

Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



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October 2017
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**Assessment recording documents for
Horticulture (Units 219, 239-243)**

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HORTICULTURE E2

Unit no: 239	Unit title: Recognise plants	Credit Value 1	
<p>Guidance: For this unit, there should be at least one of each of the different plant types available.</p>			
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise one example of each plant type correctly 			
Assessor Initials/Date			
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Practical Evidence			
<ul style="list-style-type: none"> • Recognise one of each of the following plant types 			
<ul style="list-style-type: none"> • Recognise all of the following constituent parts: 			
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>			
<ul style="list-style-type: none"> • A function of the plant root 			
<ul style="list-style-type: none"> • A function of the plant stem 			
<ul style="list-style-type: none"> • A function of the plant leaf 			
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>			
<p>Date all assessments completed for this unit:</p>			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

HORTICULTURE E2

Unit no: 240	Unit title: Recognise use and care for tools used in horticulture	Credit Value 2							
<p>Guidance: For this unit, there should be enough tools available to cover the range. When choosing tools, those appropriate to the task should be chosen. Please state which tools were used on the Assessment Record Sheet.</p>									
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise, use and care for tools correctly and safely 									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Assessor Initials/Date</th> </tr> <tr> <td style="height: 60px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> </tr> </table> </td> </tr> </table>			Assessor Initials/Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> </tr> </table>					
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Practical Evidence									
<ul style="list-style-type: none"> • Recognise and name six tools (<i>indicate which ones were correctly recognised and named</i>): 									
	Tool 1:	<ul style="list-style-type: none"> - hand fork - secateurs - trowel - spade - fork - rake - hoe – dutch or draw 							
	Tool 2:								
	Tool 3:								
	Tool 4:								
	Tool 5:								
	Tool 6:								
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 									
<ul style="list-style-type: none"> • Check that tools are safe to use 									
<ul style="list-style-type: none"> • Use three hand tools safely to perform tasks (<i>state which tools were used</i>) 									
	Tool 1:								
	Tool 2:								
	Tool 3:								
<ul style="list-style-type: none"> • Clean tools after use • Store tools safely • Remove and store personal protective clothing • Wash and dry hands 									
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)									
<ul style="list-style-type: none"> • A reason for storing tools correctly • A reason for checking that tools are safe to use 									
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>									
<p>Date all assessments completed for this unit:</p>									
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner						

HORTICULTURE E2

Unit no:	241	Unit title:	Prepare and plant an area	Credit Value 2
<p>Guidance: For this unit, there should be a sufficient area available for planting. When choosing tools, those appropriate to the task should be chosen. Please state which tools were used on the Assessment Record Sheet.</p>				
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> • Prepare and plant an area of land correctly and safely 		
Assessor Initials/Date				
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Practical Evidence				
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 				
<ul style="list-style-type: none"> • Collect tools required as appropriate (<i>state which tools were collected</i>): 				
Tools collected:			<ul style="list-style-type: none"> - watering can and water - hosepipe and/or lance - line and pegs - rake - trowel/spade - dibber 	
<ul style="list-style-type: none"> • Check that tools are safe to use 				
<ul style="list-style-type: none"> • Recognise and name plant material to be used (<i>state which was correctly recognised</i>): 				
Plant material used:			either <ul style="list-style-type: none"> - transplants or - seed 	
<ul style="list-style-type: none"> • Recognise planting positions 				
<ul style="list-style-type: none"> • Prepare area for planting 				
<ul style="list-style-type: none"> • Prepare planting positions using appropriate tool 				
<ul style="list-style-type: none"> • Place plant material as appropriate 				
<ul style="list-style-type: none"> • Backfill planting positions 				
<ul style="list-style-type: none"> • Label planted area 				
<ul style="list-style-type: none"> • Apply water 				
<ul style="list-style-type: none"> • Clean and tidy up the site 				
<ul style="list-style-type: none"> • Dispose of waste material, if appropriate 				
<ul style="list-style-type: none"> • Store surplus materials 				
<ul style="list-style-type: none"> • Clean and store tools safely 				
<ul style="list-style-type: none"> • Remove and store personal protective clothing 				
<ul style="list-style-type: none"> • Wash and dry hands 				

Continued....

HORTICULTURE E2

Unit 241: Prepare and plant an area

Continued.....

