Level 3 Advanced National Certificate in Floristry

Assignment Guide

Version A1
www.nptc.org.uk

Supported by the Society of Floristry

Publications and enquiries

Publications are available as hard copy from Publications sales, City & Guilds,

1 Giltspur Street, London EC1A 9DD

or

download from www.nptc.org.uk under the 'Qualifications' tab.

General information may be obtained from

Customer support

NPTC
Stoneleigh Park
Warwickshire CV8 2LG
United Kingdom

Tel: +44 (0) 24 7685 7300
Fax: +44 (0) 24 7669 6128

Email: information@nptc.org.uk

Equal opportunities

NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

For a copy of our Equal Opportunities Policy please contact your assessment centre or NPTC at the above address.

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, NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

© 2007 NPTC All rights reserved.

A company registered in England and Wales (company number 16513878)

Contents

Introduction..... 5

Details of Assessments..... 6

Guidance for Assessors..... 7

Assignment 321..... 13

Assignment 322..... 29

Assignment 323..... 37

Assignment 324..... 53

Assignment 325..... 71

Assignment 326..... 87

Assignment 327..... 103

Assignment 328..... 117

Assignment 329..... 119

Assignment 330..... 133

Further Information..... 145

[This page is intentionally blank]

Level 3 Advanced National Certificate in Floristry

Introduction

The Units

To gain the NPTC Level 3 Advanced National Certificate in Floristry candidates must pass all eight core units plus at least one optional unit. Additional optional units may also be included with the full qualification or accessed via the unit route as part of a CPD programme.

Units 321, 322, 324, 326, 327 have a short answer written examination to cover underpinning knowledge and an assignment to cover practical activities.

All other units have an assignment to cover underpinning knowledge and practical activities

NPTC Level 3 Advanced National Certificate in Floristry

Core units

Unit 321	Diverse flower and plant care
Unit 322	The creative design process for florists
Unit 323	Diverse tied floral designs
Unit 324	Diverse floral designs for weddings and formal occasions
Unit 325	Assembly of diverse floral arrangements
Unit 326	Assembly of diverse floral designs for sympathy tributes
Unit 327	Working in the floristry industry
Unit 328	Process, cost, and evaluate diverse floral designs

Optional units

Unit 329	Function and event decoration using floral displays
Unit 330	Function and event decoration using balloons

Details of Assessments

For the award of a full certificate, candidates must successfully complete the assessments for all eight core units (units 321-328) plus at least one optional unit.

Core units		**Assessment components required**	
	Written test (short answer)	0344-30-320	Written test covering units 321, 322, 324, 326, 327
Unit 321	Diverse flower and plant care	0344-30-321	Assignment
Unit 322	The creative Design Process for florists	0344-20-322	Assignment
Unit 323	Diverse tied floral designs	0344-30-323	Assignment
Unit 324	Diverse floral designs for weddings and formal occasions	0344-30-324	Assignment
Unit 325	Assembly of diverse floral arrangements	0344-30-325	Assignment
Unit 326	Assembly of diverse floral designs for sympathy tributes	0344-30-326	Assignment
Unit 327	Working in the floristry industry	0344-30-327	Assignment
Unit 328	Process, cost, and evaluate diverse floral designs	0344-30-328	There is no assignment for this unit. It is assessed within assignments 323, 324, 325 and 326
Optional units			
Unit 329	Function and event decoration using floral displays	0344-30-329	Assignment
Unit 330	Function and event decoration using balloons	0344-30-330	Assignment

Guidance Notes for Assessors

NPTC Level 3 Advanced National Certificate in Floristry is designed to provide opportunities for candidates to demonstrate the skills and understanding required by an intermediate florist in a retail business or with a floral decorator

The assignments in this guide sample the practical activities of the outcomes that are listed in the Qualification Handbook. In some units they also sample the underpinning knowledge. In addition, candidates will complete a short answer written examination which assesses the underpinning knowledge of some of the core units.

The Qualification Handbook details a number of outcomes for each unit, and each of these outcomes has a number of practical activities and underpinning knowledge criteria. As assignments are designed to sample the practical activities and underpinning knowledge, it is essential that candidates cover the full contents of each unit. All of the assessments have standard marking criteria or marking checklists.

Completing assignments

Each assignment relates to a unit and consists of a series of tasks that candidates will be expected to complete and the resultant level of candidate achievement for the unit will be graded. **Candidates must pass all tasks within an assignment.** The formula for determining the grade is given later in this guide.

Each task is listed with its title, assessor guidance, candidate briefing, marking criteria, marking checklist where required and feedback sheet. If the assignment contains written or multiple choice tests the sample answers to these will be available directly from NPTC

Assignments can be completed in any order. There is no need for candidates to begin with Unit 1 and then to work through in numerical order. Centres will be expected to organise the assignments in a logical order according to the requirements of the candidates and the course: e.g. with regard to seasonal activities, the needs of the sector and whether the candidate is registered for the full qualification or individual units.

All the assessments must be carried out by approved assessors in examination conditions and may take place in the training centre or workplace.

There may be more than one version of an assignment available for each unit (eg Version A or B). The intention of providing versions of assignments is to widen the assessment opportunities for the qualification. Centres should select one version of an assignment to use for a particular unit and year, but will **not** be able to mix and match versions of assignments within each individual unit.

Tutors/assessors need to ensure that all the required evidence is available for any verification that may take place.

Supporting evidence

Many assignments have been written to encourage candidates to produce different types of evidence such as completed charts, posters, visual displays, leaflets, etc. It is therefore important that candidates put their name, enrolment number, centre name and number on all pieces of evidence and that the evidence for each assignment is securely fastened together.

Time limits for assignments

Time limits have not been included for each task in assignments. This has been agreed because time is not an assessment criterion in this context. However, it is expected that candidates will complete practical tasks in a commercially acceptable time.

Grading

The assignments in this guide include descriptions of expected candidate performance for each grade pass, merit or distinction. Pass represents the level of achievement which would equate to competence in terms of knowledge and practice and generally represents ability to follow instructions, whereas Merit and Distinction represent an increasing ability to apply knowledge more critically, adapt in the face of changing circumstances and independently resolve problems. To pass an assignment, a candidate must demonstrate a reasonable level of practical skill as detailed in the qualification but may need to seek clarification. Merit and Distinction represent an increasing ability to function autonomously, solve problems and be creative.

The three grades are defined as follows:

Pass level
In order to gain a Pass grade, candidates must show they can carry out activities to a satisfactory standard in the practical and underpinning knowledge tests.

Merit level
In order to gain a Merit grade, candidates must show additional qualities, such as an ability to work with greater efficiency than pass level candidates, and a capacity to monitor information and solve everyday operational problems with a certain amount of confidence.

Distinction level
In order to gain a Distinction grade, candidates must be able to show evidence of a greater level of understanding than those at merit level. In addition to the ability to monitor information and solve problems, they must be able to analyse and evaluate information and generalise from basic principles, make judgements and simple recommendations concerning methods of improving existing practice.

Safe working

The importance of safe working practices must always be stressed. Candidates have responsibilities for the safety of others as well as themselves. Anyone behaving in an unsafe manner during a test must be stopped and a suitable warning given. At least a week should elapse before a re-sit may be taken.

Marking assignments

All assignments are made up of a series of tasks. Each task must be marked and most can be awarded a Pass, Merit or Distinction. Specific guidance for marking each task is provided in the appropriate section.

The mark that can be awarded for each completed task is:

Pass	1
Merit	2
Distinction	3

To award an overall assignment grade, the number of marks given for each task are totalled and then divided by the number of tasks. This gives the average mark and then grade.

Average	**Grade**
1 to 1.5	Pass
1.6 to 2.5	Merit
2.6 to 3	Distinction

For example, below is a completed Assignment Mark sheet as it would appear in the Assignment Guide. It shows how an overall grade of Merit was produced.

Outcome	**Task**	**Mark**		
		Pass	**Merit**	**Distinction**
1. Examine the roles of providers and sources of funding.	Ai	1		
	Aii		2	
	Aiii	Pass / fail (delete as appropriate)		
2. Investigate a career.	Bi			3
	Bii		2	
	Biii	1		
			Total	9
			Average Mark (9 divided by 5)*	1.8
			Overall Grade	**Merit**

*Note: If tasks are pass/fail only their mark should be excluded from this calculation. In the example above task Aiii is pass/fail only and is not included in the calculation of the grade.

Feedback to candidates and opportunities to repeat tasks within an assignment

Candidates may repeat a task once to improve their achievement by one grade, e.g. fail to pass or pass to merit. Each task within the assignment guide has a feedback to candidate sheet. All feedback to candidates must be recorded on this sheet and given in such a way that any work resubmitted reflects additional work by the candidate, rather than specific information provided by the tutor. If a candidate fails a task, they can repeat it, but assessors should allow seven days before resubmission or reassessment.

Recording marks and grades

To record candidate marks and overall grade for each completed assignment, assessors should enter details onto the appropriate Assignment Mark sheet (front sheet) which must be authenticated by the candidate and assessor.
Records of individual assessments should be kept on the marking checklists and other pro-formae provided.

Verification of Assignments

The work of assessors involved in the qualification must be monitored by an Internal Quality Assurance System, to ensure that consistent standards are being applied throughout assessment activities.
Key responsibilities of those with the internal quality assurance role are

- planning, tracking and verifying assessment
- managing the quality of the assessment delivery, including standardising assessment practice
- supplying assessors with up-to-date information, advice and support
- monitoring assessor's continuous professional development.

Sampling should include the range of assignments, candidates and assessors and all assessment methods, including direct observation. Guidance on this can be found in *Ensuring Quality*, edition 12 pages 8-9.
By using the evidence checklists, assessors/verifiers can also ascertain whether the evidence for an assignment is complete, and can ensure that the allocation of scores has been fair and beyond dispute. Assignments must be checked for validity, authenticity and sufficiency.
Assessors must ensure that candidates understand why a particular grade has been given. It is for this reason and to authenticate the assignment, that NPTC requires the signature of both the assessor and the candidate on the mark sheets and why a feedback box/sheet is provided.
If a candidate's work is selected for verification, samples of work must be available to the appointed external verifier. An external verifier will make an annual visit to the centre and their role includes the following:

- ensuring that quality assurance co-ordinators are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice
- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.

Entry for assessment and certification

Candidates should be registered using Walled Garden or Form S as soon as possible after enrolment at the centre. Centres should note that unregistered candidates will not be included in EV sampling, which may delay the issue of certificates. Assessment should not take place before a candidate is registered with the centre. Any evidence used from before this date should be judged as accreditation of prior learning during the induction process and must meet the requirements for validity, sufficiency, authenticity and currency.

Candidates are automatically registered for the on-line tests, which must be scheduled when the candidate is ready to take the test. (See qualification handbook). A dated entry needs to be made for any candidates taking dated examinations.

