observing health and safety requirements throughout: the work area started off clean and the candidate was aware of the hazards around them e.g. keeping tools in the toolbox. However, when the candidate started rushing towards the end, the work bench became messy which meant it took them longer to find items and created a potential additional hazard.

The order of priority in the **construction of the wired design** was incorrect; the frame should have been constructed first and then the fresh materials to maximise their longevity. The construction techniques were adequate, although the large number of pins risked damaging the flowers.

Although the shape of the *Rosa sp.* could have produced a better dome shape and green stem tape would have looked better than the white, the result was fit for purpose, with no protruding wires. The finished design reflected the sketch and would be attractive on the catwalk, although some of the detail such as the orchid would be lost.

The design was adequately packed, although no tissue or cellophane was used to protect the design, potentially meaning the design was in less than optimum condition upon delivery.

Task 3b)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Evaluate designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
written evaluation (wired design)	PO4: Evaluate designs	√		√
written evaluation (glued design)		√		

Candidate evidence – written evaluation (wired design only)

(Word count: 322)

I think the design worked well for lots of reasons.

The colours of this design make it monochromatic with different shades of pink and I used a pink ribbon for the handle. The vibrant pink is the most dominant thing that stands out against the dress. The design is all the same colour, and all the roses are together and so all look good.

The design has a decorative wire framework and all the mechanics on the design are hidden by leaves underneath the roses. The design has a lovely round dome shape with good proportions, creating a mixture of different textures from the beautiful pink aqua roses, the orchid on top and the smooth wire, that all complement each other.

There isn't any space in the design, and everything is compact with none of the mechanics on show. The scale of the design is the perfect size for the model and sits in the model's hand, so it has actual balance and visually it is a lovely design with all the different materials working together.

There is lovely rhythm throughout the design with the main focal flower being the pink orchid and the pink wire to compliment it, so it makes a very pretty design. The design also has harmony with the big pink roses standing out and the design is the perfect size to be able to be held by the bride.

It fits nicely into its box for transportation so it's at no risk of damage.

I think if I had to change anything, I would practice the frame because it didn't turn out right the first time and I had to do it again, and maybe make it bigger to show up better on the catwalk. Also, I might have a different colour of orchids to make a contrast. I would try and buy the right number of orchids, although the extras could be sold in the shop.

Commentary

The candidate has demonstrated an adequate understanding and application of the principles and elements of design to **evaluate their design** against the client's requirements. Some technical language was missing, such as line and visual balance, showing gaps in the candidate's application of knowledge to make links e.g. 'there was no space in the design, and everything was compacted. '

The candidate correctly referenced dominance, colour, actual balance, and the relation of the scale of materials and the design compared to the model. Some technical language was misinterpreted, however, showing gaps in the candidate's understanding e.g. the candidate talks about the orchid being the focal flower, but then explains that the colour should be changed because it is the same colour as the *Rosa* and blends in.

The candidate recognised where modifications could be made to improve the design, producing an adequate evaluation of their work.

Task 4 – Planning for an event installation

Task 4a)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Health and Safety
PO4 Assemble all commercial flower, foliage and plant arrangements	Prepare materials
PO5 Create event-based structures decorated with floral designs	Health and Safety
	Plan and prepare event-based designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
risk assessment	PO2: Health and Safety PO5: Health and Safety	√		√
schedule of work	PO4: Prepare materials PO5: Plan and prepare event-based designs	√		√

Candidate evidence – risk assessment

Item no.	What are the hazards?	Who might be harmed and how?	What precautions are already in place?	Risk rating (High/ Medium/ Low)	What further action is necessary?	Action by who and when?	Residual risk rating (High/ Medium/ Low/Trivial)
1	Working with cement.	All. Damage to eyes. Skin irritation.	Wear goggles.	Medium	Wear gloves and mask.	All of us. During the task.	Low
2	Waste on the floor.	All. Slipping.	Cardboard box or cloth on floor.	Medium	Wear trainers.	All of us. When doing task.	Low
3	Lifting.	All. Back injury.	Bend knees (from health & safety training). Wear closed in shoes.	Medium	Ask junior florist to help lift.	All of us. When lifting.	Low
4	Sharp tools.	All. Cuts.	Use tools carefully.	Medium	Store tools safely.	All of us. When cutting anything.	Low
5	Busy venue.	All. Injury.	PPE	Medium	Wear PPE.	All of us. At the venue.	Low

Date of assessment: 23/03/2023	Risk assessment carried out by: Sample Candidate

Commentary

The candidate has completed an adequate risk assessment which would keep themselves and others safe during an event installation. The candidate identified the main hazards and risks demonstrating a sound understanding of **health and safety** legislation and controls e.g. bending knees when lifting heavy buckets as per health and safety training, although the candidate hadn't noted the specific legislation or always named specific items of PPE.

