

# Entry 3 Skills for Working Life (4807-03)

July 2014 Version 1.0



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July 2014 Version 1.1  
(September 2014)

**Unit recording documents for  
Horticulture (Units 350-357)**

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# HORTICULTURE E3

Unit no: **350**                      Unit title: **Recognise parts of plants**                      Credit value: **1**

**Guidance:** For this unit, different types of plants may be used to cover all of the range, as required.

Learning Outcome:      The Learner will be able to:  
 • Recognise **six** parts of a plant correctly

Assessor Initials/Date				



**Practical evidence**

<ul style="list-style-type: none"> <li>Recognise <b>six</b> parts of a plant (<i>indicate which were correctly recognised</i>):</li> </ul>						
					Part 1:	<ul style="list-style-type: none"> <li>- Root</li> <li>- Stem</li> <li>- Node</li> <li>- Leaf</li> <li>- Bud</li> <li>- Flower</li> <li>- Fruit</li> <li>- Seed</li> </ul>
					Part 2:	
					Part 3:	
					Part 4:	
					Part 5:	
					Part 6:	

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

<ul style="list-style-type: none"> <li>A function of <b>six</b> of the following parts of a plant (<i>indicate which were correctly identified</i>):</li> </ul>						
					Function of part 1:	<ul style="list-style-type: none"> <li>- Root</li> <li>- Stem</li> <li>- Node</li> <li>- Leaf</li> <li>- Bud</li> <li>- Flower</li> <li>- Fruit</li> <li>- Seed</li> </ul>
					Function of part 2:	
					Function of part 3:	
					Function of part 4:	
					Function of part 5:	
					Function of part 6:	

**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 E3

Unit no: **351**                      Unit title:                      **Harvest a crop**                      Credit value: **2**

**Guidance:** For this unit, any type of crop that is suitable for harvesting may be used. When choosing tools, those appropriate to the task should be chosen. Please state which tools were used.

Learning Outcome:      The learner will be able to:

- Harvest a crop correctly and safely

<b>Assessor Initials/Date</b>				



**Practical evidence**

					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>		
					<ul style="list-style-type: none"> <li>• Collect tools required as appropriate (<i>indicate which tools (<u>at least two</u>) were used</i>):</li> </ul>		
					<table border="0"> <tr> <td>Tools collected:</td> <td> <ul style="list-style-type: none"> <li>- Fork</li> <li>- Knife</li> <li>- Secateurs</li> <li>- Wheelbarrow</li> <li>- Container(s)</li> </ul> </td> </tr> </table>	Tools collected:	<ul style="list-style-type: none"> <li>- Fork</li> <li>- Knife</li> <li>- Secateurs</li> <li>- Wheelbarrow</li> <li>- Container(s)</li> </ul>
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					<ul style="list-style-type: none"> <li>• Recognise crop to be harvested</li> </ul>		
					<ul style="list-style-type: none"> <li>• Recognise and check with supervisor that crop is ready to be harvested</li> </ul>		
					<ul style="list-style-type: none"> <li>• Harvest crop carefully</li> </ul>		
					<ul style="list-style-type: none"> <li>• Check the crop for suitability and that it is not damaged, unripe, too small or diseased (<i>indicate which checks have been made</i>):</li> </ul>		
					<table border="0"> <tr> <td>Checks made:</td> <td> <ul style="list-style-type: none"> <li>- Damaged</li> <li>- Unripe</li> <li>- Too small</li> <li>- Diseased</li> </ul> </td> </tr> </table>	Checks made:	<ul style="list-style-type: none"> <li>- Damaged</li> <li>- Unripe</li> <li>- Too small</li> <li>- Diseased</li> </ul>
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					<ul style="list-style-type: none"> <li>• Trim, clean harvested crop as required</li> </ul>		
					<ul style="list-style-type: none"> <li>• Reject unsuitable crop</li> </ul>		
					<ul style="list-style-type: none"> <li>• Place harvested crop in container(s)</li> </ul>		
					<ul style="list-style-type: none"> <li>• Transport harvested crop to identified destination</li> </ul>		
					<ul style="list-style-type: none"> <li>• Dispose of waste material correctly</li> </ul>		
					<ul style="list-style-type: none"> <li>• Clean and tidy up site</li> </ul>		
					<ul style="list-style-type: none"> <li>• Clean and store tools safely</li> </ul>		
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>		
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>		

Continued...