Results of assignments should be submitted in the form of grades on Walled Garden or Form S. Only those components which have been passed should be included. Each component number is entered, followed by P (Pass), M (Merit) or D (Distinction) to indicate the grade the candidate has achieved. Certificates will not be issued until after external verification.

(This page is intentionally blank)

Assignment 321 Diverse flower and plant care

This assignment links to Unit 321 of the Qualification Handbook

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
1. Identify cut materials and potted plants	Ai			
2. Identify plant groups and botanical processes	Aii			
3. Produce a diverse range of planted containers	B			
4. identify plant problems	C			
			Average mark (total divided by 4)	
			Overall Grade	

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 321 Diverse flower and plant care

Task Ai Identify cut- flowers and foliage
Task Aii Identify flowering and foliage pot plants

Assessor Guidance

Ai The identification test comprises a selection of 10 cut flowers and 10 foliages from the level 3 list and 10 cut flowers and 5 foliages from the level 2 list. The items provided can include both live and/or pictorial samples and must be taken from those listed in the Qualification handbook in Appendix A. Where a plant in appendix A is listed under the generic name only, the candidate should only state the species, where a definitive species is normally used within the floristry industry. If not the candidate should use sp. for the species name, eg for plants such as Dahlia. (Dahlia sp.) etc.

Aii The identification test comprises a selection of 10 pot plants from level 3 and 5 pot plants from level 2. The items provided can include both live and/or pictorial samples and must be taken from those listed in the Qualification handbook in Appendix A.

Marking for the tasks within this assignment will be

Botanical name 5 marks in total, made up as follows

Genus 3 and species 2, (where no cultivar) **or** Genus 3 cultivar 2 (where the species name is not usually used, eg. Roses) **or** Genus 2, species 2 and cultivar or variety 1

Seasonal availability from the wholesalers 1 mark (Cut materials only)

Method of conditioning 1 mark (Cut materials only)

Correct plant group 2 marks (Pot plants only)

Candidate's briefing

Task Ai Cut flowers and foliage

Using the pro-forma provided, identify the samples of flowers and foliages shown to you, by botanical name: genus, species, cultivar or variety.
State the normal seasonal availability and appropriate conditioning method.

Task Aii Flowering and foliage pot plants

Using the pro-forma provided, identify the flowering and foliage potted plants shown to you by botanical Name: genus, species, cultivar or variety. For each plant state the plant group to which it belongs.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
Ai	123-160	161-195	196-245
Aii	53-67	68-84	85-105

(This page is intentionally blank)

Assignment 321 Identification and processing of cut materials and pot plants

Task Ai Identify cut flowers and foliages

Candidate name	Assessor's name

	Genus	Species	Cultivar or variety	Seasonal availability	Conditioning method	Mark
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Assignment 321 Identification and processing of cut materials and pot plants

Task Ai Identify cut flowers and foliages

Candidate name	Assessor's name

19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
					TOTAL MARK	

PTO

Assignment 321 Diverse flower and plant care

Candidate feedback

Task Ai Identify cut-flowers and foliages

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessors signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

This page is intentionally blank

Assignment 321 Identification and processing of cut materials and pot plants

Task Aii Identify flowering and foliage pot plants

Candidate name	Assessor's name

	Genus	Species	Cultivar or variety	Plant group	Mark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

PTO

Assignment 321 Diverse flower and plant care

Candidate feedback

Task Aii Identify flowering and foliage pot plants,

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessors signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

Assignment 321 Diverse Flower and plant care

Task B Design diverse planted designs

Assessor guidance

This is a paper-based exercise. The candidate is required to design four diverse planted containers each suitable for a different micro-climate. The candidate should demonstrate knowledge of plant association, environmental conditions and distinctive design features. All materials should be clearly labelled.

Candidate's briefing

You are required to plan four diverse planted designs for a corporate client, each for a different micro-climate and with distinctive design features. The planned designs should demonstrate your knowledge of compatible plant associations. Each planned design should be suitable for the environment of the stated location.
For each design, produce a sketch of the proposed design and provide supplementary information relating to each, to include the botanical names of the plants used, reasons for your choice of materials, the plant groups to which they belong and the environmental conditions for each planned design.
You do not have to construct these designs, but each should be distinctive and suitable for a different location.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
B	Four design plans are submitted in a basic format. The information provided is limited but covers the stated criteria and is free from significant errors. There may not be clear reasoning for the materials used and appreciation of plant associations may lack clarity. The range of materials used is limited	Four design plans are submitted in a viable format showing some evidence of imaginative design and presentation. Information covers the stated criteria in good detail and is free from errors. There is clear reasoning for the materials used and appreciation of plant associations is clear. A good range of materials used.	Four design plans are submitted in a viable format showing strong evidence of imaginative design and presentation. Information covers the stated criteria in depth, and is free from errors. There is excellent reasoning for the materials used and appreciation of plant associations is extensive. A comprehensive range of materials used.

Assignment 321 Diverse Flower and Plant Care

Candidate feedback

Task B Design diverse planted designs

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)

Grade for task	

Assessors signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

Assignment 321 Diverse Flower and plant care

Task C Produce a diverse planted design

Assessor guidance

The candidate is to demonstrate their knowledge of plant groups and grouping, planting techniques, suitability of containers and growing media for the species chosen and the location of the planter into an environment that will enable plants to thrive in the chosen conditions. Significant pests and diseases should be stated.
A marking checklist is provided

Candidate's briefing

You are required to produce a diverse planted design for a corporate client, with distinctive design features. State the location that the design is for and state what pests and diseases are likely to be a problem.

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
C	11 essential criteria.	11 essential criteria plus 1 desirable criterion.	11 essential criteria plus 2-3 desirable criteria.

(This page is intentionally blank)

Assignment 321 Diverse Flower and plant care

Task C Produce a diverse planted design

Marking checklist

1.	The candidate was appropriately dressed for the task and the requirements of the job specification had been ascertained.	☐
2.	The preparation of the work area with all suitable tools and equipment was in line with workroom requirements and Health and Safety. (Including irritants if used)	☐
3.	Suitable container was selected and prepared with an appropriate planting medium for the plants chosen.	☐
4.	Quality of the plants to be used was checked. They were groomed and checked for any pests and diseases. Poor quality plants were rejected if discovered.	☐
5.	Consideration had been taken in planting, allowing room for growth.	O
6.	Design demonstrated good application of the elements and principles of design	☐
7.	Suitable watering space left, for maintenance of design.	☐
8.	Finish of design completed, including cleanliness, with suitable medium used for the top of design.	☐
9.	Completed design demonstrated interpretation of the brief	☐
10.	Complete design was attractive and showed distinctive use of materials	O
11	Candidate cleaned work area and disposed of waste safely and appropriately.	☐
12	At least one appropriate pest and one disease are named	☐
13	2 or more pests and 2 or more diseases are named	O
14	Candidate cleaned work area and disposed of waste safely and appropriately.	☐

Essential criteria ☐ Desirable criteria O

PTO

Assignment 321 Diverse Flower and plant care

Task C Produce a diverse planted design

Feedback to candidate:

Candidate's signature	Grade achieved:
Assessor's name and signature:	Date:

Assignment 322 The Creative design process for florists

This assignment links to Unit 322 (The Creative design process for florists) of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
1. investigate sources of design inspiration	A			
2. use a range of methods to explore and support the creative design process	B			
			Average mark (total divided by 2)	
			Overall Grade	

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 322 The Creative design process for florists

Task A Investigate the creative design process

Assessor Guidance

This task requires candidates to investigate a wide range of factors influencing the creative design process.
Candidates must clearly demonstrate their understanding of how the following sources of inspiration can be used to inspire creativity and original design solutions within a floristry context: Culture, Emotion, Technique, and Botany.
In addition candidates will demonstrate their ability to interpret a simple design schema and distinguish between Order categories (symmetry/ asymmetry); Arrangement styles (decorative/form-linear/vegetative); Line arrangements (Radial / Parallel); and Flower Placements (lines/groups/patterns).

Candidate's briefing

You are required to complete an exploratory research project that evidences your understanding of how the following sources of inspiration can be used to inspire creativity and original design solutions within a floristry context: Culture, Emotion, Technique, and Botany.
In addition you must demonstrate your ability to interpret a simple design schema and distinguish between: Order categories (symmetry/ asymmetry); Arrangement styles (decorative/form-linear/vegetative); Line arrangements (Radial / Parallel); and Flower Placements (lines/groups/patterns).
It is expected that the portfolio will include a wide range of samples, (floral and non-floral), and include appropriate annotations.
You are encouraged to adopt a high degree of personal exploration and creativity.
The completed project should be suitably presented.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The specified sources of inspiration are covered and the student is able to make appropriate connections in most cases. The specified design schema is accurately interpreted. A limited range of samples are provided. Annotations are relevant but brief. The project is submitted in a suitable but basic format.	The specified sources of inspiration are well covered and the student is clearly able to make appropriate connections in each case. The specified design schema is accurately interpreted in good detail. A wide range of samples are provided. Most annotations are relevant and sufficiently detailed. The project is clearly laid out and submitted in a suitable format.	The specified sources of inspiration are covered in depth and the student is clearly able to make appropriate connections in each case. The specified design schema is accurately interpreted in depth. An extensive range of samples are provided. The majority of annotations are relevant and sufficiently detailed. The project is clearly laid out, there is good evidence of personal exploration, and it is submitted in a suitable format.

Assignment 322 The Creative design process for florists

Candidate feedback

Task A Investigate the creative design process

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

Assignment 322 The Creative design process for florists

Task B Complete a Design Project

Assessor guidance

This task enables candidates to use the creative design process in order to develop their design skills. Candidates should select one design brief from the range listed. They are required to show how the creative design process can be applied, in order to develop viable solutions. All stages of the design process should be evidenced, from exploration of initial ideas through to submission of completed concepts. This task focuses on the design stage only and candidates are **not** required to implement their finished plans.
The candidate's work must be original. The finished plans can be created in any suitable format; however the related developmental work must evidence the candidate's exploration of a wide range of methods, for example drawing, mixed media, craft techniques, and ICT packages.

Candidate's briefing

This task challenges you to use the creative design process in order to develop your design skills. You are required to show how the creative design process can be applied in order to develop viable solutions.

Complete a design project based on **ONE** of the design briefs listed below.
Create a portfolio of evidence that shows personal exploration of relevant inspiration sources. In addition you should include evidence of your initial design ideas and all developmental stages in the design process leading to creation of plans for a finished concept. The finished concept can be created in any suitable format; however the related developmental work must evidence your exploration of a wide range of methods, for example drawing, mixed media, craft techniques, and ICT packages and therefore a high degree of originality is expected. Implementation of the final design proposal is **not** required.