The candidate completed the risk assessment with an adequate understanding of the difference between hazards, risks and control measures (e.g. PPE of goggles and closed-in shoes, keeping the work area tidy), and correctly categorised risk ratings. The candidate's additional control measures show

some understanding of who would mainly be responsible by stating ‘all of us’ but miss links to any further hazards e.g. could trip on cardboard box if not secured to the floor with tape.

Candidate evidence – schedule of work

Date	Things to do
1 month & 1 week	Research items needed for the structure and what the expected delivery date is and don't forget to check prices.
1 month before	Order equipment needed for the installation.
2 weeks before	Secure obelisk in container and wait till dry, store at home because no room in the shop – I will need help from a member of staff to hold the obelisk in place when I pour in the cement.
Week before	Order fresh materials for the garland.
26th April	Cut and condition the delivery of fresh materials from the wholesalers, with the help of junior florist.
27th April – AM	Pack up van with structure, with fresh materials already in Dutch buckets with shallow water. Help from the delivery driver and junior florist. Tools - scissors, bin bags and PPE.
27th April - PM	Help from delivery driver and junior florist. Unpack the installation and other equipment. Prepare the work area. Decorate the event structure. Clean up mess.
28th April	Help from the delivery driver and junior florist. Take down and pack into the van – take tools and packing materials. Unpack and put away in shop – dispose of waste.

What would I need to consider if there are any delays or discrepancies?

- I would need to order the framework etc. way in advance in order for the stock to arrive in time for construction. If stock did not arrive, I could then go either to a garden centre or DIY store to collect materials for the structure.
- I would get the fresh materials delivered the day before so if anything is missing, I can sort it out with the wholesaler.
- I would get a few more flowers just in case some are damaged or broken.
- If the van breaks down, I would need the number of a hire company.
- Remember to take my mobile phone just in case I need it in an emergency.

Commentary

The candidate produced an adequate schedule of work covering the requirements of **preparing materials** for an event-based design.

The candidate's **plan for the event-based design** includes the key requirements of ordering, **preparing materials**, delivery and breakdown. There are some gaps in knowledge and understanding of the sequencing and logistics of an event installation, such as unrealistic timeframes e.g. fresh materials should be delivered several days before the event just in case there are any discrepancies and to sort out quantities.

The plan is vague in places, lacking detail such as the specific PPE, tools and equipment required. This risks unsuitable tools and equipment being used and causing damage to the fresh materials.

The candidate envisaged some possible complications that might occur with suggestions of how to mitigate them e.g. storage of structure because the shop has limited storage space.

Task 4b)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Plan and prepare for designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
buying list for fresh materials and sundries	PO2: Plan and prepare for designs	√		√

Candidate evidence – buying list for fresh materials and sundries

Item	Colour	Number needed	Wrap sizes	Wraps needed	NOTES
Fresh materials					
Rosa sp	Pink	40	20	2	
Eustoma russellianum	Violet	40	10	4	
Eryngium planum	Blue	20	10	2	
Hypericum x inodorum	Pink	40	10	4	
Eucalyptus cinerea	Green/grey/silver	8 bunches	weight	bunches	
Moss	Green	1	box	2	
Sundries					
Obelisk (1.8m)	Silver	2	1	2	
Container to fit obelisk	Silver	2	1	2	
Cement or sand	N/A	1	1	2	
Garland (foam) (2.6m)	N/A	2	N/A	2	
Cable ties	White	20	N/A	N/A	

Impact of amending buying list to two installations
A larger order means that we are spending more money.
We will need more resources.

Commentary

The candidate made amendments to the order ensuring acceptable accuracy in **planning and preparation for designs**. The candidate made mostly accurate calculations, but the candidate didn't recognise that they only need one box of moss and one bag of sand/cement.

The candidate provided a brief summary of the impact of changes to the proposed installation e.g. recognising the additional resource requirements and cost, but not the additional storage and transport requirements.

Task 5 – Preparing for an event installation

Task 5a)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO3 Coordinate the care and conditioning of fresh floral materials and plants	Health and Safety
	Plan and prepare for conditioning

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
risk assessment	PO3: Health and Safety	√		√
plan	PO3: Plan and prepare for conditioning	√		√