## HORTICULTURE E3

351 Continued

<b>Knowledge evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
	• A reason for identifying an unsuitable crop		
	• A reason for rejecting an unsuitable crop		
<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

# HORTICULTURE E3

Unit no: <b>352</b>	Unit title: <b>Insert plant material</b>	Credit value: <b>1</b>										
<p><b>Guidance:</b> For this unit, one type of plant material only needs to be used. When choosing tools and equipment, those appropriate to the task should be chosen. Please record which tools and equipment were used.</p>												
<p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> <li>• Insert plant material using <b>one</b> appropriate method correctly and safely</li> </ul>												
<table border="1" style="margin: auto;"> <tr> <th colspan="5" style="padding: 5px;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> </tr> </table>			Assessor Initials/Date									
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<b>E</b>												
<b>Practical Evidence</b>												
					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>							
					<ul style="list-style-type: none"> <li>• Recognise <b>one</b> type of plant material to be used (<i>indicate which type was used</i>):</li> </ul>							
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid black; padding: 5px;">Type used:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>- Seeds</li> <li>- Seedlings</li> <li>- Cuttings</li> <li>- Plants</li> </ul> </td> </tr> </table>	Type used:	<ul style="list-style-type: none"> <li>- Seeds</li> <li>- Seedlings</li> <li>- Cuttings</li> <li>- Plants</li> </ul>					
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					<ul style="list-style-type: none"> <li>• Ensure that area is clean and organised for work</li> </ul>							
					<ul style="list-style-type: none"> <li>• Collect plant material to be used</li> </ul>							
					<ul style="list-style-type: none"> <li>• Choose and collect tools/planting aids as appropriate (<i>indicate which tools (<u>at least two</u>) were used</i>):</li> </ul>							
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid black; padding: 5px;">Tools used:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>- Sieve</li> <li>- Seed sower</li> <li>- Dibber</li> <li>- Multi-dibber</li> <li>- Watering can and water</li> <li>- Hand trowel</li> </ul> </td> </tr> </table>	Tools used:	<ul style="list-style-type: none"> <li>- Sieve</li> <li>- Seed sower</li> <li>- Dibber</li> <li>- Multi-dibber</li> <li>- Watering can and water</li> <li>- Hand trowel</li> </ul>					
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					<ul style="list-style-type: none"> <li>• Choose and collect equipment as appropriate (<i>indicate which were used</i>):</li> </ul>							
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid black; padding: 5px;">Equipment used:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>- Prepared/filled containers</li> <li>- Labels</li> </ul> </td> </tr> </table>	Equipment used:	<ul style="list-style-type: none"> <li>- Prepared/filled containers</li> <li>- Labels</li> </ul>					
Equipment used:	<ul style="list-style-type: none"> <li>- Prepared/filled containers</li> <li>- Labels</li> </ul>											
					<ul style="list-style-type: none"> <li>• Check that tools and equipment are safe to use</li> </ul>							
					<ul style="list-style-type: none"> <li>• Insert <b>one</b> type of plant material using appropriate method (<i>indicate which method was correctly applied</i>):</li> </ul>							
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid black; padding: 5px;">Method used:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>- Sow seed</li> <li>- Prick out seedlings</li> <li>- Insert cuttings</li> <li>- Pot plants</li> </ul> </td> </tr> </table>	Method used:	<ul style="list-style-type: none"> <li>- Sow seed</li> <li>- Prick out seedlings</li> <li>- Insert cuttings</li> <li>- Pot plants</li> </ul>					
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Continued...

