

# Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



[www.cityandguilds.com](http://www.cityandguilds.com)  
October 2017  
Version 1.1

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

City & Guilds  
**Believe you can**



[www.cityandguilds.com](http://www.cityandguilds.com)

## FLORISTRY E2

Unit no: 244	Unit title: <b>Identify floristry plant material</b>	<b>Credit Value 1</b>
<p><b>Guidance:</b> 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.</p>		
<p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>• The learner will be able to recognise and name <b>three</b> different flowers and <b>three</b> leaves</li> </ul>		
<b>Assessor Initials/Date</b>		
<b>EM</b>		
<b>Practical Evidence</b>		
<ul style="list-style-type: none"> <li>• Recognise and name the following <b>three</b> different flowers:</li> </ul>		
<ul style="list-style-type: none"> <li>• Recognise and name <b>three</b> different leaves</li> </ul>		
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>		
<ul style="list-style-type: none"> <li>• State where each flower and leaf can be obtained</li> </ul>		
<ul style="list-style-type: none"> <li>• State how long each flower and leaf will last in water</li> </ul>		
<p><b>DECLARATION</b> – 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


# FLORISTRY E2

Unit no: 245	Unit title: <b>Recognise use and care for hand tools used in floristry</b>	Credit Value <b>2</b>	
<p><b>Guidance:</b> For this unit hand tools cutting with scissors, secateurs or a knife must be done under supervision. Stapling needs to be supervised.</p>			
<p>Learning Outcome: <ul style="list-style-type: none"><li>• The learner will be able to recognise use and care for hand tools used in floristry correctly and safely</li></ul></p>			
<b>Assessor Initials/Date</b>			
<b>EM</b>			
<b>Practical Evidence</b>			
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>			
<b>DECLARATION</b> – 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

# FLORISTRY E2

Unit no: 246	Unit title: <b>Wrap flowers and plants</b>	<b>Credit Value 1</b>	
<b>Guidance:</b> For this unit, cutting must be done under supervision.			
Learning Outcome:	<ul style="list-style-type: none"> <li>• The learner will be able to recognise, name and wrap flowers and plants for presentation</li> </ul>		
<b>Assessor Initials/Date</b>			
<b>EM</b>			
<b>Practical Evidence</b>			
<ul style="list-style-type: none"> <li>• Recognise and wear personal protective clothing</li> </ul>			
<ul style="list-style-type: none"> <li>• Recognise and name <b>all</b> of the following materials for wrapping flowers and plants</li> </ul>			
- 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			
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>			
• 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			
<p><b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>			
Date assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

## FLORISTRY E2

Unit no: 247					Unit title: <b>Prepare a container for a flower arrangement Credit Value 2</b>				
<p><b>Guidance:</b> 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.</p> <p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>The learner will be able to prepare a container for a flower arrangement correctly</li> </ul>									
<b>Assessor Initials/Date</b>									
									
<b>Practical Evidence</b>									
					<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>				
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following:</li> </ul>				
					- Container				
					- Floral foam				
					- Floral tape				
					- Scissors				
					- Knife				
					<ul style="list-style-type: none"> <li>Ensure that work area is clean and tidy</li> </ul>				
					<ul style="list-style-type: none"> <li>Cut floral foam correctly to size and shape under supervision</li> </ul>				
					<ul style="list-style-type: none"> <li>Soak floral foam in water until ready to use</li> </ul>				
					<ul style="list-style-type: none"> <li>Position and secure floral foam in container with floral tape</li> </ul>				
					<ul style="list-style-type: none"> <li>Clean and store tools and unused materials correctly and safely</li> </ul>				
					<ul style="list-style-type: none"> <li>Remove and store personal protective clothing safely</li> </ul>				
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>				
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>									
					<ul style="list-style-type: none"> <li>A reason for securing foam in the container</li> </ul>				
					<ul style="list-style-type: none"> <li>A reason for preparing floral foam by soaking in water</li> </ul>				
<p><b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>									
Date assessments completed for this unit:									
Name of Assessor			Signature of Assessor			Name of Learner		Signature of Learner	