Candidate evidence – risk assessment

Item no.	What are the hazards?	Who might be harmed and how?	What precautions are already in place?	Risk rating (High/ Medium/ Low)	What further action is necessary?	Action by who and when?	Residual risk rating (High/ Medium/ Low/Trivial)
1	Water or leaves on the floor.	Me and other members of staff. Slipping.	Keep towel, mop and bucket nearby to clear up mess.	Medium	Use a suitable floor covering.	Me or another member of staff. Always.	Low
2	Sharp tools.	Me and other members of staff. Cuts.	Use carefully and do not put scissors in apron pocket. Wear closed-in shoes.	Medium	Keep work area tidy and clear up afterwards.	Me and another member of staff. Always.	low
3	Lifting heavy buckets and boxes.	Me and other members of staff. Hurting back.	Bend knees when lifting boxes of fresh materials and water buckets (as in health & safety training).	Medium	Ask another member of staff to help.	Me and another member of staff. Always.	Low
4	Irritant or poisonous fresh materials.	Me and other members of staff. Rash or sickness.	Wearing gloves at all times.	Medium & High	Wash hands and dispose of wastage immediately.	Me or another member of staff. Always.	Low & medium

Date of assessment: 23/03/2023	Risk assessment carried out by: Sample Candidate

Commentary

The candidate has completed an adequate risk assessment which would keep themselves and others safe when conditioning fresh materials. The candidate identified the main hazards and risks demonstrating a sound understanding of **health and safety** legislation and controls e.g. bending knees when lifting as per health and safety training, although the candidate hadn't noted the specific legislation.

The candidate completed the risk assessment with an adequate understanding of the difference between hazards, risks and control measures (e.g. PPE, and keeping the work area tidy, but only referring to bending knees when talking about safe manual handling), and correctly categorised risk ratings. The candidate's additional control measures reduced the risk ratings e.g. asking another member of staff to help with lifting.

Candidate evidence – plan for the delivery and conditioning of fresh floral materials

When	What to do	What you need
Week before event	Order flowers and garland.	Mobile and wholesaler's app.
Two days before event	Clean tools and buckets in preparation and gather any PPE needed for task.	Tools - scissors, secateurs, buckets and water. PPE – gloves, first aid kit.
Day before event	Delivery of flowers – cut and condition them and then place in bucket. Cut on angle and place in clean water. Do *Rosa* first as they need a good drink (cut at an angle, place in clean water with flower food). Foliage last as they are longer lasting (same as above).	Delivery and delivery note, pen, and conditioning equipment.
Event day	Store in cool place ready for putting into garland.	Cool area where no one can damage material.
Event day	Clear away and place in black bin bags. Dispose of waste as per shop's instructions.	

Commentary

The candidate created an adequate **plan for conditioning** fresh materials, including a standard conditioning method which relates to general stock and is used all year round e.g. cut at an angle and place in clean water.

The candidate demonstrated adequate knowledge of conditioning and storage methods, however their lack of detail in the **planning and preparation for conditioning** could lead to inappropriate care and storage, speeding up the ageing process e.g. no cleaning products used so there could be cross-contamination.

Task 5b)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO3 Coordinate the care and conditioning of fresh floral materials and plants	Health and Safety
	Condition materials

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
delivery note	PO3: Condition materials	√		√
assessor observation	PO3: Health and Safety PO3: Condition materials		√	√
video			√	√

Candidate evidence – delivery note

Guilds Supplies
1 Street Name
Town
City
AA11 1AA

W: www.guildssupplies.com
E: *info@guildssupplies*
T: *01234 567890*
VAT: *123 4567 GB*
REG: *12345678*

All correct JTStenton

Delivery note

Client code: **EVGF**
Invoice number: 210038706
Invoice date: 16/02/2023

EverGreen Florist
123 High Street
Chervyn
Kent

Amount	Total	Description	Colour	S1	Price	Total Price
Fresh materials						
0 x 20	20	*Rosa sp*	Pink	*60cm*	1.21	24.20
1 x 20	20	*Eustoma russellianum*	Violet	72cm	1.91	38.20
2 x 10	10	*Eryngium planum*	Blue	50cm	0.84	8.40
1 x 10	20	*Hypericum x inodorum*	Pink	70cm	1.02	20.40
0 x 3	3	*Eucalyptus cinerea*	Grey/silve -	150gram	3.69	11.07
Box	1	*Moss*	Green	box	6.95	6.95
				Total price		109.22

Amount	Total	Description	Colour	S1	Price	
Sundries						
0 x 1	1	Garland		Foam - 2.6m	24.99	24.99
				Total price		24.99

Date	Amount	Fust Code	Description	Fust Price	Fust Lease	Total Price
16/02/2023	1	999	999	0.00	0.00	0.00
16/02/2023	1	BOX	Boxes	0.00	0.00	0.00
16/02/2023	1	CRA	ites Returns	0.00	0.00	0.00
						0.00
			Subtotal Goods			
			Delivery	4.99		4.99
			VAT 20.00	% over		27.84
						162.05

Note: Candidate's checking-off is highlighted yellow, and their sign-off is the blue text.

Commentary

The candidate made adequate preparation to **condition fresh materials**, checking the delivery note against the wraps received in the delivery. The candidate did not, however, delve deeper into counting stems that were included in the wraps (as noted in the observation) or annotate on the delivery note any discrepancies that needed to be resolved, missing issues such as the damaged rose. This evidence supports the assessor observation.