Design Briefs:

1. Design a corporate identity for a floristry business (Logo and corporate branding)
2. Design a range of themed window and in-store displays for a floristry business. (Minimum of 3 different themes)
3. Design a marketing campaign of benefit to a floristry business (Poster, Flyer, & Brochure)
4. Design an innovative scheme of decoration for the refurbishment of an existing floristry business (Shop front & Retail / Sales areas only)

Assignment 322 The Creative design process for florists

Task B Complete a Design Project

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
B	A basic portfolio of evidence is submitted in a suitable format. Sources of inspiration are identified but explored in limited depth. A limited range of methods is utilised. Final design proposals are stated and link to research. The evidence is viable but the developmental process is unclear and/or appears confused.	A cohesive portfolio of evidence is submitted in a suitable format. Sources of inspiration are clearly identified and are mostly explored in depth. A wider range of methods is utilised effectively. Final design proposals are clearly stated and link to research. The evidence is viable and there is clear evidence of the development of initial ideas through to final concepts.	A highly original portfolio of evidence is submitted in a suitable format. Sources of inspiration are clearly identified and are explored in depth. An extensive range of methods is utilised effectively. Final design proposals show originality, are clearly stated, and link to research. The evidence is viable and there is strong evidence of the development of initial ideas through to final concepts.

Assignment 322 The Creative design process for florists

Candidate feedback

Task B Complete a Design Project

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)

Grade for task

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 323 Diverse tied floral designs

This assignment links to Unit 323 (Diverse tied floral designs) and part of Unit 328 of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
328. Process, cost, and evaluate diverse floral designs. 1. Identify and produce a diverse range of tied designs. 2. Package, care for, and store diverse tied designs.	A			
	Bi			
	Bii			
	Ci			
	Cii			
	Average mark (total divided by 5)			
	Overall Grade			

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 323 Diverse tied floral designs

Task A Process and evaluate diverse tied designs.

Assessor Guidance

This task is an opportunity for individual candidates to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates their ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers some of the assessment requirements for Unit 328). Candidates will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item. Candidates will evaluate the completed designs using the elements and principles of design (See Evaluation pro-forma: appendix C).
The designs in Task A would normally be different from the ones in tasks B & C.

Candidate's briefing

You are required to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates your ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers some of the assessment requirements for Unit 328). You will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item.

You are required to interpret the **5** diverse design specifications **stated below**. Identify client requirements and propose **3** viable design options for each design specification. Suggested designs must be selected from the **range** listed within **unit 323**.

Select and assemble **one** of the specified designs for each order. Produce a photograph / image of the selected design and supply a narrative stating its suitability. Cover the care, storage, and transportation of the design.

Each of the **5** designs is required to be evaluated using the evaluation sheet provided, (See appendix C).

Design Specifications

1. A client has requested a tied design suitable for presentation on stage.
2. A client has requested a tied design for the funeral of a neighbour.
3. A client has requested a compact tied design that can be easily transported.
4. A hotel client has requested a tied contract design for a modern vase on the reception desk.
5. A client has requested an unusual tied design for a male colleague's 40th birthday.

Assignment 323 Diverse tied floral designs

Task A Process and evaluate diverse tied designs.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described briefly and supported with a labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a basic commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated using the pro-forma provided. Presentation of evidence is to an acceptable basic standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in detail and supported with a clearly labelled sketch. One design was assembled for each specification. This design was assembled to a good commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in detail using the pro-forma provided. Presentation of evidence is to a good standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in full detail and supported with a clearly and accurately labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a high commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in full using the pro-forma provided. Presentation of evidence is to a high standard.

Assignment 323 Diverse tied floral designs

Candidate feedback

Task A Process and evaluate diverse tied designs.

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 323 Diverse tied floral designs

Task Bi & Bii identify and produce a range of tied designs to be costed up

Task Ci & Cii identify and produce a range of tied designs to be costed down

Assessor guidance

These tasks are an opportunity for candidates to work individually in order to demonstrate their ability to identify the characteristics and produce a range of hand tied and presentation designs to a commercial standard. They should identify, select, prepare, assemble, package, and cost the specified designs within a realistic commercial time span. The range of designs can be assembled over time, or on a single occasion. Candidates should have access to a suitable range of products and materials and are expected to make individual decisions regarding their selection.

Candidate's briefing

You are required to produce the following hand tied and presentation designs within the times allocated.
The designs should demonstrate your ability to identify, select, prepare, assemble, package, and cost the specified designs. In addition you are encouraged to show an ability to personalise your work and demonstrate creative use of materials.

Task Bi Construct a Form-Linear tied design for a contract. Display the design in a suitable container. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 35 minutes.

Task Bii Construct a Decorative tied design, grouped / textured style, to include a self-made collar or structure. Gift wrap the design and attach flower food and cards for delivery. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes.

Task Ci Construct a Vegetative tied design using the parallel stems method. Retail price to be stated in advance. Design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 45 minutes.

Task Cii Construct a tied sheaf design for a funeral using the spiral stems method. Retail price to be stated in advance. Design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 45 minutes.

Assignment 323 Diverse tied floral designs

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	18 essential criteria.	18 essential criteria plus 1-2 desirable criteria.	18 essential criteria plus 3-4 desirable criteria.
Bii	17 essential criteria	17 essential criteria plus 1-2 desirable criteria	17 essential criteria plus 3-4 desirable criteria
Ci	18 essential criteria	18 essential criteria plus 1-2 desirable criteria	18 essential criteria plus 3-4 desirable criteria
Cii	18 essential criteria	18 essential criteria plus 1-2 desirable criteria	18 essential criteria plus 3-4 desirable criteria

Assignment 323 Diverse tied floral designs

Task Bi **Construct a Form-Linear tied design for a contract. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 35 minutes.**

Candidate name	Assessor's name

Marking checklist

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials was made. ☐
5. Design had good outline shape and profile. ☐
6. Design assembled with parallel or spiralled stems as appropriate. ☐
7. Design was constructed with good lines and groupings. ☐
8. Design demonstrated good application of the elements and principles of design. ☐
9. Tying point was secure and appropriate. ☐
10. Tying point was appropriately concealed. ☐
11. Stems below tying point were clean and cut to a suitable length at a 45 degree angle. ☐
12. Support wires (if required) were correctly used and not visible below tying point. ☐
13. Design was attractively displayed in an appropriate container. ☐
14. Design was misted in accordance with materials used. ☐
15. Tools and equipment were used correctly and safely. ☐
16. Work station was left tidy on completion and debris disposed of as required. ☐
17. Safety of self and others was maintained at all times. ☐
18. Completed design was assembled within 35 minutes. ☐

PTO

Assignment 323 Diverse tied floral designs

Task Bi

19. Completed design was assembled and costed correctly within 35 minutes. Retail cost was viable. ○
20. Completed design demonstrated good interpretation of order requirement. ○
21. Materials used aid recession and economy. ○
22. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 323 Diverse tied floral designs

Task Bii **Construct a Decorative tied design, grouped / textured style, to include a self made collar or structure. Gift wrap the design and attach flower food and cards for delivery. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment and materials was made. ☐
5. Design had good outline shape. ☐
6. Materials assembled with spiralled stems. ☐
7. Design was constructed with good lines and groupings. ☐
8. Design demonstrated good application of the elements and principles of design. ☐
9. Tying point was secure and retained in one place. ☐
10. Stems below tying point were clean and cut to a suitable length at a 45 degree angle. ☐
11. Construction of framework / collar was stable and fit for purpose. ☐
12. Appropriate incorporation of framework / collar within the design. ☐
13. Completed design was easy to handle. ☐
14. Tools and equipment were used correctly and safely. ☐
15. Work station was left tidy on completion and debris disposed of as required. ☐
16. Safety of self and others was maintained at all times. ☐
17. Completed design was assembled within 60 minutes. ☐

Assignment 323 Diverse tied floral designs

Task Bii

18. Completed design was assembled and costed within 60 minutes. ○
19. Style of packaging produced was secure, suitable for materials and was used without undue wastage. ○
20. Flower food, care card, and message card were suitable & attached securely. ○
21. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 323 Diverse tied floral designs

Task Ci **Construct a Vegetative style tied design using a suitable method. Retail price to be stated in advance. Design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 45 minutes.**

Marking checklist

Candidate name	Assessor's name

1.	Candidate was appropriately dressed for the task.	☐
2.	Details of order requirements were clearly identified and executed.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools / equipment / materials was made.	☐
5.	Design had appropriate outline shape and profile.	☐
6.	Method of assembly was appropriate.	☐
7.	Design was constructed with good lines and groupings.	☐
8.	Design demonstrated good application of the elements and principles of design.	☐
9.	Tying point was secure and appropriate to the style of design.	☐
10.	Tying point was appropriately concealed.	☐
11.	Stems below tying point were clean and cut to a suitable length at a 45 degree angle.	☐
12.	Use of support wires was kept to a minimum but, if used, wires were discrete, correct gauges / lengths, and not visible below tying point.	☐
13.	Design was easy to handle.	☐
14.	Design was misted in accordance with materials used.	☐
15.	Tools and equipment were used correctly and safely.	☐
16.	Work station was left tidy on completion and debris disposed of as required.	☐
17.	Safety of self and others was maintained at all times.	☐
18.	Completed design was assembled within 45 minutes.	☐
19.	Completed design was assembled and costed correctly within 45 minutes.	○

Assignment 323 Diverse tied floral designs

Task Ci

20. Completed design demonstrated good interpretation of order requirement. ○

21. Materials used aid recession and economy. ○

22. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 323 Diverse tied floral designs

Task Cii **Construct a tied sheaf design for a funeral using the spiral stems method. Retail price to be stated in advance. Design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 45 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials was made. ☐
5. Design had appropriate outline shape and profile. ☐
6. Method of assembly was appropriate. ☐
7. Design was constructed with good lines and groupings. ☐
8. Design demonstrated good application of the elements and principles of design. ☐
9. Tying point was secure and appropriate to the style of design. ☐
10. Tying point was appropriately concealed and covered with a decorative tying material or bow. ☐
11. Stems below tying point were clean and cut to a suitable length at a 45 degree angle. ☐
12. Support wires were used to support vulnerable materials if necessary and were correct gauge / length and not visible below tying point. ☐
13. Design was easy to handle. ☐
14. Design was misted in accordance with materials used. ☐
15. Tools and equipment were used correctly and safely. ☐
16. Work station was left tidy on completion and debris disposed of as required. ☐
17. Safety of self and others was maintained at all times. ☐
18. Completed design was assembled within 45 minutes. ☐

Assignment 323 Diverse tied floral designs

Task Cii

19. Completed design was assembled and costed correctly within 45 minutes. ○
20. Completed design demonstrated good interpretation of order requirement. ○
21. Materials used aid recession and economy. ○
22. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 324 Diverse floral designs for weddings and formal occasions

This assignment links to Unit 324 (Diverse floral designs for weddings and formal occasions) and part of Unit 328 of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
328. Process, cost and evaluate diverse floral designs 1. Identify and produce a diverse range of designs for weddings and formal occasions 2. package, care for and store designs	A			
	Bi			
	Bii			
	Biii			
	Ci			
	Cii			
	Average mark (total divided by 5)			
	Overall Grade			

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 324 Diverse floral designs for weddings and formal occasions

Task A Process and evaluate diverse wedding and formal designs

Assessor Guidance

This task is an opportunity for individual candidates to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates their ability to identify, process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). Candidates will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item. Candidates will evaluate the completed designs using the elements and principles of design (See Evaluation pro-forma: appendix C)
The designs in Task A would normally be different from the ones in tasks B & C.

