

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



www.cityandguilds.com
August 2014
Version 1.0

**Unit recording documents for
Floristry (Units 358-362)**

City & Guilds
Believe you can



www.cityandguilds.com

FLORISTRY E3

Unit no: 358	Unit title: Condition floristry plant material	Credit value: 2										
<p>Guidance: For this unit tools (list below), flower food, bucket, packed plant material and a cool area for storage must be available. Cutting must be done under supervision.</p> <p>Learning Outcome: <ul style="list-style-type: none">• The learner will be able to recognise, prepare and condition fresh plant material</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left; padding: 5px;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20%; height: 100px;"></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												



Practical evidence					
					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Unpack and recognise both of the following fresh plant materials:
					- Flowers
					- Leaves
					<ul style="list-style-type: none"> • Ensure work area is clean and tidy
					<ul style="list-style-type: none"> • Recognise bucket containers
					<ul style="list-style-type: none"> • Recognise all of the following tools:
					- Scissors
					- Knife
					- Secateurs
					<ul style="list-style-type: none"> • Recognise flower food
					<ul style="list-style-type: none"> • Check that tools are safe to use
					<ul style="list-style-type: none"> • Clean buckets with soap and water
					<ul style="list-style-type: none"> • Fill buckets with fresh water
					<ul style="list-style-type: none"> • Measure out flower food correctly and safely
					<ul style="list-style-type: none"> • Add flower food to water correctly
					<ul style="list-style-type: none"> • Remove wrapping from flowers
					<ul style="list-style-type: none"> • Check that flowers are healthy and not damaged
					<ul style="list-style-type: none"> • Remove leaves from the lower part of the stems of flowers
					<ul style="list-style-type: none"> • Cut 5cm off the bottom of stem of flowers under supervision
					<ul style="list-style-type: none"> • Place flowers in bucket filled with water and flower food
					<ul style="list-style-type: none"> • Place buckets of fresh flowers in cool dry shady place, for material to condition
					<ul style="list-style-type: none"> • Clean and store tools correctly and safely
					<ul style="list-style-type: none"> • Store unused material correctly
					<ul style="list-style-type: none"> • Clean and tidy work area
					<ul style="list-style-type: none"> • Clean and store personal protective clothing
					<ul style="list-style-type: none"> • Wash and dry hands

Continued.....

FLORISTRY E3

358 Continued

Knowledge Evidence (evidence of answers to be recorded in portfolio)			
		• A reason for storing plant material in cool dry shady conditions	
		• A reason for checking that plant material is healthy and not damaged	
		• A reason for flower food being added to water	
		• A reason for clean buckets to be used	
		• A reason for removing leaves from the lower part of the stem	
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

FLORISTRY E3

Unit no: **359** Unit title: **Recognise materials used in floristry** Credit value: **1**

Guidance: For this unit materials (list below), accessories (greeting cards and card holders) must be available.

Learning Outcome: • The learner will be able to recognise **six** materials used in floristry

Assessor Initials/Date				



Practical evidence

						<ul style="list-style-type: none"> Choose and wear personal protective clothing
						<ul style="list-style-type: none"> Recognise six of the following materials (<i>indicate which 6 have been correctly recognised</i>):
					Material 1:	<ul style="list-style-type: none"> - Floral foam (wet) - Floral foam (dry) - Pot tape - Plastic pin-holder (frog) - Stub wire - Stem tape - Spool wire - Floral box
					Material 2:	
					Material 3:	
					Material 4:	
					Material 5:	
					Material 6:	
						<ul style="list-style-type: none"> Recognise both of the following accessories:
						<ul style="list-style-type: none"> - Greeting card
						<ul style="list-style-type: none"> - Card holder
						<ul style="list-style-type: none"> Clean and store personal protective clothing
						<ul style="list-style-type: none"> Wash and dry hands

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


						<ul style="list-style-type: none"> A reason for using materials
						<ul style="list-style-type: none"> A reason for handling materials correctly and safely
						<ul style="list-style-type: none"> A reason for storing materials correctly

