

**City & Guilds Level 1 Award,  
Certificate and Diploma in  
Work-based  
Horticulture  
(0065-11)**



[www.nptc.org.uk](http://www.nptc.org.uk)

**Qualification handbook and  
Candidate guide**

Version 2.3  
February 2022



## Publications and enquiries

Publications are available as hard copy from:

City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom

or

as pdf file from [www.nptc.org.uk](http://www.nptc.org.uk) under the 'Qualifications' tab, and then click on 'Horticulture'.

General information may be obtained from:

Customer support  
City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom  
Tel: +44 (0) 24 7685 7300  
Fax: +44 (0) 24 7669 6128  
Email: [information@nptc.org.uk](mailto:information@nptc.org.uk)

## Equal opportunities

City & Guilds 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 City & Guilds NPTC's interests, and the interests of those who work for or in association with City & Guilds 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 City & Guilds NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at 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

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Version and date	Change detail	Section
V2.2 July 2021	Centre, assessor and Interval Verifier requirements updated	Assessment strategy
V2.3 Feb 2022	GLH and TQT clarified and highlighted	Introduction

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## City & Guilds Level 1 Award, Certificate and Diploma in Work-based Horticulture (0065-11)

This document contains the information that centres need to offer the following qualifications:

Qualification title(s) and level(s)	City & Guilds qualification number(s)	Ofqual accreditation number(s)	GLH	TQT
Level 1 Award in Work-based Horticulture	0065-11	500/6708/4	90	100
Level 1 Certificate in Work-based Horticulture	0065-11	500/6659/6	252	280
Level 1 Diploma in Work-based Horticulture	0065-11	500/6709/6	333 - 333	370

## Introduction to the Qualification

The City & Guilds Level 1 Award, Certificate and Diploma in work-based Horticulture are programmes of work-based training and assessment leading to nationally recognised qualifications. They aim to:

- meet the needs of learners who work or want to work in the Horticulture sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the Horticulture sector
- replace the following qualifications:  
NPTC Level 1 NVQ in Horticulture (0328-01 & -91) which expires on 31/08/2009. (QAN 100/2392/6).

## Publications and resources

City & Guilds NPTC provides the following publications and resources specifically for these qualifications:

Description	How to access
<p>Qualification handbook and Candidate guide</p> <p>This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.</p> <p>It also provides guidance for candidates and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by candidates and assessors at the centre.</p>	<p>TS-11-0065 <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p>Portfolio builder pack for candidates and assessors</p> <p>This has a series of recording forms that may be helpful for centres and candidates to use. The forms are generic and may be used for any City &amp; Guilds NPTC work-based qualification.</p>	<p>PB-NPTC <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p>Information sheet</p>	<p><a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>

## City & Guilds Level 1 Award, Certificate and Diploma in Work-based Horticulture (0065-11)

### Unit details

All units available in the different qualification routes are listed below. The rules of combination for each route within the qualification are detailed separately. Please refer to this carefully to ensure that the correct units are delivered for the chosen routes.

Accreditation unit reference	City & Guilds unit number	Unit title	Level	Credit value
R/600/0291	Unit 101	Maintain the safety of self and others in the workplace	1	4
D/502/4096	Unit 102	Principles of transporting supplies of physical resources within the work area	1	1
J/502/4741	Unit 103	Assist with the transport supplies of physical resources within the work area	1	2
T/502/4170	Unit 104	Principles of maintaining grass surfaces	1	1
D/502/4177	Unit 105	Assist with the maintenance of grass surfaces	1	3
R/502/5715	Unit 106	Principles of maintaining structures and surfaces	1	2
K/502/4098	Unit 107	Assist with maintaining structures and surfaces	1	2
Y/502/4016	Unit 108	Principles of planting and establishing plants	1	2
F/502/4088	Unit 109	Assist with planting and establishing plants	1	3
T/502/4167	Unit 110	Principles of maintaining plants	1	3
H/502/4102	Unit 111	Assist with maintaining plants	1	4
F/502/4740	Unit 112	Principles of the maintenance of equipment	1	2
F/502/4608	Unit 113	Assist with the maintenance of equipment	1	3
T/502/4122	Unit 114	Principles of the vegetative propagation of plants	1	2
M/502/4121	Unit 115	Assist with the vegetative propagation of plants	1	3
H/502/4018	Unit 116	Principles of the propagation of plants from seed	1	1
D/502/4017	Unit 117	Assist with the propagation of plants from seed	1	2

T/502/4024	Unit 118	Principles of identifying the presence of, and controlling common pests and diseases	1	2
M/502/4023	Unit 119	Assist with identifying the presence of, and controlling common pests and diseases	1	2
K/502/4036	Unit 120	Principles of the preparation of growing media	1	1
H/502/4035	Unit 121	Assist with the preparation of growing media	1	3
Y/502/4744	Unit 122	Principles of harvesting and preparing crops	1	1
L/502/4742	Unit 123	Assist with harvesting and preparing crops	1	3
	900	Certification module for the award		
	901	Certification module for the certificate		
	902	Certification module for the diploma		

## Rules of combination for the City & Guilds Level 1 Award, Certificate and Diploma in Work-based Horticulture (0065-11)

### Award

<b>0065-11 Level 1 Award in Work-based Horticulture</b>	
Rules for achievement of qualification	10 credits from (104+105), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123), which must cover a minimum of 2 of the groups of units. Plus 900 for certification