Candidate's briefing

You are required to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates your ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). You will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item.

You are required to interpret the **5** diverse design specifications **stated below**. Candidates are required to identify client requirements and propose **3** viable design options for each design specification. Suggested designs must be selected from the **range** listed within **unit 324**.
Select and assemble **one** of the specified designs for each order. Candidates should produce a photograph / image of the selected design and supply a narrative stating its suitability. Candidates should also cover the care, storage, and transportation of the design.

Each of the **5** designs is required to be evaluated using the evaluation sheet provided, (See appendix C).

Design Specifications

1. A bride has requested a seasonal design to be carried at a church wedding.
2. A bride has requested a 'trendy' design to be carried by a child bridesmaid.
3. A wedding guest has requested ideas for a design to be worn on the body.
4. A bride's mother has requested ideas for an unusual design to be fixed to their wedding outfit or accessories.
5. A client has requested a floral design to be carried at a civil partnership ceremony.

Assignment 324 Diverse floral designs for weddings and formal occasions

Task A

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described briefly and supported with a labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a basic commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph/ image. Each design was accurately evaluated using the pro-forma provided. Presentation of evidence is to an acceptable basic standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in detail and supported with a clearly labelled sketch. One design was assembled for each specification. This design was assembled to a good commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph/ image. Each design was accurately evaluated in detail using the pro-forma provided. Presentation of evidence is to a good standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in full detail and supported with a clearly and accurately labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a high commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph/image. Each design was accurately evaluated in full using the pro-forma provided. Presentation of evidence is to a high standard.

Assignment 324 Diverse floral designs for weddings and formal occasions

Candidate feedback

Task A Process and evaluate diverse wedding and formal designs

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Bi, Bii & Biii identify and produce a range of designs to be costed up

Task Ci and Cii identify and produce a range of designs to be costed down

Assessor guidance

These tasks are an opportunity for candidates to work individually in order to demonstrate their ability to identify the characteristics and produce a range of diverse floral designs for weddings and formal occasions to a commercial standard. They should identify, select, prepare, assemble package, and cost the specified designs within a realistic commercial time span. The range of designs can be assembled over time, or on a single occasion. Candidates should have access to a suitable range of products and materials and are expected to make individual decisions regarding their selection.

Candidate's briefing

You are required to produce the following diverse floral designs for weddings and formal occasions to a commercial standard consistent with level 3 within the times allocated. Fresh materials are to be used.
The designs should demonstrate your ability to identify, select, prepare, assemble, and cost the specified designs. In addition you are encouraged to show an ability to personalise your work and demonstrate creative use of materials.

Task Bi Produce a wired line bouquet. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes.

Task Bii Produce a designer corsage using a non-traditional method of assembly. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 40 minutes**.**

Task Biii Produce a wired / glued novelty design on a self-made frame to be carried by a bridesmaid. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes.

Task Ci Produce a glued wristlet and package attractively for protection during transportation. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 35 minutes.

Task Cii Produce a shower bouquet in a medium. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook Construction time 60 minutes.

Assignment 324 Diverse floral designs for weddings and formal occasions

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	21 essential criteria	21 essential criteria plus 1-2 desirable criterion	21 essential criteria plus 3-4 desirable criteria
Bii	18 essential criteria	18 essential criteria plus 1-2 desirable criterion	18 essential criteria plus 3-4 desirable criteria
Biii	18 essential criteria	18 essential criteria plus 1-2 desirable criteria	18 essential criteria plus 3-4 desirable criteria
Ci	19 essential criteria	19 essential criteria plus 1-2 desirable criteria	19 essential criteria plus 3-4 desirable criteria
Cii	21 essential criteria	21 essential criteria plus 1-2 desirable criteria	21 essential criteria plus 3-4 desirable criteria

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Bi **Produce a wired line bouquet. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / mechanics was made. ☐
5. All materials were wired with appropriate gauge wires using correct wiring methods. ☐
6. All wires were neatly taped, where appropriate. ☐
7. Design had good outline shape and correct profile. ☐
8. Design was constructed with good lines and groupings. ☐
9. Ancillary items were appropriate and well incorporated if applicable. ☐
10. Focal area was well defined. ☐
11. Design demonstrated good application of the elements and principles of design. ☐
12. Design was assembled with one binding point using the correct gauge binding wire. ☐
13. Binding point did not travel and was neatly covered. ☐
14. Handle is of a suitable length, safe and comfortable to hold, and neatly finished with appropriate decorative material. (ie: fabric, ribbon, sisal, etc). ☐
15. Design is of suitable weight and well balanced. ☐
16. Design was misted in accordance with materials used. ☐
17. Tools and equipment were used correctly and safely. ☐
18. Work station was left tidy on completion and debris disposed of as required. ☐
19. Safety of self and others was maintained at all times. ☐
20. Completed design was well groomed / finished and free from damage. ☐

PTO

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Bi

21.	Completed design was assembled within 60 minutes.	☐
22.	Completed design was assembled and costed correctly within 60 minutes.	○
23.	Completed design demonstrated good interpretation of order requirement.	○
24.	Materials were used to aid recession and economy.	○
25.	Completed design was attractive and showed distinctive use of materials.	○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Bii **Produce a designer corsage using a non-traditional method of assembly. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 40 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / and medium was made. ☐
5. Appropriate non-traditional method of construction is chosen. ☐
6. Design had good outline shape and profile. ☐
7. Design was constructed with good lines and groupings where applicable. ☐
8. Design demonstrated good application of the elements and principles of design. ☐
9. Ancillary items were appropriate and well incorporated if applicable. ☐
10. All materials were secure. ☐
11. Design was easy to attach, intended placement / attachment method was clear. ☐
12. Design was of suitable weight. ☐
13. Design was misted in accordance with materials used. ☐
14. Tools and equipment were used correctly and safely. ☐
15. Work station was left tidy on completion and debris disposed of as required. ☐
16. Safety of self and others was maintained at all times. ☐
17. Completed design was assembled within 40 minutes. ☐
18. Completed design was well groomed / finished and free from damage. ☐
19. Completed design was assembled and costed correctly within 40 minutes. ○
20. Completed design demonstrated good interpretation of order requirement . ○

PTO

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Bii Produce a designer corsage using a non-traditional method of assembly.

21. Materials used aid recession and economy. ○

22. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Biii **Produce a wired / glued novelty design on a self-made frame to be carried by a bridesmaid. Design work to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes**.

Marking checklist

Candidate name	Assessor's signature

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / mechanics was made. ☐
5. All wired materials were prepared with appropriate gauge wires and correct wiring / taping methods. / All glued materials were secure and neat. ☐
6. Frame work / structure / base is suitable, stable, and fit for purpose. ☐
7. Materials were securely and discretely attached to framework / base using a suitable method. ☐
8. Design had patterning / lines / groupings. ☐
9. Ancillary items were appropriate and well incorporated if applicable. ☐
10. Design demonstrated good application of the elements and principles of design. ☐
11. Design is easy to handle and has an obvious method of carrying. ☐
12. Design is of suitable weight. ☐
13. Design was misted in accordance with materials used. ☐
14. Tools and equipment were used correctly and safely. ☐
15. Work station was left tidy on completion and debris disposed of as required. ☐
16. Safety of self and others was maintained at all times. ☐
17. Completed design was well groomed / finished and free from damage. ☐

PTO

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Biii **Produce a wired / glued novelty design on a self-made frame to be carried by a bridesmaid. Design work to be costed up using pro-forma method 1 (see appendix B within qualification handbook) Construction time 60 minutes**.

18. Completed design was assembled within 60 minutes. ☐
19. Completed design was assembled and costed correctly within 60 minutes. ○
20. Materials used aid recession and economy. ○
21. Completed design demonstrated good interpretation of order requirement. ○
22. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Ci **Produce a glued wristlet and package attractively for protection during transportation. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook) Construction time 35 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / mechanics was made. ☐
5. All materials were correctly prepared as appropriate. ☐
6. Design had good outline shape and correct profile. ☐
7. Design was constructed with good lines and groupings. ☐
8. Ancillary items were appropriate and well incorporated if applicable. ☐
9. Focal area was well defined. ☐
10. Design demonstrated good application of the elements and principles of design. ☐
11. Design was assembled neatly with no visible excess glue or marks. ☐
12. Design incorporated a suitable, safe, and secure method of attachment . ☐
13. Design was of suitable weight and was stable when worn. ☐
14. Design was misted in accordance with materials used. ☐
15. Tools and equipment were used correctly and safely. ☐
16. Work station was left tidy on completion and debris disposed of as required. ☐
17. Safety of self and others was maintained at all times. ☐
18. Completed design was well groomed / finished and free from damage. ☐
19. Completed design was assembled and packaged within 35 minutes. ☐

PTO

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Ci Produce a glued wristlet and package attractively for protection during transportation.

20. Completed design was assembled, packaged, and costed correctly within 35 minutes. ○
21. Completed design demonstrated good interpretation of order requirement. ○
22. Materials used aid recession and economy. ○
23. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Cii **Produce a shower bouquet in a medium. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook Construction time 60 minutes.**

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / and medium was made. ☐
5. Medium was correctly prepared with minimum waste. ☐
6. Design had good outline shape and profile. ☐
7. Design was constructed with good lines and groupings. ☐
8. Focal area was well defined. ☐
9. Design demonstrated good application of the elements and principles of design. ☐
10. Ancillary items were appropriate and well incorporated if applicable. ☐
11. Vulnerable materials were support wired correctly, where necessary. ☐
12. All materials were appropriately secured in medium. ☐
13. All medium was covered. ☐
14. Design was easy to handle and of suitable size. ☐
15. Design was of suitable weight. ☐
16. Design was misted in accordance with materials used. ☐
17. Tools and equipment were used correctly and safely. ☐
18. Work station was left tidy on completion and debris disposed of as required. ☐
19. Safety of self and others was maintained at all times. ☐

PTO

Assignment 324 Diverse floral designs for weddings and formal occasions.

