

Level 2 Award, Certificate and Diploma in Work-based Horticulture (0065-71, 72, 73)

August 2017 Version 5.3



Qualification at a glance

Subject area	Horticulture
City & Guilds number	0065-71, 72, 73
Age group approved	16-18, 18+, 19+
Entry requirements	n/a
Assessment	Portfolio
Fast track	Available
Support materials	Candidate logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TOT	City & Guilds number	Accreditation number
Level 2 Award in Work-based Horticulture	75	100	0065-71	500/6817/9
Level 2 Certificate in Work-based Horticulture	158	210	0065-72	500/6816/7
Level 2 Diploma in Work-based Horticulture	261	370	0065-73	601/2631/0

Version and date	Change detail	Section
1.1 April 2014	Made minor corrections to units – formatting, duplication of info etc	Units
1.2 May 2014	Corrected GLH columns mislabelled as UAN	Units
1.3 June 2014	Unit 244 AC 3.3 amended	Units
2.0 July 2014	Units 230-234 added to the ROC for pathway 0065-73 (Landscaping)	Structure
2.1 (October 2014)	Unit 204 showing as 2 credits amended to 4 credits	Structure (pg 5)
2.2 (December 2014)	Amendments to unit credits: 208, 209, 210, 211, 212, 213, 218, 219, 220, 221,	Units (pgs 5-10)
3.0 January 2015	ROC for 0065-73(Landscaping, Production Horticulture & Parks,	Structure

	Gardens and Green Spaces amended	
3.1 April 2015	The word 'waste' removed from 7.2 unit 236	Units
3.3 November 2015	Amendments to 0065-73 routes, insertion of units 290, 291 and 292	Structure/Units
5.0 March 2016	Unit 292 content amended and added to the structure list. And the ROC for 0065-73 has been amended.	Structure/Units
5.2 December 2016	Section 4: Test specifications updated for 701 and 704	Assessment
5.3 August 2017	Added TQT and GLH Removed QCF	Qualification Structure Appendix 1



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Unit 244	Plant nomenclature, terminology and identification	200
Unit 245	Merchandise plants and other relevant products	204
Unit 246	Provide customer service when selling plants	207
Unit 248	Load and unload physical resources within the work area	210
Unit 249	Transport physical resources within the work area	213
Unit 250	Prepare and operate a tractor and attachments	216
Unit 251	Construct and maintain boundaries	220
Unit 252	Construct and maintain paths	222
Unit 253	Repair and maintain structures or surfaces	226
Unit 254	Prepare and construct new structures or surfaces	230
Unit 255	Maintain equipment and machines	234
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Unit 262	Monitor and maintain watering systems	260
Unit 263	Identify and report the presence of pests, diseases and disorders	264
Unit 264	Control pests, diseases and disorders	266
Unit 265	Identify and collect plants for dispatch	270
Unit 266	Prepare plants for dispatch	274
Unit 267	Excavate and form foundations for fencing	278
Unit 268	Place and fix posts	281
Unit 270	Resolve customer service problems	287
Unit 275	Prepare and cultivate sites ready for planting crops	289
Unit 276	Carry out harvesting operations by mechanical means	292
Unit 277	Prepare the storage area and monitor crop during storage	295
Unit 278	Transport harvested crop	297
Unit 280	Promote responsible public use of the environment	300
Unit 283	Establish and maintain conditions appropriate to the welfare of animals	302
Unit 284	Respond to customer requests	305
Unit 285	Receive goods and materials into storage	307
Unit 286	Place goods and materials into storage	309
Unit 287	Process payments for purchases	311
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1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	They are for learners who work or want to work in the horticulture industry.
What do the qualifications cover?	They allow learners to learn, develop and practise the skills required for employment and/or career progression in the horticulture sector.
Are the qualifications part of a framework or initiative?	The Diploma serves as the competence qualification within the Apprenticeship Framework for Horticulture.
What opportunities for progression are there?	They allow learners to progress into employment or to the following City & Guilds qualifications: <ul style="list-style-type: none">• Level 2 Practical Horticultural Skills (7573-02)• Level 2 Horticulture (0078-02)• Level 3 Work-based Horticulture (0065-81, 82, 83)• Level 3 Horticulture (0078-03)

Structure

0065-71

Level 2 Award in Work-based Horticulture

To achieve the **Level 2 Award in Work-based Horticulture**, learners must achieve a minimum of **10** credits from 204-216, 218, 222-226, 228-244, 248-268, 275-278

0065-72

Level 2 Certificate in Work-based Horticulture (Horticulture)

To achieve the **Level 2 Certificate in Work-based Horticulture (Horticulture)**, learners must achieve a total minimum of **21** credits 201 plus a minimum of **18** credits from 202-209, 214-220, 222-244, 248-270, 275-278, 282, 346 plus certification module 940

Level 2 Certificate in Work-based Horticulture (Production Horticulture)

To achieve the **Level 2 Certificate in Work-based Horticulture (Production Horticulture)**, learners must achieve a total minimum of **21** credits 201 plus a minimum of **18** credits from 202-203, 205-206, 218, 222-227, 230, 235-246, 248-266, 269-270, 275-278, 280-282, 346 plus certification module 941

Level 2 Certificate in Work-based Horticulture (Landscaping)

To achieve the **Level 2 Certificate in Work-based Horticulture (Landscaping)**, learners must achieve a total minimum of **21** credits 201 plus a minimum of **18** credits from 202-209, 214-218, 222-235, 238-239, 244, 248-254, 256-257, 259-267, 269-270, 281-282, 346 plus certification module 942

Level 2 Certificate in Work-based Horticulture (Sports Turf – Green Keeper)

To achieve the **Level 2 Certificate in Work-based Horticulture (Sports Turf - Greenkeeper)**, learners must achieve a total minimum of **21** credits 201 plus a minimum of **18** credits from 202-203, 205-206, 210-213, 224-226, 250 plus certification module 943

Level 2 Certificate in Work-based Horticulture (Sports Turf – Groundsman)

To achieve the **Level 2 Certificate in Work-based Horticulture (Sports Turf - Groundsman)**, learners must achieve a total minimum of **21** credits 201 plus a minimum of **18** credits from 202-203, 205-206, 210-213, 224-226, 248-250, 255 plus certification module 944

Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces)

To achieve the **Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces)**, learners must achieve a total minimum of **21**

credits 201 plus a minimum of **18** credits from 202-203, 205-218, 221-227, 229, 235-240, 244, 248-264, 269, 270, 280-282, 346 plus certification module 945

Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)

To achieve the **Level 2 Certificate in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)**, learners must achieve a total minimum of **21** credits 201, 219-220 plus a minimum of **9** credits from 202-203, 205-227, 229, 235-240, 244, 248-264, 269-270, 280-282, 346 plus certification module 946

0065-73

Level 2 Diploma in Work-based Horticulture (Horticulture)

To achieve the **Level 2 Diploma in Work-based Horticulture (Horticulture)**, learners must achieve a total minimum of **37** credits. **20** from 201-203, 205-206, 244 plus **17** credits from 204, 207-209, 214-220, 222-243, 248-268, 275-278, 283-289, 346 plus certification module 950. Learners completing the Apprenticeship should complete the additional module 700.

Level 2 Diploma in Work-based Horticulture (Production Horticulture)

To achieve the **Level 2 Diploma in Work-based Horticulture (Production Horticulture)**, learners must achieve a total minimum of **37** credits. **21** from 201-203, 236-237, 241, 263 plus **16** credits from 205-206, 218, 222 -227, 230, 235, 238-240, 242- 246, 248-262, 264-266, 275-278, 280, 285, 289, 346 plus certification module 951 Learners completing the Apprenticeship should complete the additional module 701.

Level 2 Diploma in Work-based Horticulture (Landscaping)

To achieve the **Level 2 Diploma in Work-based Horticulture (Landscaping)**, learners must achieve a total minimum of **37** credits. **19** from 201-204, 224, 235, 248 plus a minimum of **18** credits from 205-209, 214-218, 222-223, 225, 230-234, 238-239, 244, 248-254, 256-257, 259-267, 289, 346 plus certification module 952. Learners completing the Apprenticeship should complete the additional module 702.

Level 2 Diploma in Work-based Horticulture (Sports Turf – Green Keeper)

To achieve the **Level 2 Diploma in Work-based Horticulture (Sports Turf – Green Keeper)**, learners must achieve a total of **44** credits from 201-203, 205-206, 210-212, 224-226, 250 plus certification module 953. Learners completing the Apprenticeship should complete the additional module 703.

Level 2 Diploma in Work-based Horticulture (Sports Turf – Groundsman)

To achieve the **Level 2 Diploma in Work-based Horticulture (Sports Turf - Groundsman)**, learners must achieve a total minimum of **44** credits. **36** from 201-203, 205-206, 210-212, 224-225 plus a minimum of **8** credits from

213, 226, 248-250, 255 plus certification module 954. Learners completing the Apprenticeship should complete the additional module 703.

Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces)

To achieve the **Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces)**, learners must achieve a total minimum of **37** credits. **20** from 201-203, 205, 224 -225, 263 plus a minimum of **17** credits from 206-223, 226-227, 229, 235-240, 244, 248-262, 264, 280, 289, 346 plus certification module 955. Learners completing the Apprenticeship should complete the additional module 704.

Level 2 Diploma in Work-based Horticulture (Parks, Garden and Green Spaces - Cemeteries)

To achieve the **Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Spaces - Cemeteries)**, learners must achieve a total minimum of **37** credits. **18** from 201-203, 219-220, 346 plus a minimum of **19** credits from 205-218, 221-227, 229, 235-240, 244, 248-264, 280, 289 plus certification module 956. Learners completing the Apprenticeship should complete the additional module 705.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
Y/501/6353	Unit 201	Monitoring and maintaining health and safety	3	2
F/502/1689	Unit 202	Maintain and develop personal performance	2	2
T/502/1690	Unit 203	Establish and maintain effective working relationships with others	2	2
D/502/0467	Unit 204	Levelling and preparing sites for landscaping	4	2
K/502/0990	Unit 205	Preparing ground for seeding and planting	4	2
A/502/1223	Unit 206	Establishing plants and or seeds in soil	4	2
H/502/1216	Unit 207	Identify the health and maintain the condition of general amenity turf	5	2
F/502/0395	Unit 208	Establish decorative amenity areas	6	2
J/502/0396	Unit 209	Maintain the appearance of decorative amenity areas	7	2
L/502/0397	Unit 210	Maintain the health of sports turf	5	2
K/502/0424	Unit 211	Maintain the condition of sports turf surfaces	7	2
J/502/0432	Unit 212	Renovate and repair sports surfaces	3	2
D/502/0419	Unit 213	Maintain and renovate artificial sports surfaces	6	2

A/502/1173	Unit 214	Select and prepare interior plant displays	6	2
L/502/1176	Unit 215	Establish interior plant displays	6	2
R/502/1177	Unit 216	Maintain the health and appearance of interior plant displays	6	2
Y/502/1178	Unit 217	Establish and maintain artificial plant displays	6	2
Y/502/0466	Unit 218	Preparing and transporting plants and resources	2	2
H/502/0485	Unit 219	Prepare and excavate interment plots (Dig graves)	3	2
D/502/0484	Unit 220	Prepare and assist with burials	6	2
Y/502/0483	Unit 221	Exhume coffins and remains	4	2
D/502/1229	Unit 222	Installing drainage systems	3	2
T/502/1222	Unit 223	Maintain drainage systems	3	2
K/502/0438	Unit 224	Use and maintain non-powered and hand held powered tools and equipment	3	2
R/502/0434	Unit 225	Use and maintain pedestrian controlled powered equipment	3	2
H/502/0440	Unit 226	Use and maintain ride-on powered equipment	3	2
T/502/0443	Unit 227	Use and maintain chippers and / or shredders	3	2

D/502/1215	Unit 228	Construct water features	7	2
K/502/1217	Unit 229	Maintaining water features	4	2
T/502/1219	Unit 230	Install hard standing sub-layers	7	2
K/502/1220	Unit 231	Installing block surfaces	6	2
J/502/1273	Unit 232	Installing flag stone surfaces	6	2
M/502/1221	Unit 233	Installing sett/cobble surfaces	6	2
T/502/1284	Unit 234	Installation of edge restraints	7	2
H/502/0468	Unit 235	Clearing horticultural and landscaping sites	3	2
F/502/0946	Unit 236	Establishing crops or plants in growing medium	4	2
M/502/0408	Unit 237	Monitor and report on the growth and development of crops and plants	3	2
R/502/0854	Unit 238	Maintain moisture levels for crops or plants	2	2
L/502/0853	Unit 239	Provide nutrients to crops or plants	2	2
Y/502/1214	Unit 240	Remove unwanted plant growth to maintain development	5	2
L/502/0951	Unit 241	Carry out harvesting operations	4	2

J/502/0950	Unit 242	Prepare harvested crops	3	2
J/502/0947	Unit 243	Store harvested crops	4	2
A/502/1979	Unit 244	Plant nomenclature, terminology and identification	5	2
J/502/0771	Unit 245	Merchandise plants and other relevant products	6	2
L/502/0772	Unit 246	Provide customer service when selling plants	4	2
J/502/1421	Unit 248	Load and unload physical resources within the work area	2	2
J/502/1404	Unit 249	Transport physical resources within the work area	2	2
H/501/0457	Unit 250	Prepare and operate a tractor and attachments	5	2
T/502/1429	Unit 251	Construct and maintain boundaries	3	2
D/502/1425	Unit 252	Construct and maintain paths	3	2
F/502/1451	Unit 253	Repair and maintain structures or surfaces	2	3
J/502/1452	Unit 254	Prepare and construct new structures or surfaces	5	3
L/502/1520	Unit 255	Maintain equipment and machines	4	2
L/502/1503	Unit 256	Collect and prepare propagation material	4	2

L/502/1498	Unit 257	Establish propagation material	3	2
A/502/1500	Unit 258	Propagate plants from seed	4	2
M/502/1512	Unit 259	Obtain, position and prepare growing media	2	2
J/502/1533	Unit 260	Maintaining plants outdoors	3	2
F/502/1496	Unit 261	Monitor and record environmental conditions for protected crops	2	2
D/502/1506	Unit 262	Monitor and maintain watering systems	2	2
K/502/1511	Unit 263	Identify and report the presence of pests, diseases and disorders	3	2
A/502/1514	Unit 264	Control pests, diseases and disorders	3	2
H/502/1510	Unit 265	Identify and collect plants for dispatch	2	2
M/502/1509	Unit 266	Prepare plants for dispatch	1	2
T/501/7042	Unit 267	Excavate and form foundations for fencing	3	2
A/501/7043	Unit 268	Place and fix posts	3	2
L/601/0933	Unit 269	Give customers a positive impression of yourself and your organisation	5	2
M/601/1511	Unit 270	Resolve customer service problems	6	2

A/502/0251	Unit 275	Prepare and cultivate sites ready for planting crops	4	2
H/502/0244	Unit 276	Carry out harvesting operations by mechanical means	4	2
F/502/0252	Unit 277	Prepare the storage area and monitor crop during storage	4	2
J/502/0253	Unit 278	Transport harvested crop	4	2
H/502/3161	Unit 280	Promote responsible public use of the environment	4	2
K/502/1850	Unit 283	Establish and maintain conditions appropriate to the welfare of animals	3	2
F/505/5003	Unit 284	Respond to customer requests	5	2
M/505/5000	Unit 285	Receive goods and materials into storage	4	2
M/505/4994	Unit 286	Place goods and materials into storage	4	2
J/505/4998	Unit 287	Process payments for purchases	1	2
M/505/4980	Unit 288	Prepare and establish propagation material	3	2
A/505/5002	Unit 289	Resolve customer service problems	6	2
Y/502/1195	Unit 346	Communicate information within the workplace	2	3

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Award in Work-based Horticulture	75	100
Level 2 Certificate in Work-based Horticulture	158	210
Level 2 Diploma in Work-based Horticulture	261	370



2 Centre requirements

Approval

If your Centre is approved to offer the qualification Level 2 Award, Certificate and Diploma in Work-based Horticulture (0065-21 to 27) you can apply for the new Level 2 Award, Certificate and Diploma in Work-based Horticulture (0065-71 to 73) approval using the **fast track approval form**, available from the City & Guilds website.

Centres should use the fast track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Physical resources and site agreements

The equipment, systems and machinery must meet industrial standards and be capable of being used under normal working conditions.

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

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

City & Guilds cannot accept any registrations for candidates under 16 as the qualifications are not approved for under 16s.

Candidates under 16 are not allowed to use certain machinery, for example ride-on powered equipment.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualification.
- any units they have already completed, or credit they have accumulated which is relevant to the qualification.
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for these qualifications:

Description	How to access
Candidate logbook	Website

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a candidate logbook specifically for these qualifications. It is available from the City & Guilds website.

Although new centres are expected to use this logbook, centres may devise or customise alternative forms, which must be approved for use by the qualification consultant, before they are used by candidates and assessors at the centre.



4 Assessment

Candidates must:

- have a completed portfolio of evidence for each unit

Test specifications

Independent Assessment Specification

Duration: 1 hour 30 minutes (30 minutes per unit test)

Pass mark: 100%

0065-700 Level 2 Diploma in Work-based Horticulture (Horticulture) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
205	Preparing ground for seeding and planting	10
206	Establishing plants and or seeds in soil	11
Total		36

0065-701 Level 2 Diploma in Work-based Horticulture (Production Horticulture) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
236	Establishing crops or plants in growing medium	11
263	Identify and report the presence of pests, diseases and disorders	7
Total		33

0065-702 Level 2 Diploma in Work-based Horticulture (Landscaping) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
224	Use and maintain non-powered and hand held powered tools and equipment	6
235	Clearing horticultural and landscaping sites	7
Total		28

0065-703 Level 2 Diploma in Work-based Horticulture (Sports Turf) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
210	Maintain the health of sports turf	10
224	Use and maintain non-powered and hand held powered tools and equipment	6
Total		31

0065-704 Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Space) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
205	Preparing ground for seeding and planting	10
224	Use and maintain non-powered and hand-held powered tools and equipment	6
Total		31

0065-705 Level 2 Diploma in Work-based Horticulture (Parks, Gardens and Green Space - Cemeteries) Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Monitoring and maintaining health and safety	15
219	Prepare and excavate interment plots	15
220	Prepare and assist with burials	15

Total | 45

Results submission

The Apprenticeship Independent Assessment questions are presented here on a unit by unit basis to match the knowledge and understanding assessment criteria. However, the results should be submitted as one composite result using the independent assessment unit number shown above.

The assessment is Pass/Fail only

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification.

RPL is not allowed for this qualification.



5 Units

Availability of units

The following units can also be obtained from The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria
- evidence guidance.

UAN:	Y/501/6353
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain a healthy and safe working environment under minimal guidance or direction. Learners should be familiar with the health and safety policy and understand their responsibilities under the policy.</p> <p>Assessment to be based on naturally occurring evidence of realistic working environment. This unit should be assessed through evidence generated for other practical units.</p>

Learning outcome
The learner will:
1. be able to maintain health, safety and security in the workplace
Assessment criteria
The learner can:
1.1 identify health and safety risks in relation to the workplace covering the following:
a. people
b. equipment and materials
c. the work area
1.2 carry out specified measures to control risks and keep the appropriate people fully informed
1.3 seek guidance on measures to control unfamiliar risks arising from non-routine work situations
1.4 relay health and safety information to others in a manner likely to be understood

- 1.5 dispose of hazardous and non-hazardous waste safely and appropriately
- 1.6 maintain the security of the workplace in accordance with organisational requirements.