### Certificate

<b>0065-11 Level 1 Certificate in Work-based Horticulture</b>	
Rules for achievement of qualification	28 credits which must include 101, plus 2 of the groups of units from (102+103), (104+105), (106+107), (108+109), (110+111), plus 3 of the groups of units from (102+103), (104+105), (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123). Plus 901 for certification

### Diploma

<b>0065-11 Level 1 Diploma in Work-based Horticulture</b>	
Rules for achievement of qualification	37 credits which must include 101, plus 2 of the groups of units from (102+103), (104+105), (106+107), (108+109), (110+111). The remainder from (102+103), (104+105), (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123). Plus 902 for certification

## **Assessment**

The units will be assessed by the gathering of work-based evidence into a portfolio. The authenticity, sufficiency and validity of the evidence will be judged by the assessor.

## **Assessment strategy**

### **Centre staffing**

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

### **Assessors and internal verifiers**

The centre must provide Assessor personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. The centre must provide Internal Quality Assurance personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. Assessors/Internal Quality Assurance personnel may hold relevant qualifications such as D32/33/34 or A1/V1 or TAQA however they are not a mandatory requirement for this qualification. They should have had formal training in assessment/IQA, which may be the qualifications above, or other training that allows the assessor to demonstrate competence in the practice of assessment/IQA. This training may be carried out in-house or with an external agency.

TAQA qualifications are considered very appropriate as Continuing Professional Development (CPD) or as best practice standards for new centre staff to work towards

## Centre and qualification approval

New centres must apply for centre and qualification approval. In the first instance they should contact Sales, Marketing and Communications at NPTC. (020 7685 7300)

Existing City & Guilds NPTC or City & Guilds centres will need to get specific qualification approval to run this qualification. They should contact [verification@nptc.org.uk](mailto:verification@nptc.org.uk).

Full details of the process for both centre and qualification approval are given in 'Providing City & Guilds NPTC qualifications – a guide to centre and qualification approval' which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

City & Guilds NPTC and City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular City & Guilds NPTC or City & Guilds qualification, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds NPTC or City & Guilds.

## Registration and certification

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under the appropriate qualification/complex.
- Candidates achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the number and combination of assessment components required for the Award, Certificate or Diploma will, in addition, be issued the relevant Certificate, on submission of the grading component.

Full details on the procedures for these qualifications will be found in the City & Guilds On-line Catalogue. This is accessed through the Walled Garden.

## Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds NPTC will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds NPTC.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

For candidates with particular requirements, centres should refer to City & Guilds NPTC's policy document *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

### The portfolio builder pack

This is available on [www.nptc.org.uk](http://www.nptc.org.uk) (see page 6). It contains a series of pro-formae that may be helpful to candidates/assessors in the compilation of portfolios.

Included in the pack are the following pro-formae:

- Centre contacts form
- Self assessment and personal action plan form
- Record of units achieved
- Witness status list
- Witness testimony form
- Assessment planning form
- Candidate feedback sheet

Where witness testimony is used, the Witness Status List must be completed on one occasion by any witnesses used.

The record of units achieved must also be updated as the candidate completes each unit. The use of the other forms is optional.

## Key Skills

Unit no	English	Mathematics	Information and Communication Technology
101	Speak and listen level 1 Writing level 1		
102	Speak and listen level 1 Writing level 1		
103			
104	Speak and listen level 1 Writing level 1	Level 1	
105		Level 1	
106	Speak and listen level 1 Writing level 1		
107	Speak and listen level 1		
108	Speak and listen level 1 Writing level 1		
109		Level 1	
110	Speak and listen level 1 Writing level 1		
111			
112	Speak and listen level 1 Writing level 1		
113			
114	Speak and listen level 1 Writing level 1		
115			
116	Speak and listen level 1 Writing level 1		
117			
118	Speak and listen level 1 Writing level 1		
119	Speak and listen level 1		
120	Speak and listen level 1 Writing level 1	Level 1	
121			
122	Speak and listen level 1 Writing level 1		
123	Speak and listen level 1		

## The units

As units are signed off as completed the record of units achieved proforma should be updated

## How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Qualification handbook this column is used for assessor guidance. In the Candidate's Guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Candidate Guide and Logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.

Below is an example of how a recording sheet may look, with entries by the candidate, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.

## EXAMPLE COMPLETED UNIT

TITLE	Assist with transporting supplies of physical resources within the work area (CU8)	Candidate name
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit. Assessment is by activities to meet the performance criteria and scope in work or work-equivalent situations.		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	Tom correctly located 6 bags of Growmore to be moved to 4 acre field 23-06-2009. MF Tom collected all the tools required for the planting operation, following verbal instructions 25-06-2009 AO
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	Tom holds the NPTC CoC in Safe Manual Handling-operator Evidence 1
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	Tom holds the NPTC CoC in Safe Manual Handling-operator Evidence 1
	1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination	Tom stacked the sacks of fertilizer on a pallet and covered them with a tarpaulin 23-06-2009 MF  Tom delivered the tools to the planting site and stacked them neatly at the side of the work area 25-06-2009 AO