Task Cii **Produce a shower bouquet in a medium. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook Construction time 60 minutes.**

20. Completed design was well groomed / finished and free from damage. ☐
21. Completed design was assembled within 60 minutes. ☐
22. Completed design was assembled and costed correctly within 60 minutes. ○
23. Completed design demonstrated good interpretation of order requirement. ○
24. Materials used aid recession and economy. ○
25. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 325 Assembly of diverse floral arrangements

This assignment links to Unit 325 (Assembly of diverse floral designs for weddings and formal occasions) and part of Unit 328 of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
328. Process, cost, and evaluate diverse floral designs. 1. Identify and produce a diverse range of floral arrangements. 2. Package, care for, and store diverse floral arrangements.	A			
	Bi			
	Bii			
	Ci			
	Cii			
	Average mark (total divided by 5)			
	Overall Grade			

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 325 Assembly of diverse floral arrangements

Task A Process and evaluate diverse floral arrangement

Assessor Guidance

This task is an opportunity for individual candidates to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates their ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). Candidates will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item. Candidates will evaluate the completed designs using the elements and principles of design (See Evaluation pro-forma: appendix C).
The designs in Task A would normally be different from the ones in tasks B & C.

Candidate's briefing

You are required to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates your ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). You will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item.

You are required to interpret the **5** diverse design specifications **stated below**. Identify client requirements and propose **3** viable design options for each design specification. Suggested designs must be selected from the **range** listed within **unit 325**.

Select and assemble **one** of the specified designs for each order. Produce a photograph / image of the selected design and supply a narrative stating its suitability. Cover the care, storage, and transportation of the design.

Each of the **5** designs is required to be evaluated using the evaluation sheet provided, (See appendix C).

Design Specifications

1. A client has requested a long lasting floral design to decorate the entrance hall of their barn conversion.
2. A Michelin star restaurant has requested ideas for weekly contract flowers.
3. A bride has requested ideas for floral designs to decorate the tables at her wedding.
4. A hotel client has requested ideas for a weekly seasonal display in their reception area.
5. A client has requested an unusual planted arrangement to be presented as a gift.

Assignment 325 Assembly of diverse floral arrangements

Task A Process and evaluate diverse floral arrangement

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described briefly and supported with a labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a basic commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated using the pro-forma provided. Presentation of evidence is to an acceptable basic standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in detail and supported with a clearly labelled sketch. One design was assembled for each specification. This design was assembled to a good commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in detail using the pro-forma provided. Presentation of evidence is to a good standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in full detail and supported with a clearly and accurately labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a high commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in full using the pro-forma provided. Presentation of evidence is to a high standard.

Assignment 325 Assembly of diverse floral arrangements

Candidate feedback

Task A

Process and evaluate diverse floral arrangement

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 325 Assemble diverse floral arrangements

Task Bi & Bii	**identify and produce a range of designs/ designs to be costed up using proforma method 1 (see appendix B within qualification handbook)**
Task Ci and Cii	**identify and produce a range of designs/ Retail price to be stated in advance / design to be costed down using proforma method 2 (see appendix B within qualification handbook)**

Assessor guidance

These tasks are an opportunity for candidates to work individually in order to demonstrate their ability to identify the characteristics and produce a range of floral arrangements to a commercial standard. They should identify, select, prepare, assemble, package and cost the specified designs within a realistic commercial time span. The range of designs can be assembled over time, or on a single occasion. Candidates should have access to a suitable range of products and materials and are expected to make individual decisions regarding their selection.

Candidate's briefing

You are required to produce the following diverse floral arrangements within the times allocated.

The designs should demonstrate your ability to identify, select, prepare, assemble, package, and cost the specified designs. In addition you are encouraged to show an ability to personalise your work and demonstrate creative use of materials.

Task Bi Construct and gift wrap a form-linear arrangement suitable for mass production at a peak period. The design should include innovative use of materials and be constructed in a non-traditional medium. The design is to be costed up using proforma method 1 (see appendix B within qualification handbook) Construction time 35 minutes including packaging.

Task Bii Produce a low floral arrangement for a coffee table measuring 40cm wide x 80cm long x 40cm high / design to be costed up using proforma method 2 (see appendix B within qualification handbook) Construction time 35 minutes

Task Ci Construct a decorative top table arrangement (cascade style). Retail price to be stated in advance / The design should be costed down using proforma method 1 (see appendix B within qualification handbook) Construction time 45 minutes

Task Cii Construct a wall decoration using preserved / manufactured materials. Minimum size 100cm x 50 cm. Retail price to be stated in advance / design to be costed down using proforma method 2 (see appendix B within qualification handbook) Construction time 60 minutes. Complete a basic risk assessment appropriate to the design & fixing method.

Assignment 325 Assemble diverse floral arrangements

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	18 essential criteria	18 essential criteria plus 1-2 desirable criterion	18 essential criteria plus 3-4 desirable criteria
Bii	18 essential criteria	18 essential criteria plus 1-2 desirable criterion	18 essential criteria plus 3-4 desirable criteria
Ci	18 essential criteria	18 essential criteria plus 1-2 desirable criteria	18 essential criteria plus 3-4 desirable criteria
Cii	16 essential criteria	16 essential criteria plus 1-2 desirable criteria	16 essential criteria plus 3-4 desirable criteria

Assignment 325 Assemble diverse floral arrangements

Task Bi **Construct and package a form-linear arrangement suitable for mass production at a peak period. The design should include innovative use of materials and be constructed in a non-traditional medium. The design is to be costed up using proforma method 1 (see appendix B within qualification handbook) Construction time 35 minutes including packaging.**

Marking checklist

Candidate name	Assessor's signature

1.	Candidate was appropriately dressed for the task	☐
2.	Details of order requirements were clearly identified	☐
3.	A form linear design was produced	☐
4.	Work area was appropriately prepared for the task.	☐
5.	Correct selection of tools/ equipment/ materials	☐
6.	Appropriate container and non traditional medium was selected	☐
7.	Medium was prepared with minimum waste, correctly prepared and secure	☐
8.	Design had good outline shape and profile	☐
9.	Design was constructed with good lines and groupings.	☐
10.	Focal area was well defined	☐
11.	Design demonstrated good application of the elements and principles of design	☐
12.	All materials were secure	☐
13.	Design was suitably packaged and easy to handle	☐
14.	Design was misted in accordance with materials used.	☐
15.	Tools and equipment were used correctly and safely	☐
16.	Work station was left tidy on completion and debris disposed of as required	☐
17.	Safety of self and others was maintained at all times	☐
18.	Completed design was assembled and packaged within 35 minutes	☐
19.	Completed design was assembled, packaged and costed correctly within 35 minutes	○

PTO

Assignment 325 Assemble diverse floral arrangements

Task Bi

20.	Completed design demonstrated good interpretation of order requirement	○
21.	Materials used aid recession	○
22.	Completed design was attractive and showed innovative use of materials	○

Essential criteria = ☐ Desirable criteria = ○

All essential criteria must be provided in order to pass this assessment.

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 325 Assemble diverse floral arrangements

Task Bii **Produce a low floral arrangement for a coffee table measuring 40cm wide x 80cm long x 40cm high/ design to be costed up using proforma method 2 (see appendix C within qualification handbook) Construction time 35 minutes**

Marking checklist

Candidate name	Assessor's signature

1. Candidate was appropriately dressed for the task ☐
2. Details of order requirements were clearly identified ☐
3. A low coffee table design was produced ☐
4. Work area was appropriately prepared for the task. ☐
5. Correct selection of tools/ equipment/ materials ☐
6. Appropriate container and medium were selected ☐
7. Medium was prepared with minimum waste, correctly prepared and secure ☐
8. Design had good outline shape and profile ☐
9. Design was constructed with good lines and groupings. ☐
10. Well defined focal area(s) ☐
11. Design demonstrated good application of the elements and principles of design ☐
12. All materials were secure ☐
13. Design was in proportion to the coffee table / surface area ☐
14. Design was misted in accordance with materials used. ☐
15. Tools and equipment were used correctly and safely ☐
16. Work station was left tidy on completion and debris disposed of as required ☐
17. Safety of self and others was maintained at all times ☐
18. Completed design was assembled within 35 minutes ☐
19. Completed design was assembled and costed correctly within 35 minutes ○

PTO

Assignment 325 Assemble diverse floral arrangements

Task Bii

20. Completed design demonstrated good interpretation of order requirement	○
21. Materials used aid recession	○
22. Completed design was attractive and showed innovative use of materials	○

Essential criteria = ☐ Desirable criteria = ○

All essential criteria must be provided in order to pass this assessment.

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 325 Assemble diverse floral arrangements

Task Ci **Construct a decorative top table arrangement (cascade style). Retail price to be stated in advance / The design should be costed down using proforma method 1 (see appendix C within qualification handbook) Construction time 45 minutes**

Marking checklist

Candidate name	Assessor's signature

1.	Candidate was appropriately dressed for the task	☐
2.	Details of order requirements were clearly identified.	☐
3.	The design was consistent with 'decorative' style	☐
4.	Work area was appropriately prepared for the task.	☐
5.	Correct selection of tools/ equipment/ materials/ container and medium was made	☐
6.	Medium was prepared with minimum waste, correctly soaked and secure	☐
7.	Design had good outline shape and profile	☐
8.	Design was constructed with clear lines and groupings.	☐
9.	Focal area was well defined	☐
10.	Design demonstrated good application of the elements and principles of design	☐
11.	All materials were secure	☐
12.	All medium was covered	☐
13.	Design was easy to handle	☐
14.	Design was misted in accordance with materials used.	☐
15.	Tools and equipment were used correctly and safely	☐
16.	Work station was left tidy on completion and debris disposed of as required	☐
17.	Safety of self and others was maintained at all times	☐
18.	Completed design was assembled within 45 minutes	☐
19.	Completed design was assembled and costed down correctly within 45 minutes	○

PTO

Assignment 325 Assemble diverse floral arrangements

Task Ci

20. Completed design demonstrated good interpretation of order requirement ○
21. Materials used aid recession ○
22. Completed design was attractive and showed distinctive use of materials ○

Essential criteria = ☐ Desirable criteria = ○

All essential criteria must be provided in order to pass this assessment.

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 325 Assemble diverse floral arrangements

Task Cii **Construct a wall decoration using preserved / manufactured materials. Minimum size 100cm x 50 cm. Retail price to be stated in advance / design to be costed down using proforma method 2 (see appendix C within qualification handbook) Construction time 60 minutes. Complete a basic risk assessment appropriate to the design & fixing method.**

Marking checklist

Candidate name	Assessor's signature

1.	Candidate was appropriately dressed for the task	☐
2.	Details of order requirements were clearly identified.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools/ equipment/ materials/ container and medium was made	☐
5.	Design had good outline shape and profile	☐
6.	Design was constructed with good patterning, lines and groupings.	☐
7.	Design demonstrated good application of the elements and principles of design	☐
8.	Appropriate method(s) of construction was selected	☐
9.	All materials were secure	☐
10.	All workmanship / medium was covered where appropriate.	☐
11.	Design was of an appropriate weight & included a safe method for hanging.	☐
12.	Viable risk assessment completed for the design & fixing method	☐
13.	Tools and equipment were used correctly and safely	☐
14.	Work station was left tidy on completion and debris disposed of as required	☐
15.	Safety of self and others was maintained at all times	☐
16.	Completed design was assembled within 60 minutes	☐
17.	Completed design was assembled, risk assessed, and costed correctly within 60 minutes	○
18.	Completed design demonstrated good interpretation of order requirement	○
19.	The design was consistent with minimum dimensions (100cm x 50cm)	○
20.	Completed design was attractive and showed distinctive use of materials	○

Essential criteria = ☐ Desirable criteria = ○ **PTO**

Assignment 325 Assemble diverse floral arrangements

Task Cii

All essential criteria must be provided in order to pass this assessment.