Assessor evidence – assessor observation and video

Task	Assessment component number
5b)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO3: Health and Safety PO3: Condition materials

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	**Notes –** *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of workspace.	The candidate adhered to safe working practices, following their risk assessment e.g. storing scissors safely, wearing closed-in shoes. They adequately prepared and managed the workspace, gathering some of the required tools and equipment (scissors and buckets). During the task they had to get more containers out of the store and absorbent cloths to clear up a spillage. The work area was sometimes untidy, although this did not cause a hazard, for example when cutting some fresh materials they sometimes missed the bin (see video).
• Conditioning methods. • Disposal of waste.	As they unpacked the fresh materials, they were careful with the materials, and counted the wraps and checked the delivery note, marking it with a highlighter pen. They did not count the stems to compare the delivery to the delivery note. They checked the delivery note as they were conditioning the materials. The candidate identified the fresh materials and correctly conditioned the *Rosa sp.* first. The candidate then confused the priority of conditioning the remaining stock, conditioning the foliage before the rest of the flowers. They had to recheck the delivery note from the beginning. They put different fresh materials together in the buckets without overcrowding and had some inaccuracies when measuring out the flower food. The candidate selected appropriate tools and used them safely to condition the fresh materials (floristry scissors and secateurs). The

	technique used for removing thorns caused scars, shortening the life of the fresh materials. Their cuts were mostly at 45°. A small amount of water was spilt when they were topping up the Dutch buckets, so they dried the floor with absorbent cloths which they fetched from the store cupboard. The fresh materials were stored by the sink out of direct sunlight, where there was a risk of damage by passers-by. The candidate tidied the work area at the end of the assessment. They disposed of waste safely and all together in several black bin bags, not considering reusing or recycling the packaging materials (composting and recycling facilities were available). They made sure the tools were stored away so as not to harm themselves or others. They did not thoroughly clean the tools, leaving some residue on the scissors.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- one minute video of each candidate specifically demonstrating:
  - working safely
  - correct conditioning methods/techniques
  - disposing of waste
  - management of workspace.

  Video is a separate file: Task 5b assessor video - condition fresh materials (TC) .mp4

Commentary

The candidate managed their work area adequately by preparing some tools and equipment to **condition fresh materials**. The candidate had to get more supplies from the store during the task though, such as absorbent cloths to deal with a spillage, delaying the control of the risk.

The candidate demonstrated an adequate level of performance with use of appropriate tools and techniques to **condition the fresh materials**, observing **health and safety** requirements throughout: handling the materials with care, mostly cutting the stems at 45°, although not always achieving the correct technique for thorn removal or conditioning the materials in the correct order. The fresh materials risked being damaged by passers-by, potentially reducing the commercial viability of the materials.

The candidate used the simplest waste disposal methods and did not thoroughly clean the tools before storage, which could lead to future cross-contamination.

Task 6 – Assemble, dismantle, and evaluate an event installation

Task 6a)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Construct designs (medium)
PO5 Create event-based structures decorated with floral designs	Health and Safety
	Construct and dismantle event-based designs
	Evaluate event designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
assembled parts of the structure	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event-based designs PO5: Evaluate event designs	√		
assessor observation, including Q&A			√	√
photos			√	√

Assessor evidence – assessor observation, Q&A, and photos

Task	Assessment component number
6a)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs. PO5: Evaluate event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of workspace.	The candidate adhered to current legislation and safe working practices when securing the obelisk into the container, wearing PPE (closed in shoes and gloves) and checking that the junior florist had the correct PPE. The work area was sometimes untidy. They completed the task without any harm done to themselves or the junior florist. They referred to their risk assessment and prepared the work area by laying down a cardboard box, but found it was not big enough. When they spilt a small amount of cement on the floor, they asked the junior florist to clear away. Whilst waiting for the cement to set, the candidate cleaned up the area and disposed of waste by throwing everything in the bin.
• Working with others.	They briefly explained to the junior florist what they were doing. They used a friendly style, although they were not initially clear in explaining what the junior florist needed to do, so the junior florist had to ask a few questions for clarification. The candidate then explained in more detail what they needed the junior florist to do.