## EXAMPLE COMPLETED UNIT

2. Be able to assist with the transport of physical resources within the work area	2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements	Tom used a wheelbarrow to move the sacks of fertilizer and stopped twice to ensure the load was safe. He loaded the weight over the axle and moved one bag at a time. MF
	2.2 Minimise damage to equipment and resources during transportation	Tom moved the tools for planting in a wheelbarrow. He carefully manoeuvred between the buildings and adjusted the angle of the tools to avoid damage to the plants at the edge of the long border. AO
3. Be able to work safely	3.1 Maintain health and safety according to relevant legislation and codes of practice	Tom used safe lifting techniques to load the barrow with fertiliser on 23-06-2009 and returned the barrow to store after use. MF Also with tools on 25-06-2009 Tom avoided overloading the barrow and moved carefully around obstacles. He moved some plants put of the way to give him an unobstructed pathway between the buildings. AO

**EXAMPLE COMPLETED UNIT**

**Candidate's signature**

I confirm that the evidence above is all my own work

Tom Candidate..... Date 28-06-2009.....

**Assessor's name**     **A.N.Other** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity, currency and sufficiency.

Signed ANOther.....Date 28-06-2009.....

**Internal verifier's signature (if sampled)**

.....Date.....

In the example above, M Farmer is the candidate's supervisor, Anthony Other is the assessor and Tom Candidate is the candidate. All 3 can complete sections of the Candidate's logbook. Supplementary evidence needs to be referenced, eg in the example above the candidate's Manual Handling certificate would be referenced as Evidence 1.

Guidance on the unit is given at the top. Any items of scope are dealt with within the criteria. M Farmer would need to complete a line on the Witness status list.




I confirm that the evidence in this portfolio relates to my own work.

Candidate Name.....Signature.....Date.....

I confirm that all Practical and Underpinning Knowledge requirements have been assessed for this qualification and the evidence meets the required standards for validity, authenticity, and sufficiency.

Assessor Name.....Signature.....Date.....

Internal verifier.....Signature.....Date.....

## Unit 101

TITLE	Maintain the safety of self and others in the workplace	Candidate Name:
NDAQ REFERENCE	R/600/0291	
LEVEL	1	
CREDIT LEVEL	4	
<p>This unit is designed to develop the knowledge, skills and understanding to ensure that health and safety becomes part of routine working practices; to build habits of working with regard for personal safety and that of others, and if an emergency does occur to know what to do and who to report to.            Relationship to National Occupational Standard: Underpinning Knowledge of CU1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the current health and safety legislation and codes of practice that apply to own areas of work	1.1 Give two examples of current health and safety legislation and outline one responsibility for each that applies to own area of work	
	1.2 Identify who accidents, incidents or problems should be reported to in own area of work and why this is necessary	
2. Understand the risks to health and safety in own area of work	2.1 Give at least three examples of specific hazards in own work situation	
	2.2 Identify who else might be affected by the hazards	

**Unit 101**

	2.3 Outline what measures could be taken in own work situation to eliminate hazards or reduce the chance of them causing harm	
3. Be able to prepare to work safely	3.1 Select and wear appropriate protective clothing	
	3.2 Clean and tidy the work area before starting work, taking immediate steps to reduce any hazards if identified	
	3.3 Select and organise tools, materials and equipment before use	
	3.4 Follow guidance/instructions to warn others that work is about to start and of any hazards this may cause	
4. Be able to work safely	4.1 Follow safety procedures and/or training to ensure the health and safety of self and others	
	4.2 Prepare and use equipment and/or materials safely and correctly as instructed	

**Unit 101**

	4.3 Demonstrate safe lifting and handling techniques and use of handling equipment if appropriate	
	4.4 Follow guidance/instructions to minimise environmental damage during work	
5. Leave the work area in a safe condition	5.1 Clear and tidy the work area after use	
	5.2 Dispose of waste safely and correctly in a designated area as directed	
	5.3 Clean and store tools, equipment and PPE after use as directed	
6. Know what to do in emergencies	6.1 State what actions to take in the event of two different types of emergency that might happen in own workplace	
	6.2 State who is responsible for dealing with each type of emergency and who and/or where to report to	

**Unit 101**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 102

TITLE	Principles of transporting supplies of physical resources within the work area	Candidate Name:
NDAQ REFERENCE	D/502/4096	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe how to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how load and unload physical resources safely	1.1 Give reasons for, and methods of, labelling products and equipment for transportation	
	1.2 State safe lifting techniques	
	1.3 State the correct use of lifting equipment and relevant legal restrictions on operation	
	1.4 State ways of securing products and equipment for transit in order to maintain safety and minimise damage	

## Unit 102

	1.5	State relevant methods of protecting product and equipment fro adverse weather conditions and contamination	
	1.6	State loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually	
	1.7	State methods for the safe stacking of products	
2. Know how to transport physical resources within the work area	2.1	Give correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment	
	2.2	State ways of handling transportation equipment to minimise damage to physical resources in transit	
	2.3	State ways of monitoring the condition of physical resources during transit	

**Unit 102**

3. Know how to work safely	3.1 State health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment	
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**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 103

TITLE	Assist with the transport supplies of physical resources within the work area	Candidate Name:
NDAQ REFERENCE	J/502/4741	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to unload physical resources, in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit.            Relationship to National Occupational Standard: Practical outcomes of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	
	1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination	