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 326 Assembly of diverse floral designs for sympathy tributes

This assignment links to Unit 326 (Assembly of diverse floral designs for sympathy tributes) and part of Unit 328 of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
328.Process, cost, and evaluate diverse floral designs. 1. Identify and produce a diverse range of sympathy designs. 2. Package, care for, and store diverse sympathy designs.	A			
	Bi			
	Bii			
	Ci			
	Cii			

Average mark (total divided by 5)	
Overall Grade	

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task A Process and evaluate diverse sympathy tributes

Assessor Guidance

This task is an opportunity for individual candidates to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates their ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). Candidates will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item. Candidates will evaluate the completed designs using the elements and principles of design (See Evaluation pro-forma: appendix C).
The designs in Task A would normally be different from the ones in tasks B & C.

Candidate's briefing

You are required to produce evidence towards an overall portfolio covering the 4 mandatory practical units which demonstrates your ability to identify and process diverse design requirements, and evaluate completed designs. (The portfolio covers assessment requirements for Unit 328). You will identify a range of designs, produce design sketches with labels, state the suitability, care, storage and transportation of each item.

You are required to interpret the **5** diverse design specifications **stated below**. Candidates are required to identify client requirements and propose **3** viable design options for each design specification. Suggested designs must be selected from the **range** listed within **unit 326**.

Select and assemble **one** of the specified designs for each order. Candidates should produce a photograph / image of the selected design and supply a narrative stating its suitability. Candidates should also cover the care, storage, and transportation of the design.

Each of the **5** designs is required to be evaluated using the evaluation sheet provided, (See appendix C).

Design Specifications

1. A client has requested a tribute suitable for the funeral of a small child.
2. A business client has requested a tribute for the funeral of a work colleague.
3. A client has requested a personalised tribute for the funeral of a close uncle.
4. A client has requested a suitable tribute for a woodland burial.
5. A client has requested a funeral tribute for an artist to include accessories.

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task A Process and evaluate diverse sympathy tributes

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described briefly and supported with a labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a basic commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated using the pro-forma provided. Presentation of evidence is to an acceptable basic standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in detail and supported with a clearly labelled sketch. One design was assembled for each specification. This design was assembled to a good commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in detail using the pro-forma provided. Presentation of evidence is to a good standard.	The candidate accurately interpreted each design specification and proposed 3 viable designs for each. Each design was described in full detail and supported with a clearly and accurately labelled sketch. One suitable design was assembled for each specification. Each design was assembled to a high commercial standard and was fit for the intended purpose. Each design was supported by a suitable photograph / image. Each design was accurately evaluated in full using the pro-forma provided. Presentation of evidence is to a high standard.

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Candidate feedback

Task A Process and evaluate diverse sympathy tributes

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Bi & Bii	**identify and produce a range of designs / design to be costed up using pro-forma method 1 (see appendix C within qualification handbook).**
Task Ci and Cii	**identify and produce a range of designs/ Retail price to be stated in advance / designs to be costed down using pro-forma method 2 (see appendix C within qualification handbook).**

Assessor guidance

These tasks are an opportunity for candidates to work individually in order to demonstrate their ability to identify the characteristics and produce a range of funeral and sympathy designs to a commercial standard. They should identify, select, prepare, assemble, package, and cost the specified designs within a realistic commercial time span. The range of designs can be assembled over time, or on a single occasion. Candidates should have access to a suitable range of products and materials and are expected to make individual decisions regarding their selection.

Candidate's briefing

You are required to produce the following funeral and sympathy designs within the times allocated.
The designs should demonstrate your ability to identify, select, prepare, assemble, package, and cost the specified designs. In addition you are encouraged to show an ability to personalise your work and demonstrate creative use of materials.

Task Bi Produce a 14'' wreath non traditional grouped design. Incorporate a suitable card message and delivery details. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook). Construction time 45 minutes

Task Bii A motif style 2D tribute or an international emblem design on a preformed floral foam base (see range). Approximate size: 30cm x 50cm. Design to be costed up using pro-forma method 1 (see appendix B within qualification handbook). Construction time 1 hour 15 minutes.

Task Ci Produce a biodegradable funeral tribute with a hand-tied style top spray. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook.) Construction time 1 hour 15 minutes.

Task Cii Produce a non-traditional based cushion/pillow tribute. Minimum 18''. Retail price to be stated in advance / design to be costed down using pro-forma method 2 (see appendix B within qualification handbook). Construction time 1 hour 15 minutes.

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	19 essential criteria	19 essential criteria plus 1-2 desirable criterion	19 essential criteria plus 3-4 desirable criteria
Bii	17 essential criteria	17 essential criteria plus 1-2 desirable criterion	17 essential criteria plus 3-4 desirable criteria
Ci	16 essential criteria	16 essential criteria plus 1-2 desirable criteria	16 essential criteria plus 3-4 desirable criteria
Cii	16 essential criteria	16 essential criteria plus 1-2 desirable criteria	16 essential criteria plus 3-4 desirable criteria

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Bi Produce a 14'' wreath non traditional grouped design.

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / and medium was made. ☐
5. Base foundation was prepared with minimum waste. ☐
6. Design had good outline shape and profile. ☐
7. Design was constructed with good lines and groupings. ☐
8. Focal area/s were well defined. ☐
9. Design demonstrated good application of the elements and principles of design. ☐
10. Vulnerable materials were support wired correctly if necessary. ☐
11. All materials were secure. ☐
12. All medium was covered. ☐
13. Appropriate card/delivery details were written correctly and firmly secured. ☐
14. Design was easy to handle. ☐
15. Design was misted in accordance with materials used. ☐
16. Tools and equipment were used correctly and safely. ☐
17. Work station was left tidy on completion and debris disposed of as required. ☐

PTO

Assignment 326 Assembly of diverse floral designs for sympathy tributes

18. Safety of self and others was maintained at all times. ☐
19. Completed design was assembled within 45 minutes. ☐
20. Completed design was assembled and costed correctly within 45 minutes. ○
21. Completed design demonstrated good interpretation of order requirement. ○
22. Materials used aid recession and economy. ○
23. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Bii A motif style 2D tribute or an international emblem design on a preformed floral foam base.

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment / materials / and medium was made. ☐
5. Base foundation was soaked correctly and prepared with minimum waste. ☐
6. Edging was appropriately secured and suitable for order requirement. ☐
7. Design had good outline shape and profile. ☐
8. Design was constructed with good lines and groupings where appropriate. ☐
9. Design demonstrated good application of the elements and principles of design. ☐
10. Vulnerable materials were support wired correctly if required. ☐
11. All materials were secure. ☐
12. All medium was covered. ☐
13. Design was easy to handle. ☐
14. Design was misted in accordance with materials used. ☐
15. Work station was left tidy on completion and debris disposed of as required. ☐
16. Safety of self and others was maintained at all times. ☐
17. Completed design was assembled within 1 hour 15 minutes. ☐
18. Completed design was assembled and costed within 1 hour 15 minutes. ○
19. Completed design demonstrated good interpretation of order requirement. ○
20. Materials used aid recession and economy. ○
21. Completed design was attractive and showed distinctive use of materials. ○

PTO

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Bii

Essential criteria = ☐ Desirable criteria = ○

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Ci Produce a biodegradable funeral tribute with a hand-tied style top spray.

Marking checklist

Candidate name	Assessor's name

1.	Candidate was appropriately dressed for the task.	☐
2.	Details of order requirements were clearly identified and executed.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools / equipment / materials / and medium was made.	☐
5.	Base foundation was appropriate to order requirement and prepared correctly with minimum waste.	☐
6.	Tied top spray was of suitable size and prepared correctly and securely attached.	☐
7.	All other materials were appropriately secured and suitable for the biodegradable order requirement. (Use of non-biodegradable materials was avoided)	☐
8.	Design had good outline shape and profile.	☐
9.	The tied spray was constructed with good lines and groupings.	☐
10.	Design demonstrated good application of the elements and principles of design.	☐
11.	Vulnerable materials were supported appropriately, if necessary.	☐
12.	Design was easy to handle.	☐
13.	Design was misted in accordance with materials used.	☐
14.	Work station was left tidy on completion and debris disposed of as required.	☐
15.	Safety of self and others was maintained at all times.	☐
16.	Completed design was assembled within 1 hour 15 minutes.	☐
17.	Completed design was assembled and costed within 1 hour 15 minutes.	○
18.	Completed design demonstrated good interpretation of order requirement.	○
19.	Materials used aid recession and economy.	○
20.	Completed design was attractive and showed distinctive use of materials.	○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Ci

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Cii Produce a non-traditional based cushion/pillow tribute.

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified and executed. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools / equipment and materials was made. ☐
5. Appropriate base foundation was selected and prepared with minimum waste. ☐
6. Design had good outline shape and profile. ☐
7. Design was edged securely using an appropriate method. ☐
8. Appropriate techniques were incorporated neatly ☐
9. Design demonstrated good application of the elements and principles of design. ☐
10. Vulnerable materials were support wired correctly if required. ☐
11. All materials were secure. ☐
12. Design was easy to handle. ☐
13. Design was misted in accordance with materials used. ☐
14. Work station was left tidy on completion and debris disposed of as required. ☐
15. Safety of self and others was maintained at all times. ☐
16. Completed design was assembled within 1 hour 15 minutes. ☐
17. Completed design was assembled and costed within 1 hour 15 minutes. ○
18. Completed design demonstrated good interpretation of order requirement. ○
19. Materials used aid recession/economy. ○
20. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria =

PTO

Assignment 326 Assembly of diverse floral designs for sympathy tributes

Task Cii

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 327 Working in the floristry industry

This assignment links to Unit 327 (Working in the floristry industry) of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
1. Analyse the roles and responsibilities of an experienced intermediate florist / supervisor.	A			
2. Identify and evaluate a range of administrative software of benefit to a floristry business.	B			
3. Work in the floristry industry.	Ci			
4. Work in the floristry industry - Employer Evaluation.	Cii	**The task is not graded but must be passed before an overall grade can be awarded.** **Pass / Fail** (Delete as necessary)		
		Average mark (total divided by 3)		
		Overall Grade		

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 327 Working in the floristry industry

Task A **Analyse the roles and responsibilities of an experienced intermediate florist / supervisor.**

Assessor Guidance

This task requires candidates to demonstrate their ability to identify the roles and responsibilities of an experienced intermediate florist / supervisor, to include:
stock control, monitoring health and safety, staff rotas and responsibilities, customer care, and the setting, monitoring and evaluation of targets.
Candidates should compare their findings against the criteria for an intermediate florist on the Online Competency Framework on the website (www. ruralslp.co.uk) and complete a personal skills audit.