• Assembly method, attaching methods and mechanics.	They assembled the obelisk on their own, so they struggled with holding the sections together and ensuring that they were properly connected. They then asked the junior florist to hold some sections and were then able to complete the obelisk assembly. They did not check its stability or strength. The candidate was a little haphazard and rushed the mixing of the cement, which is why they spilt some of it. They used a strong stick for stirring it, but they did not check the cleanliness of the bucket before mixing. They made quite a wet mix that took a long time to set. They followed correct manual handling practice when moving the bag of dry cement and the bucket of cement. They put the obelisk into the container and then started filling it with cement. The obelisk wobbled when they started pouring the cement, so they then asked the junior florist to hold the container whilst they poured the rest of the cement. They filled the container up enough so they could still lift it (they checked the weight after pouring some of the cement) – showing awareness of Manual Handling legislation and training. The legs of the obelisk were placed into the corners of the container, although there was a small amount of misalignment in two corners which could have been easily rectified if they had taped the legs in place whilst the cement dried (photos 1 & 2). They noticed some cement on the edge of the container, which they cleaned with paper towel and water. They did not smooth the cement before it set. They then added polystyrene blocks around the obelisk to fill the void.
Question and answer: Q: How would you securely load the installation into a vehicle for transport to the venue?	A: By moving the structure with the use of two people. I would make sure we followed our Manual Handling training about bending our knees. We would use a trolley to move the container to the van. We would tie down the container in the van.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- photos showing the completed construction of the obelisk secured into the container.

Photo 1 Obelisk secured into the container

Photo 2 Obelisk and container

Commentary

The candidate **constructed** an acceptable **event-based design**. The candidate applied an adequate level of practical skills: preparation of the work area was acceptable, assembling the obelisk with the help of the junior florist although the candidate didn't check its stability.

The candidate followed **health and safety** requirements throughout, referring to their risk assessment, showing adequate understanding and application of health and safety legislation and policies: wearing correct PPE, ensuring the junior florist wore PPE, following safe manual handling, laying down cardboard, making sure the structure was not too heavy to move, keeping the work area reasonably tidily, and showing excellent understanding to **evaluate the event design** when responding to the question.

The candidate demonstrated an adequate level of practical skills to **construct the design** to an acceptable commercial standard: the candidate made a wet cement mix that took a long time to dry; the candidate could have used a drier mix to make the assembly quicker, although they completed the task within the time given. The candidate observed safe manual handling when moving heavy bags and buckets, when filling the container, then checking that it wasn't too heavy as they were adding the cement, and using polystyrene to provide lightweight volume. The legs of the obelisk were not fitted into the corners of the container, which would have given a neater finish.

The candidate's communication with the junior florist was brief but to the point to achieve the required outcome of an adequate quality of **constructed event-based design**, although the candidate had to explain several instructions a couple of times.

Task 6b)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Construct designs (medium)
PO5 Create event-based structures decorated with floral designs	Health and Safety
	Construct and dismantle event designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
decorated garland	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event-based designs	√		
assessor observation			√	√
photos			√	√

Assessor evidence – assessor observation and photos

Task	Assessment component number
6b)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of workspace.	The candidate adhered to current legislation and safe working practices, including PPE (closed in shoes and gloves) and safe use of tools. The candidate prepared the work area by laying cellophane down on the work bench, assembling their tools, and moving the buckets of fresh materials into their work area, however they did not place any protective materials on the floor. The work area was sometimes untidy but did not create a hazard. They tidied up at the end and waste materials were disposed of in the bin (recycling facilities were available for some of the waste materials).
• Appropriate use of tools and equipment. • Assembly methods, attaching methods and mechanics. • Packaging and after care requirements.	They prepared a bucket of water with an insufficient amount of flower food dissolved in it. The foam garland was soaked in the flower food/water solution for a short time, and then left to drain. After looking at the sketch they added a lot of the foliage and some of the flowers, saving the positioning of the *Rosa sp.* until last. The garland then had rhythm from the evenly spaced flowers (photo 1). There were some larger *Rosa sp.* towards one end of the garland, which slightly threw the visual balance off. They handled the fresh materials with reasonable care, resulting in a few damaged leaves and petals which they noticed and discarded (photo 2). They used tools and sundries correctly when constructing the garland e.g. floristry scissors.

	The candidate misted the garland and then packaged it in tissue and a flower box, ready for transport to the venue.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- photo of the decorated garland.

Photo 1 Full length of decorated garland

Photo 2 Detail

Commentary

The candidate **constructed** an adequate **event-based design** that reflected the sketch. The candidate demonstrated an adequate level of practical skills to **construct** the garland **design**, with adequate preparation of tools and the work area, adding the materials in the correct order with consideration of the rhythm once they had added the *Rosa* sp. to the design. The balance of the design could have been improved by graduating the sizes of the *Rosa sp.* along its length.

The candidate followed adequate **health and safety** practices showing adequate understanding and application of legislation and policies, including wearing PPE, safe use of tools and maintaining an acceptably tidy work area.