Learning outcome
The learner will:
2. be able to use equipment and materials safely
Assessment criteria
The learner can:
2.1 use equipment and materials in accordance with manufacturers' instructions and any training provided
2.2 transport any equipment and materials safely and store them correctly at an approved location when not in use.

Learning outcome
The learner will:
3. know the systems and procedures for maintaining health, safety and security
Assessment criteria
The learner can:
3.1 state the organisational requirements with regard to ensuring the security of the workplace
3.2 describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation
3.3 state why inadequate measures to control risks should be reported
3.4 describe procedures for different types of emergencies appropriate to the relevant industry
3.5 explain how the procedures for specific emergencies may be affected by location
3.6 describe the different types of fire extinguishers and their use, relevant to the work area
3.7 describe the different forms of waste and appropriate methods of disposal
3.8 explain the relationship between security and safety within the workplace
3.9 list any specific risks relevant to child safety in the workplace
3.10 state why accidents should be reported and to whom.

Learning outcome
The learner will:
4. understand why equipment is transported and stored safely
Assessment criteria
The learner can:
4.1 explain how to transport and store equipment and materials safely.

Learning outcome
The learner will: 5. know the reason for following manufacturers' guidance
Assessment criteria
The learner can: 5.1 state the importance of following manufacturers' and organisational training instructions and the potential consequences and risks of not doing so.

Learning outcome
The learner will: 6. be able to maintain good standards of health and safety for self and for others
Assessment criteria
The learner can: 6.1 supply the necessary personal medical information in accordance with organisational requirements 6.2 use and care for the correct personal protective equipment and clothing necessary for work 6.3 use an approved method of handling when moving and lifting items 6.4 use the appropriate personal and workplace hygiene at all times 6.5 provide accurate information about location so that contact can be made if necessary 6.6 work in a way which minimises risk to self, others and the environment 6.7 state why it is important to report incidents without delay and complete records accurately, legibly and completely.

Learning outcome
The learner will: 7. understand how to maintain the health and safety of self and others
Assessment criteria
The learner can: 7.1 explain own roles in maintaining health and safety 7.2 explain the reasons for leaving information about location when working in isolation or in remote areas 7.3 explain why accidents should be reported without delay and recorded in the appropriate document 7.4 explain the methods of minimising environmental damage during work.

Learning outcome
The learner will: 8. know the safe lifting techniques

Assessment criteria
The learner can: 8.1 describe the safe methods for moving and lifting items.

Learning outcome
The learner will: 9. know how to maintain health and safety
Assessment criteria
The learner can: 9.1 describe the reasons for maintaining good personal and workplace hygiene 9.2 state own limitations in dealing with health and safety emergencies (e.g. not carrying out actions beyond capabilities) 9.3 describe basic emergency first aid procedures 9.4 describe the types of personal protective equipment and clothing suitable for the tasks and how they must be used, cleaned, stored, inspected and replaced.

Unit 201 Monitoring and maintaining health and safety

Supporting information

Evidence requirements

1.1

Examples of risk assessments carried out by Learner

1.4

First aid certificate may be used if appointed person.

1.5

Hazardous waste is not solely chemical. Other waste includes materials such as glass, dog faeces etc.

3.1

Witness testimony from line manager may be helpful for this outcome.

6.1

Witness testimony may be useful evidence here.

UAN:	F/502/1689
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person. The learner will maintain and develop personal performance with regard to:</p> <ol style="list-style-type: none"> a. working to targets and completing specific tasks b. quality of work <p>Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.</p>

Learning outcome

The learner will:

- | |
|----------------------------------|
| 1. maintain personal performance |
|----------------------------------|

Assessment criteria

The learner can:

- | |
|---|
| 1.1 identify current competence and areas for development using relevant techniques and processes |
| 1.2 carry out work in accordance with responsibilities and organisational requirements. |

Learning outcome
The learner will: 2. develop personal performance
Assessment criteria
The learner can: 2.1 agree personal performance and targets with an appropriate person 2.2 review performance and progress regularly and use the outcome to plan future development activities 2.3 seek advice from an appropriate person if clarification is required concerning specific tasks 2.4 seek constructive feedback and advice from others and use it to help maintain and improve performance.

Learning outcome
The learner will: 3. know how to develop personal performance
Assessment criteria
The learner can: 3.1 state own limits of responsibility in relation to specific tasks and activities 3.2 state who to obtain advice from in relation to specific tasks and activities 3.3 list the correct procedures for obtaining advice 3.4 state the risks involved in not obtaining advice where specific tasks and activities are unclear 3.5 describe how to determine and agree development needs and personal targets 3.6 state why personal performance should be reviewed.

Unit 202 Maintain and develop personal performance

Supporting information

Evidence requirements

2.1

The appropriate person may be a line manager or supervisor, however, for Learners working alone the assessor can take the role of 'appropriate person'.

3.1

The Learner should be able to list/tell the assessor the general range of work that they carry out according to their job description.

3.2

Learner should give the name of boss, supervisor and/or manager and their position within the organisation.

3.3

To boss, supervisor or trainer, verbally, written or electronically, manuals, company policy documents, specifications.

3.4

Not asking for advice might result in

- a. injury to yourself and others
- b. damage to machines, equipment
- c. damage to the crop or decorative area
- d. waste of time and resources.

3.5

Learner should be able to describe the process in their workplace such as appraisal system or review meeting.

3.6

So problems can be discussed and sorted out
To identify training needs and assess your progress
So that you can keep up with current legislation
So that the Learner can progress
So that the Learner can achieve their potential.

Unit 203

Establish and maintain effective working relationships with others

UAN:	T/502/1690
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU5.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to work effectively with others under minimal direction through clear communication and co-operation</p> <p>The learner will establish and maintain effective working relationships with the colleagues, supervisors and managers, persons external to the team, department or organisation</p> <p>Witness testimony from a line manager is good evidence for this. Evidence generated in other units may be cross referenced to this unit.</p>

Learning outcome

The learner will:

1. maintain working relationships with others

Assessment criteria

The learner can:

- 1.1 identify opportunities to improve working practices with the appropriate person
- 1.2 carry out activities requiring co-operation with others in accordance with required procedures
- 1.3 communicate with others in a way which promotes effective working relationships
- 1.4 keep others informed about work plans or activities which affect them

- | |
|--|
| <ul style="list-style-type: none">1.5 seek assistance from others without causing undue disruption to normal work activities1.6 respond in a timely and positive way when others ask for help or information. |
|--|

Learning outcome
The learner will: <ul style="list-style-type: none">2. understand why good working practices are important
Assessment criteria
The learner can: <ul style="list-style-type: none">2.1 state why good working relationships are important2.2 suggest ways in which good working relationships can be maintained2.3 state the methods of dealing with disagreements within the workplace2.4 describe own level of responsibility in relation to dealing with disagreements2.5 state why effective communication is important.

UAN:	D/502/0467
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS L1.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to level and preparing sites for landscaping. The unit does not cover the skills and knowledge required for using specialist equipment.</p> <p>Simulation will not be acceptable.</p> <p>It is recommended that an area of a minimum of 15m² is covered for a green-field site, 50m² for urban derelict or reclaimed land and any size for existing gardens is used for this unit.</p>

Learning outcome

The learner will:

- | |
|--|
| <ol style="list-style-type: none"> 1. be able to select, use and maintain equipment for levelling and preparing sites |
|--|

Assessment criteria

The learner can:

- | |
|--|
| <ol style="list-style-type: none"> 1.1 select appropriate equipment for this area of work 1.2 use equipment according to instructions 1.3 prepare, maintain and store equipment in a safe and effective working condition throughout. |
|--|

Learning outcome
The learner will: 2. be able to level and prepare sites for landscaping
Assessment criteria
The learner can: 2.1 position reference marks correctly and according to specification 2.2 position contours, levels and excavations within specified tolerances 2.3 reinstate the site to specified levels 2.4 keep working area clean according to client requirements 2.5 complete work according to the agreed schedule and specification.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know the importance of site preparation for landscaping
Assessment criteria
The learner can: 4.1 describe the importance of levelling and preparing sites effectively for all of: a. green-field b. urban derelict c. reclaimed land d. existing gardens 4.2 describe the importance of position reference marks relating to site specification 4.3 describe the procedures on a range of contrasting sites covering: green-field, urban, derelict, re-claimed and existing site 4.4 state the importance of working within specified tolerances 4.5 state the types of damage which may occur to services and how to minimise this 4.6 explain why it is important to complete work to agreed schedule and specification.

Learning outcome
The learner will: 5. know how to reinstate the ground to the required level
Assessment criteria
The learner can: 5.1 describe how to reinstate ground to specified levels and why this is important 5.2 state why it is important to clear debris effectively, safely, tidily and legally.

Learning outcome
The learner will: 6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 6.1 describe the equipment which will be necessary for levelling and preparing sites for landscaping 6.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 7. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 7.2 describe how environmental damage can be minimised 7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 205

Preparing ground for seeding and planting

UAN:	K/502/0990
Level:	2
Credit value:	4
GLH:	30
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required in preparing the ground for planting plants and seeds. The preparation of the ground may cover the use of both hand tools and powered machinery such as tractor mounted equipment. Simulation will not be acceptable.

Learning outcome
The learner will: 1. be able to select, use and maintain equipment
Assessment criteria
The learner can: 1.1 select appropriate equipment for this area of work 1.2 use equipment according to instructions 1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome
The learner will: 2. be able to prepare ground for seeding and planting
Assessment criteria
The learner can: 2.1 prepare the ground in a way that is appropriate to the plants/seeds being established, the soil type and ground conditions 2.2 add the materials specified for the operation. (it may be compost, fertiliser or sand) 2.3 produce the required tilth for the specified finish 2.4 clear debris from the site effectively, safely, tidily and legally

2.5 complete work to the agreed schedule.

Learning outcome

The learner will:

3. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
- 3.2 carry out work in a manner which minimises environmental damage
- 3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

4. know how to prepare the ground

Assessment criteria

The learner can:

- 4.1 describe the different clearance and minor levelling methods which can be used for the following:
 - a. green-field
 - b. urban derelict
 - c. reclaimed land
 - d. existing gardens
- 4.2 describe how to achieve the correct tilth, consolidation, pH and nutrient levels depending on the use and finish
- 4.3 state where and when composts, fertilisers and other materials should be used and the types of that are appropriate
- 4.4 state how preparation may be affected by type of plants/seeds, soil type, ground and weather conditions and type of site
- 4.5 describe the unwanted impacts to a site which might occur when preparing ground and how to avoid them
- 4.6 state why it is important to clear debris effectively, safely, tidily and legally.

Learning outcome

The learner will:

5. know the types of hazards

Assessment criteria

The learner can:

- 5.1 describe the hazards of underground services and how to avoid these.

Learning outcome

The learner will: 6. know the types of weeds
Assessment criteria
The learner can: 6.1 identify 15 types of perennial weeds and state how to control them.

Learning outcome
The learner will: 7. know the types of equipment and materials required and how to maintain them
Assessment criteria
The learner can: 7.1 describe the equipment and materials which will be necessary for preparing ground for seeding and planting covering the following materials <ul style="list-style-type: none"> a. organic matter b. fertiliser c. lime d. perennial weed herbicides 7.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 8. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 8.2 describe how environmental damage can be minimised 8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 205 Preparing ground for seeding and planting

Supporting information

Evidence requirements

2.1

Minimum area of 15m² should be prepared.

2.2

Organic matter refers to imported materials, such as compost or leaf mould.

6.1

This should be assessed practically.

Unit 206

Establishing plants or seeds in soil

UAN:	A/502/1223
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit L2.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to plant and establish plants or seeds in soil. The learner will also provide aftercare to meet specifications for newly established plants or seeds. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions
- 1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

2. be able to select and transport plants and/or seeds

Assessment criteria

The learner can:

- 2.1 select plants and/or seeds as requested
- 2.2 identify a representative sample of plants
- 2.3 handle, prepare and transport plants and seeds in a way that maintains their health and condition.

Learning outcome
The learner will: 3. be able to establish plants and/or seeds in soil
Assessment criteria
The learner can: 3.1 position and plant the plants and or seeds according to instructions / drawings 3.2 provide aftercare to meet the planting specifications.

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 4.2 dispose of waste safely and correctly.

Learning outcome
The learner will: 5. know the requirements for establishing healthy plants
Assessment criteria
The learner can: 5.1 describe how to prepare seeds and/or plants in a way that is appropriate to the plant and conditions 5.2 state what pH is and how to test for it 5.3 explain the importance of timing and seasonality on planting to encourage establishment and growth 5.4 describe how to handle and transport plants in a way which minimises damage and maintains health 5.5 explain the importance of planting seeds and/or plants to the correct depth and position 5.6 describe the aftercare needed to meet planting specifications covering: provision of water, nutrients, protection, support and initial pruning or cutting 5.7 describe the different types of backfill materials relevant to different types of plants and situations 5.8 describe the range of protection methods which may be used for different plants e.g. anti-desiccants, tree guards and shelters 5.9 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 6. know how to deal with damage and pollution
Assessment criteria
The learner can: 6.1 state the correct methods of dealing with accidental damage and pollution 6.2 describe how to minimise damage and unnecessary waste when working.

Learning outcome
The learner will: 7. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 7.1 describe the equipment which will be necessary for establishing plants and seeds in soil 7.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 8. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 206 Establishing plants or seeds in soil

Supporting information

Evidence requirements

1.1

Can be hand tools or powered equipment as appropriate to the job.

2.2

At least 35 plants relevant to the workplace common or botanical names are acceptable as long as they give a positive identification.

3.2

This could be support, pruning, watering, protection etc.

5.2

Performance evidence may be used for 'how to test'.

5.9

This may be the planting plan, labels etc.

Unit 207

Identify the health and maintain the condition of general amenity turf

UAN:	H/502/1216
Level:	2
Credit value:	5
GLH:	38
Relationship to NOS:	This unit is linked to Horticulture NOS units L3.1 and L3.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to maintain turf so it can be used for its intended purpose. Simulation will not be acceptable.

Learning outcome
The learner will: <ol style="list-style-type: none">1. be able to select, use and maintain equipment for identifying the health and maintaining the condition of general amenity turf
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 select appropriate equipment for this area of work1.2 use equipment according to instructions1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 2. identify the health of general amenity turf
Assessment criteria
The learner can: 2.1 inspect turf and relate condition to specification 2.2 identify poor health of turf 2.3 use appropriate methods to deal with 4 of the following threats to turf health: a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth.

Learning outcome
The learner will: 3. maintain the condition of amenity turf
Assessment criteria
The learner can: 3.1 check the turf is in an appropriate condition for maintenance 3.2 maintain the turf so that it can be used for its intended purpose and looks attractive using all of the following methods: a. mowing b. edging c. feeding d. watering e. top dressing f. repair 3.3 leave the site clean and tidy 3.4 identify and report hazards.

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 4.2 dispose of waste safely and correctly.

Learning outcome
The learner will: 5. know how to maintain the health of turf
Assessment criteria
The learner can: 5.1 state the importance of checking turf regularly and what this means for a range of species. 5.2 describe how to identify a range of turf conditions and the threats to turf health covering: a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth 5.3 describe appropriate and effective methods of dealing with threats to turf health for a range of species covering: a. physical b. chemical c. cultural d. irrigation 5.4 describe the different watering regimes for different types of turf 5.5 describe the types and explain the effects of different fertilisers and nutrients (top dressing and liquid) on turf.

Learning outcome
The learner will: 6. know the impacts of mowing on sward condition
Assessment criteria
The learner can: 6.1 describe how climate and soil conditions affect turf growth and its need for maintenance 6.2 describe how to identify when the height of grass and finish of edges meets specification 6.3 describe the effects of boxing off and leaving grass cuttings in situ 6.4 describe the methods used to maintain turf so it can be used for its intended purpose covering: a. mowing b. edging c. feeding d. watering e. top dressing f. repair 6.5 list methods for disposal of grass cuttings to avoid environmental pollution

6.6 describe importance of cleaning and securely storing tools and equipment.

Learning outcome
The learner will: 7. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 7.1 describe the equipment which will be necessary for identifying the health and maintaining the condition of general amenity turf 7.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome
The learner will: 8. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 8.2 describe how environmental damage can be minimised 8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 207 **Identify the health and maintain
the condition of general amenity
turf**

Supporting information

Evidence requirements

2.3

Methods could include

- a. physical
- b. chemical
- c. cultural
- d. irrigation.

3.4

This could be an inspection cover, tree branch.

5.2

Learner must give 2 examples for each of a - e.

5.4

Types such as fine turf, coarse turf.

6.2

This will normally be done by visual inspection and may be linked to performance evidence.

Unit 208

Establish decorative amenity areas

UAN:	F/502/0395
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS unit L4.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to establish decorative amenity areas using a range of materials and plants Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to establish three different types of decorative area

Assessment criteria

The learner can:

- 2.1 select materials and plants that are suitable for each type of display
- 2.2 handle and transport materials and plants efficiently, effectively and safely
- 2.3 group and position plants and containers to achieve an attractive effect
- 2.4 carry out planting to correct depth, spacing and consolidation

- 2.5 use supports where required, that maintain the plants' growth, appearance and visual impact
- 2.6 provide initial aftercare e.g. watering in.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
4. know how to establish decorative areas
Assessment criteria
The learner can:
4.1 state what needs to be considered when selecting and using all of the following materials: <ul style="list-style-type: none"> a. plant material b. containers c. supports d. growing media
4.2 describe how to transport and handle the materials and plants efficiently, effectively and safely
4.3 explain why plants and containers are grouped and positioned to achieve an attractive effect throughout the life of the display for all of the following displays: <ul style="list-style-type: none"> a. formal bedding b. wall shrubs c. climbers d. mixed borders e. hanging baskets f. other containers
4.4 explain how a range of supports are used to maintain and enhance growth and appearance.

Learning outcome
The learner will:
5. know the types of equipment required and how to maintain them
Assessment criteria

The learner can:

- 5.1 describe the equipment which will be necessary for identifying the health and maintaining the condition of general amenity turf
- 5.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

- 6. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 208 Establish decorative amenity areas

Supporting information

Evidence requirements

2.1

Three decorative areas from the following should be covered:

- a. Formal bedding
- b. Wall shrubs
- c. Climbers
- d. Mixed borders
- e. Hanging baskets
- f. Other containers.

2.6

May also include dead heading, initial pruning, protection etc.

6.1

Should include working at height, if applicable.

Unit 209

Maintain the appearance of decorative amenity areas

UAN:	J/502/0396
Level:	2
Credit value:	7
GLH:	53
Relationship to NOS:	This unit is linked to Horticulture NOS unit L4.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra.
Aim:	The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to maintain the appearance of decorative amenity areas and identify.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to maintain the appearance of three different types of decorative area

Assessment criteria

The learner can:

- 2.1 water and feed the plants in a way that is appropriate to them and their environment
- 2.2 replace missing, damaged or displaced plants to maintain the visual impact of the area
- 2.3 remove unwanted plant material to maintain the visual impact

- 2.4 train and support plants where required to maintain the overall effect and the health and vigour of plants
- 2.5 leave the area clean and tidy.