Candidate's briefing

Identify the roles and responsibilities or an experienced intermediate florist / supervisor, as follows:
stock control, monitoring health and safety within the workplace, organising staff rotas and responsibilities, customer care, and the setting, monitoring and evaluation of operational targets.
Referring to the online competency framework for an experienced intermediate florist / supervisor on the Lantra SSC website, identify industry standards and complete a personal skills audit.

The completed report should be well presented using a suitable format.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The report is presented in a basic format and is free from significant errors. Candidate gave a limited account of industry standards. A basic skills audit was carried out.	The report is well presented in a suitable format and is free from significant errors. Candidate gave a more detailed account of industry standards. A broad skills audit was carried out.	The report is very well presented in a suitable format and is free from errors. Candidate gave a comprehensive account of industry standards. A full skills audit was carried out in depth.

Assignment 327 Working in the floristry industry

Candidate feedback

Task A Analyse the roles and responsibilities of an experienced intermediate florist / supervisor

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

Assignment 327 Working in the floristry industry

Task B Use a range of administrative software of benefit to a floristry business

Assessor guidance

This task requires candidates to demonstrate their ability to use a range of ICT packages of benefit to a floristry business.

Candidate's briefing

You are required to demonstrate your ability to use ICT software to perform simple administrative tasks of benefit to a floristry business, to include:
Creating a letter of quotation; in-putting and extracting data from a simple database; creation and use of a simple spreadsheet to create a buying list.

Evidence should be commercially viable, well presented and free from significant error.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
B	Evidence is produced using ICT and is presented in a basic format. It is free from significant errors. Evidence of ability to use ICT independently is limited.	Evidence is produced using ICT and is well presented in a suitable format. It is free from significant errors. Good evidence of independent ICT ability is provided.	Extensive vidence is produced using ICT and is well presented in a suitable format. It is free from errors. Clear evidence of independent ICT ability is provided.

Assignment 327 Working in the floristry industry

Candidate feedback

Task B Use a range of administrative software of benefit to a floristry business

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

Assignment 327 Working in the floristry industry

Task C Work in the floristry industry

Assessor Guidance

This task is an opportunity for candidates to demonstrate the ability to work effectively within a floristry business. Candidates must complete a minimum of 10 days, (80 hours), supervised work at intermediate florist level and carry out a range of allocated tasks within an approved floristry business*. Candidates must complete a diary and obtain a satisfactory employer report based on the work experience period and evaluate their performance and the skills and benefits they have gained.
The assessor is to judge the evidence on the employer report to determine if it is satisfactory

> *Note: Centres are expected to ensure that prospective employers meet health and safety requirements, and that candidates have been appropriately briefed and complete task A prior to beginning their work experience.

Candidate's briefing

Task Ci

Complete a daily diary of the work experience highlighting the range of everyday work related functions that you experienced.

Carry out an operational risk assessment of the business where you undertake your work placement and produce it in an appropriate format. (Focus on daily work practices and any risks to staff and/or customers).

Evaluate your work placement and personal performance and submit your findings in a report. In particular, you should consider the benefits to your personal / career development.

Task Cii

Obtain a satisfactory employer report based on the work experience.

Assignment 327 Working in the floristry industry

Task C Work in the floristry industry

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
Ci	Candidate produces a basic diary. The work placement and personal performance is evaluated effectively. In particular the benefits to the candidate's personal / career development are identified. A basic risk assessment was carried out. Evidence is presented in a suitable format and is free from significant errors.	Candidate produces a more detailed diary. The work placement and personal performance is evaluated effectively in more detail. In particular the benefits to the candidate's personal / career development are clearly identified. A detailed risk assessment was carried out. Evidence is presented in a suitable format and is free from significant errors.	Candidate produces a comprehensive diary. The work placement and personal performance is evaluated effectively and shows critical reflection. In particular the benefits to the candidate's wider personal / career development are clearly identified. A comprehensive risk assessment was carried out. Evidence is well presented in a suitable format and is free from errors.
Cii	A valid and satisfactory employer report is completed and submitted. This task is pass or fail only and should not be used for grading purposes. Candidates must complete a minimum of 80 hours suitable work experience and obtain a valid and satisfactory employer report in order to pass this task.		

Assignment 327 Working in the floristry industry

Candidate feedback

Task Ci Work in the floristry industry

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 327 Working in the floristry industry

Task Cii Work in the floristry industry – Employers Report

Candidate name	Workplace Name
Period of work placement From: To:	Workplace Address
Owner of Business	Workplace Tel Number

Employers are required to complete the following checklist based on the candidate's performance and return it to the centre at the end of the work experience period.

Evidence checklist

		Poor	**Good**	**Excellent**
1.	The candidate identified and complied with accepted rules of conduct within the business.			
2.	The candidate complied with the businesses health and safety protocols.			
3.	The candidate was appropriately dressed at all times.			
4.	The candidate communicated effectively.			
5.	The candidate carried out and completed complex tasks within a realistic time period.			
6.	The candidate met workplace expectations with regard to reliability, attendance, punctuality, and co-operation, consistent with the expectations of an intermediate / experienced florist.			
7.	The candidate managed their own time effectively within the business.			
9.	The candidate worked with the team effectively to meet objectives.			
10.	The candidate completed practical tasks to an adequate standard.			
11.	The candidate showed initiative and made a positive contribution to the business.			
12.	The candidate demonstrated a positive attitude at all times.			

I confirm that the above candidate has completed a minimum of 10 days (80 hours) work experience within my business.

Name of employer/supervisor…….

Signed: ……..Date: ……..

Position in the business……..

PTO

Assignment 327 Working in the floristry industry

Task Cii Work in the floristry industry – Employers Report

Employer feedback to candidate

Checked / Signed by Assessor	Date:
(Pass / Fail)	

Assignment 327 Working in the floristry industry

Task Cii Work in the floristry industry - Employers Report

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Feedback to candidate – Task Cii

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assessments)

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 328 Process, cost and evaluate floral designs

For ease of assessment within centres, the assessments that relate to unit 328 have been included within each of the other practical units. There is therefore no separate assignment 328 and centres should not complete results for component 328.

Candidates will compile a portfolio of assessed evidence from Task A of assignments 323, 324,325 and 326 and submit this in the form of one overall portfolio.

(This page is intentionally blank)

Assignment 329 Function and event decoration using floral displays

This assignment links to Unit 329 (Function and event decorating using floral displays) of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
1. Analyse, plan and present ideas for special events	A			
2. Build props, frameworks and constructions for special events	Bi			
3. Identify and produce a range of floral designs for special events	Bii			
4. Produce costings and quotations	Biii			
	Average mark (total divided by 5)			
	Overall Grade			

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

(This page is intentionally blank)

Assignment 329 Function and event decoration using floral displays

Task A Plan and present ideas for special events

Assessor Guidance

This task is an opportunity for candidates to demonstrate their ability to plan a scheme of decoration for a themed function/event.
The following range must be included;
Themed centre-piece, themed buffet design, room décor and exterior display. One design must include a framework and be suitable for display in an area 2mx 2m.

Each candidate must produce labelled sketches of their final designs.

The named scenario must be either for a wedding, Gala Dinner or Seasonal event to a stated budget.

Candidate's briefing

You are required to plan a scheme of decoration for a themed function/event, to a stated budget, to include the following;-
Themed centre-piece, themed buffet design, room décor and exterior display.

One design must include a framework and be suitable for display in area 2mx 2m.

Your scheme should include

- Recorded information of a site visit
- labelled sketches / plans of proposed designs
- a prepared work plan / allocating tasks to team members
- a buying list and list of allocated materials for each design using a suitable format
- labelled / sketches of final designs to be constructed.
- a quotation for a client

Assignment 329 Function and event decoration using floral displays

Task A Plan and present ideas for special events

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate stated the themed event / occasion, recorded information from a site visit / produce labelled sketches of proposed and actual designs / prepared a work plan/ allocating tasks to team members/ created a buying list and list of allocated materials for each design using a suitable format / prepared a quotation	The candidate produced a comprehensive assignment which stated the themed event / occasion, recorded clear information from a site visit / produce clear labelled sketches of proposed and actual designs / prepared a comprehensive work plan / allocating tasks to team members/ created a clear buying list and list of allocated materials for each design using a suitable format / prepared a quotation	The candidate produced a detailed and well presented assignment which stated the themed function, recorded detailed information from a site visit / produced clear labelled sketches of proposed and actual designs / prepared an extensive work plan / allocating tasks to team members / created a clear buying list and list of allocated materials for each design using a suitable format / prepared a well written quotation

Assignment 329 Function and event decoration using floral displays

Candidate feedback

Task A Plan and present ideas for special events

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 329 Function and event decoration using floral displays

Task B Build required frameworks, produce and dismantle designs for a themed event

Assessor Guidance

This task is an opportunity for candidates to demonstrate their ability to identify and produce themed designs for events to an intermediate level and identify designs which require frameworks / constructions and to build frameworks / constructions for room décor for the stated themed event / occasion.
Candidates should work in groups of a maximum of four and construct and decorate a framework for a large-scale floral display 2m x2m minimum.
Candidates should dismantle the display after the event.

Candidate's briefing

For a stated themed event/occasion work as a team (maximum of 4) to

Bi plan and build a framework suitable for decoration

Bii decorate the framework using floral materials

Biii dismantle the design after the event/occasion.