### Unit 103

2. Be able to assist with the transport of physical resources within the work area	2.1	Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements	
	2.2	Minimise damage to equipment and resources during transportation	
	2.3	Monitor the physical resources during transportation and take the appropriate action for any which become unsafe	
	2.4	Maintain health and safety according to relevant legislation and codes of practice	
3. Be able to work safely	3.1	Maintain health and safety according to relevant legislation and codes of practice	

**Unit 103**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 104

TITLE	Principles of maintaining of grass surfaces	Candidate Name:
NDAQ REFERENCE	T/502/4170	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe how to maintain grass surfaces by mowing, edging and watering, using pedestrian-operated machinery and hand tools and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU15</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to maintain grass surfaces	1.1 State the conditions that are appropriate for maintaining grass surfaces	
	1.2 List the correct tools and equipment for the work	
	1.3 State how to prepare and use the required tools and equipment safely and efficiently	
	1.4 Identify when the height of grass and finish of edges meets requirements	

**Unit 104**

	1.5	State how to dispose of grass cuttings	
	1.6	State the importance of cleaning and storing tools and equipment promptly and safely	
	1.7	Identify the hazards and state the relevant legislation and codes of practice in relation to the maintenance of grass surfaces	

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 105

TITLE	Assist with the maintenance of grass surfaces	Candidate Name:
NDAQ REFERENCE	D/502/4177	
LEVEL	1	
CREDIT LEVEL	3	
The candidate will be able to maintain surfaces by mowing, edging and watering, using pedestrian-operated machinery and hand tools and comply with all health and safety requirements Relationship of National Occupational Standard: Practical outcomes of CU15		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with maintaining grass surfaces	1.1 Ensure that conditions and the surface are suitable for maintenance in accordance with instruction	
	1.2 Ensure that the tools and equipment being used are appropriate to the conditions and the surfaces being maintained	
	1.3 Use appropriate methods for maintaining grass surfaces safely and in accordance with instructions	
	1.4 Carry out the work so that the grass height and edges meet requirements	
	1.5 Report any problems as soon as possible to the appropriate	

	person	
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**Unit 105**

	1.6	Minimise any damage to grass, features, services and wildlife on the site	
	1.7	Dispose of grass cuttings correctly	
	1.8	Leave the site in a clean and tidy condition	
	1.9	Clean and store tools and equipment promptly and securely	
2. Be able to work safely	2.1	Maintain the health and safety of self and others at all times	
	2.2	Select, prepare and use tools and equipment safely, efficiently, and correctly	

**Unit 105**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 106

TITLE	Principles of maintaining structures and surfaces	Candidate Name:
NDAQ REFERENCE	R/502/5715	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe how to maintain structures and surfaces by cleaning, rubbing-down and applying surface protection, using hand tools and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to maintain structures and surfaces	1.1 State why structures and surfaces need to be maintained	
	1.2 State the potential problems which may arise if maintenance is not carried out	
	1.3 List the tools and materials which are needed for different maintenance operations	
	1.4 State how to prepare tools and materials for the particular maintenance operation	

**Unit 106**

	1.5 State how to prepare structures and surfaces for the different maintenance operations	
	1.6 State the correct way to carry out the different maintenance operations	
	1.7 State what the result of effective maintenance operations should look like	
	1.8 State how to correctly use tools and materials	
	1.9 Describe how to maintain their own health and safety during the maintenance operations	
	1.10 State how to reduce the risk to other's health and safety when undertaking maintenance operations (e.g. by putting up notices)	

**Unit 106**

	1.11 List the types of problems or difficulties which may occur, relating to: health and safety, damage, weather conditions and unforeseen circumstances, and state what you need to do if these occur	
	1.12 State how to handle and dispose of waste safely	
	1.13 State how to clean and store tools correctly and the risks of not doing so	

**Candidate's signature**

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## Unit 107

TITLE	Assist with maintaining structures and surfaces	Candidate Name
NDAQ REFERENCE	K/502/4098	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to maintain structures and surfaces by cleaning, rubbing-down and applying surface protection, using hand tools and comply with all health and safety requirements.</p> <p>Relationship to National occupational standards: Practical outcome of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with maintaining structures and surfaces	1.1 Correctly prepare the necessary tools and materials for the maintenance operation	
	1.2 Prepare the area for the work in a manner appropriate for the maintenance operation	
	1.3 Maintain structures and surfaces effectively and completely in accordance with the instructions, to include <ul style="list-style-type: none"> <li>• cleaning</li> <li>• rubbing down</li> <li>• surface protection</li> </ul>	

**Unit 107**

	1.4 Use tools safely and correctly	
	1.5 Report any problems that arise without delay	
	1.6 Maintain the health and safety of self and others at all times	
	1.7 Handle and dispose of waste safely and correctly	
	1.8 Leave the site in a safe condition	
	1.9 Clean tools after use in an appropriate manner	
	1.10 Store tools and materials after use in an agreed and safe location	

**Unit 107**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

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.....Date.....