Learning outcome
The learner will:
3. be able to identify and control weeds, pests and diseases
Assessment criteria
The learner can:
3.1 identify weeds, pests and diseases and use one of the following control methods:
a. physical
b. chemical
c. cultural.

Learning outcome
The learner will:
4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.
4.2 carry out work in a manner which minimises environmental damage
4.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
5. know why its important to maintain decorative areas
Assessment criteria
The learner can:
5.1 describe how to maintain the appearance of decorative horticultural areas covering all of the following:
a. formal bedding
b. hanging baskets
c. other containers
d. mixed borders
e. wall shrubs
f. climbers
5.2 explain the reasons for feeding and providing moisture for plants in decorative amenity areas
5.3 identify and describe five pests, five diseases, two disorders and their symptoms
5.4 identify and name 15 weeds common to decorative amenity areas.

- 5.5 describe how to select and use control methods for weeds, pests and diseases appropriate to the area being maintained
- 5.6 explain why unwanted plant material is removed.

Learning outcome

The learner will:

6. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 6.1 describe the equipment which will be necessary for maintaining the appearance of decorative amenity areas
- 6.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

7. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 7.2 describe how environmental damage can be minimised
- 7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 209 Maintain the appearance of decorative amenity areas

Supporting information

Evidence requirements

2.1

Plants to be selected from 3 of the following that encompass the criteria in outcome 2

- a. formal bedding
- b. wall shrubs
- c. climbers
- d. mixed borders (minimum of 5m²)
- e. hanging baskets
- f. other containers.

3.1

Learner to identify the weeds, pests and disease relevant to the 3 selected areas and use at least one control method.

5.4

Nationally accepted common names that give a positive identification may be used.

Unit 210

Maintain the health of sports turf

UAN:	<u>L/502/0397</u>
Level:	<u>2</u>
Credit value:	<u>5</u>
GLH:	<u>38</u>
Relationship to NOS:	<u>This unit is linked to Horticulture NOS unit L4.2</u>
Endorsement by a sector or regulatory body:	<u>This unit is endorsed by Lantra SSC.</u>
Aim:	The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to maintain the appearance of decorative amenity areas and identify.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to maintain the health of sports turf

Assessment criteria

The learner can:

- 2.1 inspect the turf as requested to identify and report conditions that threaten the health of the sports turf, which may include:
 - a. weeds
 - b. pests
 - c. diseases
 - d. disorders

e. moss

2.2 apply as instructed appropriate treatments safely, effectively and without damage to the surrounding areas.

Learning outcome

The learner will:

3. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

3.2 carry out work in a manner which minimises environmental damage

3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

4. know how to maintain the health of sports turf

Assessment criteria

The learner can:

4.1 state the sources of information on turf treatments

4.2 describe the effect of turf treatments and how to use these treatments effectively and at the appropriate time covering:

a. physical

b. chemical

c. cultural

4.3 describe the approved procedures for turf treatments and why it is important to follow these

4.4 identify and describe five pests, five diseases, five disorders and their symptoms

4.5 identify and name 15 weeds

4.6 describe what effect the following conditions have on sports turf and why it is important to deal with them promptly

a. weeds

b. pests

c. diseases

d. disorders

e. moss

4.7 state who should be informed of conditions affecting sports turf and why.

Learning outcome

The learner will:

5. know the types of equipment required and how to maintain them

Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 5.1 describe the equipment which will be necessary for maintaining sports turf 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 6. know the current health and safety legislation and environmental good practice
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 6.2 describe how environmental damage can be minimised 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 210 Maintain the health of sports turf

Supporting information

Evidence requirements

2.1

Learners need to be able to accurately report the conditions present.

4.4

Live specimens are preferable, but high quality images may also be used.

Unit 211

Maintain the condition of sports turf surfaces

UAN:	K/502/0424
Level:	2
Credit value:	7
GLH:	53
Relationship to NOS:	This unit is linked to Horticulture NOS unit L6.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the learner with the ability to demonstrate the knowledge and skills required to present sports turf surfaces so that they meet the requirements of a sport and a particular event Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to maintain sports turf surfaces

Assessment criteria

The learner can:

- 2.1 clear surfaces of unwanted debris
- 2.2 prepare the playing surface so that it meets the requirements of the sport and the standard for the event
- 2.3 maintain the quality and appearance of surfaces

- | |
|--|
| 2.4 make markings which are clear and appropriate to the event
2.5 set out the sports equipment required by the rules of the sport and the standard of the event. |
|--|

Learning outcome

The learner will:

- | |
|---|
| 3. be able to work safely and minimise environmental damage |
|---|

Assessment criteria

The learner can:

- | |
|---|
| 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements |
| 3.2 carry out work in a manner which minimises environmental damage |
| 3.3 dispose of waste safely and correctly. |

Learning outcome

The learner will:

- | |
|--|
| 4. know how to maintain sports turf surfaces |
|--|

Assessment criteria

The learner can:

- | |
|---|
| 4.1 explain why it is important to clear surfaces of unwanted debris |
| 4.2 describe how to establish that the surface is in a fit condition for maintenance |
| 4.3 state the importance of ensuring the surface meets the required standard and how to do so for the following |
| a. speed |
| b. surface response to a ball, animal or player |
| c. moisture content |
| d. grass cover |
| e. degree of consolidation |
| f. trueness |
| 4.4 describe all following methods in preparing surfaces |
| a. mowing |
| b. irrigation |
| c. scarifying and/or verticutting |
| d. rolling |
| e. top dressing |
| f. brushing or switching |
| g. aeration |
| h. edging (where appropriate) |
| i. feeding |
| j. marking out sports surface |
| k. setting out equipment. |

Learning outcome
The learner will: 5. know how conditions affect grass growth and the maintenance of playing surfaces
Assessment criteria
The learner can: 5.1 describe the effects of season, climate and soil conditions on intensity, type and frequency of maintenance operations 5.2 describe how ground and weather conditions affect maintenance operations.

Learning outcome
The learner will: 6. know how to set out sports surfaces
Assessment criteria
The learner can: 6.1 describe how to carry out marking appropriate to sports and events 6.2 describe how to set out sports equipment correctly to meet the needs of the sport and the standard of the event and why it is necessary.

Learning outcome
The learner will: 7. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 7.1 describe the equipment which will be necessary for maintaining sports surfaces 7.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 8. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 8.2 describe how environmental damage can be minimised 8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 211 Maintain the condition of sports turf surfaces

Supporting information

Evidence requirements

2.2

Learner should carry out all of the following that are relevant to the surface being maintained.

- a. mowing
- b. irrigation
- c. scarifying and/or verticutting
- d. rolling
- e. top dressing
- f. brushing or switching
- g. aeration
- h. edging (where appropriate)
- i. feeding.

4.4

Performance evidence may be used for methods demonstrated in 2.2, 2.3

7.1

Performance evidence may be used from 1.1

UAN:	J/502/0432
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS Unit L6.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the learner with the knowledge and skills required to present sports turf surfaces so that they meet the requirements of a sport and a particular event. It also covers repairing and renovating the surface following play. Simulation will not be acceptable.

Learning outcome

The learner will:

- | |
|---|
| 1. be able to select, use and maintain relevant equipment |
|---|

Assessment criteria

The learner can:

- | |
|--|
| 1.1 select appropriate equipment for this area of work |
| 1.2 use equipment according to instructions manufacturer's instructions and legal requirements |
| 1.3 prepare, maintain and store equipment in a safe and effective working condition. |

Learning outcome
The learner will: 2. be able to renovate and repair sports turf surfaces
Assessment criteria
The learner can: 2.1 inspect surfaces as requested to assess the need for renovation and repair 2.2 select renovation and repair methods that are appropriate to the damage and the type of sports surface 2.3 prepare the surface and use three of the selected renovation and repair methods safely and correctly: a. over-seeding b. patching or plugging c. forking up d. top dressing e. divotting 2.4 reinstate the surface so that it meets the requirements of the sport and the standard of the event.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to renovate and repair
Assessment criteria
The learner can: 4.1 describe the importance of thorough and appropriate preparation prior to renovation and repair 4.2 describe how to select the appropriate renovation and repair method according to degree of damage and the surface itself covering: a. over-seeding b. patching or plugging c. forking up d. top dressing e. divotting 4.3 explain why it is important to renovate and repair surfaces promptly to the required standard and the consequences of not doing so 4.4 describe how to inspect surfaces to assess the need for renovation and repair 4.5 describe the standard of surface expected covering all the following: a. speed b. surface response to a ball, animal or player c. moisture content d. grass cover e. degree of consolidation f. trueness 4.6 describe how to ensure that the surface meets the requirements of the sport and the standard for the event.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for renovating and repairing sports surfaces 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 6. know the current health and safety legislation and environmental good practice
Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 6.2 describe how environmental damage can be minimised
- 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 212 Renovate and repair sports turf surfaces

Supporting information

Evidence requirements

2.2

Evidence is required for three renovation methods in this outcome.

4.5

The learner should be able to describe in which sports each of these criteria is significant.

Unit 213

Maintain and renovate artificial sports surfaces

UAN:	D/502/0419
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS unit L7
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to maintain and renovate artificial/synthetic playing surfaces to ensure they are safe and meet the required standards for the sport. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 2. be able to maintain and renovate the condition of artificial sports surfaces
Assessment criteria
The learner can: 2.1 clear and prepare the surface for maintenance 2.2 carry out four of the operations listed below to maintain the quality and appearance of the surface suitable for the sport: a. brushing b. luting c. top dressing d. weed control e. moss/algae control f. frost protection g. marking out h. irrigation i. renovation (damage repair) j. contamination removal 2.3 identify and report any conditions that affect the playing quality of one type of surface.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know the maintenance and renovation requirements of artificial sports surfaces
Assessment criteria
The learner can: 4.1 describe the different methods of maintenance for each type of surface: a. hard porous water bound b. filled synthetic c. non-filled synthetic.

- 4.2 describe how surface and weather conditions affect maintenance and renovation operations
- 4.3 describe how to prepare the surface before carrying out maintenance and renovation operations
- 4.4 describe all methods and techniques listed below which are used to maintain and renovate surfaces and perimeters:
 - a. brushing
 - b. luting
 - c. top dressing
 - d. weed control
 - e. moss/algae control
 - f. frost protection
 - g. marking out
 - h. irrigation
 - i. renovation (damage repair)
 - j. contamination removal
- 4.5 state the standard of playing quality and appearance that has to be achieved for the sport.

Learning outcome
The learner will:
5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
5.1 describe the equipment which will be necessary for maintaining and renovating artificial sports surfaces
5.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will:
6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
6.2 describe how environmental damage can be minimised
6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 213 Maintain and renovate artificial sports surfaces

Supporting information

Evidence requirements

2.3

Learner should identify and report on 3 conditions requiring attention.

4.4

Performance evidence may be used for operations carried out in 2.2.

UAN:	A/502/1173
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS unit L7
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to select and prepare natural interior plant displays.</p> <p>The learner will be able to select, handle and transport the necessary materials and will ensure displays have the required visual impact.</p> <p>The use of equipment and chemicals must meet the requirements of legislation and relevant codes of practice</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

- | |
|--|
| <ol style="list-style-type: none"> be able to select, use and maintain equipment for establishing interior plant displays |
|--|

Assessment criteria

The learner can:

- | |
|--|
| <ol style="list-style-type: none"> select appropriate equipment for this area of work use equipment according to instructions manufacturer's instructions and legal requirements prepare, maintain and store equipment in a safe and effective working condition. |
|--|

Learning outcome
The learner will: 2. be able to establish interior plant displays
Assessment criteria
The learner can: 2.1 establish customer requirements for the display 2.2 select plants and materials for the display that meet these requirements: Plants: a. tropical b. temperate c. shade lovers d. sun lovers Materials: e. nutrients f. containers g. irrigation systems h. growing medium 2.3 check the plants and materials are in a condition fit for use 2.4 prepare the plants and materials according to requirements 2.5 return unused plants and materials to storage.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to set up interior plant displays
Assessment criteria
The learner can: 4.1 describe how to establish the customer's requirements for the display and why this is important 4.2 describe the principles underpinning effective interior plant displays. 4.3 describe the different types of plants used in interior displays: a. tropical b. temperate c. shade lovers d. sun lovers 4.4 describe how to select plant and materials appropriate to different types of interior displays and sites 4.5 describe the different containers and growing mediums for displays and ensure they are fit for purpose 4.6 describe how to prepare materials for plant displays Materials: - a. nutrients b. containers c. irrigation systems d. growing medium 4.7 describe how to handle and transport the plants and materials safely and efficiently 4.8 describe how to position features and grouping of plants in a way which is appropriate to them, the environment and the intended visual impact 4.9 state how to make sure support methods are consistent with the display and the health and vigour of the plants 4.10 state why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for establishing interior plant displays 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

6. know the relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 6.2 describe how environmental damage can be minimised
- 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 214 **Select and prepare interior plant displays**

Supporting information

Evidence requirements

2.2

3 of the following should be covered

- tropical
- temperate
- shade lovers
- sun lovers

All of the materials should be covered.

4.6

Performance evidence may be used, where covered in 2.2

5.1

Performance evidence may be used from 1.1

UAN:	L/502/1176
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS unit L8.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to establish natural interior plant displays. It covers making sure the displays are positioned to take account of the plants and the environmental conditions.</p> <p>The learner will be able to select, handle and transport the necessary materials and will ensure displays have the required visual impact.</p> <p>The use of equipment and chemicals must meet the requirements of legislation and relevant codes of practice</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

- | |
|---|
| <ol style="list-style-type: none"> 1. be able to select, use and maintain equipment for establishing interior plant displays |
|---|

Assessment criteria

The learner can:

- | |
|---|
| <ol style="list-style-type: none"> 1.1 select appropriate equipment for this area of work 1.2 use equipment according to manufacturer's instructions and legal requirements 1.3 prepare, maintain and store equipment in a safe and effective working condition. |
|---|

Learning outcome
The learner will: 2. be able to install interior plant displays
Assessment criteria
The learner can: 2.1 handle and transport plants and materials safely and efficiently including : Materials: a. nutrients b. containers c. irrigation systems Plants: d. tropical e. temperate f. shade lovers g. sun lovers 2.2 maintain the plants and materials in a condition fit for use 2.3 install features that enhance the visual impact of the display and avoid damage to the environment 2.4 group and position plants appropriately according to environmental conditions including: a. adjacent features b. light c. humidity d. air movement e. temperature 2.5 use methods of support that are consistent with the intended purpose of the display 2.6 minimise the damage to plants, features and surrounding areas 2.7 reinstate the site to the customer's satisfaction.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to install interior plant displays
Assessment criteria
The learner can: 4.1 describe how to handle and transport the following materials safely and efficiently: <ul style="list-style-type: none"> a. nutrients b. containers c. irrigation systems 4.2 describe how to position water and non-water features in a way which enhances the display and avoids damage to the environment 4.3 describe how to group and position the plants listed below in a way which is appropriate to them, the environment and the intended visual impact: Plants: <ul style="list-style-type: none"> a. tropical b. temperate c. shade lovers d. sun lovers Environment <ul style="list-style-type: none"> e. adjacent features f. light g. humidity h. air movement i. temperature 4.4 describe how to make sure support methods are consistent with the display and the health and vigour of the plants 4.5 state why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for establishing interior plant displays 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

6. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 6.2 describe how environmental damage can be minimised
- 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 216

Maintain the health and appearance of interior plant displays

UAN:	R/502/1177
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to L9.1 and L9.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to maintain the appearance and health of natural interior plant displays. It also covers identifying and controlling pests, diseases and unwanted growth.</p> <p>The use of equipment and chemicals must meet the requirements of legislation and codes of practice.</p> <p>Simulation will not be acceptable.</p>

Learning outcome
The learner will: 1. be able to select, use and maintain equipment
Assessment criteria
The learner can: 1.1 select appropriate equipment for this area of work 1.2 use equipment according to instructions manufacturer's instructions and legal requirements 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 2. be able to maintain the appearance of interior plant displays
Assessment criteria
The learner can: 2.1 inspect the display and three different plants from the groups below according to agreed schedules <ul style="list-style-type: none"> a. tropical b. temperate c. shade lovers d. sun lovers 2.2 maintain the display in a way that is appropriate to three of their environmental conditions and the overall visual impact: <ul style="list-style-type: none"> a. adjacent features b. light c. humidity d. air movement e. temperature 2.3 carry out all maintenance operations below to promote the health and vigour of the plants: <ul style="list-style-type: none"> a. cleaning b. providing support c. replacement of plants, features or containers d. pruning 2.4 work in a way that is sensitive to other people on the site 2.5 minimise damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction

Learning outcome
The learner will: 3. be able to maintain the health of interior plants
Assessment criteria
The learner can: 3.1 identify all threats to plant health below: <ul style="list-style-type: none"> a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth 3.2 use appropriate methods to promote and maintain healthy growth, including: <ul style="list-style-type: none"> a. feeding b. watering c. surface cultivation 3.3 use three of the methods below to deal with threats to plant health: <ul style="list-style-type: none"> a. physical

<ul style="list-style-type: none"> b. chemical c. cultural d. irrigation.
Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 4. be able to work safely and minimise environmental damage
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 4.2 carry out work in a manner which minimises environmental damage 4.3 dispose of waste safely and correctly.

Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 5. know how to maintain the appearance and health of interior plant displays
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 5.1 explain the importance of maintaining the appearance of interior plant displays to agreed schedules 5.2 describe how to carry out all the following maintenance operations to promote the health and vigour of the plants and their environmental conditions: <ul style="list-style-type: none"> a. cleaning b. providing support c. replacement of plants, features or containers d. pruning 5.3 explain how all environmental conditions affect the way plants are maintained: <ul style="list-style-type: none"> a. adjacent features b. light c. humidity d. air movement e. temperature 5.4 describe how to identify all the signs of damage or threats to plant health and how to respond to these: <ul style="list-style-type: none"> a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth 5.5 describe the methods of dealing with threats to plant health: <ul style="list-style-type: none"> a. physical

<ul style="list-style-type: none"> b. chemical c. cultural d. irrigation <p>5.6 describe the methods of promoting plant health:</p> <ul style="list-style-type: none"> a. cleaning b. providing support c. replacement of plants, features or containers d. pruning <p>5.7 state why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.</p>

Learning outcome
The learner will:
6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
6.1 describe the equipment which will be necessary for maintaining the health and appearance of interior plant displays
6.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will:
7. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
7.2 describe how environmental damage can be minimised
7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 216 **Maintain the health and
appearance of interior plant
displays**

Supporting information

Evidence requirements

2.1

Displays covering 3 of the plant groups must be covered.