Task 6c)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Construct designs (medium)
PO5 Create event-based structures decorated with floral designs	Health and Safety
	Construct and dismantle event designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included this GSEM
assembled and decorated the structure	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event-based designs	√		
assessor observation			√	√
photos			√	√

Assessor evidence – assessor observation and photos

Task	Assessment component number
6c)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of workspace.	The candidate adhered to current legislation and safe working practices, by referring to their risk assessment and organising the workspace; they put a cloth down to absorb any spillages and put the toolbox within reach. They made sure that they and the junior florist had PPE on (closed in shoes). The work area was sometimes untidy but did not create a hazard. At the end they made sure there wasn't any rubbish left, and they disposed of waste in the bin. They returned tools to the toolbox and left the area clean and tidy.
• Working with others.	They followed their plan and gave the junior florist simple instructions so that they could help with the assembly of the event installation. They asked the junior to hold the garland as they were fixing it to the structure with cable ties. The junior florist understood the instructions after asking for clarity about where they should stand, and the candidate re-explained what they needed.
• Appropriate use of tools. • Use and handling of appropriate floral materials. • Assembly methods, attaching methods and	They asked the junior florist to help them move the structure into position and place it down just before the opening of the catwalk. They made sure that they both lifted and carried safely. The candidate arranged the garland around the obelisk and secured it in place with cable ties. They were mainly careful when handling the fresh materials, so only a small amount of damage occurred.

mechanics. • Finishing touches.	The candidate told the junior florist that they were unsure if there was a top or bottom of the garland. After looking at the sketch they decided to leave it as it was. There were some larger *Rosa sp.* towards the top of the installation, which slightly threw the visual balance off and would have looked better graduated in size from small to larger at the bottom (photo 1). The candidate checked the garland at the end and safely used a floristry knife to take off a damaged flower (photo 2) and then replace it. They added some foliage to the bottom to hide some of the foam in the garland that was showing (photo 3), however they left the end of the cable tie sticking out at the top (photo 4). The finished installation looked tidy and was fit for purpose. There were a few uneven areas (such as the top of the obelisk, photo 4), but they did not spoil the overall appearance.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- photos of the completed installation showing the garland securely attached to the frame, any gaps showing and distribution of fresh materials.

Photo 1 Completed installation showing the garland securely attached to the frame

Photo 2 Damaged flower that was replaced

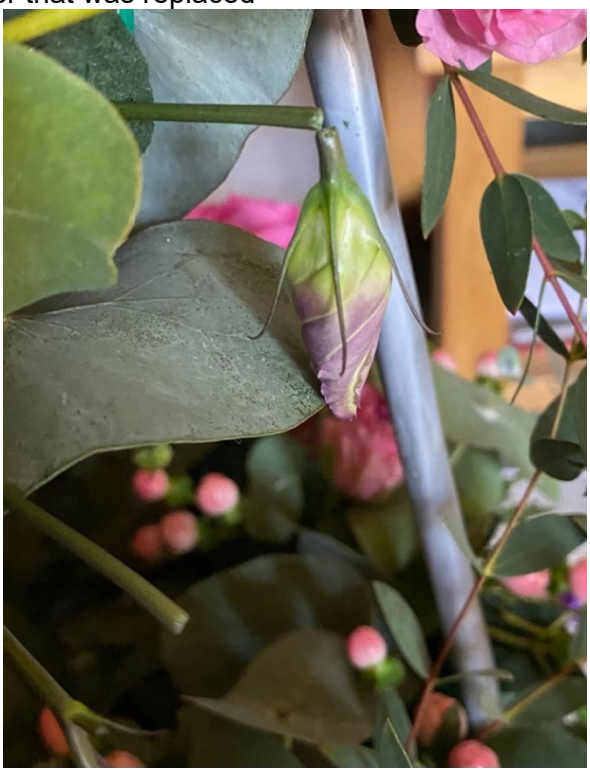


Photo 3 Filling a gap

Photo 4 Top of the obelisk

Commentary

The candidate **constructed** an adequate **event-based design** which was of a commercial standard, although a little visually unbalanced because of the use of large *Rosa sp.* at the top, which should have been graduated in size from smaller to larger at the bottom.

The candidate followed adequate **health and safety** requirements showing acceptable understanding and application of legislation and policies: referring to their risk assessment, ensuring that the candidate and the junior florist wore PPE, putting down a cloth to catch spillages, and following manual handling training.

The candidate demonstrated adequate practical skills to **construct the design**, attaching the garland to the obelisk with cable ties. The candidate checked the finished appearance, removing a broken flower head and covering the foam with additional foliage; however the top of the obelisk was not finished off properly with the cable tie still visible which impacted the overall finish.

The candidate's communication with the junior florist was confusing at first, but the candidate was able to successfully re-explain what the candidate wanted the junior florist to do as part of **constructing the event-based design**.