# FLORISTRY E2

Unit no: 248	Unit title: <b>Make a round posy arrangement</b>	Credit Value <b>3</b>										
<p><b>Guidance:</b> 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.</p> <p>Learning Outcome:      • The learner will be able to make a round posy arrangement using either fresh or artificial plant material</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20%; height: 40px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
<b>Practical Evidence</b>												
		<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>										
		<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following equipment and materials:</li> </ul>										
		- container – oasis saucer										
		- floral foam – small round										
		- floral tape										
		- scissors/knife										
		- fresh flowers/leaves										
		- dried/artificial flowers										
		- water sprayer										
		<ul style="list-style-type: none"> <li>Choose suitable container</li> </ul>										
		<ul style="list-style-type: none"> <li>Check that tools are safe to use</li> </ul>										
		<ul style="list-style-type: none"> <li>Ensure work area is clean and tidy</li> </ul>										
		<ul style="list-style-type: none"> <li>Cut foam to size and shape as required under supervision</li> </ul>										
		<ul style="list-style-type: none"> <li>Prepare foam as appropriate</li> </ul>										
		<ul style="list-style-type: none"> <li>Position foam in container and secure correctly</li> </ul>										
		<ul style="list-style-type: none"> <li>Cut flower stems to correct length under supervision and position flower stems into flower foam correctly</li> </ul>										
		<ul style="list-style-type: none"> <li>Check that floral foam is covered completely</li> </ul>										
		<ul style="list-style-type: none"> <li>Spray completed arrangement with water, if appropriate</li> </ul>										
		<ul style="list-style-type: none"> <li>Clean and store tools and equipment correctly</li> </ul>										
		<ul style="list-style-type: none"> <li>Store unused materials correctly</li> </ul>										
		<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>										
		<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>										
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>												
		<ul style="list-style-type: none"> <li>A reason or occasion when a round posy arrangement is needed</li> </ul>										
		<ul style="list-style-type: none"> <li>A reason for cutting stems to correct length</li> </ul>										
		<ul style="list-style-type: none"> <li>A reason for spraying completed arrangement with water, if appropriate</li> </ul>										
<p><b>DECLARATION</b> – 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									

## FLORISTRY E2

Unit no: 239	Unit title: <b>Recognise plants</b>	Credit Value <b>1</b>	
<b>Guidance:</b> 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:	
		<ul style="list-style-type: none"> <li>• Recognise one example of each plant type correctly</li> </ul>	
<b>Assessor Initials/Date</b>			
<b>E</b>			
<b>Practical Evidence</b>			
<ul style="list-style-type: none"> <li>• Recognise <b>one of each</b> of the following plant types</li> </ul>			
			Tree
			Shrub
			Vegetable
			Fruit
<ul style="list-style-type: none"> <li>• Recognise <b>all</b> of the following constituent parts:</li> </ul>			
			- root
			- stem
			- leaf
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>			
<ul style="list-style-type: none"> <li>• A function of the plant root</li> </ul>			
<ul style="list-style-type: none"> <li>• A function of the plant stem</li> </ul>			
<ul style="list-style-type: none"> <li>• A function of the plant leaf</li> </ul>			
<b>DECLARATION</b> – 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



## 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](http://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.

City & Guilds  
**Believe you can**



[www.cityandguilds.com](http://www.cityandguilds.com)

## Useful contacts

<b>UK learners</b> General qualification information	T: +44 (0)844 543 0033 E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <a href="mailto:intcg@cityandguilds.com">intcg@cityandguilds.com</a>
<b>Centres</b> 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: <a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a>
<b>Single subject qualifications</b> 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: <a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a>
<b>International awards</b> 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: <a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a>
<b>Walled Garden</b> 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: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email:  
[feedbackandcomplaints@cityandguilds.com](mailto:feedbackandcomplaints@cityandguilds.com)

## About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

## Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

## City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

[www.cityandguilds.com](http://www.cityandguilds.com)