## Unit 108

TITLE	Principles of planting and establishing plants	Candidate Name:
NDAQ REFERENCE	Y/502/4016	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the establishment of plants in the nursery or amenity situations and outdoors or under protected situations and how to comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU6<sub>1</sub></p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to plant in outdoor or protected environments	1.1 State how to transport plants	
	1.2 State how to keep plants in a suitable condition prior to planting	
	1.3 State the types of tools, materials and personal protective equipment required for the job	
	1.4 State how to prepare tools and materials ready for the job	

## Unit 108

	1.5	State how to prepare the planting medium for the job	
	1.6	State how planting is carried out and how the results should look	
	1.7	State how to use and store tools, materials and personal protective equipment correctly	
	1.8	State what problems should be reported, to whom they should be reported and when this should be done	
2. Know how to establish plants after planting	2.1	State the types of tools, materials and personal protective equipment to use	
	2.2	State how to get tools, equipment and materials ready for the job	
	2.3	State the types of plant protection used and the labelling required	
	2.4	State how to use and store tools, personal protective equipment and materials correctly	

**Unit 108**

	2.5 State which problems should be reported, to whom they should be reported and when this should be done	
3. Know how to work safely	3.1 Describe how to maintain the health and safety of self and others	
	3.2 State how and why tools and equipment should be cleaned	

**Candidate's signature**

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## Unit 109

TITLE	Assist with planting and establishing plants	Candidate Name:
NDAQ REFERENCE	F/502/4088	
LEVEL	1	
CREDIT LEVEL	3	
<p>This unit requires candidates to assist with the establishment of plants. Activities can take place in nursery or amenity situations; outdoors or under protected conditions and must comply with health and safety requirements.            Relationship to National Occupational Standard: Practical outcome of CU61</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with carrying out planting	1.1 Select the necessary tools, materials and any personal protective equipment for the job	
	1.2 Carry out any necessary preparation of the planting medium according to instructions	
	1.3 Transport the plants as instructed	
	1.4 Keep the plants in a suitable condition before planting	
	1.5 Carry out planting as instructed	

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**Unit 109**

	1.6	Position the plants at the correct spacing, depth and orientation and according to instructions	
	1.7	Report any problems that occur as soon as possible	
	1.8	Maintain and store tools and equipment appropriately	
2. Be able to assist with any additional activities required to establish plants	2.1	Prepare the necessary tools, materials and personal protective equipment for the job	
	2.2	Provide support, shelter or mulching as necessary, and carry out plant labelling as instructed	
	2.3	Provide the plants with necessary moisture	

**Unit 109**

	2.4	Maintain and store tools; personal protective equipment and materials correctly	
	2.5	Report any problems that occur to the appropriate person as soon as possible	
3. Be able to work safely	3.1	Use tools, materials and any personal protective equipment safely and correctly	
	3.2	Maintain the health and safety of self and others at all times.	

**Unit 109**

**Candidate's signature**

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**Assessor's name** .....

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Signed.....Date .....

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.....Date.....

## Unit 110

TITLE	Principles of maintaining plants	Candidate Name:
NDAQ REFERENCE	T/502/4167	
LEVEL	1	
CREDIT LEVEL	3	
<p>This unit requires the candidate to be able to describe the maintenance of plants or crops and all relevant health and safety requirements. Maintenance activities can include watering, spacing, observing and reporting problems, weeding, training and pruning. Activities may take place in a nursery or amenity situations outdoors or under protection.</p> <p>Relationship to National occupational Standard: Underpinning knowledge of CU62</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to maintain the health of plants	1.1 State the reasons for maintaining the health of plants	
	1.2 List the types of tools, materials and personal protective equipment used for different jobs	
	1.3 State how to get tools and materials ready for the job	
	1.4 State how to maintain healthy plants	

**Unit 110**

	1.5	State how to use, clean, maintain and store materials; tools and equipment correctly; and identify why this is important	
	1.6	State how to maintain hygiene according to the needs of the industry	
	1.7	State which problems should be reported, to whom and when this should be done	
	1.8	Identify, by common name (not necessarily botanical name), twenty plants which are relevant to a given working environment	
	1.9	State how to deal with accidental damage to plants	
2. Know how to control unwanted plants	2.1	State how to identify the unwanted and non-target plants that require controlling	
	2.2	State the problems which may occur if unwanted plants are not controlled	

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**Unit 110**

	2.3	List the types of tools, materials and personal protective equipment that may be required for different jobs `	
	2.4	State how to use tools, materials and personal protective equipment	
	2.5	State which problems should be reported, to whom and when this should be done	
	2.6	State how to clean tools and why this is important	
3. Know how to work safely	3.1	State how to dispose of waste safely and correctly	
	3.2	State how to maintain own and others' health and safety	

**Unit 110**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

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Signed.....Date .....

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.....Date.....

## Unit 111

TITLE	Assist with maintaining plants	Candidate Name:
NDAQ REFERENCE	H/502/4102	
LEVEL	1	
CREDIT LEVEL	4	
<p>This unit will require candidates to assist with the maintenance of plants or crops including watering; spacing; observing and reporting problems; weeding; training and pruning. These activities can take place in nursery or amenity situations and outdoors or under protected situations. All health and safety issues will be addressed.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU62</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with maintaining the health of plants	1.1 Prepare the necessary tools, materials and personal protective equipment for the job	
	1.2 Use correct methods to maintain the health of plants as instructed	
	1.3 Check the condition of plants and report any problems as instructed	
	1.4 Clean the tools and equipment after use	

**Unit 111**

	1.5 Store tools, materials and personal protective equipment properly	
2. Be able to assist with controlling unwanted plants	2.1 Collect the necessary tools, materials and personal protective equipment ready for the job	
	2.2 Use the correct methods to control unwanted plants as instructed	
	2.3 Report any problems to the correct person as soon as possible	
	2.4 Clean and store the tools and equipment properly after use	
3. Be able to work safely	3.1 Use the tools, materials and personal protective equipment safely and correctly	
	3.2 Maintain the health and safety of self and others at all times	