5.4

Performance evidence may be used from 3.1

Unit 217

Establish and maintain artificial plant displays

UAN:	Y/502/1178
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS units L10.1 and L10.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to maintain the appearance and health of natural interior plant displays. It also covers identifying and controlling pests, diseases and unwanted growth.</p> <p>The use of equipment and chemicals must meet the requirements of legislation and codes of practice.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

1. be able to select, use and maintain equipment for establishing and maintaining artificial plant displays

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to manufacturers' instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 2. be able to establish artificial plant displays
Assessment criteria
The learner can: 2.1 select the required materials for the display <ul style="list-style-type: none"> a. artificial plants b. containers c. supports 2.2 handle and transport materials safely and efficiently 2.3 ensure that grouping and positioning has the required visual impact 2.4 use methods of support which are consistent with the intended purpose of the display.

Learning outcome
The learner will: 3. be able to maintain the appearance of artificial plant displays
Assessment criteria
The learner can: 3.1 ensure that maintenance operations are appropriate to the plants and environmental conditions and the overall visual impact, including: <ul style="list-style-type: none"> a. cleaning b. support c. replacement of plants, features or containers d. removal of debris e. redressing f. fire retardant 3.2 carry out maintenance operations safely and efficiently.

Learning outcome
The learner will: 4. minimise damage to plants
Assessment criteria
The learner can: 4.1 minimise the damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 5.2 carry out work in a manner which minimises environmental damage 5.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 6. know how to be able to establish artificial plant displays
Assessment criteria
The learner can: 6.1 describe how to create visually appealing artificial plant displays 6.2 describe how to select all the materials appropriate to different types of interior displays and sites <ul style="list-style-type: none"> a. artificial plants b. containers c. supports 6.3 describe how to handle and transport all the materials safely and efficiently <ul style="list-style-type: none"> a. artificial plants b. containers c. supports 6.4 describe how to group/ position plants and features in a way which enhances the display and avoids damage to the environment and achieves the intended visual impact 6.5 describe how to ensure support methods are consistent with the display and the health and vigour of the plants.

Learning outcome
The learner will: 7. know how to be able to maintain the appearance of artificial plant displays
Assessment criteria
The learner can: 7.1 describe the importance of maintaining the appearance of artificial plant displays 7.2 describe how to carry out the maintenance operations safely and efficiently covering: a. cleaning b. support c. replacement of plants, features or containers d. removal of debris e. redressing f. fire retardant 7.3 state why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be necessary for establishing and maintaining artificial plant displays 8.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 9. know the relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 9.2 describe how environmental damage can be minimised 9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 217 Establish and maintain artificial plant displays

Supporting information

Evidence requirements

6.2

Performance evidence may be used from 2.1

6.3

Performance evidence may be used from 2.2

Unit 218

Preparing and transporting plants and resources

UAN:	Y/502/0466
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS units L11.1 and L11.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required when preparing and transporting a range of plants and other resources without damage or deterioration.</p> <p>Simulation will not be acceptable.</p> <p>Witness testimony is a useful source of evidence for this unit.</p>

Learning outcome

The learner will:

1. be able to select, use and maintain equipment for preparing and transporting plants and resources

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. prepare plants and other resources for transportation

Assessment criteria

The learner can:

- 2.1 identify and label plants and or resources to be transported
- 2.2 check plants and resources are in suitable condition for use and transportation

- 2.3 use safe lifting and handling techniques
- 2.4 maintain the condition of plants and resources throughout
- 2.5 complete all records and reports.

Learning outcome
The learner will: 3. load plants and resources
Assessment criteria
The learner can: 3.1 load and position plants and resources safely and securely for transportation.

Learning outcome
The learner will: 4. transport a range of plants and other resources
Assessment criteria
The learner can: 4.1 transport all types of plants (delicate, robust, safely lifted by one person and requiring more than one person to lift) and other resources (growing medium, containers, tools and equipment, supports, watering devices and chemicals) safely and efficiently to the correct location 4.2 inspect the condition of plants and resources after transportation 4.3 identify potential hazards and operate equipment safely.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome
The learner will: 6. know how to prepare plants and other resources for transportation
Assessment criteria
The learner can: 6.1 state the importance of establishing the transport requirements for plants and other resources 6.2 describe how to inspect and prepare plants and resources for transportation 6.3 describe the appropriate records that need to be maintained.

Learning outcome
The learner will: 7. know the principles of safe and effective transportation
Assessment criteria
The learner can: 7.1 describe how to handle and transport plants and resources safely and efficiently covering: a. growing medium containers b. tools and equipment c. supports d. watering devices e. chemicals f. delicate and robust plants g. plants which can be safely lifted by one person or need more than one person 7.2 describe how to maintain the condition of plants during transportation 7.3 list the safety procedures to follow when transporting hazardous substances 7.4 describe safe lifting and handling techniques when working alone and with others.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be necessary for preparing and transporting plants and resources 8.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 9. know the relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 218 Preparing and transporting plants and resources

Supporting information

Evidence requirements

7.1

Performance evidence may be used, where applicable.

Unit 219

Prepare and excavate interment plots (dig graves)

UAN:	H/502/0485
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS units L12.1 and L12.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>This unit will provide the learner with the skills and knowledge required for preparing the site, equipment and digging a grave.</p> <p>The unit covers:</p> <ul style="list-style-type: none">• locating the designated grave site using plans, grave numbers and by measuring• identifying hazards, assessing risks and choosing the safest working method• preparing the site for safe working• digging with both hand tools and mechanical diggers <p>Simulation will not be acceptable.</p>

Learning outcome
The learner will: 1. be able to prepare for excavating interment plots
Assessment criteria
The learner can: 1.1 correctly locate the plot using the information provided 1.2 mark and cut out to allow for the size of interment .

Learning outcome
The learner will: 2. be able to excavate interment plots
Assessment criteria
The learner can: 2.1 position spoil boards and soil boxes safely, appropriate to local conditions 2.2 position and insert shoring in a way that is appropriate to the soil conditions and working method 2.3 position ladders securely so they allow for a safe and quick escape in an emergency 2.4 excavate the ground accurately for the size of interment and type of grave 2.5 remove excess soil safely and efficiently 2.6 complete work in good time for the burial.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. be able to select, use and maintain equipment for excavating interment plots
Assessment criteria
The learner can: 4.1 select appropriate equipment for this area of work 4.2 use equipment according to instructions 4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 5. know how to prepare interment plots
Assessment criteria
The learner can: 5.1 describe the importance of thorough preparation in advance of digging 5.2 state how to locate interment plots using plans, grave numbers and measuring 5.3 state the different sizes of interment plot 5.4 describe how to prepare new and re-interments.

Learning outcome
The learner will: 6. know how to position spoil boards and equipment
Assessment criteria
The learner can: 6.1 state why the positioning of spoil boards is important to safe and effective working and state the minimum distances from the interment for the prevailing soil conditions and local conditions 6.2 describe why it is important to position equipment, especially mechanical equipment, safely and how to do so 6.3 describe what to do in the event of problems.

Learning outcome
The learner will: 7. know how to excavate interment plots
Assessment criteria
The learner can: 7.1 describe the effect of each of the following soil types and conditions on the method of excavating an interment plot: <ul style="list-style-type: none"> a. wet b. dry c. clay and/shingle d. made up 7.2 explain why the shape of the excavation is important to safety and how to maintain a safe shape 7.3 state the purpose of different types of shoring and how to position and use it according to different methods of excavation and soil conditions 7.4 describe the correct procedures for the removal of soil 7.5 describe how to position and secure ladders so that escape from the grave can be quick 7.6 describe the role and duties of the 'banks' person

7.7 explain why it is important to leave the grave in a tidy and safe condition when unattended and how to do so.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment necessary for preparing and excavating of interment plots 8.2 describe methods of maintaining the equipment ready for use 8.3 state why it is important to secure equipment when unattended and how to do so.

Learning outcome
The learner will: 9. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 9.2 describe how environmental damage can be minimised 9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 219 **Prepare and excavate interment plots (dig graves)**

Supporting information

Evidence requirements

7.4

Performance evidence may be used from 2.2-2.5

UAN:	D/502/0484
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS unit L13
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the learner with the skills and knowledge required for preparing the site for the burial ceremony, assisting at the ceremony and backfilling the grave once the mourners have departed. Simulation will not be acceptable.

Learning outcome

The learner will:

- | |
|--|
| 1. be able to prepare interment plots for burial |
|--|

Assessment criteria

The learner can:

- | |
|--|
| 1.1 locate, check and prepare the correct interment plot for the appointed burial |
| 1.2 restrict access to interment plot to members of the public effectively |
| 1.3 keep the condition of the interment plot for the burial in a safe and appropriate condition prior to the arrival of the cortege. |

Learning outcome

The learner will:

- | |
|--|
| 2. be able to assist with burying the dead |
|--|

Assessment criteria

The learner can:

- | |
|--|
| 2.1 check the availability of required authorisation prior to burial |
| 2.2 direct the cortege to the graveside correctly and helpfully |
| 2.3 position the coffin and ropes prior to lowering safely and appropriately according to conditions |

- 2.4 assist with lowering the coffin and provide other assistance safely and suitably according to the ceremony
- 2.5 show respect for the deceased, mourners and those officiating, throughout the ceremony.

Learning outcome
The learner will:
3. be able to backfill graves and restore interments
Assessment criteria
The learner can:
3.1 carry out all operations following the departure of the mourners
3.2 carry out preliminary backfilling by hand before backfilling remaining soil safely and in a manner appropriate to soil conditions
3.3 demonstrate how to arrange the floral tributes in an orderly way which shows respect for the deceased and bereaved
3.4 leave the plot in a tidy and safe condition and return written notification to the appropriate person.

Learning outcome
The learner will:
4. be able to select, use and maintain equipment to prepare, assist and back fill interment plots
Assessment criteria
The learner can:
4.1 select appropriate equipment for this area of work
4.2 use equipment according to instructions
4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will:
5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
5.2 carry out work in a manner which minimises environmental damage.

Learning outcome
The learner will:
6. know how to prepare interment plots for burial
Assessment criteria

The learner can:

- 6.1 describe how to work out the amount of time required to prepare the grave site prior to the burial ceremony
- 6.2 describe why it is important to restrict public access to the grave site once the grave is open and how to do so
- 6.3 describe how to ensure the grave site is in a proper condition prior to the arrival of the cortege
- 6.4 outline the correct administrative records to be kept.

Learning outcome

The learner will:

7. know how to bury the dead

Assessment criteria

The learner can:

- 7.1 describe what types of authorisation the grave digger may receive, why authorisation is necessary and how to make sure authorisation is correct
- 7.2 describe how to position lowering ropes safely and in a way appropriate to the coffin and the conditions
- 7.3 outline how to lower safely and ensure that any other assistance provided is safe
- 7.4 describe the behaviour suitable to the types of ceremonies and state why this is important
- 7.5 state why it is important to show respect to all those involved throughout the ceremony
- 7.6 describe the different requirements and etiquette of the different customs and cultures.

Learning outcome

The learner will:

8. know how to backfill and restore interment plots

Assessment criteria

The learner can:

- 8.1 state why all operations should take place after the mourners have left
- 8.2 describe why preliminary backfilling should be done by hand
- 8.3 describe how to make sure the remaining backfilling is safe and appropriate to the soil conditions covering:
 - a. wet
 - b. dry
 - c. clay
 - d. sand/shingle
- 8.4 describe how the floral tribute should be arranged in a way which shows respect for the deceased and bereaved.

Learning outcome
The learner will: 9. know how to how to deal with problems
Assessment criteria
The learner can: 9.1 describe how to respond effectively to the types of unexpected problems listed: <ul style="list-style-type: none"> a. water b. collapse c. shrinkage d. poor condition of shoring.

Learning outcome
The learner will: 10. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 10.1 describe the equipment which will be necessary to bury the dead: <ul style="list-style-type: none"> a. hand tools b. grass mats c. lowering ropes d. put locks e. pumps and excavators (if the situation requires) f. soil boxes 10.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 11. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 11.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 11.2 describe how environmental damage can be minimised.

Unit 220 Prepare and assist with burials

Supporting information

Evidence requirements

10.1

Performance evidence may be used as appropriate.

UAN:	Y/502/0483
Level:	2
Credit value:	4
GLH:	30
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the skills and knowledge required for preparing and assisting with exhumations. It covers locating the grave and coffin, preparing the areas for exhumation. Carry out exhumation and restoring the area after.

Learning outcome
The learner will:
1. be able to carry out exhumations of coffins and remains
Assessment criteria
The learner can:
1.1 locate the required grave, screen and cover the site effectively
1.2 probe carefully to locate the coffin and in a manner which minimises damage to the coffin and its contents
1.3 dig to within the specified distance from the coffin
1.4 lime the soil and contaminated areas thoroughly and effectively and continue to do so throughout the operation
1.5 clear soil around the coffin leaving sufficient room for safe and effective access
1.6 place lifting aids correctly and lift in a manner which minimises the damage to the coffin and contents
1.7 handle the coffin following initial lift in a manner which is appropriate to soil and coffin conditions
1.8 place coffin and contents in a suitable container
1.9 restore the grave site tidily and safely
1.10 show care and respect for the deceased throughout the operation.

Learning outcome
The learner will: 2. be able to select, use and maintain equipment to exhume coffins and remains
Assessment criteria
The learner can: 2.1 select appropriate equipment for this area of work 2.2 use equipment according to instructions 2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to exhume coffins and remains
Assessment criteria
The learner can: 4.1 describe why thorough preparation for exhumations is important 4.2 state how to locate the correct grave, coffin and remains 4.3 describe how to screen and cover the site from public view and why it is important 4.4 explain why it is important to probe in a way which minimises damage to the coffin and remains 4.5 describe how to lime and disinfect contaminated areas at the end of the operation and why this is important 4.6 state how much room is required around the coffin for safe and effective access 4.7 describe how to place lifting aids and lift the coffin in a way which minimises damage 4.8 describe how to handle coffin following initial lift according to the soil and coffin conditions in the range.

Learning outcome
The learner will: 5. know the types of equipment and materials required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment and materials which will be necessary to exhume coffins and remains including: <ul style="list-style-type: none"> a. probing b. measuring c. digging d. safety e. protective clothing f. shell, coffin or suitable container g. shoring h. breathing equipment i. disinfectant j. lime k. vegetable charcoal 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 6.2 describe how environmental damage can be minimised 6.3 describe the correct methods for disposing of organic and inorganic waste.

UAN:	D/502/1229
Level:	2
Credit value:	3
GLH	23
Relationship to NOS:	This unit is linked to Horticulture NOS L15.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the skills, knowledge and understanding to install drainage systems under minimal direction or guidance. The learner will be required to select and use hand tools, powered equipment and materials correctly, competently and safely and to decide the appropriate timing of operations, the work methods to be used and to check the results and correct any faults</p> <p>Simulation will not be acceptable.</p>

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. be able to install drainage systems
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 position reference marks according to specification 1.2 install drainage system to specification: <ol style="list-style-type: none"> a. sub surface systems b. surface channels c. sustainable drainage systems 1.3 adopt practices to minimise damage to existing structures and services 1.4 restore surface to near original condition.

Learning outcome
The learner will: 2. be able to select, use and maintain equipment for installing drainage
Assessment criteria
The learner can: 2.1 select appropriate equipment for this area of work 2.2 use equipment according to instructions. 2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly 3.4 describe the safety aspects of working in trenches.

Learning outcome
The learner will: 4. know the principles of drain installation
Assessment criteria
The learner can: 4.1 explain why soil drainage is beneficial for plant growth 4.2 state the importance of setting accurate levels and falls 4.3 describe why the type, size, depth and spacing of drainage pipes/ tiles, varies with the soil texture.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for installing drainage 5.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome
The learner will: 6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements 6.2 describe how environmental damage can be minimised 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 222 Installing drainage systems

Supporting information

Evidence requirements

1.2

2 from 3 of the bulleted types

5.1

Performance from 2.1

UAN:	T/502/1222
Level:	2
Credit value:	3
GLH	23
Relationship to NOS:	This unit is linked to Horticulture NOS units L15.2 and L21.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with knowledge, skills and understanding required to inspect and maintain drainage systems. Simulation will not be acceptable.

Learning outcome
The learner will:
1. be able to inspect and maintain drainage systems
Assessment criteria
The learner can:
1.1 inspect and assess drainage systems according to agreed schedules
1.2 restore drainage systems to full effectiveness and to agreed schedule
1.3 record inspections and work undertaken
1.4 maintain effective working relations with all relevant people throughout.

Learning outcome
The learner will:
2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
2.2 carry out work in a manner which minimises environmental damage
2.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 3. know how to inspect and maintain drainage systems
Assessment criteria
The learner can: 3.1 describe the schedule of inspections required to identify faults and problems 3.2 describe how to identify and correct impeded drainage and its causes 3.3 state how to identify and deal with any problems with drainage systems 3.4 describe the main causes of drain malfunction, including leaks and blockages and methods that can be used to deal with them 3.5 describe the factors affecting flow rates in the drains 3.6 state the importance of maintaining drainage systems so they work effectively and efficiently 3.7 describe the principles of drainage design 3.8 state why it is important to keep working areas clean according to clients' requirements 3.9 state what records need to be kept and why.

Learning outcome
The learner will: 4. know the current health and safety legislation and environmental practice
Assessment criteria
The learner can: 4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 4.2 describe how environmental damage can be minimised 4.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 223 Maintain drainage systems

Supporting information

Evidence requirements

3.1

Sub-surface and surface systems should be covered for outcome 3

Unit 224

Use and maintain non-powered and hand held powered tools and equipment

UAN:	K/502/0438
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit L27.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain non-powered tools and equipment and hand held powered equipment.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

1. be able to use and maintain non-powered and hand held powered tools and equipment

Assessment criteria

The learner can:

- 1.1 ensure that the equipment is safe and in good working order
- 1.2 select and use the correct personal protective clothing and equipment
- 1.3 set up and use the equipment and machinery in accordance with the manufacturer's instructions and legal regulatory requirements
- 1.4 maintain non-powered and hand held equipment in accordance with manufacturer's instructions
- 1.5 identify any problems with the equipment and take appropriate action
- 1.6 clean and store equipment correctly after use.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 2.2 carry out work in a manner which minimises environmental damage 2.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 3. know how to use and maintain the tools and equipment
Assessment criteria
The learner can: 3.1 explain the importance of using equipment in line with manufacturers' instructions 3.2 describe the pre-operational checks and the methods of maintaining the equipment for use 3.3 list the main hazards and risks associated with using the equipment 3.4 describe the types of problems that may occur with the equipment and how to deal with each of these correctly 3.5 state the types of protective clothing and the reasons why it must be worn.

Learning outcome
The learner will: 4. know the current health and safety legislation and good environmental practice
Assessment criteria
The learner can: 4.1 outline the current health and safety legislation, codes of practice and any additional requirements 4.2 describe how environmental damage can be minimised.

Unit 225

Use and maintain pedestrian controlled powered equipment

UAN:	R/502/0434
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit L27.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain pedestrian controlled powered equipment. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to use and maintain pedestrian controlled powered equipment

Assessment criteria

The learner can:

- 1.1 ensure the pedestrian controlled power equipment is safe and in good working order
- 1.2 use equipment according to manufacturer's instructions and legal regulatory requirements
- 1.3 clean and store equipment correctly after use
- 1.4 maintain pedestrian controlled power equipment in accordance with manufacturer's instructions
- 1.5 select and use the appropriate personal protective clothing and equipment
- 1.6 identify any problems with the equipment and take the correct action.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 2.2 carry out work in a manner which minimises environmental damage 2.3 dispose of waste safely and correctly 2.4 demonstrate personal responsibility.