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	12 essential criteria	12 essential criteria plus 1-2 desirable criterion	12 essential criteria plus 3-4 desirable criteria
Bii	16 essential criteria	16 essential criteria plus 1 desirable criterion	16 essential criteria plus 2-3 desirable criteria
Biii	12 essential criteria	12 essential criteria plus 1 desirable criterion	12 essential criteria plus 2-3 desirable criteria

(This page is intentionally blank)

Assignment 329 Function and event decoration using floral displays

Task Bi Build required frameworks

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified. ☐
3. Work area was appropriately prepared for the task. ☐
4. Appropriate selection of tools / equipment / materials was made. ☐
5. Materials prepared to specification. ☐
6. Framework constructed in accordance to job specification. ☐
7. All joints / fixings were appropriately secured within the construction. ☐
8. Completed framework / construction was stable and secure. ☐
9. Framework / construction was secured into position correctly and safely. ☐
10. Tools and equipment were used correctly and safely. ☐
11. Work area was left tidy on completion and debris disposed of as required. ☐
12. Safety of self and others was maintained at all times. ☐
13. Completed framework / construction demonstrated good interpretation of the theme. ○
14. Framework materials complimented floral design and demonstrated good application of the elements and principles of design. ○
15. Completed design was attractive and showed distinctive use of materials. ○
16. Candidate worked effectively as part of a team ○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 329 Function and event decoration using floral displays

Task Bi Build required frameworks

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 329 Function and event decoration using floral displays

Task Bii Decorate a framework with floral materials

Marking checklist

Candidate name	Assessor's name

1.	Candidate was appropriately dressed for the task.	☐
2.	Details of design specification were clearly identified.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools / equipment / materials / container and medium was made.	☐
5.	Design had good outline shape and profile.	☐
6.	Medium was prepared with minimum waste, correctly soaked and secure to container.	☐
7.	Design was constructed with good lines and groupings.	☐
8.	Design demonstrated good application of the elements and principles of design.	☐
9.	Vulnerable materials were support wired correctly, if appropriate.	☐
10.	All materials were secure.	☐
11.	All medium was covered, if appropriate.	☐
12.	All designs were sited securely	☐
13.	Tools and equipment were used correctly and safely.	☐
14.	Work station/area was left tidy on completion and debris disposed of as required.	☐
15.	Safety of self and others was maintained at all times.	☐
16.	Completed design was constructed in a commercially viable time.	☐
17.	Completed design demonstrated good interpretation of design specification.	○
18.	Materials are used to aid recession and economy.	○
19.	Completed design was attractive and showed distinctive use of materials.	○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 329 Function and event decoration using floral displays

Task Bii Decorate a framework with floral materials

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 329 Function and event decoration using floral displays

Task Biii Dismantle designs and framework

Marking checklist

Candidate name	Assessor's name

1.	Candidate was appropriately dressed for the task.	☐
2.	Details of requirements were clearly identified.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools / equipment / rubbish containers / transporting equipment was made.	☐
5.	Perishable materials were removed and discarded safely.	☐
6.	Medium was removed and appropriately discarded.	☐
7.	Containers/materials checked for damage / cleaned, moved and stored safely.	☐
8.	Framework was dismantled safely.	☐
9.	Framework material was disposed of or stored appropriately.	☐
10.	Tools and equipment were used correctly and safely.	☐
11.	Work area was left tidy on completion and remaining debris disposed of as required.	☐
12.	Safety of self and others was maintained at all times.	☐
13.	Candidate was professional at all times.	○
14.	All required tasks were completed in a satisfactory time.	○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 329 Function and event decoration using floral displays

Task Biii **Dismantle designs and framework**

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 330 Function and event decoration using balloons

This assignment links to Unit 330 (Function and event decorating using balloons) of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	**Task**	**Mark**		
		Pass (1 mark)	**Merit (2 marks)**	**Distinction (3 marks)**
1. Analyse, plan and present ideas for special events. 2. Build props, frameworks and constructions for special events. 3. Identify and produce a range of balloon designs for special events. 4. Produce costings and quotations.	A			
	Bi			
	Bii			
	Biii			
	Average mark (total divided by 5)			
	Overall Grade			

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

Assignment 330 Function and event decoration using balloons

Task A Plan and present ideas for special events

Assessor Guidance

This task is an opportunity for candidates to demonstrate their ability to plan a scheme of decoration for a themed function/event.
The following range must be included;
Themed centre-piece, themed buffet design, room décor and exterior display. One design must include a framework and be suitable for display in an area 2mx 2m.

Each candidate must produce labelled sketches of their final designs.

The named scenario must be either for a wedding, Gala Dinner or Seasonal event to a stated budget.

Candidate's briefing

You are required to plan a scheme of decoration, using balloons, for a themed function/event, to a stated budget, to include the following;-
Themed centre-piece, themed buffet design, room décor and exterior display.

One design must include a framework and be suitable for display in an area 2mx 2m.

Your scheme should include

- Recorded information of a site visit
- labelled sketches / plans of proposed designs
- a prepared work plan / allocating tasks to team members
- a buying list and list of allocated materials for each design using a suitable format
- labelled / sketches of final designs to be constructed.
- a quotation for a client

Assignment 329 Function and event decoration using floral displays

Task A Plan and present ideas for special events

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
A	The candidate stated the themed event / occasion, recorded information from a site visit / produce labelled sketches of proposed and actual designs / prepared a work plan/ allocating tasks to team members/ created a buying list and list of allocated materials for each design using a suitable format / prepared a quotation	The candidate produced a comprehensive assignment which stated the themed event / occasion, recorded clear information from a site visit / produce clear labelled sketches of proposed and actual designs / prepared a comprehensive work plan / allocating tasks to team members/ created a clear buying list and list of allocated materials for each design using a suitable format / prepared a quotation	The candidate produced a detailed and well presented assignment which stated the themed function, recorded detailed information from a site visit / produced clear labelled sketches of proposed and actual designs / prepared an extensive work plan / allocating tasks to team members / created a clear buying list and list of allocated materials for each design using a suitable format / prepared a well written quotation

Assignment 330 Function and event decoration using balloons

Candidate feedback

Task A Plan and present ideas for special events

Candidate name	Assessor's name

Feedback to candidate

Strengths (How the criteria have been achieved, good aspects of the work)	**Areas for improvement** (Advice for future assignments)
Grade for task	

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

(This page is intentionally blank)

Assignment 330 Function and event decoration using balloons

Task Bi, Bii, Biii Build required props, produce and dismantle balloon displays

Assessor Guidance

These tasks are an opportunity for candidates to demonstrate their ability to identify and produce themed balloon designs for special events to an intermediate level and identify designs which require frameworks / constructions and build frameworks / constructions for room décor for the stated themed event / occasion for task A. Tasks Bi - Biii are practical tasks. The candidate's performance will be marked against the NPTC marking criteria.

Candidate's briefing

Bi Plan and build a framework / construction from Task A for a stated themed room décor design.

Bii complete balloon designs from Task A for the stated themed event/occasion.

Biii Dismantle the designs from task A for the stated themed event/ occasion.

Marking criteria

Task	Pass (1 mark)	Credit (2 marks)	Distinction (3 marks)
Bi	12 essential criteria	12 essential criteria plus 1-2 desirable criterion	12 essential criteria plus 3 desirable criteria
Bii	12 essential criteria	12 essential criteria plus 1 desirable criterion	12 essential criteria plus 2-3 desirable criteria
Biii	12 essential criteria	12 essential criteria plus 1 desirable criteria	12 essential criteria plus 2 desirable criteria

Assignment 330 Function and event decoration using balloons

Task Bi Build required frameworks

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of order requirements were clearly identified. ☐
3. Work area was appropriately prepared for the task. ☐
4. Appropriate selection of tools / equipment / materials was made. ☐
5. Materials prepared to specification. ☐
6. Framework constructed in accordance to job specification. ☐
7. All joints were secured within the construction. ☐
8. Completed framework / construction was stable and secure. ☐
9. Framework / construction was secured into position correctly and safely. ☐
10. Tools and equipment were used correctly and safely. ☐
11. Work area was left tidy on completion and debris disposed of as required. ☐
12. Safety of self and others was maintained at all times. ☐
13. Completed framework / construction demonstrated good interpretation of the theme. ○
14. Framework materials complimented balloon design and demonstrated good application of the elements and principles of design. ○
15. Candidate worked effectively as part of a team ○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 330 Function and event decoration using balloons

Task Bi Build required frameworks

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 330 Function and event decoration using balloons

Task Bii identify and produce a range of balloon designs for special events

Marking checklist

Candidate name	Assessor's name

1. Candidate was appropriately dressed for the task. ☐
2. Details of design specification were clearly identified. ☐
3. Work area was appropriately prepared for the task. ☐
4. Correct selection of tools, equipment and materials. ☐
5. Balloons are correctly inflated, sized, knotted and attached appropriately. ☐
6. Design had good outline shape and profile. ☐
7. Design demonstrated good application of the elements and principles of design. ☐
8. All materials were secure. ☐
9. Tools and equipment were used correctly and safely. ☐
10. Work station/area was left tidy on completion and debris disposed of as required. ☐
11. Safety of self and others was maintained at all times. ☐
12. Completed design was constructed in a commercially viable time. ☐
13. Completed design demonstrated good interpretation of design specification. ○
14. Materials are used to aid economy. ○
15. Completed design was attractive and showed distinctive use of materials. ○

Essential criteria = ☐ Desirable criteria = ○

Assignment 330 Function and event decoration using balloons

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Assignment 330 Function and event decoration using balloons

Task Biii Dismantle designs and framework

Marking checklist

Candidate name	Assessor's name

1.	Candidate was appropriately dressed for the task.	☐
2.	Details of requirements were clearly identified.	☐
3.	Work area was appropriately prepared for the task.	☐
4.	Correct selection of tools / equipment / rubbish containers / transporting equipment was made.	☐
5.	Perishable materials were removed and discarded safely.	☐
6.	Medium was removed and appropriately discarded.	☐
7.	Containers/materials checked for damage / cleaned, moved and stored safely.	☐
8.	Framework was dismantled safely.	☐
9.	Framework material was disposed of or stored appropriately.	☐
10.	Tools and equipment were used correctly and safely.	☐
11.	Work area was left tidy on completion and remaining debris disposed of as required.	☐
12.	Safety of self and others was maintained at all times.	☐
13.	Candidate was professional at all times.	○
14.	Required task was completed in satisfactory time.	○

Essential criteria = ☐ Desirable criteria = ○

PTO

Assignment 330 Function and event decoration using balloons

Task Biii **Dismantle designs and framework**

Feedback to candidate

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to NPTC, with the exception of registration and certification which is via the walled garden or the relevant City & Guilds regional office:

	Telephone	Facsimile	Email
NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

City & Guilds Region	Telephone	Facsimile	Email
Customer relations unit	020 7294 2800	020 7294 2413	enquiry@ cityandguilds.com
Scotland	0141 341 5700	0141 341 5725	scotland@cityandguilds.com
North East	0191 402 5100	0191 402 5101	newcastle@cityandguilds.com
North West	01925 897900	01925 897925	salesnw@cityandguilds.com
Yorkshire	01924 206 700	01924 206 6705	yorkshire@cityandguilds.com
Wales	02920 748600	02920 748625	wales@cityandguilds.com
West Midlands	0121 503 8900	0121 359 7734	birmingham@cityandguilds.com
East Midlands	01773 842900	01773 833030	eastmidlands@cityandguilds.com
South West	01823 722200	01823 444231	swregion@cityandguilds.com
London and South East	020 7294 8139	020 7294 2419	londonandsoutheast@ cityandguilds.com
Southern	020 7294 2677	020 7294 2403	southern@cityandguilds.com
East	01480 308300	01480 308325	eastern@cityandguilds.com
Northern Ireland/ Ireland	028 9032 5689	028 9031 2917	belfast@cityandguilds.com

Websites: www.nptc.org.uk www.cityandguilds.com www.i-l-m.com

EN-30-0344