**Unit 111**

	3.3	Maintain hygiene according to instructions	
	3.4	Leave the work area in a safe and suitable condition	
	3.5	Dispose of waste safely and correctly according to instructions	

**Candidate's signature**

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## Unit 112

TITLE	Principles of the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4740	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the maintenance of tools, equipment and machinery using hand tools and how to comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare equipment for maintenance	1.1 State the importance of following instructions	
	1.2 State the correct use of hand tools and materials	
	1.3 State types and correct ways of wearing protective clothing and give reasons why it must be worn	

**Unit 112**

2. Know how to undertake maintenance procedures	2.1	Give reasons for the maintenance of equipment and the importance of following instructions	
	2.2	State legislative requirements relating to the maintenance of equipment	
	2.3	State the limits of their responsibility in relation to the maintenance of equipment	
	2.4	List situations in which assistance is required	
	2.5	State the appropriate condition and location of tools on completion of maintenance procedures	
3. Know how to work safely	3.1	State what actions should be taken in the event of incidents which affect the health and safety of self and others	
	3.2	State their health and safety responsibilities in relation to the preparation of equipment	

**Unit 112**

	3.3 State how waste should be safely disposed of	
	3.4 State ways of minimising environmental damage during work activities	

**Candidate's signature**

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## Unit 113

TITLE	Assist with the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4608	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with the maintenance of tools, equipment and machinery using hand tools and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of equipment for maintenance under supervision	1.1 Check that the equipment requiring maintenance is safe in accordance with instructions	
	1.2 Keep the work area safe and in a condition suitable for the maintenance procedure	
	1.3 Obtain the necessary hand tools and materials for the maintenance work in accordance with instructions	
	1.4 Complete the preparation of equipment for maintenance in accordance with instructions	

### Unit 113

2. Be able to assist with the maintenance of equipment under supervision	2.1 Maintain manual and mechanical equipment in accordance with instructions	
	2.2 Clean and store tools correctly after use	
3. Be able to work safely	3.1 Maintain health and safety in accordance with relevant legislation and codes of practice	
	3.2 Correctly identify and report any hazards	
	3.3 Dispose of waste safely in accordance with instructions	
	3.4 Carry out work in a manner which minimises any environmental damage.	

**Unit 113**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 114

TITLE	Principles of the vegetative propagation of plants	Candidate Name:
NDAQ REFERENCE	T/502/4122	
LEVEL	1	
CREDIT LEVEL	2	
<p>This unit will enable the candidate to describe the vegetative propagation of plants by division and cuttings; including the collection of propagation materials and establishment in suitable environments. It incorporates how to comply with health and safety requirements and may be carried out outdoors or in a protected environment.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU63</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to collect propagation material	1.1 Identify and name plants from which propagation materials are taken	
	1.2 State the ways in which plant material should be handled	
	1.3 State reasons for collecting propagation material	
	1.4 State method(s) for collecting propagating material and the requirements of the propagating	

	programme	
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**Unit 114**

	1.5	State methods of storing the material prior to use	
	1.6	State the length of storage which is appropriate	
	1.7	Describe health and safety requirements during work activities	
	1.8	State methods of safe disposal of waste materials	
2. Know how to prepare propagation materials	2.1	State the ways in which plant material should be handled	
	2.2	State reasons for preparing propagation material	
	2.3	State methods used for preparing cuttings and divisions	

**Unit 114**

	2.4	State why vegetative methods are used	
	2.5	State methods used in treating prepared propagation material	
	2.6	State the need for hygiene throughout the propagating process	
3. Know how to establish propagation material in a growing environment	3.1	State procedures for the maintenance, preparation and safe use of equipment	
	3.2	Identify how to prepare rooting medium and establish propagation material according to instructions	
	3.3	List the types of rooting media in use within an enterprise	
	3.4	State the ways in which plant material should be handled	

**Unit 114**

	3.5	State the importance of correct positioning of propagation material in rooting medium	
	3.6	List the types of growing environments in use	
	3.7	State the need for hygiene throughout the rooting process	
4. Know how to work safely	4.1	State how to safely prepare, use and maintain equipment	
	4.2	Identify health and safety requirements during work activities	
	4.3	State methods of safe disposal of waste materials	

**Unit 114**

**Candidate's signature**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 115

TITLE	Assist with the vegetative propagation of plants	Candidate Name:
NDAQ REFERENCE	M/502/4121	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with the vegetative propagation of plants by division and cuttings, including collection of propagation materials and establishment in suitable environments. It may be carried out outdoors or in protected environments and comply with all health and safety requirements. Relationship to National Occupational Standard: Practical outcomes of CU63</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with collecting propagation material for the vegetative propagation of plants	1.1 Use and maintain equipment in a safe, clean and effective condition	
	1.2 Correctly identify plants from which material is to be collected	
	1.3 Handle plant material in a manner which minimises damage and wastage	
	1.4 Use methods for collecting propagation material in accordance with instructions	