Learning outcome
The learner will: 3. know how to use and maintain pedestrian controlled powered equipment
Assessment criteria
The learner can: 3.1 list the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action 3.2 explain the importance of operating equipment in line with manufacturer's instructions 3.3 describe methods of checking and maintaining the equipment for use covering: a. correct pre-use checks b. correct start-up procedure c. use appropriate work method d. correct stopping procedure e. correct post-use maintenance f. reporting problems to the appropriate person.

Learning outcome
The learner will: 4. know the operating principles of powered equipment
Assessment criteria
The learner can: 4.1 explain the operating differences between two and four-stroke engines 4.2 explain the principles of operating lines of drive – clutch, v-belts, and chains 4.3 describe the basic differences between petrol and diesel engines.

Learning outcome
The learner will: 5. know the current health and safety legislation and environmental practice
Assessment criteria
The learner can: 5.1 outline the current health and safety legislation, codes of practice and any additional requirements 5.2 describe how environmental damage can be minimised 5.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 226

Use and maintain ride-on powered equipment

UAN:	H/502/0440
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit L27.3
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain ride-on powered equipment.

Learning outcome

The learner will:

1. be able to set up, use and maintain ride-on powered equipment

Assessment criteria

The learner can:

- 1.1 ensure that the ride-on powered equipment is safe and in good working order
- 1.2 select and use the correct personal protective clothing and equipment
- 1.3 set up and use ride-on powered equipment in accordance with the manufacturer's instructions and legal requirements
- 1.4 identify any problems with the ride-on powered equipment and take appropriate action
- 1.5 clean and store the equipment correctly after use.

Learning outcome

The learner will:

2. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

- 2.2 carry out work in a manner which minimises environmental damage
- 2.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
3. know how to use and maintain ride-on powered equipment
Assessment criteria
The learner can:
3.1 describe methods of checking and maintaining the equipment ready for use covering: <ul style="list-style-type: none"> a. correct pre-use checks b. correct start-up procedure c. use appropriate work method d. correct stopping procedure e. correct post-use maintenance f. reporting problems to the appropriate person
3.2 list the main hazards and risks associated with using the ride-on powered equipment and state appropriate action
3.3 explain the importance of operating equipment in line with manufacturers' instructions
3.4 describe the types of problems that may occur with the equipment and how to deal with each of these appropriately.

Learning outcome
The learner will:
4. know the operating principles of powered equipment
Assessment criteria
The learner can:
4.1 describe the operating differences between two and four-stroke engines
4.2 describe the principles of operating lines of drive – clutch, v-belts, and chains
4.3 describe the basic differences between a petrol and diesel engine.

Learning outcome
The learner will:
5. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
5.1 outline the current health and safety legislation, codes of practice and any additional requirements
5.2 describe how environmental damage can be minimised.

Unit 227

Use and maintain chippers and / or shredders

UAN:	T/502/0443
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit L27.4
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain chippers and / or shredders

Learning outcome

The learner will:

1. be able to use and maintain chippers and/or shredders

Assessment criteria

The learner can:

- 1.1 make sure that the chippers and/or shredders are in safe and good working order
- 1.2 select and use the correct personal protective clothing and equipment
- 1.3 set up and use the chippers and or shredders in accordance with the manufacturer's instructions and legal requirements
- 1.4 maintain chippers and/or shredders in accordance with manufacturer's instructions
- 1.5 identify any problems with the chippers and/or shredders and take the correct action
- 1.6 clean and store the equipment correctly after use.

Learning outcome

The learner will:

2. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
- 2.2 carry out work in a manner which minimises environmental damage
- 2.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
3. know how to use and maintain chippers and/ or shredders
Assessment criteria
The learner can:
3.1 list the main hazards and risks associated with using chippers and/or shredders and action to be taken
3.2 explain the importance of operating equipment in line with manufacturer's instructions
3.3 describe methods of preparing and maintaining the equipment for use covering:
a. correct pre-use checks
b. correct start-up procedure
c. use appropriate work method
d. correct stopping procedure
e. correct post-use maintenance
3.4 reporting problems to the appropriate person
3.5 describe the types of problems that may occur with the equipment and describe how to deal with each of these correctly
3.6 describe types of protective clothing and explain why it must be worn.

Learning outcome
The learner will:
4. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
4.1 outline the current health and safety legislation, codes of practice and any additional requirements
4.2 describe how environmental damage can be minimised.

UAN:	D/502/1215
Level:	2
Credit value:	7
GLH:	53
Relationship to NOS:	This unit is linked to Horticulture NOS unit L28.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the knowledge and skills, required to construct water features such as ponds, streams, fountains and waterfalls. Simulation will not be acceptable

Learning outcome
The learner will: 1. be able to prepare the site
Assessment criteria
The learner can: 1.1 prepare the site ready for the construction of water features.

Learning outcome
The learner will: 2. be able to construct more than one type of water feature
Assessment criteria
The learner can: 2.1 construct at least two of the water features listed below according to the specification: a. streams b. fountains c. water falls d. ponds. 2.2 take the appropriate action if problems arise during the work 2.3 check the water feature on completion of work to make sure it is safe and fit for purpose 2.4 make sure the site is clear of unwanted materials and fit for purpose.

Learning outcome
The learner will: 3. be able to select, use and maintain a selection of tools and equipment for constructing water features
Assessment criteria
The learner can: 3.1 select and install all of the following equipment: a. pumps b. filters c. electrical supply 3.2 select appropriate equipment for this area of work 3.3 use equipment according to relevant legislation and manufacturer's instructions 3.4 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 4.2 carry out work in a manner which minimises environmental damage 4.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 5. know the importance of the specification when constructing water features
Assessment criteria
The learner can: 5.1 describe how to interpret specifications and the importance of following the specification 5.2 describe the requirements of the following water features and how to finish these so that they meet the specification: a. streams b. fountains c. water falls d. ponds 5.3 describe the methods of constructing the structure and/or surface and the relationship of this to its planned use.

Learning outcome
The learner will: 6. know how to deal with problems during construction
Assessment criteria
The learner can: 6.1 describe the problems which may arise, including those caused by: accidental damage, pollution and difficulties with specification 6.2 state how to minimise problems and the appropriate action to take if problems occur 6.3 state the potential conflicts between this work and conserving the natural environment.

Learning outcome
The learner will: 7. know how to use a range of materials
Assessment criteria
The learner can: 7.1 describe how to use all of the following materials correctly a. plastic ridged liners b. flexible liners c. concrete d. rocks.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be required for the activity 8.2 describe the methods of maintaining the range of equipment used.

Learning outcome
The learner will: 9. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work including the use of 240v mains supply 9.2 describe how environmental damage can be minimised 9.3 describe the correct methods for disposing of waste.

Unit 228 Construct water features

Supporting information

Evidence requirements

3.1

Learners may install the components but must not connect the electrical supply

8.1

Performance evidence may be used from 3.2

UAN:	K/502/1217
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit L28.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the knowledge and skills required to maintain water features. Water features include ponds, streams, fountains and waterfalls. Simulation will not be acceptable.

Learning outcome

The learner will:

- | |
|---------------------------------------|
| 1. be able to maintain water features |
|---------------------------------------|

Assessment criteria

The learner can:

- | |
|--|
| 1.1 inspect water features as required |
| 1.2 make sure surrounding areas are clean and tidy on completion |
| 1.3 complete work to an agreed schedule. |

Learning outcome

The learner will:

- | |
|---|
| 2. be able to select, use and maintain equipment for maintaining water features |
|---|

Assessment criteria

The learner can:

- | |
|---|
| 2.1 select appropriate equipment for this area of work |
| 2.2 use equipment according to manufacturer's instructions and legal requirements |
| 2.3 prepare, maintain and store equipment in a safe and effective working condition throughout. |

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know the principles of maintaining water features
Assessment criteria
The learner can: 4.1 describe how to carry out inspections of water features streams, fountains, waterfalls and ponds 4.2 state why it is important to inspect water features according to schedule 4.3 identify the types of problems that are likely to occur with water features and how to deal correctly with these covering: a. leaks b. filters and pumps in need of cleaning c. filters and pumps in need of replacement dirt unwanted vegetation 4.4 describe the type of damage which can occur to services and surroundings and how to keep this to a minimum 4.5 state why it is important to keep working areas clean and tidy according to clients' requirements 4.6 state why it is important to complete work to agreed schedule.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be required for the activity 5.2 describe the methods of maintaining the range of equipment used.

Learning outcome

The learner will:

6. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 6.2 describe how environmental damage can be minimised
- 6.3 describe the correct methods for disposing of organic and inorganic waste.

UAN:	T/502/1219
Level:	2
Credit value:	7
GLH:	53
Relationship to NOS:	This unit is linked to Horticulture NOS unit L29
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>This unit will provide the learner with the skills and knowledge required in installing various forms of hard-standing sub-layers that are used within the landscaping industries. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

- | |
|--|
| <ol style="list-style-type: none"> 1. be able to select, use and maintain equipment for installing hard standing sub-layers |
|--|

Assessment criteria

The learner can:

- | |
|---|
| <ol style="list-style-type: none"> 1.1 select appropriate equipment for this area of work 1.2 use equipment according to manufacturer's instructions and legal requirements 1.3 prepare, maintain and store equipment in a safe and effective working condition. |
|---|

Learning outcome

The learner will:

- | |
|--|
| <ol style="list-style-type: none"> 2. prepare the area prior to installing sub layers |
|--|

Assessment criteria

The learner can:

- | |
|--|
| <ol style="list-style-type: none"> 2.1 install sub-layers to accurate levels and profiles |
|--|

2.2 protect prepared sub-layers effectively against weather and use until they are in a suitable condition.

Learning outcome
The learner will: 3. be able to install laying courses
Assessment criteria
The learner can: 3.1 set-out for line and level 3.2 place and prepare suitable laying courses 3.3 manually agitate the laying course at edges and around obstructions such as drainage access covers 3.4 manually make good the channel left by screed rails with minimum disturbance to or compaction of adjacent screeded area.

Learning outcome
The learner will: 4. be able to prepare individual course beds
Assessment criteria
The learner can: 4.1 place and prepare a suitable laying course for an individual bed.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 5.2 carry out work in a manner which minimises environmental damage 5.3 dispose of waste safely and correctly 5.4 leave the site safe, tidy and suitable for intended use 5.5 maintain effective working relations with relevant people throughout.

Learning outcome
The learner will: 6. know the principles of sub-base function and aggregate compaction in sub-bases
Assessment criteria
The learner can: 6.1 describe the importance of sub-layers 6.2 describe the impact that prevailing weather conditions may have on sub-layers 6.3 describe the impact of sub-grade conditions on the performance of overlying layers 6.4 list the sequence of layers that may be encountered within a typical installation and the relevance of each to the overall structure 6.5 list the range of primary and secondary aggregates that are used in the installation of sub-layers 6.6 identify the range of conventional and permeable materials used in sub-layer installation 6.7 state the importance of sub-layer drainage and how this can be best achieved in a range of circumstances 6.8 explain the importance of levelling and grading the aggregate within each sub-layer and of working to defined tolerances and profiles, including the checks used to ensure compliance 6.9 describe to what degree, and the importance of installing each sub-layer in stages with a specified maximum thickness.

Learning outcome
The learner will: 7. know the principles of installing laying courses
Assessment criteria
The learner can: 7.1 describe the weather conditions that are appropriate for screed preparation 7.2 state how to measure to ensure work is within tolerances 7.3 describe how falls, lines and levels are determined and set out 7.4 state how to calculate the expected surcharge and/or the screed depth required for a notched screed bar 7.5 state the importance of using the correct type of laying course material 7.6 state the importance of laying course grain shape, grain size, and moisture content to overall performance 7.7 identify the correct storage and protection conditions for laying course material 7.8 describe how the laying course is placed and prepared manually, how it is shaped to follow summits and hollows, and how its compaction is pre-determined 7.9 describe how channels formed by screed rails are made good

7.10 describe how screeding can be carried out using existing fixed edges and/ or screed rails.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be required for the activity 8.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome
The learner will: 9. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 9.2 describe how environmental damage can be minimised 9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 230 Install hard standing sub-layers

Supporting information

Evidence requirements

7.1

Performance evidence may be used in outcome 7 where appropriate.

8.1

Performance evidence from 1.1

UAN:	K/502/1220
Level:	2
Credit value:	6
GLH:	45
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>This unit will provide the learner with the skills and knowledge required when installing block surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.</p> <p>It covers both flexible block surfaces and non-permeable surfaces.</p>

Learning outcome

The learner will:

1. be able to select, use and maintain equipment for installing block surfaces

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to install block surfaces

Assessment criteria

The learner can:

- 2.1 set-out for line and level
- 2.2 construct a suitable restraining edge
- 2.3 lay blocks by hand to a suitable pattern
- 2.4 check laid blocks for alignment

- 2.5 cut-in blocks to required standard - compact blocks
- 2.6 check completed surface for compliance with specifications and standards and rectify any problems as required
- 2.7 fill joints and re-compact
- 2.8 protect working areas effectively against weather and use until they are in a suitable condition
- 2.9 leave the site safe, tidy and suitable for intended use
- 2.10 maintain effective working relations with relevant people throughout.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
4. know how to prepare for installing block surfaces
Assessment criteria
The learner can:
4.1 state the weather conditions that are appropriate for installation
4.2 describe how to calculate the number of packs of blocks required
4.3 identify and explain the range of blocks available, including permeable block systems, and their suitable applications.

Learning outcome
The learner will:
5. know how to install block surfaces
Assessment criteria
The learner can:
5.1 describe how to measure to ensure work is within tolerances
5.2 state how falls, lines and levels are determined and set out
5.3 explain the importance of robust edge restraints
5.4 state how blocks should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative.

- 5.5 describe the range of block patterns commonly used on site, their relative strengths and weaknesses, and how they are established covering:
 - a. stretcher/ running board
 - b. 90° herringbone
 - c. 45° herringbone
 - d. basket weave
- 5.6 state the importance of mixing and randomising blocks from three or more packs prior to laying
- 5.7 describe how areas are continuously checked for compliance to line, level, joint width and block competence during the laying process
- 5.8 describe how cutting-in is achieved, following the principles of minimum block size and inboard cutting techniques
- 5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
- 5.10 describe techniques used for dry and wet grouting
- 5.11 describe the importance of final compliance checks

Learning outcome
The learner will:
6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
6.1 describe the equipment which will be necessary for installing block surfaces
6.1 describe methods of maintaining the equipment ready for use
6.2 state the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome
The learner will:
7. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
7.2 describe how environmental damage can be minimised
7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 231 Installing block surfaces

Supporting information

Evidence requirements

5.1

Performance evidence may be used where appropriate through outcome 5

6.3

'Cut off saw' refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

UAN:	J/502/1273
Level:	2
Credit value:	6
GLH:	45
Relationship to NOS:	This unit is linked to Horticulture NOS units L30.3 and L30.4
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the learner with the skills and knowledge required when installing flagstone surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain equipment for installing flagstone surfaces

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to manufacturer's instructions and legal requirements
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. set-out for line and level

Assessment criteria

The learner can:

- 2.1 construct a suitable restraining edge
- 2.2 lay flagstones by hand to a suitable pattern
- 2.3 check laid flagstones for alignment

- 2.4 cut-in flagstones to required standard and compact flagstones
- 2.5 check completed surface for compliance with specifications and standards and rectify any problems if necessary
- 2.6 fill joints and re-compact
- 2.7 protect working areas effectively against weather and use until they are in a suitable condition
- 2.8 leave the site safe, tidy and suitable for intended use
- 2.9 maintain effective working relations with relevant people throughout.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
4. know how to prepare for installing flagstone surfaces
Assessment criteria
The learner can:
4.1 state the weather conditions that are appropriate for installation
4.2 describe and identify the range of flagstones available, including permeable flagstone systems, and their suitable applications
4.3 describe how to calculate the number of packs of flagstones required.

Learning outcome
The learner will:
5. know how to install flagstone surfaces
Assessment criteria
The learner can:
5.1 describe how to measure to ensure work is within tolerances
5.2 state how falls, lines and levels are determined and set out
5.3 explain the importance of robust edge restraints
5.4 state how flagstones should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative

- 5.5 describe the range of flagstone patterns commonly used on site, their relative strengths and weaknesses, and how they are established
- 5.6 state the importance of mixing and randomising flagstones from three or more packs prior to laying
- 5.7 describe how areas are continuously checked for compliance to line, level, joint width and flagstone competence during the laying process
- 5.8 show how cutting-in is achieved, following the principles of minimum flagstone size and inboard cutting techniques
- 5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
- 5.10 describe techniques used for dry and wet grouting
- 5.11 describe the importance of final compliance checks.

Learning outcome

The learner will:

- 6. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 6.1 describe the equipment which will be necessary for installing flagstone surfaces
- 6.2 describe methods of maintaining the equipment ready for use
- 6.3 explain the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome

The learner will:

- 7. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 7.2 describe how environmental damage can be minimised
- 7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 232 Installing flag stone surfaces

Supporting information

Evidence requirements

5.1

Performance evidence may be used from 2.6

6.3

Disc cutter.

UAN:	M/502/1221
Level:	2
Credit value:	6
GLH:	45
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit will provide the learner with the skills and knowledge required when installing sett/cobble surfaces. It is designed to give a basic understanding of the materials, tools and techniques used by operatives to install both temporary and permanent hard surfaces.

Learning outcome

The learner will:

1. be able to select, use and maintain equipment for installing sett/cobble surfaces

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to instructions
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to install sett/cobble surfaces

Assessment criteria

The learner can:

- 2.1 set-out for line and level
- 2.2 construct a suitable restraining edge
- 2.3 lay sett/cobbles by hand to a suitable pattern
- 2.4 check laid sett/cobbles for alignment
- 2.5 cut-in sett/cobbles to required standard and compact sett/cobbles
- 2.6 check completed surface for compliance with specifications and standards and rectify any problems if necessary

- 2.7 fill joints and re-compact
- 2.8 protect working areas effectively against weather and use until they are in a suitable condition
- 2.9 leave the site safe, tidy and suitable for intended use
- 2.10 maintain effective working relations with relevant people throughout.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
4. know how to prepare for installing sett cobble surfaces
Assessment criteria
The learner can:
4.1 state the weather conditions that are appropriate for installation.
4.2 identify the range of sett/ cobbles available, including permeable sett/ cobble systems, and their suitable applications covering:
a. sawn cubes
b. cropped cubes
c. sawn sets
d. cropped/ textured setts
e. cobbles
4.3 describe how to calculate the number of packs of sett/cobbles required.

Learning outcome
The learner will:
5. explain the principles of installing sett/cobble surfaces
Assessment criteria
The learner can:
5.1 describe how to measure to ensure work is within tolerances
5.2 state how falls, lines and levels are determined and set out
5.3 explain the importance of robust edge restraints

- 5.4 state how sett/ cobbles should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative
- 5.5 describe the range of sett/ cobble patterns commonly used on site, their relative strengths and weaknesses, and how they are established
- 5.6 state the importance of mixing and randomising sett/cobbles from three or more packs prior to laying
- 5.7 describe how areas are continuously checked for compliance to line, level, joint width and sett/cobble competence during the laying process
- 5.8 describe how cutting-in is achieved, following the principles of minimum sett/cobble size and inboard cutting techniques
- 5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
- 5.10 describe techniques used for dry and wet grouting
- 5.11 describe the importance of final compliance checks.