Task 6d)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO5 Create event-based structures decorated with floral designs	Construct and dismantle event designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
dismantled installation	PO5: Construct and dismantle event-based designs	√		
assessor observation			√	√
photos			√	√

Assessor evidence – assessor observation and photos

Task	Assessment component number
6d)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of workspace.	The candidate prepared by referring to their risk assessment: putting a cloth down, preparing a toolbox and wearing PPE (closed-in shoes). The work area was sometimes untidy but did not create a hazard. They cleared up at the end.
• Appropriate use of tools. • Use and handling of appropriate floral materials. • Methods of waste disposal.	The candidate took all the fresh materials off the garland first (photo 1) and put it all in a bin bag. They safely used floristry scissors to cut the garland off the structure and separated the plastic from the foam. They left the obelisk and container assembled (the obelisk was fixed into cement in the container), and lightly wrapped it for putting in the back of the van (photo 2). They left the polystyrene in the container. They disposed of the waste in the bin.

Assessor signature	Date
Sample Assessor	23/03/2023

Photo/video evidence

- photo evidence of dismantled installation: disassembly of garland and structure

Photo 1 Dismantled garland

Photo 2 Wrapped obelisk and container

Commentary

The candidate adequately prepared to safely **dismantle the event-based design** following their risk assessment e.g. putting down a cloth to protect the surface, setting up their toolbox, and wearing closed-in shoes.

The candidate safely dismantled the garland from the structure but could not break down the structure any further because the obelisk had been cemented into the container rather than using foam blocks to temporarily hold the obelisk. This would make it bulkier to transport back to the shop and store. The candidate managed the waste adequately but could have selected more sustainable methods such as separating green waste for composting.

Task 6e)

Evidence contributes to the following:

Performance outcome	Assessment themes
PO2 Design all floral work to meet client requirements for special events	Health and Safety
PO4 Assemble all commercial flower, foliage and plant arrangements	Evaluate designs
PO5 Create event-based structures decorated with floral designs	Evaluate event designs

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
written evaluation	PO2: Health and Safety PO4: Evaluate designs PO5: Evaluate event designs	√		√

Candidate evidence – written evaluation

(Word count: 527)

I think that the garland on the obelisk worked out well and looked really nice. The colours really stood out and matched one of the colours in the charity's logo which will be included in the programmes and leaflets and positioned all around the building on the day of the event.

I'm glad that I did the risk assessment first of all, because it is good practice and it made me think of all the things that could go wrong so that I could make plans just in case they did. I included safe working practices such as wearing PPE and safe manual handling. I also thought of the proportions of the container to the obelisk and tried to work out if it would stand up ok and not fall over but knew that cementing it into the base would make it sturdy enough not to be top heavy and topple on the catwalk hurting the models or anyone else.

I did a lot of the work at the shop before I transported it to the venue; this was to make it easier to put it all together and make sure the finished design looked good in place. I decided to make sure the obelisk was secure into the container first, so I planned to cement it in, but a full container would make it too heavy, and I would not be able to lift it, so I decided to use some polystyrene and some of the cement instead of all just cement. The garland was made at the shop and went together perfectly, although some parts was difficult to think about where to place the flowers so that they were all on show when I attached it to the framework. I knew that the garland would hold a small amount of water to keep the materials fresh for the duration of the event.

The design had lots of dominance with the rose being the focal flower. The forms of all the materials were round and looked all the same. The garland that was draped around the obelisk structure had lots of rhythm because of the repetition of the circles in the design.

The structure was in perfect proportion with 1/3rd being the container and 2/3rd being the obelisk and garland. If it was any taller, I was worried that it would be above the backdrop and look out of place. The container was the right size because if it was any bigger it would look too dominant and throw the visual balance off.

We put everything together at the venue, and I had to replace a flower, and hide some of the foam with moss. It looked good when it was finished.

Areas for improvement

I knew there was enough time to make sure everything was perfect, like making sure any gaps were filled in, that the garland was secure, and the whole design was misted.

Next time I would practice putting it all together in the shop before going to the venue because then I would know if there were going to be any gaps in the design and exactly where to place the roses.

Commentary

The candidate produced an adequate **evaluation** of their creation and assembly of a commercial **event-based design**. The candidate considered some of the principles and elements of design, with mostly accurate use of technical terminology e.g. incorrectly stating that the design had lots of dominance with the roses being the focal flowers.

The candidate included some understanding of the client's requirements (mentioning the logo colours and preservation of the fresh materials for the duration of the event), and the suitability of the design (form and size) and materials (rhythm).

The candidate demonstrated some knowledge of the impact of structural properties and the impact it may have on the design and others. For example, 'The structure was in perfect proportions with 1/3rd being the container and 2/3rd being the obelisk and garland. If it was any taller, I was worried that it might fall over.'

The candidate included some suggestions for improvement considering the practicalities of construction (practice at the shop, spare fresh materials). The candidate could also have considered the design of the structure and how they fixed the obelisk because it could not be removed from the container.