## HORTICULTURE E3

352 Continued

					<ul style="list-style-type: none"> <li>• Label completed containers</li> </ul>
					<ul style="list-style-type: none"> <li>• Place completed containers in designated area</li> </ul>
					<ul style="list-style-type: none"> <li>• Apply water to containers</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>• Dispose of waste material</li> </ul>
					<ul style="list-style-type: none"> <li>• Return surplus materials to store</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store tools safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean 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 handling plant material carefully when inserting into a growing medium</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for washing hands after handling plant material</li> </ul>
					<ul style="list-style-type: none"> <li>• The conditions that the plant material chosen needs for growth</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	

# HORTICULTURE E3

Unit no: <b>353</b>	Unit title: <b>Control weeds in a planted area</b>	Credit value: <b>2</b>
<p><b>Guidance:</b> For this unit, weeds that are not harmful for the learner to handle should be used. When choosing tools and equipment, those appropriate to the task should be chosen. Please record which tools and equipment were used.</p>		
<p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> <li>• Control weeds in a planted area correctly and safely</li> </ul>		
Assessor Initials/Date		



Practical evidence					
					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise the planted area</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise <b>one</b> growing crop (<i>indicate which was correctly recognised</i>):</li> </ul>
				Crop recognised:	<ul style="list-style-type: none"> <li>- Vegetables</li> <li>- Herbs</li> <li>- Other (specify)</li> </ul>
OR					
					<ul style="list-style-type: none"> <li>• Recognise <b>one</b> amenity plant (<i>indicate which was correctly recognised</i>):</li> </ul>
				Plant recognised:	<ul style="list-style-type: none"> <li>- Shrubs</li> <li>- Flowers</li> <li>- Plants in containers</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise the weeds to be removed</li> </ul>
					<ul style="list-style-type: none"> <li>• Choose and collect tools (<i>indicate which were used</i>):</li> </ul>
				Tools used:	<ul style="list-style-type: none"> <li>- Hand fork</li> <li>- Border fork</li> <li>- Hoe</li> </ul>
					<ul style="list-style-type: none"> <li>• Choose and collect equipment (<i>indicate which were used</i>):</li> </ul>
				Equipment used:	<ul style="list-style-type: none"> <li>- Container/bucket</li> <li>- Wheelbarrow</li> </ul>
					<ul style="list-style-type: none"> <li>• Check that tools and equipment are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise and check with supervisor weeds to be removed</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove weeds using appropriate method and tools</li> </ul>
					<ul style="list-style-type: none"> <li>• Work systematically and ensure that crop, shrubs is/are not damaged</li> </ul>
					<ul style="list-style-type: none"> <li>• Collect and dispose of weeds correctly</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store tools safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>

Continued....



## HORTICULTURE E3

353 Continued

<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
	• A method of weed control		
	• Two types of material suitable for use as mulch		
	• One soil condition when mulch should not be applied		
<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

# HORTICULTURE E3

Unit no: **354**                      Unit title:            **Edge up an amenity area**                      Credit value: **1**

**Guidance:** For this unit, any type of edging tools may be used. When choosing tools and equipment, those appropriate to the task should be chosen. Please record which tools and equipment were used.

Learning Outcome:    The Learner will be able to:

- Edge up a lawn, flowerbed or shrubbery correctly and safely

Assessor Initials/Date				



**Practical evidence**

					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise <b>one</b> area to be edged (<i>indicate which area was used</i>):</li> </ul>
					Area:                      - Lawn - Flowerbed - Shrubby
					<ul style="list-style-type: none"> <li>• Choose and collect edging tools</li> </ul>
					<ul style="list-style-type: none"> <li>• Choose and collect equipment (<i>indicate which were used</i>):</li> </ul>
					Equipment used:        - Container/bucket - Wheelbarrow
					<ul style="list-style-type: none"> <li>• Check that tools and equipment are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>• Edge amenity area using appropriate tools</li> </ul>
					<ul style="list-style-type: none"> <li>• Dispose of waste correctly (<i>indicate which were disposed of correctly</i>):</li> </ul>
					Waste disposed:        - Grass clippings - Weeds
					<ul style="list-style-type: none"> <li>• Surplus soil from the edge should be moved to:</li> </ul>
					- create a slope of suitable steepness away from the edge
					- maintain an even slope all round
					- not cover plant material
					<ul style="list-style-type: none"> <li>• Clean and store tools safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>

Continued....