Learning outcome
The learner will:
6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
6.1 describe the equipment which will be necessary for installing sett/cobble surfaces
6.2 describe methods of maintaining the equipment ready for use
6.3 explain the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome
The learner will:
7. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
7.2 describe how environmental damage can be minimised
7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 233 Installing sett/cobble surfaces

Supporting information

Evidence requirements

5.1

Performance evidence for outcome 5

6.3

'Cut off saw' refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

UAN:	T/502/1284
Level:	2
Credit value:	7
GLH:	53
Relationship to NOS:	This unit is linked to Horticulture NOS unit L31
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC. .
Aim:	<p>The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to install various forms of edge restraints used within the hard-landscaping industry. The unit will provide a basis understanding of the materials, tools and techniques used to install both temporary and permanent hard surfaces.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

- | |
|---|
| 1. be able to select, use and maintain relevant equipment |
|---|

Assessment criteria

The learner can:

- | |
|--|
| 1.1 select appropriate equipment for this area of work |
| 1.2 use equipment according to relevant legislation and manufacturer's instructions |
| 1.3 prepare, maintain clean and store equipment in a safe and effective working condition. |

Learning outcome

The learner will:

- | |
|---|
| 2. be able to install kerbs, channels and edgings |
|---|

Assessment criteria

The learner can:

- | |
|--------------------------------------|
| 2.1 set-out for line and level |
| 2.2 place and prepare a suitable bed |

- 2.3 lay kerbs, channels and edgings to the correct line and level using at least three of the following materials:
- a. concrete road kerbs
 - b. stone road kerbs
 - c. concrete dished/ fluted channels
 - d. stone dished/ fluted channels
 - e. concrete flat channels
 - f. stone flat channels
 - g. concrete edgings
 - h. stone edgings
 - i. single piece systems
 - j. multi-piece systems
 - k. small kerb units
 - l. small paving units
 - m. setts/cubes/cobbles
- 2.4 carry out installation of kerbs, channels and edgings in all the following ways:
- a. place a suitable kerb race
 - b. lay units onto a mortar bed on a pre-existing race
 - c. lay units to a straight line (windrow)
 - d. lay units to a true arc
 - e. lay units to a free curve
 - f. install a dropped crossing
 - g. lay transitions between two different types of unit
 - h. lay an edge restraint to a right-angled return using internal/external angle units and quadrants
 - i. lay channels to an existing kerblines
 - j. lift and repair
- 2.5 cut-in to required standard
- 2.6 maintain correct joint width
- 2.7 seal joints to specification as required
- 2.8 connect the kerb-drains to suitable outfalls as required
- 2.9 check completed work for compliance with specifications and standards and rectify any problems if necessary
- 2.10 haunch units
- 2.11 keep damage to the surroundings to a minimum
- 2.12 leave the site in a safe, clean and tidy condition, suitable for its intended use
- 2.13 protect working areas effectively against weather and use until they are in a suitable condition
- 2.14 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

- | |
|---|
| 3. be able to work safely and minimise environmental damage |
|---|

Assessment criteria

The learner can:

- 3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
- 3.2 carry out work in a manner which minimises environmental damage
- 3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

4. know how to install kerbs, channels and edgings

Assessment criteria

The learner can:

- 4.1 state the weather conditions that are appropriate for installation
- 4.2 describe how to measure to ensure work is within tolerances
- 4.3 outline how falls, lines and levels are determined and set-out
- 4.4 describe the range of edge restraints and small kerb systems and other units available and their suitable applications
- 4.5 state the importance of robust edge restraints
- 4.6 state the importance of using the correct type of bed material
- 4.7 describe how the bed is placed and prepared, and how it is shaped to follow summits, hollows, and transitions
- 4.8 state the pros and cons of using fresh windrow bedding and pre-placed races
- 4.9 state the pros and cons of both butt-joined and mortar jointed installations
- 4.10 describe how to calculate the quantity of units required
- 4.11 describe how units should be stored on site, how they are delivered to the laying face, and how they are positioned for the laying operative
- 4.12 describe how units are manoeuvred into position using mechanical and/or vacuum lifting aids
- 4.13 describe how units are consolidated to the required line and level
- 4.14 describe how edge restraints are checked for accuracy in alignment along both straights and curves
- 4.15 state how cutting is achieved, following the principles of minimum unit size
- 4.16 describe how units are jointed and how systems are connected to outfalls
- 4.17 state the importance of using the correct jointing method and its role in the performance of the completed edge restraint
- 4.18 outline the removal and replacement of defective units
- 4.19 describe the dangers of underground services and how to take account of these when working.

Learning outcome

The learner will:

5. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 5.1 describe the equipment which will be required for the activity
- 5.2 describe the methods of maintaining the range of equipment
- 5.3 state the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome
The learner will: 6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements 6.2 describe how environmental damage can be minimised 6.3 describe the correct methods for disposing of organic and inorganic waste 6.4 outline the hazards and relevant legislation and codes of practice covering this area of work with particular reference to the use of PPE.

Unit 234 Installation of edge restraints

Supporting information

Evidence requirements

5.3

'Cut off saw' refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

Unit 235

Clearing horticultural and landscaping sites

UAN:	H/502/0468
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS units PH1 and L1.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to clear sites of unwanted materials and debris prior to landscaping and/or planting crops. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to clear sites effectively

Assessment criteria

The learner can:

- 1.1 locate the correct site for clearing and confirm what is to be cleared
- 1.2 ensure the site is safe and secure for the work to be conducted.

Learning outcome

The learner will:

2. be able to select, use and maintain equipment for clearing horticultural and landscaping sites

Assessment criteria

The learner can:

- 2.1 select appropriate equipment for this area of work
- 2.2 use equipment according to instructions
- 2.3 prepare, maintain and store equipment in a safe and effective working condition throughout

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know the appropriate methods for site clearance
Assessment criteria
The learner can: 4.1 describe the main differences in working on the types of sites listed, green-field, reclaimed, urban derelict and existing sites 4.2 state why it is important to confirm what should be cleared 4.3 describe the different clearing methods that can be used

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for clearing horticultural and landscaping sites 5.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 6.2 describe how environmental damage can be minimised 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 236

Establishing crops or plants in growing medium

UAN:	F/502/0946
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC..
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to establish crops and plants in growing medium. This unit covers setting out crops and plants in the appropriate growing mediums at the current time according to production requirements. Simulation will not be acceptable

Learning outcome

The learner will:

1. know how to prepare for setting out crops or plants

Assessment criteria

The learner can:

- 1.1 describe how to prepare the growing media for planting
- 1.2 describe the types of growing media and their relationship to the crop/plant growth and development
- 1.3 state the indicators used to identify plant material that is unsuitable for planting.

Learning outcome

The learner will:

2. know how to set out crops or plants

Assessment criteria

The learner can:

- 2.1 describe the methods of preparing plant material for planting
- 2.2 describe how production requirements influence planting operations

- 2.3 state how the correct spacing, depth, orientation and firmness of crops/ plants differ according to the production requirements
- 2.4 describe the correct handling methods for crops and plants to maintain quality.

Learning outcome
The learner will:
3. know how to establish crops/ plants
Assessment criteria
The learner can:
3.1 describe the methods of establishing crops and plants
3.2 describe the types of pests, diseases, weeds and environmental conditions which may affect production.

Learning outcome
The learner will:
4. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
4.1 describe the equipment which will be necessary for establishing crops and plants
4.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will:
5. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
5.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
5.2 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome
The learner will:
6. be able to set out crops or plants
Assessment criteria
The learner can:
6.1 prepare the growing medium ready for planting
6.2 identify and reject plant material which is unsuitable for planting
6.3 position the plants or crop in the growing medium in accordance with requirements

6.4 handle plants or crop in a way which optimises growth and development and minimises damage.

Learning outcome
The learner will: 7. be able to establish crops or plants
Assessment criteria
The learner can: 7.1 use a suitable method of establishing the crops or plants 7.2 apply suitable protection to the crops or plants.

Learning outcome
The learner will: 8. be able to select, use and maintain equipment
Assessment criteria
The learner can: 8.1 select appropriate equipment for this area of work 8.2 use equipment according to instructions 8.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome
The learner will: 9. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 9.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 9.2 dispose of waste safely and correctly 9.3 provide accurate information for recording purposes.

Unit 236 Establishing crops or plants in growing medium

Supporting information

Evidence requirements

1.1

Planting may be by hand or machine assisted.

Minimum number of plants to be set out: 500.

Unit 237

Monitor and report on the growth and development of crops and plants

UAN:	M/502/0408
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH3.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to enable them to monitor and report on the growth and development of crops. This unit covers how to recognise the types of problems which may occur. Simulation will not be acceptable.

Learning outcome
The learner will: 1. be able to report on the growth and development of crops
Assessment criteria
The learner can: 1.1 monitor and assess the growth and development of the crops in accordance with requirements against desired healthy growth, pests, disease and disorders 1.2 report on the growth and conditions of the crops to the appropriate person 1.3 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:

<p>2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</p> <p>2.2 carry out work in a manner which minimises environmental damage.</p>
<p>Learning outcome</p>
<p>The learner will:</p> <p>3. know how to monitor the growth and development of crops</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe the growth and development requirements of the crop(s)</p> <p>3.2 describe how to recognise the types of problems which may occur with the growth and development of the crop including :</p> <ul style="list-style-type: none"> a. moisture problems b. nutrient problems c. physical damage d. pests, diseases and disorders e. excessive or inappropriate growth f. weed competition <p>3.3 specify the correct actions to take in relation to problems with growth and development of the crop</p> <p>3.4 provide clear and accurate information for recording purposes.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>4. know the current health and safety legislation and environmental good practice</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</p> <p>4.2 describe how environmental damage can be minimised.</p>

Unit 237

Monitor and report on the growth and development of crops and plants

Supporting information

Evidence requirements

1.1

This unit should be assessed in the context of ONE complete crop cycle unwanted plant material (weeds) may be removed by hand or mechanically.

Unit 238

Maintain moisture levels for crops or plants

UAN:	R/502/0854
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH3 2 (split)
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, and skills required to maintain moisture levels to crops or plants. Simulation will not be acceptable.

Learning outcome

The learner will:

1. know why it is important to maintain moisture for crops and plants

Assessment criteria

The learner can:

- 1.1 describe how moisture requirements vary according to the crop or plants and stage of development
- 1.2 describe the methods and systems for maintaining moisture levels
- 1.3 describe the impact of prevailing weather conditions on the crop or plant's water requirements
- 1.4 identify the types of records required and the importance of accurate record keeping.

Learning outcome

The learner will:

2. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 2.1 describe the equipment which will be necessary for maintaining moisture levels to crops or plants
- 2.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 3. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 3.2 describe how environmental damage can be minimised.

Learning outcome
The learner will: 4. be able to select, use and maintain equipment
Assessment criteria
The learner can: 4.1 select appropriate equipment for this area of work 4.2 use equipment according to manufacturer's instructions and legal requirements 4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 5. be able to maintain moisture levels for crops and plants
Assessment criteria
The learner can: 5.1 identify correctly the condition of the crop or plant 5.2 maintain moisture levels in accordance with the crop or plant requirements 5.3 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 6. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 6.2 carry out work in a manner which minimises environmental damage.

Unit 239

Provide nutrients to crops or plants

UAN:	L/502/0853
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH3.2 (Split)
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, and skills required to provide nutrients to crops or plants

Learning outcome

The learner will:

1. know how nutrient requirements vary and their method of application

Assessment criteria

The learner can:

- 1.1 describe how nutrient requirements vary according to the crop or plant grown and stage of development
- 1.2 describe the range of conditions in which nutrient stress can occur
- 1.3 describe the nutrients which are commonly used in the cultivation of crops or plants
- 1.4 describe the methods of providing nutrients to crops or plants
- 1.5 describe the types of records required and the importance of accurate record keeping.

Learning outcome

The learner will:

2. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 2.1 describe the equipment and methods of maintaining used to provide nutrients to crops or plants.

Learning outcome
The learner will: 3. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 3.2 describe how environmental damage can be minimised.

Learning outcome
The learner will: 4. be able to provide nutrients to crops or plants
Assessment criteria
The learner can: 4.1 identify the condition of plants or crops in relation to nutrient requirements 4.2 apply nutrients correctly to maintain crop or plant growth and development as required 4.3 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 5.2 carry out work in a manner which minimises environmental damage.

Learning outcome
The learner will: 6. be able to select, use and maintain equipment
Assessment criteria
The learner can: 6.1 select appropriate equipment for this area of work carry out work in a manner which minimises environmental damage 6.2 use equipment according to manufacturer's instructions and legal requirements 6.3 prepare, maintain and store equipment in a safe and effective working condition.

Unit 240

Remove unwanted plant growth to maintain development

UAN:	Y/502/1214
Level:	2
Credit value:	5
GLH:	38
Relationship to NOS:	This unit is linked to Horticulture NOS units PH3.3 and CU76.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to identify and remove unwanted plant growth to maintain development.

Learning outcome

The learner will:

1. know the different types of unwanted plant growth

Assessment criteria

The learner can:

- 1.1 identify different types of plant material and explain why it must be removed covering:
 - a. damaged plants
 - b. diseased material
 - c. weeds
 - d. plant debris
 - e. non typical
 - f. dead
 - g. excessive growth
 - h. badly positioned.

Learning outcome

The learner will:

2. know how to maintain plant development

Assessment criteria

The learner can:

<p>2.1 describe how all the following methods can be used to maintain/control plant development:</p> <ul style="list-style-type: none"> a. trimming b. supporting c. thinning d. spacing e. irrigation f. growth regulators g. lighting and shading h. protection i. pruning.
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Learning outcome
The learner will:
3. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
3.1 describe the equipment which will be necessary for maintaining plant development
3.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will:
4. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:
4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
4.2 describe how environmental damage can be minimised
4.3 describe the correct methods for disposing of organic and inorganic waste
4.4 describe why it is important to maintain hygiene and how this is achieved.

Learning outcome
The learner will:
5. be able to select, use and maintain equipment
Assessment criteria
The learner can:
5.1 select appropriate equipment for this area of work
5.2 use equipment according to manufacturer's instructions and legal requirements
5.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 6. be able to identify unwanted plant growth
Assessment criteria
The learner can: 6.1 recognise unwanted plant material as appropriate.

Learning outcome
The learner will: 7. be able to remove unwanted plant growth
Assessment criteria
The learner can: 7.1 remove unwanted plant material using appropriate techniques according to the species, time of year, stage of development 7.2 maintain the growing environment in a hygienic condition.

Learning outcome
The learner will: 8. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 8.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 8.2 carry out work in a manner which minimises environmental damage 8.3 dispose of waste safely and correctly.

UAN:	L/502/0951
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH4.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge, and skills required to enable learners to carry out harvesting operations. The term harvesting is used to mean removing products from crops</p> <p>Harvesting method will depend on the type of crop and may be either mechanical or manual. The unit does not cover collecting plants for despatch or sale which is covered by a separate unit.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

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| 1. know how to identify crops that are ready for harvesting |
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Assessment criteria

The learner can:

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|---|
| 1.1 state how to identify the stage at which the crops should be harvested |
| 1.2 describe why it is important to be able to recognise when the crops is not ready for harvesting |
| 1.3 state the optimum time available for harvesting the crops and acceptable rates of harvesting |
| 1.4 state why customer specifications are important. |

Learning outcome

The learner will:

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|------------------------------|
| 2. know how to harvest crops |
|------------------------------|

Assessment criteria

The learner can:

- 2.1 list the production requirements for harvesting different crops
- 2.2 describe the methods, mechanical or manual, for harvesting crops
- 2.3 describe how to maximise/maintain the quality of the crops during and post harvesting
- 2.4 state why it is important to maintain levels of hygiene during harvesting and how this can be achieved
- 2.5 state the types of problems which can occur during harvesting and how to deal with these covering:
 - a. access
 - b. equipment
 - c. staffing
 - d. adverse weather conditions
 - e. soil conditions
- 2.6 describe factors that could affect the rates at which harvesting can take place
- 2.7 state the records to be kept and the reasons for completing these.

Learning outcome

The learner will:

3. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

- 3.1 describe the equipment which will be necessary for preparing harvested crops
- 3.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

4. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 4.2 describe how environmental damage can be minimised
- 4.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

5. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

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|--|
| <ul style="list-style-type: none">5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements5.2 carry out work in a manner which minimises environmental damage5.3 dispose of waste safely and correctly. |
|--|

Learning outcome
The learner will: <ul style="list-style-type: none">6. be able to select, use and maintain equipment
Assessment criteria
The learner can: <ul style="list-style-type: none">6.1 select appropriate equipment for this area of work6.2 use equipment according to manufacturer's instructions and legal requirements6.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: <ul style="list-style-type: none">7. be able to harvest crops
Assessment criteria
The learner can: <ul style="list-style-type: none">7.1 correctly identify the crop which is to be harvested and check that it is ready for harvesting7.2 inform the appropriate person if the condition of the crop is not suitable for harvesting7.3 handle the harvested crop in a way which maintains quality and minimises damage7.4 maintain suitable levels of hygiene during harvesting7.5 harvest at a commercial rate in accordance with production requirements to meet planned deadlines7.6 provide clear and accurate information for recording purposes.

UAN:	J/502/0950
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH4.3
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, and skills required to prepare harvested crops according to production and/or customer requirements

Learning outcome

The learner will:

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| 1. know how to prepare harvested crops |
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Assessment criteria

The learner can:

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| 1.1 describe all the preparation methods for the harvested crops: <ul style="list-style-type: none"> a. handling b. grading c. packing or labelling d. cleaning e. drying |
| 1.2 list the reasons why harvested produce may not be of a suitable quality and how this is identified |
| 1.3 describe the levels of hygiene which are suitable to the type of crop and production requirements |
| 1.4 state why customer specifications are important |
| 1.5 describe why it is important to maintain hygiene and how this is achieved |
| 1.6 describe the relevant methods for storing produce prior to despatch |
| 1.7 state the types of records required and the importance of accurate record keeping. |

Learning outcome
The learner will: 2. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 2.1 describe the equipment which will be necessary for preparing harvested crops 2.2 describe methods of maintaining the equipment ready for use.

Learning outcome
The learner will: 3. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 3.2 describe how environmental damage can be minimised 3.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome
The learner will: 4. be able to select, use and maintain equipment
Assessment criteria
The learner can: 4.1 select appropriate equipment for this area of work 4.2 use equipment according to manufacturer's instructions and legal requirements 4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 5. be able to prepare harvested crops
Assessment criteria
The learner can: 5.1 use at least two of the methods of preparing the harvested crop in accordance with production requirements <ul style="list-style-type: none"> a. handling b. grading c. packing or labelling d. cleaning e. drying

- | |
|---|
| <ul style="list-style-type: none">5.2 identify and remove harvested produce which does not meet production or customer requirements5.3 maintain suitable levels of hygiene throughout the preparation of the crop5.4 prepare the harvested crop for transfer to the customer and storage5.5 store the crop in accordance with production and/or customer requirements5.6 provide clear and accurate information for recording purposes. |
|---|

Learning outcome
The learner will: <ul style="list-style-type: none">6. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: <ul style="list-style-type: none">6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements6.2 carry out work in a manner which minimises environmental damage6.3 dispose of waste safely and correctly.