**Unit 115**

	<p>1.5 Ensure the collected material meets the requirements of the propagating programme as instructed</p>	
	<p>1.6 Store collected material in accordance with instructions</p>	
<p>2. Be able to assist with preparing propagation materials</p>	<p>2.1 Prepare and maintain equipment in a fit state for use</p>	
	<p>2.2 Handle plant material in a manner which minimises damage and wastage</p>	
	<p>2.3 Use equipment in a safe and correct manner</p>	
	<p>2.4 Prepare and treat propagation materials in accordance with instructions; including division and cuttings</p>	
<p>3. Be able to assist with establishing propagation materials in a</p>	<p>3.1 Prepare and maintain the necessary materials in a fit state for use</p>	

growing environment		
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**Unit 115**

	3.2	Prepare the rooting medium in accordance with instructions	
	3.3	Handle plant material in a manner which minimises damage and wastage and optimises growth	
	3.4	Position propagation material in the rooting medium in accordance with instructions	
	3.5	Place propagation material in an appropriate growing environment as instructed	
	3.6	Complete activities to sustain and promote plant development after propagation in accordance with instructions	
4. Be able to work safely	4.1	Ensure that working methods promote health and safety and are consistent with relevant legislation and codes of practice	
	4.2	Dispose of waste safely and in accordance with instructions and legal requirements	



**Unit 115**

**Candidate's signature**

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**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 116

TITLE	Principles of the propagation of plants from seed	Candidate Name:
NDAQ REFERENCE	H/502/4018	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe seed propagation of plants by hand or machine and the establishment of plants in suitable environments. Activities may be carried out outdoors or in protected environments and include compliance with relevant health and safety requirements. Relationship to National Occupational standard: Underpinning knowledge of CU64.</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare to propagate plants from seed	1.1 State how to safely use and maintain equipment	
	1.2 List the types of growing media used	
	1.3 Give reasons for the choice of growing media	
	1.4 State methods for handling seed prior to sowing	

**Unit 116**

2. Know how to sow seed and provide immediate aftercare	2.1	State how to safely prepare, use and maintain equipment	
	2.2	State why an even distribution of seed is needed	
	2.3	State the growing depth of sowing	
	2.4	State how to respond to instructions for the aftercare of the sown seed	
3. Know how to work safely	3.1	Identify health and safety requirements during work activities	
	3.2	State how to safely dispose of waste	

**Unit 116**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 117

TITLE	Assist with the propagation of plants from seed	Candidate Name:
NDAQ REFERENC	D/502/4017	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the seed propagation of plants, by hand or machine and establishment in suitable environments. Activities may be carried out outdoors or in protected environments and must comply with health and safety requirements.</p> <p>Relationship to National Occupational standard: Practical outcomes of CU64</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with preparing to propagate plants from seed.	1.1 Use and maintain equipment in a safe and effective condition throughout	
	1.2 Prepare the growing medium in accordance with instructions	
	1.3 Handle seeds in a way which minimises damage	
2. Sow seed under supervision	2.1 Prepare and maintain the necessary equipment and materials for the work being undertaken	



**Unit 117**

	2.2	Use equipment and materials in a safe and correct manner	
	2.3	Sow seed evenly and in accordance with instructions	
	2.4	Provide aftercare in accordance with instructions	
3. Be able to work safely	3.1	Dispose of waste safely and in accordance with instructions and legal requirements	
	3.2	Work in a manner that promotes health and safety and is consistent with relevant legislation and codes of practice	

**Unit 117**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

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## Unit 118

TITLE	Principles of identifying the presence of, and controlling, common pests and diseases	Candidate Name:
NDAQ REFERENCE	T/502/4024	
LEVEL	1	
CREDIT LEVEL	2	
<p>This unit will require the candidate to describe how to identify and control pests and diseases in intensive cropping situations outdoors or in protected environments; including relevant health and safety requirements</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU70</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to identify common pests and diseases	1.1 Respond to instructions and procedures relating to the observation of pests and diseases	
	1.2 State the effects of pests and diseases upon a crop	
	1.3 List the types of pests and diseases which may be present	
	1.4 State to whom the presence of pests and diseases should be reported	

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**Unit 118**

2. Know how to control common pests and diseases	2.1	State ways in which environmental damage can be minimised	
	2.2	State which problems should be reported, to whom they should be reported and when this should be done	
	2.3	State safe methods of disposing of waste and unused materials	
3. Know how to work safely	3.1	List the working methods which maintain health and safety of self and others	
	3.2	State the health and safety risks involved in the observation and control of pests and diseases	

**Unit 118**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 119

TITLE	Assist with identifying the presence of, and controlling, common pests and diseases	Candidate Name:
NDAQ REFERENCE	M/502/4023	
LEVEL	1	
CREDIT LEVEL	2	
<p>Completion of this unit will enable the candidate to assist with identifying and controlling pests and diseases in intensive cropping situations. It may be carried out outdoors or in protected environments.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU70</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with identifying the presence of common pests and diseases	1.1 Observe the crop/plants in accordance with instructions	
	1.2 Report the presence and extent of common pests and diseases	
2. Be able to assist with controlling common pests and diseases	2.1 Carry out cultural or biological control methods in accordance with instructions	
	2.2 Perform work in a manner which minimises environmental damage	

**Unit 119**

	2.3 Report problems arising during pest and disease control	
	2.4 Dispose of waste safely in accordance with instructions and legal requirements	
3. Be able to work safely	3.1 Maintain health and safety of self and others	

**Unit 119**

**Candidate's signature**

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**Assessor's name** .....