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

FLORISTRY E3

Unit no:	360	Unit title:	Gift wrap a single flower	Credit value:	2										
<p>Guidance: For this unit tools, materials, single fresh flowers, leaves (lists below) and greeting card must be available. For the practical, the learner will need to wrap a single flower in a flower tube and decorate it with a ribbon. Cutting must be done under supervision.</p>															
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to recognise, select and prepare materials to gift wrap a single flower for presentation 													
<table border="1"> <thead> <tr> <th colspan="5">Assessor Initials/Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Assessor Initials/Date									
Assessor Initials/Date															
 E															
Practical evidence															
					<ul style="list-style-type: none"> Choose and wear personal protective clothing 										
					<ul style="list-style-type: none"> Recognise both of the following tools: 										
					- Sticky tape										
					- Scissors										
					<ul style="list-style-type: none"> Recognise greeting cards 										
					<ul style="list-style-type: none"> Recognise all of the following materials: 										
					- Acetate flower tube										
					- Flower file/bottle										
					- Floral fix										
					- Ribbon bow										
					<ul style="list-style-type: none"> Check that tools are safe to use 										
					<ul style="list-style-type: none"> Choose materials to be used 										
					<ul style="list-style-type: none"> Recognise one single fresh flower for wrapping (<i>state which one was used</i>): 										
				Flower:	<ul style="list-style-type: none"> Carnation Rose 										
					<ul style="list-style-type: none"> Recognise both of the following leaves for wrapping: 										
					- Fern										
					- Gyp										
					<ul style="list-style-type: none"> Cut ribbon to size correctly under supervision 										
					<ul style="list-style-type: none"> Decorate flower tube with ribbon 										
					<ul style="list-style-type: none"> Secure ribbon with tape 										
					<ul style="list-style-type: none"> Fill flower file/tube with water correctly 										
					<ul style="list-style-type: none"> Cut flower stem to size correctly and safely under supervision 										
					<ul style="list-style-type: none"> Arrange flower and leaves in flower file/tube 										
					<ul style="list-style-type: none"> Attach floral fix to file/tube 										
					<ul style="list-style-type: none"> Position and secure flower in file/tube 										
					<ul style="list-style-type: none"> Attach top and secure in position 										
					<ul style="list-style-type: none"> Decorate top with ribbon 										
					<ul style="list-style-type: none"> Attach greeting card 										
					<ul style="list-style-type: none"> Clean and store tools correctly and safely 										
					<ul style="list-style-type: none"> Store unused materials correctly 										
					<ul style="list-style-type: none"> Clean and store personal protective clothing 										
					<ul style="list-style-type: none"> Wash and dry hands 										

Continued....

FLORISTRY E3

360 Continued

Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
	• A reason for gift wrapping fresh plant material		
	• A reason for why plant material should be handled with care		
	• A reason for securing materials correctly		
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

FLORISTRY E3

Unit no: **361** Unit title: **Make a country basket arrangement** Credit value: **3**

Guidance: For this unit plant material and floral mechanics (list below) must be available. Cutting must be done under supervision.

Learning Outcome: • The learner will be able to make a country basket arrangement using plant material

Assessor Initials/Date				

 **EM**

Practical evidence

					• Choose and wear personal protective clothing
					• Recognise both of the following plant material:
					- Fresh flowers and leaves
					- Dried/artificial flowers
					• Recognise all of the following:
					- Basket
					- Floral foam
					- Floral tape
					- Scissors or knife
					- Water spray
					• Check that tools are safe to use
					• Ensure that work area is clean and tidy
					• Cut floral foam to correct size and shape under supervision
					• Prepare floral foam correctly (soak in water if using fresh flowers)
					• Secure floral foam in basket correctly
					• Cut plant material to correct length under supervision
					• Insert plant material into floral foam in correct position
					• Check that floral foam is totally covered with plant material and is not visible
					• Spray plant material with water when arrangement has been finished if using fresh flowers
					• Clean and store tools correctly and safely
					• Store unused materials correctly
					• Clean and store personal protective clothing
					• Store completed flower arrangement correctly
					• Wash and dry hands

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


	• A reason for positioning flowers/leaves in floral foam securely and correctly
	• A reason for recognising suitable flowers and leaves for a country basket arrangement
	• A reason for cutting flower/leaves to correct length
	• A reason for covering all of the floral foam

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

FLORISTRY E3

Unit no:	362	Unit title:	Make a single flower buttonhole	Credit value:	3
<p>Guidance: For this unit plant material and floral mechanics (list below) must be available. Cutting must be done under supervision.</p>					
Learning Outcome:		<ul style="list-style-type: none"> • The learner will be able to make a single flower buttonhole correctly and securely 			
Assessor Initials/Date					
					
Practical evidence					
					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise both of the following plant materials: <ul style="list-style-type: none"> - Single fresh flower - Appropriate leaves
					<ul style="list-style-type: none"> • Recognise scissors
					<ul style="list-style-type: none"> • Recognise all of the following: <ul style="list-style-type: none"> - Stem tape - Stub wire - Straight pin
					<ul style="list-style-type: none"> • Ensure work area is clean and tidy
					<ul style="list-style-type: none"> • Cut flower stem to correct size safely under supervision
					<ul style="list-style-type: none"> • Wire flower head correctly
					<ul style="list-style-type: none"> • Wire separate pieces of foliage correctly
					<ul style="list-style-type: none"> • Position foliage around flower head
					<ul style="list-style-type: none"> • Cut flower stem to correct length safely under supervision
					<ul style="list-style-type: none"> • Cover flower stem with stem tape
					<ul style="list-style-type: none"> • Spray flower head with water
					<ul style="list-style-type: none"> • Attach pin correctly under supervision
					<ul style="list-style-type: none"> • Store completed buttonhole correctly and safely
					<ul style="list-style-type: none"> • Clean and store tools correctly and safely
					<ul style="list-style-type: none"> • Store unused material correctly
					<ul style="list-style-type: none"> • Clean 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 wiring the flower and foliage
					<ul style="list-style-type: none"> • A reason for covering the flower stem with stem tape
					<ul style="list-style-type: none"> • A reason for attaching a pin
					<ul style="list-style-type: none"> • A reason for spraying the completed buttonhole with water
<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
- **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

UK learners General qualification	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
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	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	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	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,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	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

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