## HORTICULTURE E3

354 Continued

<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
		• A reason for edging up an amenity area	
		• A reason for not covering plants with excess soil	
<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

# HORTICULTURE E3

Unit no: **355**                      Unit title:   **Water plant material by hand**                      Credit value: **1**

**Guidance:** For this unit, either a hose, or a watering can, may be used. If using a watering can, the learner needs to be assessed using one type of attachment.

Learning Outcome:   The Learner will be able to:  
 • Water plant material by hand using a hose or watering can.

Assessor Initials/Date				



**Practical evidence**

						• Choose and wear personal protective clothing
						• Recognise plant material to be watered
						• Choose and collect equipment ( <i>indicate which equipment was used</i> )
					Equipment used:	- Hose - Watering can (nozzle/rose/lance/ watering tree)
						• Position equipment safely and correctly
						• Connect hose, attach correct nozzle/rose/lance/watering tree
						• Turn on water supply/fill can
						• Check equipment for satisfactory working
						• Report any faults, if applicable
						• Carry out watering methodically
						• Plants are not damaged/potting media displaced significantly
						• Sufficient water is given to plants
						• Turn off water supply/empty watering can
						• Clean and store equipment safely
						• Clean and store personal protective clothing
						• Wash and dry hands

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

						• Two reasons why plants need to have an adequate water supply
						• One effect of having too fast a flow rate
						• One effect of having too slow a flow rate

Continued....

## HORTICULTURE E3

355 Continued

<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

# HORTICULTURE E3

Unit no: **356**                      Unit title: **Construct a composter**                      Credit value: **2**

**Guidance:** For this unit, the appropriate tools for the task need to be listed on this document. One type of composter needs to be constructed, with assistance if required.

Learning Outcome:    The learner will be able to:

- Construct a composter correctly and safely

Assessor Initials/Date				



**Practical evidence**

					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>		
					<ul style="list-style-type: none"> <li>• Recognise suitable area for composting making sure that the area is:</li> </ul>		
					- level		
					- accessible position		
					<ul style="list-style-type: none"> <li>• Choose suitable tools to prepare site as appropriate (<i>indicate which were chosen</i>)</li> </ul>		
					<table border="0"> <tr> <td style="vertical-align: top;">Tools:</td> <td> <ul style="list-style-type: none"> <li>- spade</li> <li>- fork</li> <li>- pick</li> <li>- rake</li> <li>- shovel</li> </ul> </td> </tr> </table>	Tools:	<ul style="list-style-type: none"> <li>- spade</li> <li>- fork</li> <li>- pick</li> <li>- rake</li> <li>- shovel</li> </ul>
Tools:	<ul style="list-style-type: none"> <li>- spade</li> <li>- fork</li> <li>- pick</li> <li>- rake</li> <li>- shovel</li> </ul>						
					<ul style="list-style-type: none"> <li>• Choose suitable tools for construction as appropriate (<i>indicate which were chosen</i>)</li> </ul>		
					<table border="0"> <tr> <td style="vertical-align: top;">Tools:</td> <td> <ul style="list-style-type: none"> <li>- tape measure</li> <li>- timber saw</li> <li>- brace and bit</li> <li>- nails or screws</li> <li>- hammer</li> <li>- sledge hammer</li> <li>- maul</li> <li>- drivall</li> </ul> </td> </tr> </table>	Tools:	<ul style="list-style-type: none"> <li>- tape measure</li> <li>- timber saw</li> <li>- brace and bit</li> <li>- nails or screws</li> <li>- hammer</li> <li>- sledge hammer</li> <li>- maul</li> <li>- drivall</li> </ul>
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					<ul style="list-style-type: none"> <li>• Choose suitable materials as appropriate (<i>indicate which were chosen</i>)</li> </ul>		
					<table border="0"> <tr> <td style="vertical-align: top;">Materials:</td> <td> <ul style="list-style-type: none"> <li>- well preserved timber for section posts</li> <li>- well preserved timber for sawn boards</li> <li>- sheets of wire mesh metal</li> <li>- heavy gauge polythene netting</li> </ul> </td> </tr> </table>	Materials:	<ul style="list-style-type: none"> <li>- well preserved timber for section posts</li> <li>- well preserved timber for sawn boards</li> <li>- sheets of wire mesh metal</li> <li>- heavy gauge polythene netting</li> </ul>
Materials:	<ul style="list-style-type: none"> <li>- well preserved timber for section posts</li> <li>- well preserved timber for sawn boards</li> <li>- sheets of wire mesh metal</li> <li>- heavy gauge polythene netting</li> </ul>						