The candidate applied their adequate understanding of **health and safety** to explain how they implemented health and safety requirements during the event installation, such as using PPE, safe manual handling, and using polystyrene in the container to limit the weight. The candidate could have included their steps to safely manage the work area, as mentioned in the observation.

Task 7 – Order amendment

Evidence contributes to the following:

Performance outcome	Assessment themes
PO4 Assemble all commercial flower, foliage and plant arrangements	Construct designs (hand tied)

Evidence	Assessment themes	Candidate producing	Assessor producing	Included in this GSEM
presentation bouquet	PO4: Construct designs (hand tied)	√		
assessor observation			√	√
photos			√	√

Assessor evidence – assessor observation and photos

Task	Assessment component number
7)	8717-401
Candidate name	**Candidate number**
Sample Candidate	CG12345
Centre name	**Assessment themes**
Sample Centre	PO4: Construct designs (hand tied)

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	**Notes –** *detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.*
• Health and Safety including PPE and manual handling. • Management of the workspace.	The candidate adequately prepared the work area by cleaning and checking the worktop and tools. They laid out most of the required materials, tools, and sundries. During construction they had to get more equipment out of the store e.g. some gloves to wear due to the thorns on the *Asparagus plumosus.* They followed adequate health & safety guidelines and control measures to ensure safe working wearing PPE (closed-in shoes). Their management of the workspace was safe although the work area was sometimes untidy, and tools were not always returned to the toolbox.
• Preparation and handling of fresh materials. • Use of tools. • Waste management. • Packaging and after care requirements.	*Note: The fresh materials were cut and conditioned prior to the task.* The candidate produced a tied design which reflected the sketch (photos 1 & 2). They prepared and handled the fresh materials with reasonable care, laying out the materials in their groups at first, however they started to put items back but in different groups and towards the end the desk became messy with materials strewn across the desk. Some materials were broken but the candidate used their initiative and placed them lower down in the design. They used a range of simple techniques which included binding, veiling, stapling, rolling, tying, and knotting. The candidate used tools and sundries correctly when constructing the tied design including floristry scissors, secateurs and a stapler.

	During construction the candidate realised that the stems were not spiralling at first and had to re-start the design several times, although they achieved a good spiral in the end. Some aspects of the bouquet lacked finesse: a small amount of foliage visible below the binding point (photo 3), the aspidistra leaves were left dirty (photo 4), and the pins on the ribbon were not straight (photo 5). The candidate kept the bouquet on the workbench throughout, resulting in them leaving some gaps on the right-hand side of the bouquet which left a slightly unbalanced feel (photo 2) because the bouquet was to be held in the arm. The finished design was adequate overall: visually pleasing because it followed the original design, and commercially fit for purpose, meeting industry standards, however some of the stems were cut straight across rather than at a 45° angle (photo 3). The candidate tidied the work area at the end and disposed of waste in the bin (compost and recycling facilities were available). Once the design was completed, the candidate placed the design in a new box to transport the design to the event (suitable reusable boxes were available). The candidate misted the design, ready for delivery.

Assessor signature	**Date**
Sample Assessor	23/03/2023

Photo/video evidence

- photos showing outline shape, profile and mechanics of the design.

***Note**: not all fresh materials were available at the time of construction, so the design was amended to include additional Eustoma russellianum to replace the Dianthus. The photos show the standard required for threshold competence.*

Photo 1 Completed design

Photo 2 Completed design

Photo 3 Tied design

Photo 4 Leaves not shined

Photo 5 Velvet ribbon

Commentary

The candidate demonstrated a sound level of skills to **construct a hand tied design** that met the requirement of the brief to a commercial standard.

The candidate's management of the work area was acceptable, with adequate cleanliness and tidiness (the candidate wasn't always tidy, but no accidents were caused by this), and not fully prepared for the work (getting extra PPE out of the store). The candidate worked safely throughout using tools, mechanics, fresh materials and sundries safely and under the requirements of health & safety legislation. The candidate employed control measures for the main risks (PPE).

The finished bouquet was adequate: visually pleasing, reflecting the sketch and with the flowers in good condition, but with some areas where the bouquet could have been better finished. For example, there were gaps in the placement of flowers.

A range of construction techniques was used, and the candidate showed some dexterity when spiralling the stems. The candidate restarted the spiralling, showing a sound recognition of the standard of technical skill required, but their work lacked refinement in the finished design. For example, the stems were not always cut at a 45° angle, and there was a lack of attention to detail (pins were not straight, foliage was showing below the binding point, dirty leaves).

The candidate dealt with waste poorly (putting waste in the bin rather than recycling) and used new packaging, creating unnecessary cost when they could have used a recycled box.

Rather than creating the design and placing the ends in water the candidate packaged the bouquet and left it out of water; this may have caused some of the materials to wilt, resulting in a less than optimum bouquet.

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