Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1

Assessment recording documents for Floristry (Units 239, 244-248)
**FLORISTRY E2**

| Unit no: | 244 | Unit title: | Identify floristry plant material | Credit Value | 1 |

**Guidance:** For this unit, all flowers and leaves should be real, but if they are not available, pictures may be used. As a minimum, at least one flower and one leaf must be real.

**Learning Outcome:**
- The learner will be able to recognise and name **three** different flowers and **three** leaves

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- Recognise and name the following **three** different flowers:
  - Rose
  - Carnation
  - Lily

- Recognise and name **three** different leaves
  - Fern
  - Conifer
  - Holly

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<tr>
<th>Knowledge Evidence (evidence of answers given to be recorded in portfolio)</th>
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- State where each flower and leaf can be obtained
- State how long each flower and leaf will last in water

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

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Entry 2 Skills for Working Life (4807-02)
**Unit no:** 245  **Unit title:** Recognise use and care for hand tools used in floristry  **Credit Value:** 2

**Guidance:** For this unit hand tools cutting with scissors, secateurs or a knife must be done under supervision. Stapling needs to be supervised.

**Learning Outcome:**
- The learner will be able to recognise use and care for hand tools used in floristry correctly and safely

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**Practical Evidence**
- Recognise and wear personal protective clothing
- Recognise and name all of the following **four** hand tools:
  - Scissors
  - Knife
  - Secateurs
  - Stapler
- Check that tools are safe to use
- Cut flower stem with scissors correctly under supervision
- Cut flower stem with knife correctly under supervision
- Cut a branch from a tree/shrub with secateurs correctly under supervision
- Join paper together with a stapler under supervision
- Clean and store hand tools correctly and safely
- Remove and store personal protective clothing safely
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for checking tools are safe to use
- A reason for cleaning tools after use
- A reason for storing tools correctly and safely

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

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### FLORISTRY E2

| Unit no: 246 | Unit title: Wrap flowers and plants | Credit Value: 1 |

**Guidance:** For this unit, cutting must be done under supervision.

**Learning Outcome:**
- The learner will be able to recognise, name and wrap flowers and plants for presentation

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**Assessor Initials/Date**

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**Practical Evidence**

- Recognise and wear personal protective clothing
- Recognise and name all of the following materials for wrapping flowers and plants
  - Cellophane/wrapping paper
  - Sticky tape
  - Ribbon bow
  - Flower/plant food
- Recognise a care card
- Recognise scissors
- Recognise a knife
- Ensure that work area is clean and tidy
- Choose flowers/plants for wrapping
- Cut paper/cellophane to size correctly under supervision
- Lay paper/cellophane on work bench and place flowers/plants on top
- Fold paper/cellophane over to form a cone shape
- Secure paper/cellophane with sticky tape
- Attach a bow with sticky tape
- Attach flower/plant food packet correctly
- Attach care card correctly
- Clean and store tools correctly and safely
- Store unused material correctly
- Remove and store personal protective clothing safely
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*

- A reason for wrapping flowers and plants
- A reason for securing wrapping material
- A reason for attaching flower/plant food packet
- A reason attaching a care card

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

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**FLORISTRY E2**

| Unit no: 247 | Unit title: Prepare a container for a flower arrangement | Credit Value: 2 |

**Guidance:** For this unit, all of the materials and equipment for preparing a container for a flower arrangement must be available. Cutting must be done under supervision.

**Learning Outcome:**
- The learner will be able to prepare a container for a flower arrangement correctly.

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**Practical Evidence**
- Recognise and wear personal protective clothing.
- Recognise all of the following:
  - Container
  - Floral foam
  - Floral tape
  - Scissors
  - Knife
- Ensure that work area is clean and tidy
- Cut floral foam correctly to size and shape under supervision
- Soak floral foam in water until ready to use
- Position and secure floral foam in container with floral tape
- Clean and store tools and unused materials correctly and safely
- Remove and store personal protective clothing safely
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for securing foam in the container
- A reason for preparing floral foam by soaking in water

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above.

**Date assessments completed for this unit:**

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**FLORISTRY E2**

| Unit no: | 248 | Unit title: | Make a round posy arrangement | Credit Value | 3 |

**Guidance:** For this unit, all of the materials and equipment necessary for making a simple posy arrangement must be available. Cutting must be done under supervision.

**Learning Outcome:**
- The learner will be able to make a round posy arrangement using either fresh or artificial plant material

**Assessor Initials/Date**

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### Practical Evidence

- Recognise and wear personal protective clothing
- Recognise all of the following equipment and materials:
  - container – oasis saucer
  - floral foam – small round
  - floral tape
  - scissors/knife
  - fresh flowers/leaves
  - dried/artificial flowers
  - water sprayer
- Choose suitable container
- Check that tools are safe to use
- Ensure work area is clean and tidy
- Cut foam to size and shape as required under supervision
- Prepare foam as appropriate
- Position foam in container and secure correctly
- Cut flower stems to correct length under supervision and position flower stems into flower foam correctly
- Check that floral foam is covered completely
- Spray completed arrangement with water, if appropriate
- Clean and store tools and equipment correctly
- Store unused materials correctly
- Remove and store personal protective clothing
- Wash and dry hands

### Knowledge Evidence (evidence of answers given to be recorded in portfolio)

- A reason or occasion when a round posy arrangement is needed
- A reason for cutting stems to correct length
- A reason for spraying completed arrangement with water, if appropriate

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

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**FLORISTRY E2**

**Unit no:** 239  
**Unit title:** Recognise plants  
**Credit Value:** 1

**Guidance:** For this unit, there should be at least one of each of the different plant types available.

**Learning Outcome:** The learner will be able to:
- Recognise one example of each plant type correctly

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**Practical Evidence**

- Recognise **one of each** of the following plant types
  - Tree
  - Shrub
  - Vegetable
  - Fruit

- Recognise **all** of the following constituent parts:
  - root
  - stem
  - leaf

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*

- A function of the plant root
- A function of the plant stem
- A function of the plant leaf

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

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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.
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www.cityandguilds.com
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
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