UAN:	<i>J/502/0947</i>
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH4.3
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to store harvested crops ensuring that crop quality is maintained during storage.

Learning outcome

The learner will:

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| 1. know how to store harvested crops |
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Assessment criteria

The learner can:

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| 1.1 describe the storage requirements of harvested crops |
| 1.2 describe the types of storage disorders and how to identify them |
| 1.3 explain how and why problems with crop storage should be reported |
| 1.4 describe the levels of hygiene which are required and suitable for the storage of the harvested crop |
| 1.5 identify the types of records required and the importance of accurate record keeping |
| 1.6 describe the possible effects of storage on crop quality. |

Learning outcome

The learner will:

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| 2. know the types of equipment/ facilities required and how to maintain them |
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Assessment criteria

The learner can:

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|---|
| 2.1 describe the equipment/facilities which will be necessary for storing harvested crops |
|---|

2.2 describe methods of maintaining the equipment/facilities ready for use.

Learning outcome
The learner will: 3. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Learning outcome
The learner will: 4. be able to select, use and maintain equipment
Assessment criteria
The learner can: 4.1 select appropriate equipment for this area of work 4.2 use equipment according to manufacturer's instructions and legal requirements 4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 5. be able to store harvested crops
Assessment criteria
The learner can: 5.1 maintain suitable levels of hygiene throughout the storage of the crop 5.2 identify storage disorders through routine inspections 5.3 ensure crop quality is maintained throughout storage 5.4 store the crop in accordance with production requirements and/ or customer requirements 5.5 provide clear and accurate records for recording purposes.

Learning outcome
The learner will: 6. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 6.2 carry out work in a manner which minimises environmental damage.

Unit 244**Plant nomenclature,
terminology and identification**

UAN:	A/502/1979
Level:	2
Credit value:	5
GLH:	38
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH14
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to identify and botanically name a range of plants using the correct terminology and format. Simulation will not be acceptable.

Learning outcome

The learner will:

1. understand the terminology used in naming plants

Assessment criteria

The learner can:

- 1.1 define the terms family, genus, species, cultivar variety and hybrid using the bi-nomial system
- 1.2 explain the purpose and importance of botanical names and discuss why botanical names are reclassified
- 1.3 explain how descriptive botanical names can aid identification e.g. nana and pendula
- 1.4 define terms relating to plants characteristics:
 - a. monocotyledons
 - b. dicotyledons
 - c. evergreen
 - d. deciduous
 - e. hardy
 - f. tender
- 1.5 define terms relating to plant lifecycles e.g.
 - a. annuals
 - b. biennials

- c. herbaceous perennials
- d. woody perennial.

Learning outcome

The learner will:

- 2. understand how the parts of plants can aid identification

Assessment criteria

The learner can:

- 2.1 explain how a plant's characteristics aid identification
- 2.2 explain how plant anatomy and plant morphology aid identification
 - e.g.
 - a. flowers
 - b. seeds and fruit
 - c. stems
 - d. leaves
 - e. roots
 - f. habit.

Learning outcome

The learner will:

- 3. identify and name plants using botanical names

Assessment criteria

The learner can:

- 3.1 use a range of reference materials to aid identification of plants
- 3.2 use a plant's characteristics to aid identification e.g.
 - a. habit
 - b. leaves
 - c. stems
 - d. flowers
 - e. buds
- 3.3 Identify and botanically name a total of 60 plants (from the following categories).
 - (i) annuals and short-lived perennials
 - (ii) houseplants
 - (iii) herbaceous perennials
 - (iv) trees and shrubs
 - (v) grasses
 - (vi) food crops

(vii) weeds

3.4 use the correct format when writing botanical names.

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Unit 245

Merchandise plants and other relevant products

UAN:	<u>J/502/0771</u>
Level:	<u>2</u>
Credit value:	<u>6</u>
GLH:	<u>45</u>
Relationship to NOS:	<u>This unit is linked to Horticulture NOS unit PH15.1</u>
Endorsement by a sector or regulatory body:	<u>This unit is endorsed by Lantra SSC.</u>
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to merchandise plants and other relevant products in retail nurseries or garden centres.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

1. know how to merchandise plants and other products

Assessment criteria

The learner can:

- 1.1 outline how to present plants and relevant products (e.g. growing media, containers, plant feed etc) for best effect
- 1.2 explain the importance of location and hot and cold spots
- 1.3 describe the different ways plants are sold e.g. root wrap and containers
- 1.4 outline the merchandising systems of display
- 1.5 describe how other sales can be linked to plant purchases
- 1.6 outline the principles of stock rotation
- 1.7 outline the value of point of sale material and the range available.

Learning outcome
The learner will: 2. be able to merchandise plants and other products
Assessment criteria
The learner can: 2.1 display plants and relevant products (e.g. growing media, containers, plant feed etc) effectively to maximise sales 2.2 use point of sale materials and labels effectively 2.3 promote linked sales.

Learning outcome
The learner will: 3. know how to maintain the condition of plants for sale
Assessment criteria
The learner can: 3.1 explain how to check and maintain the condition of plants and products covering the following types of plants: a. trees and shrubs b. bedding plants c. herbaceous perennials d. bulbs 3.2 describe the appropriate method of reporting signs of pests, diseases or other disorders and who to.

Learning outcome
The learner will: 4. be able to maintain plants ready for sale
Assessment criteria
The learner can: 4.1 maintain optimum conditions for the plants as far as possible within the available facilities 4.2 provide any necessary supplies of food and water to maintain the condition of the plants and remove weeds and suckers 4.3 check the condition of plants and relevant products to maintain their saleable value 4.4 identify any plants or products that should be removed and take the appropriate action 4.5 report signs of pests, disease or other disorders to the appropriate person 4.6 care for incoming plants and implement an appropriate stock rotation plan 4.7 monitor the development of new plants against the stock rotation plan and take the appropriate action if there are any problems.

Unit 246

Provide customer service when selling plants

UAN:	L/502/0772
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit PH5.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC..
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to sell plants and other products to customers. Good customer service relies on being able to communicate with customers in a variety of ways. You need to know why it is important to provide the right information and how to deal with complaints and problems.</p> <p>Simulation will not be acceptable.</p>

Learning outcome

The learner will:

1. know how to provide good customer service

Assessment criteria

The learner can:

- 1.1 source information on the products being sold
- 1.2 outline the different methods of communication and describe when to use them
- 1.3 describe the different types of customers e.g. internal, external
- 1.4 describe what customers expect, what encourages them to return and why they may not come back
- 1.5 explain the importance of providing customers with the right information and why product knowledge is essential
- 1.6 outline the principles of customer service including opening and closing sales
- 1.7 state how to deal with queries and complaints and who to refer them to.

Learning outcome
The learner will: 2. be able to sell plants and products to customers
Assessment criteria
The learner can: 2.1 communicate with customers in an appropriate manner 2.2 provide appropriate information on the plants and products 2.3 open and close sales satisfactorily 2.4 deal with customer queries and complaints and refer to other staff as appropriate.

Unit 248

Load and unload physical resources within the work area

UAN:	J/502/1421
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU8
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC..
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to load and unload physical resources within the work area. The type of physical resources and methods of loading and unloading can be applied to a number of environments.</p> <p>Simulation will not be acceptable where this unit is included in qualifications which verify competent performance.</p>

Learning outcome

The learner will:

1. be able to load and unload physical resources

Assessment criteria

The learner can:

- 1.1 assess the load to be moved to determine the method of lifting required
- 1.2 carry out lifting operations safely, in accordance with instructions
- 1.3 move heavy and bulky items correctly, in accordance with instructions
- 1.4 position resources safely, securely and in a manner which protects them from damage and contamination including:
 - a. products or materials
 - b. equipment.

Learning outcome
The learner will: 2. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can: 2.1 select appropriate equipment for this area of work 2.2 use equipment according to relevant legislation and manufacturers instructions 2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage.

Learning outcome
The learner will: 4. know how to load and unload physical resources
Assessment criteria
The learner can: 4.1 state the reasons for, and methods of, labelling resources for transportation 4.2 describe how to assess the load to be moved to determine the safest the method of lifting 4.3 describe the safe lifting and carrying techniques which should be used 4.4 describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads 4.5 explain the ways of securing resources for transit in order to maintain safety and minimise damage 4.6 describe appropriate methods of protecting resources from contamination and adverse weather conditions 4.7 outline the methods for the safe stacking of products 4.8 describe suitable methods of storing resources.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation 5.2 describe the methods of maintaining the equipment used.

Learning outcome
The learner will: 6. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements 6.2 describe how environmental damage can be minimised.

Unit 249

Transport physical resources within the work area

UAN:	J/502/1404
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU8.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to transport physical resources within the work area. The type of physical resources and methods of transportation can be applied to a number of environments. Simulation is not acceptable.

Learning outcome

The learner will:

1. be able to transport physical resources within the work area

Assessment criteria

The learner can:

- 1.1 transport resources using powered or manual transportation equipment
- 1.2 minimise damage to the resources and environment during manoeuvres and transit
- 1.3 ensure that load is secure and protected from contamination and adverse weather conditions
- 1.4 monitor load during transit and take action if required
- 1.5 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

2. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 2.1 select appropriate equipment for this area of work

- 2.2 use equipment according to relevant legislation
- 2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome
The learner will:
4. know how to transport physical resources within the work area
Assessment criteria
The learner can:
4.1 describe the ways of handling transportation equipment to minimise damage to resources in transit
4.2 describe the methods of protecting resources from contamination and adverse weather conditions during transit
4.3 state the reasons for monitoring loads during transit and the actions to take in case of problems with: <ul style="list-style-type: none"> a. imbalance b. contamination c. adverse weather.

Learning outcome
The learner will:
5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can:
5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation
5.2 describe the methods of maintaining the equipment used.

Learning outcome
The learner will:
6. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can:

6.1 outline the current health and safety legislation, codes of practice and any additional requirements.

Unit 250

Prepare and operate a tractor and attachments

UAN:	H/501/0457
Level:	2
Credit value:	5
GLH:	38
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU7.7
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a tractor with attachments with minimal direction or guidance. Simulation will not acceptable

Learning outcome

The learner will:

1. understand how to prepare a tractor and attachments for operation

Assessment criteria

The learner can:

- 1.1 list the required pre-start checks and adjustments
- 1.2 identify health and safety issues in relation to the preparation and use of tractors
- 1.3 describe how different types of attachments and how they should be secured
- 1.4 identify types of attachments that are safe for use and compatible with the tractor and those that are not
- 1.5 describe conditions which should be taken into account when considering the use of attachments
- 1.6 describe adjustment requirements for different attachments and operations
- 1.7 explain the correct use and duration of warning signals and indicators.

Learning outcome
The learner will: 2. prepare a tractor and attachments for operation
Assessment criteria
The learner can: 2.1 carry out pre-start checks in accordance with standard procedures 2.2 carry out adjustments to attachment in accordance with instructions to meet operational requirements 2.3 check the immediate work area for hazards and obstacles and take the appropriate action 2.4 ensure attachments are compatible with the tractor 2.5 make sure the attachments are secure and safe 2.6 carry out preparation of tractor and attachments in accordance with health and safety legislation and codes of practice.

Learning outcome
The learner will: 3. understand how to operate a power vehicle
Assessment criteria
The learner can: 3.1 describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account 3.2 list the types of hazards which may be encountered and how these should be dealt with 3.3 describe the capabilities of the tractor and the expected efficiency of tractor operation 3.4 explain the safe use of attachments 3.5 list the reasons why the tractor should be left in a condition suitable for future use 3.6 identify health and safety legislation, and codes of practice in relation to the preparation and use of tractors.

Learning outcome
The learner will: 4. be able to operate a tractor with attachments
Assessment criteria
The learner can: 4.1 conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation 4.2 assess and modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain 4.3 assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice 4.4 maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor 4.5 use attachments to the tractor safely at all times 4.6 leave the tractor safe after use and in a condition suitable to its future use 4.7 operate the tractor in accordance with current health and safety legislation, and codes of practice 4.8 carry out all work activities to meet current environmental and legislative requirements 4.9 assist in maintaining records to meet organisational requirements.

Unit 250 Prepare and operate a tractor and attachments

Supporting information

Evidence requirements

Assessment to be based on naturally occurring evidence of realistic working environment

In completing this unit the learner will need to use a tractor in at least two of the following ground conditions:

- Wet
- Dry
- Frost

The learner will be required to use at least two of the following attachments:

- Loaders
- Trailers
- Mounted implements

The learner will be required to use the vehicle on two of the following terrain:

- Hard surfaces
- Soft surfaces
- Slopes.

Unit 251

Construct and maintain boundaries

UAN:	T/502/1429
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU19.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to construct and maintain boundaries. The types of boundaries are fences and walls. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to construct and maintain boundaries

Assessment criteria

The learner can:

- 1.1 check the selected materials meet the agreed specifications
- 1.2 maintain one of the boundaries below within the tolerances specified for the site
 - a. fence
 - b. wall
- 1.3 keep damage to other features, services and wildlife on site to a minimum
- 1.4 carry out construction of boundaries efficiently, effectively and securely
- 1.5 maintain the appearance and fabric of boundaries so that they are fit for their purpose.

Learning outcome

The learner will:

2. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

<ul style="list-style-type: none"> 2.1 select and use appropriate equipment for this area of work 2.2 prepare, maintain and store equipment in a safe and effective working condition throughout.
Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 3. be able to work safely and minimise environmental damage
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 4. know how to construct and maintain boundaries
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 4.1 outline the purpose of boundaries 4.2 state the advantages and disadvantages of different types of boundaries and the appropriate situations in which to use them 4.3 describe the materials needed for construction and maintenance of boundaries 4.4 describe how to measure to ensure work is within tolerances for the site 4.5 describe the potential hazards presented by services and how to avoid these 4.6 describe the type of problems that may occur and the actions required when constructing and maintaining boundaries 4.7 state what to look for in deciding whether the appearance and fabric of boundaries are fit for purpose.

Learning outcome
<p>The learner will:</p> <ul style="list-style-type: none"> 5. know relevant health and safety legislation and environmental good practice
Assessment criteria
<p>The learner can:</p> <ul style="list-style-type: none"> 5.1 outline the current health and safety legislation, codes of practice and any additional requirements. 5.2 describe how environmental damage can be minimised 5.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome
The learner will: 6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 6.1 describe the methods of maintaining the range of equipment used

Unit 252 Construct and maintain paths

UAN:	D/502/1425
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU19.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to construct and maintain paths using both fluid components and hard components.

Learning outcome
The learner will: 1. be able to construct and maintain paths
Assessment criteria
The learner can: 1.1 keep the route and dimensions of the path within tolerances specified for the site 1.2 lay and support surface materials correctly and securely 1.3 ensure drainage is effective 1.4 lay paths efficiently, effectively and securely using both: a. fluid component b. hard component 1.5 carry out maintenance of the path efficiently, effectively and securely using both: a. fluid component b. hard component 1.6 ensure the appearance and condition of path is fit for purpose following construction or maintenance.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 2.2 carry out work in a manner which minimises environmental damage 2.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 3. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can: 3.1 select and use equipment according to instructions 3.2 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome
The learner will: 4. know how to construct and maintain paths
Assessment criteria
The learner can: 4.1 describe the standards of construction for different types of paths 4.2 state the advantages and disadvantages of different types of paths and situations in which they are appropriate: a. fluid components b. hard components 4.3 describe construction methods required and how to ensure routes and dimensions are within agreed tolerances 4.4 describe the principles of drainage for paths and how to ensure its effectiveness 4.5 describe the potential hazards presented by services on site and how to avoid these 4.6 describe the type of problems that may occur and the actions required.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria

The learner can:
5.1 describe the methods of maintaining the range of equipment used.

Learning outcome

The learner will:
6. know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:
6.1 outline the current health and safety legislation, codes of practice and any additional requirements.
6.2 describe how environmental damage can be minimised
6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 253

Repair and maintain structures or surfaces

UAN:	F/502/1451
Level:	3
Credit value:	2
GLH:	13
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU20.
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required for repairing and maintaining structures or surfaces to meet specifications and ensuring the site is restored to a safe condition.</p> <p>Simulation will not be acceptable.</p>

Learning outcome
The learner will: 1. be able to prepare for the repair and maintenance
Assessment criteria
The learner can: 1.1 ensure the necessary materials are available and prepared for the work 1.2 prepare the structure or surface and the surrounding site in a appropriate manner.

Learning outcome
The learner will: 2. be able to repair and maintain structures or surfaces
Assessment criteria
The learner can: 2.1 maintain the structure or surface to all the specifications below at the appropriate time a. security b. quality c. design d. construction 2.2 repair the structure or surface to all the specifications at the appropriate time in relation to: a. security b. quality c. design d. construction 2.3 provide clear and accurate information for recording purposes 2.4 ensure the site is restored to a safe condition which is consistent with the surrounding environment and is clear of unwanted materials.

Learning outcome
The learner will: 3. be able to maintain and use relevant equipment
Assessment criteria
The learner can: 3.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.

Learning outcome
The learner will: 4. be able to promote health and safety and environmental good practice
Assessment criteria
The learner can: 4.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements 4.2 ensure work is carried out in a manner which minimises environmental damage 4.3 manage and dispose of waste in accordance with legislative requirements and codes of practice.

Learning outcome
The learner will: 5. understand the principles of maintaining structures and surfaces
Assessment criteria
The learner can: 5.1 explain why surfaces and structures must be repaired and maintained and potential problems if not carried out 5.2 explain the preparation required prior to repairing and maintaining structures and surfaces 5.3 explain how to finish the structure or surface so that it meets the specification covering all of: a. security b. quality c. design d. construction 5.4 describe different maintenance and repair methods which would achieve the specification covering all a. security b. quality c. design d. construction 5.5 describe the types of problems which may occur, including: a. accidental damage, b. pollution c. not meeting the specification and the actions to take.

Learning outcome
The learner will: 6. understand relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 summarise current health and safety legislation, codes of practice and any additional requirements 6.2 describe the possible environmental damage that could occur and how to respond appropriately 6.3 explain the correct and appropriate methods for disposing of organic and inorganic waste.

Learning outcome
The learner will: 7. understand the reasons for maintaining equipment
Assessment criteria
The learner can:

7.1 explain the methods and importance of maintaining equipment for use.

Unit 254 Prepare and construct new structures or surfaces

UAN:	J/502/1452
Level:	2
Credit value:	5
GLH:	33
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the understanding, knowledge and skills required to construct new structures and surfaces on land-based sites. Structures may be permanent or temporary and could include: drains, permanent drainage systems, boundaries, animal holding pens and poly tunnels etc. Surfaces may include: standing areas, container beds and pathways.</p> <p>Simulation will not be acceptable.</p>

Learning outcome
The learner will: 1. prepare to construct new structures and surfaces
Assessment criteria
The learner can: 1.1 prepare the site in a manner appropriate for the structure or surface and which minimises the effects on the surrounding environment 1.2 prepare the necessary materials for construction.