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Signed.....Date .....

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## Unit 120

TITLE	Principles of the preparation of growing media	Candidate Name:
NDAQ REFERENCE	K/502/4036	
LEVEL	1	
CREDIT LEVEL	1	
<p>This unit will enable the candidate to assist with preparing growing media for plant establishment. The unit may be carried out on soil based or non soil based growing media; outdoors or in protected environments.            Relationship to National Occupational standard: Underpinning knowledge of CU71</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to make ready materials for preparing growing media	1.1 List the types of equipment required	
	1.2 Describe the safe use of equipment and materials	
	1.3 List the different growing media required within an enterprise	
	1.4 List the materials used in the preparation of growing media	

**Unit 120**

	1.5	State relevant procedures for collecting and measuring out materials	
2. Know how to prepare growing media	2.1	State how to maintain and correctly use equipment	
	2.2	State factors affecting the timing of operations	
	2.3	Give reasons for the preparation of growing media	
	2.4	State the requirements of a growing medium for planting	
	2.5	List different methods of incorporating ingredients into growing medium	
	2.6	State why appropriate levels of hygiene are required during operations	

**Unit 120**

	2.7 State different methods of preparing growing media	
3. Know how to work safely	3.1 Identify working methods that maintain the health and safety of self and others	
	3.2 Give safe methods for disposing of waste	

**Unit 120****Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Unit 121

TITLE	Assist with the preparation of growing media	Candidate Name:
NDAQ REFERENCE	H/502/4035	
LEVEL	1	
CREDIT LEVEL	3	
<p>Achievement of this unit will prepare candidates to assist with preparing growing media in readiness for plant establishment. It may be carried out in soil or non soil based growing media; outdoors or in protected environments; and includes health and safety requirements.            Relationship to National Occupational Standard: Practical outcomes of CU71</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with making ready materials for the preparation of growing media	1.1 Obtain, correctly measure and position materials in readiness for incorporation into growing media' as instructed	
	1.2 Dispose of organic and inorganic waste safely in accordance with instructions and legal requirements	
2. Be able to prepare growing media	2.1 Maintain equipment in a safe, clean and effective condition	
	2.2 Incorporate materials into the growing medium in accordance with instructions	



**Unit 121**

	2.3	Prepare the growing medium to the correct consistency in accordance with instructions	
	2.4	Dispose of organic and inorganic waste in accordance with instructions and legal requirements	
3. Be able to work safely	3.1	Ensure working methods promote health and safety, and are consistent with relevant legislation and codes of practice	
	3.2	Correctly and safely use equipment and materials at all times	

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 122

TITLE	Principles of harvesting, collecting and preparing crops	Candidate Name:
NDAQ REFERENCE	Y/502/4744	
LEVEL	1	
CREDIT LEVEL	1	
The candidate will be able to describe the harvesting and preparing of crops, by hand or machine. Relationship to National occupational standard: Underpinning Knowledge of CU65		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to harvest crops	1.1 State the maintenance and use of equipment to harvest crops	
	1.2 Give reasons for the method of harvesting	
	1.3 State methods of handling crops in order to minimise damage	
	1.4 State problems which may arise during harvesting and to whom these should be reported	

**Unit 122**

	1.5 State how to maintain quality during operations	
	1.6 State the levels of hygiene necessary in relation to operations	
2. Know how to prepare crops	2.1 State maintenance and use of equipment for preparation of crops	
	2.2 Give a reason for rejecting a crop	
	2.3 Give reasons for preparing the harvested crop	
	2.4 State common problems and to whom they should be reported	
3. Know how to work safely	3.1 State correct methods for disposing of waste	

**Unit 122**

	3.2 State health and safety requirements in relation to the preparation of harvested crops and legislation	
	3.3 State ways of minimising environmental damage during work activities	

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 123

TITLE	Assist with harvesting, collecting and preparing crops	Candidate Name:
NDAQ REFERENCE	L/502/4742	
LEVEL	1	
CREDIT LEVEL	3	
The candidate will be able to assist with harvesting and preparing crops, by hand or machine. All work will take place in a supervised context. Relationship to National Occupational Standard: Practical outcomes of CU65		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with harvesting crops	1.1 Maintain equipment in a safe and effective condition	
	1.2 Use harvesting methods in accordance with instructions	
	1.3 Handle harvested crops in a way which minimises short and long term damage	
	1.4 Report any problems which arise during harvesting promptly to the appropriate person	

**Unit 123**

	1.5 Maintain the appropriate levels of hygiene at all times in accordance with instructions	
2. Be able to prepare crops	2.1 Maintain and use equipment in a safe and effective condition throughout	
	2.2 When required prior to despatch store crops in accordance with instructions	
	2.3 Prepare the harvested crop in accordance with instructions	
	2.4 Dispose of both organic and inorganic waste from preparation	

**Unit 123**

3. Be able to work safely	3.1 Maintain the health and safety of self and others throughout	
	3.2 Carry out their work in a manner which minimises environmental damage	

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to City & Guilds NPTC, with the exception of registration and certification which is via the Walled Garden.

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	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	

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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

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Websites: [www.nptc.org.uk](http://www.nptc.org.uk) [www.cityandguilds.com](http://www.cityandguilds.com) [www.i-l-m.com](http://www.i-l-m.com)



**TS-11-0065**