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
	• A reason for labelling the planted area		
	• A reason for watering the plants after planting		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner


HORTICULTURE E2

Unit no: 242	Unit title: Weed a planted area	Credit Value 2
<p>Guidance: For this unit, the weeds to be removed must be safe for the learner to handle. When choosing tools, those appropriate to the task should be chosen. Please state which tools were used on the Assessment Record Sheet.</p>		
Learning Outcome:		The learner will be able to:
		<ul style="list-style-type: none"> • Weed by hand a planted area correctly and safely
Assessor Initials/Date		
E		
Practical Evidence		
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing • Collect tools required as appropriate (<i>state which tools were collected</i>): 		
Tools collected:		<ul style="list-style-type: none"> - container for waste - hoe - hand fork - fork
<ul style="list-style-type: none"> • Check that tools are safe to use • Recognise plants to be kept • Recognise weeds to be removed • Check with supervisor before starting to remove weeds • Remove weeds systematically by hand, hoe or fork • Place weeds in container • Dispose of weeds correctly • Clean and tidy up the site • Clean and store tools safely • Remove and store personal protective clothing • Wash and dry hands 		
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)		
<ul style="list-style-type: none"> • A reason for identifying weeds • A reason for checking with the supervisor before removing weeds 		
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>		
Date all assessments completed for this unit:		
Name of Assessor	Signature of Assessor	Name of Learner
		Signature of Learner

HORTICULTURE E2

Unit no: 243	Unit title: Fill plant containers	Credit Value 1		
<p>Guidance: For this unit, suitable containers and growing medium should be available. When choosing tools, those appropriate to the task should be chosen. Please state which tools were used on the Assessment Record Sheet.</p> <p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> • Fill plant containers with growing medium correctly and safely 				
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Assessor Initials/Date				
Practical Evidence				
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 				
<ul style="list-style-type: none"> • Recognise one or more types of plant containers (<i>state which types were recognised</i>): 				
Type:		<ul style="list-style-type: none"> - modules - trays - pots 		
<ul style="list-style-type: none"> • Recognise that containers are usable: 				
- clean and				
- undamaged				
<ul style="list-style-type: none"> • Recognise growing medium: 				
<ul style="list-style-type: none"> • Recognise and check that tools are safe to use (<i>state which type</i>) 				
Tool:		<ul style="list-style-type: none"> - presser board or - dibber 		
<ul style="list-style-type: none"> • Collect all the appropriate equipment and take to work area: 				
- containers				
- growing medium				
- tools				
<ul style="list-style-type: none"> • Organise work area 				
<ul style="list-style-type: none"> • Fill plant containers with growing medium 				
<ul style="list-style-type: none"> • Consolidate as required 				
<ul style="list-style-type: none"> • Position filled containers correctly 				
<ul style="list-style-type: none"> • Clean and tidy work area 				
<ul style="list-style-type: none"> • Store unused materials and containers safely 				
<ul style="list-style-type: none"> • Clean and store tools safely 				
<ul style="list-style-type: none"> • Remove and store personal protective clothing 				
<ul style="list-style-type: none"> • Wash and dry hands 				
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)				
<ul style="list-style-type: none"> • A reason for firming the compost/medium 				
<ul style="list-style-type: none"> • A reason why pots/trays/modules should be clean 				
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>				
Date all assessments completed for this unit:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner	

HORTICULTURE E2

Unit no: 219		Unit title: Maintain a fence		Credit Value 2	
<p>Guidance: For this unit, if there are different tools/materials not listed, indicate which other tools were recognised by writing them in under 'other'. Assistance may be given in holding materials to be fixed.</p> <p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Maintain a fence correctly and safely 					
Assessor Initials/Date					
Practical Evidence					
					<ul style="list-style-type: none"> • Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise and check the fence to be maintained
					<ul style="list-style-type: none"> • Check with supervisor what needs to be maintained or mended
<ul style="list-style-type: none"> • Collect tools as appropriate (<i>indicate which tools (at least two) were used:</i>) 					
					<p>Tools used:</p> <ul style="list-style-type: none"> - crowbar - saw - claw hammer - fencing pliers - spade/spit - other
					<ul style="list-style-type: none"> • Check tools are safe to use
<ul style="list-style-type: none"> • Collect materials required (<i>indicate which materials (at least two) were used</i>) 					
					<p>Tools used:</p> <ul style="list-style-type: none"> - nails/staples - panels - rails - wire - posts/stakes - other
					<ul style="list-style-type: none"> • Repair damage, with assistance if required
					<ul style="list-style-type: none"> • Clear the site after work has been completed
					<ul style="list-style-type: none"> • Clean and store tools correctly and safely
					<ul style="list-style-type: none"> • Return unused materials to store
					<ul style="list-style-type: none"> • Dispose of waste
					<ul style="list-style-type: none"> • Remove and store personal protective clothing
					<ul style="list-style-type: none"> • Wash and dry hands
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
					<ul style="list-style-type: none"> • A reason for maintaining a fence
					<ul style="list-style-type: none"> • A reason for clearing the site after work has been completed
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>					
Date all assessments completed for this unit:					
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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