Continued...

## HORTICULTURE E3

356 Continued

					<ul style="list-style-type: none"> <li>Choose a type of compost bin to be constructed (with assistance if required)</li> </ul>
					<ul style="list-style-type: none"> <li>Measure and mark out site for composter with assistance</li> </ul>
					<ul style="list-style-type: none"> <li>Check section posts are secure for cutting</li> </ul>
					<ul style="list-style-type: none"> <li>Measure and cut section posts to a suitable length safely and correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Position and secure section posts safely</li> </ul>
					<ul style="list-style-type: none"> <li>Measure and mark suitable lengths of sawn board/wire mesh/polythene netting safely (ensuring all materials are secured for cutting)</li> </ul>
					<ul style="list-style-type: none"> <li>Position and fix boards/mesh/polythene to section posts safely</li> </ul>
					<ul style="list-style-type: none"> <li>Transport waste vegetable matter to composter and place appropriately</li> </ul>
					<ul style="list-style-type: none"> <li>Clean tools and equipment</li> </ul>
					<ul style="list-style-type: none"> <li>Store tools and surplus material safely</li> </ul>
					<ul style="list-style-type: none"> <li>Dispose of waste materials correctly and safely</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
<b>Knowledge evidence</b> (evidence of answers given to be recorded in portfolio)					
					<ul style="list-style-type: none"> <li>A reason for using well preserved timber in the construction process</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for allowing air into the composter</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for composting materials</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for washing and drying hands</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		

## HORTICULTURE E3

Unit no: **357** Unit title: **Shred waste vegetation** Credit value: **2**

**NOTE: This unit is unsuitable for pre-16 learners**

**Guidance:** For this unit, a suitable shredder in good, safe working order should be available.

Learning Outcome: The learner will be able to:

- Shred waste vegetable matter correctly and safely

Assessor Initials/Date				



Practical evidence				
				• Choose and wear personal protective clothing
				• Recognise <b>all</b> components of shredding machine:
				- electric cable
				- entry port
				- exit port
				- knives
				- on/off switch
				• Check shredder is safe for use ( <b>all</b> of the following):
				- electric cut out connected
				- nuts, bolts and screws secure
				- machine located on firm level base
				- identify shutdown procedure
				• Recognise safe method of loading material into shredder
				• Recognise correct operation and malfunction of shredder
				• Recognise safe method of recovery of shredded material
				• Collect waste vegetable matter
				• Transport to appropriate site
				• Shred material correctly
				• Monitor shredding from safe position to check for correct operation
				• Recover shredded material
				• Transport shredded material to composting area or add to ground surface as a mulch
				• Clean and store equipment correctly
				• Clean work area
				• Remove and store personal protective clothing
				• Wash and dry hands

Continued...



## HORTICULTURE E3

357 Continued

<b>Knowledge evidence</b> (evidence of answers given to be recorded in portfolio)			
		• A reason for shredding waste vegetable material	
		• A reason for checking the shredder is safe to use	
		• A reason for loading material safely into the shredder	
		• A reason for recovering shredded material safely	
<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
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

# Useful contacts

<b>UK learners</b> <b>General qualification</b>	<b>T: +44 (0)844 543 0033</b> <b>E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a></b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b><a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a></b>
<b>Single subject qualifications</b> Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: <b><a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a></b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b><a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a></b>
<b>Walled Garden</b> Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b><a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: <b><a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a></b>
<b>Publications</b> Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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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).

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## 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)