Learning outcome
The learner will: 2. construct new structures and/or surfaces
Assessment criteria
The learner can: 2.1 construct the structure or surface in accordance with the specification <ul style="list-style-type: none"> a. setting out and location b. materials and resources c. timescale d. working methods e. waste management f. restitution of site g. the relationship of the structure and surface to its context 2.2 ensure the structure or surface meet the specification and is fit for purpose on completion of the work.

Learning outcome
The learner will: 3. be able to promote health and safety and environmental good practice
Assessment criteria
The learner can: 3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements 3.2 ensure work is carried out in a manner which minimises environmental damage 3.3 manage and dispose of waste in accordance with legislative requirements and codes of practice.

Learning outcome
The learner will: 4. be able to maintain and use relevant equipment
Assessment criteria
The learner can: 4.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.

Learning outcome
The learner will: 5. understand how to construct new structures and surfaces
Assessment criteria
The learner can: 5.1 explain how to interpret specifications and the importance of following them covering: a. setting out and location b. materials and resources c. timescale d. working methods e. waste management f. restitution of site g. the relationship of the structure and surface to its context 5.2 explain the problems that may arise and how to minimise and the appropriate action to take including; remedying the situation and/or informing those who need to act 5.3 describe methods of constructing the structure or surface and the relationship of this to its planned use 5.4 explain how the planned use of the surface or structure may affect the methods of construction used.

Learning outcome
The learner will: 6. understand relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 summarise current health and safety legislation, codes of practice and any additional requirements 6.2 describe the possible environmental damage that could occur and how to respond appropriately 6.3 explain the correct and appropriate methods for disposing of waste.

Learning outcome
The learner will: 7. understand the reasons for maintaining equipment
Assessment criteria
The learner can: 7.1 explain the importance and methods of maintaining equipment for use.

Unit 255

Maintain equipment and machines

UAN:	L/502/1520
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU27
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to carry out routine maintenance of equipment and machines. The maintenance should be carried out in line with the manufacturer's guidance and/or instructions.

Learning outcome

The learner will:

1. be able to prepare equipment and machines for maintenance

Assessment criteria

The learner can:

- 1.1 identify the equipment and machines requiring maintenance
- 1.2 check that the equipment and machines requiring maintenance are safe and completely isolated from the power source
- 1.3 take the correct precautions to minimise dangers from contamination and hazardous chemicals
- 1.4 keep the work area safe and in a condition suitable for the maintenance procedure
- 1.5 obtain and prepare tools and materials suitable for the maintenance procedure.

Learning outcome

The learner will:

2. be able to carry out maintenance procedures

Assessment criteria

The learner can:

- | |
|--|
| 2.1 maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation |
| 2.2 clean, service and store tools after use. |

Learning outcome

The learner will:

- | |
|---|
| 3. be able to work safely and minimise environmental damage |
|---|

Assessment criteria

The learner can:

- | |
|--|
| 3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements |
| 3.2 minimise the escape of substances and dispose of hazardous and non-hazardous waste safely and correctly. |

Learning outcome

The learner will:

- | |
|--|
| 4. know how to prepare and carry out maintenance for equipment and machines. |
|--|

Assessment criteria

The learner can:

- | |
|---|
| 4.1 outline the methods for preparing equipment and machines |
| a. manual |
| b. mechanical |
| 4.2 describe the dangers created by stored energy and how these should be responded to during the preparation stage |
| 4.3 state the hazardous chemicals and substances which may be present and ways in which they should be dealt with |
| 4.4 describe the type of tools, equipment and materials required for the maintenance procedure |
| 4.5 describe types of protective clothing required and the reasons why it must be worn |
| 4.6 describe the methods for maintaining equipment and machines and the possible consequences of not maintaining |
| 4.7 outline the levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice |
| 4.8 describe safe and suitable methods of storing tools, equipment and machinery. |

Learning outcome

The learner will:

- | |
|--|
| 5. know relevant health and safety and legislation and environmental good practice |
|--|

Assessment criteria

The learner can:

- | |
|---|
| 5.1 describe the correct methods for disposing of waste |
|---|

- 5.2 outline the current health and safety legislation codes of practice and any additional requirements
- 5.3 outline the legislative requirements relating to the maintenance of equipment and machinery.

Unit 256 Collect and prepare propagation material

UAN:	L/502/1503
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS units CU72.1 and CU72.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to collect propagation and preparing the propagation material. It covers the different methods of propagation. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Learning outcome
The learner will: 1. be able to collect propagation material
Assessment criteria
The learner can: 1.1 collect propagation material in accordance with instructions 1.2 check the collected material meets the requirements of the propagation programme 1.3 store collected material in accordance with instructions.

Learning outcome
The learner will: 2. be able to prepare propagation material
Assessment criteria
The learner can: 2.1 handle plant material in a manner which minimises damage and wastage, and optimises growth 2.2 use a suitable propagation method: a. cuttings b. budding c. grafting d. micro-propagation e. division 2.3 prepare and treat propagation material in accordance with instructions.

Learning outcome
The learner will: 3. be able to maintain accurate records
Assessment criteria
The learner can: 3.1 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 4. know how to maintain accurate records
Assessment criteria
The learner can: 4.1 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements 5.2 carry out work in a manner which minimises environmental damage 5.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 6. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can: 6.1 select appropriate equipment for this area of work 6.2 use equipment according to relevant legislation and manufacturer's instructions 6.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 7. know how to collect propagation material
Assessment criteria
The learner can: 7.1 state where and how to obtain information on plants and plant identification 7.2 state the ways in which the plant material should be handled 7.3 describe the methods for collecting propagation material and the requirements of the propagation programme 7.4 state the methods and length of time for storing material prior to use.

Learning outcome
The learner will: 8. know how to prepare the propagation material
Assessment criteria
The learner can: 8.1 describe all the propagation methods: a. cuttings b. budding c. grafting d. micro-propagation e. division 8.2 describe all the ways of preparing propagation materials: a. trimming of cuttings b. trimming of divisions c. preparation of stocks d. trimming of scions 8.3 describe the methods used for treating prepared propagation material 8.4 state the context where hormone treatments are used to encourage rooting.

Learning outcome
The learner will: 9. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 9.1 outline the current health and safety legislation, codes of practice and any additional requirements 9.2 describe how environmental damage can be minimised 9.3 describe the correct methods for disposing of waste 9.4 state the need for hygiene throughout the propagation process

Learning outcome
The learner will: 10. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 10.1 describe the equipment which will be required for the activity 10.2 describe the methods of maintaining the range of equipment.

UAN:	L/502/1498
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU72.3
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required for establishing the propagation material in a growing environment. It covers the methods required to promote plant development including watering, temperature and humidity control.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome

The learner will:

- | |
|--|
| <ol style="list-style-type: none"> 1. be able to establish propagation material |
|--|

Assessment criteria

The learner can:

- | |
|---|
| <ol style="list-style-type: none"> 1.1 use and prepare the required rooting medium in accordance with instructions 1.2 handle plant material in a manner which minimises damage and wastage, and optimises growth 1.3 position propagation material in the required rooting medium 1.4 promote plant development after propagation in accordance with instructions using at least two of the following: <ol style="list-style-type: none"> a. watering b. temperature control c. humidity control d. removal of diseased material. |
|---|

Learning outcome
The learner will: 2. be able to maintain accurate records
Assessment criteria
The learner can: 2.1 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 3. know how to maintain accurate records
Assessment criteria
The learner can: 3.1 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements 4.2 carry out work in a manner which minimises environmental damage 4.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 5. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can: 5.1 select appropriate equipment for this area of work 5.2 use equipment according to relevant legislation and manufacturer's instructions 5.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 6. know how to establish propagation material
Assessment criteria
The learner can: 6.1 describe the different types of rooting material how these should be handled 6.2 describe the correct positioning of propagation material 6.3 describe all the methods of promoting plant development: a. watering b. temperature control c. humidity control d. removal of diseased material 6.4 describe the types of growing and rooting environments 6.5 state the importance of weaning crops before transplanting between different environments.

Learning outcome
The learner will: 7. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 7.1 outline the current health and safety legislation, codes of practice and any additional requirements 7.2 describe how environmental damage can be minimised 7.3 describe the correct methods for disposing of waste 7.4 state the need for hygiene throughout the propagation process.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be required for the activity 8.2 describe the methods of maintaining the range of equipment.

UAN:	A/502/1500
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU73
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required for propagating plants from seed. It covers the preparation of materials and the process of seed sowing and the aftercare required. Simulation will not be acceptable.

Learning outcome

The learner will:

1. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 1.1 select appropriate equipment for this area of work
- 1.2 use equipment according to relevant legislation and manufacturer's instructions
- 1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to prepare materials and sow seed

Assessment criteria

The learner can:

- 2.1 use the required seed and growing materials
- 2.2 carry out the preparations and seed sowing at the correct time
- 2.3 prepare the growing medium in accordance with instructions
- 2.4 handle seeds in a way which minimised damage
- 2.5 sow seed evenly and accurately in accordance with instructions.

Learning outcome
The learner will: 3. be able to provide aftercare for seedlings
Assessment criteria
The learner can: 3.1 provide at least two forms of aftercare in accordance with instructions: a. humidity control b. temperature control c. pricking out d. weed control e. pest or rodent control 3.2 monitor the seedlings during germination 3.3 remove and hygienically dispose of unwanted seedlings.

Learning outcome
The learner will: 4. be able to maintain accurate records
Assessment criteria
The learner can: 4.1 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 5. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 5.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements 5.2 carry out work in a manner which minimises environmental damage 5.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 6. know how to prepare materials and sow seed
Assessment criteria
The learner can: 6.1 state the timing when operations should take place 6.2 state the quantities of seed and growing medium required 6.3 describe the different methods for preparing seed covering: a. soaking b. priming c. temperature treatments d. scarification. 6.4 describe the types of growing medium and the methods of preparation 6.5 describe the methods of handling seed 6.6 state why it is necessary to evenly distribute seed and the correct depth of sowing.

Learning outcome
The learner will: 7. know how to provide aftercare for seedlings
Assessment criteria
The learner can: 7.1 describe the factors affecting the rate and percentage of germination 7.2 describe all the types of aftercare required and their purpose covering: a. humidity control b. temperature control c. pricking out d. weed control e. pest or rodent control 7.3 state the crop health problems that can occur during propagation.

Learning outcome
The learner will: 8. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements 8.2 describe how environmental damage can be minimised 8.3 describe the correct methods for disposing of waste

8.4 state the importance of good hygiene in propagation areas.

Learning outcome
The learner will: 9. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 9.1 describe the equipment which will be required for the activity 9.2 describe the methods of maintaining the range of equipment.

Learning outcome
The learner will: 10. know how to maintain accurate records
Assessment criteria
The learner can: 10.1 identify the types of records required and explain the importance of accurate record keeping.

Unit 259

Obtain, position and prepare growing media

UAN:	M/502/1512
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU74
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to gather together all the materials required to be incorporated within the growing media and includes preparation of the growing media.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome
The learner will: 1. be able to obtain and position materials
Assessment criteria
The learner can: 1.1 identify the required materials for incorporation into the growing media in accordance with production requirements. 1.2 make ready materials for incorporation into the growing media in accordance with production requirements covering : a. correctly obtaining materials b. measuring out materials c. positioning materials 1.3 provide clear and accurate information for recording purposes.
Learning outcome
The learner will: 2. prepare growing media
Assessment criteria
The learner can:

- 2.1 incorporate materials into the growing media in accordance with planting requirements
- 2.2 prepare the growing medium in accordance with planting requirements covering consistency and moisture level.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
4. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can:
4.1 select appropriate equipment for this area of work
4.2 use equipment according to relevant legislation and manufacturer's instructions
4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will:
5. know how to obtain and position materials
Assessment criteria
The learner can:
5.1 describe the production requirements in relation to the preparation of growing media
5.2 describe the procedures for obtaining materials required
5.3 describe the different growing media required within enterprises
5.4 describe different ingredients and their different properties used in the preparation of growing media
5.5 describe the procedures for making ready the growing media covering all the following :
a. correctly obtaining materials
b. measuring out materials
c. positioning materials
5.6 state the commercial speeds at which work should be performed

5.7 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 6. know how to prepare growing media
Assessment criteria
The learner can: 6.1 describe the types of growing media used within enterprises 6.2 describe how to prepare growing medium in relation to planting requirements covering: a. consistency b. moisture level.

Learning outcome
The learner will: 7. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 7.1 outline the current health and safety legislation, codes of practice and any additional requirements 7.2 describe how environmental damage can be minimised 7.3 describe the correct methods for disposing of waste.

Learning outcome
The learner will: 8. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 8.1 describe the equipment which will be required for the activity 8.2 describe the methods of maintaining the range of equipment.

UAN:	J/502/1533
Level:	2
Credit value:	3
G:H:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU76.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to maintain the health of plants in an outdoor environment.</p> <p>Where the learner is using chemicals they should have the relevant certificate of competence</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome
The learner will:
1. be able to select, use tools and maintain relevant equipment
Assessment criteria
The learner can:
1.1 select appropriate equipment for this area of work
1.2 use equipment according to relevant legislation and manufacturer's instructions
1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will:
2. be able to maintain the health of plants outdoors
Assessment criteria
The learner can:
2.1 inspect plants as instructed
2.2 identify all of the following threats to promote plant health:
a. pests

- b. diseases
 - c. disorders
 - d. unfavourable conditions
 - e. competing growth
- 2.3 use correct and effective methods of dealing with threats to plant health
- 2.4 promote and maintain health growth using all of the following methods:
- a. feeding
 - b. watering
 - c. surface cultivation
 - d. mulching.

Learning outcome
The learner will:
3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can:
3.1 work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and any additional requirements
3.2 carry out work in a manner which minimises environmental damage
3.3 dispose of waste safely and correctly

Learning outcome
The learner will:
4. know how to maintain the health of plants outdoors
Assessment criteria
The learner can:
4.1 describe how to check and report signs of damage or threats to health to include:
<ul style="list-style-type: none"> a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth
4.2 state how seasonal weather conditions affect plant growth and health
4.3 describe the different methods used to promote plant health including:
<ul style="list-style-type: none"> a. feeding b. watering c. surface cultivation d. mulching
4.4 describe the effects of soil conditions on plant growth

- 4.5 state why watering regimes vary for different soils and plants
- 4.6 describe how the correct use of agrochemicals/ pesticides can improve plant health
- 4.7 describe how the incorrect use of agrochemicals / pesticides can harm plants
- 4.8 describe the methods of dealing with threats to plant health covering; physical, cultural and irrigation.

Unit 261

Monitor and record environmental conditions for protected crops

UAN:	F/502/1496
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU77.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to monitor and record the environmental conditions for protected crops. It covers monitoring the temperature, humidity, ventilation, light and shade.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome
The learner will: <ol style="list-style-type: none">1. be able to monitor and record environmental conditions for protected crops
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 monitor two of the following environmental conditions in accordance with instructions:<ol style="list-style-type: none">a. temperatureb. humidityc. ventilationd. light and shade1.2 accurately identify the need for adjustments to environmental conditions and report promptly to the appropriate person1.3 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements 2.2 carry out work in a manner which minimises environmental damage.

Learning outcome
The learner will: 3. know how to monitor and record environmental conditions for protected crops
Assessment criteria
The learner can: 3.1 describe the different environmental conditions for crops 3.2 describe the use of computers and other equipment for monitoring environmental conditions 3.3 state the environmental conditions which require adjustment and the actions to take: a. temperature b. humidity c. ventilation d. light and shade.

Learning outcome
The learner will: 4. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 4.1 outline the current health and safety legislation, codes of practice and any additional requirements 4.2 describe how environmental damage can be minimised.

Learning outcome
The learner will: 5. know how to maintain accurate records
Assessment criteria
The learner can:

5.1 identify the types of records required and explain the importance of accurate record keeping.

UAN:	D/502/1506
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU77.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to monitor and maintain watering systems. This includes irrigation equipment and water supplies.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome

The learner will:

1. be able to monitor and maintain watering systems

Assessment criteria

The learner can:

- 1.1 confirm the supply of water to the crop is suitable for the crop and in accordance with instructions
- 1.2 recognise the need for adjustments to watering systems in accordance with instructions
- 1.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

2. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements

2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

3. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

3.1 select appropriate equipment for this area of work

3.2 use equipment according to relevant legislation and manufacturer's instructions

3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

4. know how to monitor and maintain watering systems

Assessment criteria

The learner can:

4.1 describe systems for supplying water to crops

4.2 state how to check that the supply of water to crops is suitable

4.3 state the types of adjustments to the watering system which are necessary for both irrigations systems and water supply

4.4 state the problems which may occur in the delivery of water to crops and how these should be resolved.

Learning outcome

The learner will:

5. know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

5.1 outline the current health and safety legislation, codes of practice and any additional requirements

5.2 describe how environmental damage can be minimised

5.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

6. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

6.1 describe the equipment which will be required for the activity

6.2 describe the methods of maintaining the range of equipment.

Learning outcome
The learner will: 7. know how to maintain accurate records
Assessment criteria
The learner can: 7.1 identify the types of records required and explain the importance of accurate record keeping.

Unit 263

Identify and report the presence of pests, diseases and disorders

UAN:	K/502/1511
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU78.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to identify and report the presence of pests, diseases and disorders.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome

The learner will:

1. identify and report the presence of pests, diseases and disorders

Assessment criteria

The learner can:

- 1.1 monitor the crop(s) in accordance with production requirements
- 1.2 correctly identify the presence of pests, diseases and disorders
- 1.3 correctly identify the presence of any biological controls in use and beneficial insects
- 1.4 establish the extent of the pest population, disease and any disorders
- 1.5 promptly report the presence to the appropriate person.

Learning outcome

The learner will:

2. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements

2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

3. know how to identify and report the presence of pests, diseases and disorders

Assessment criteria

The learner can:

- 3.1 describe reasons for monitoring the crop
- 3.2 describe when to carry out crop monitoring
- 3.3 describe common types of pests, diseases and disorders and the problems caused
- 3.4 describe biological controls and beneficial insects that can be used
- 3.5 identify to whom you should report the presence and extent of pests, diseases, disorders and biological control/beneficial insects.

Learning outcome

The learner will:

4. know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 4.1 outline the current health and safety legislation, codes of practice and any additional requirements
- 4.2 describe how environmental damage can be minimized
- 4.3 describe the correct methods for disposing of waste
- 4.4 describe the health and safety risks in monitoring pests, diseases and disorders.

Unit 264

Control pests, diseases and disorders

UAN:	A/502/1514
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU78.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to control pests, diseases and disorders. The learner must hold the relevant certificate of competence in pesticides if handling chemicals.

Learning outcome

The learner will:

1. be able to assist with controlling pests, diseases and disorders

Assessment criteria

The learner can:

- 1.1 confirm the control methods to be used with the appropriate person
- 1.2 handle all materials carefully, safely and efficiently in accordance with instructions and organisational policy
- 1.3 assist with applying control methods in a way which minimises the risks to non-target species and the environment covering
- 1.4 report any problems if they arise during pest, disease and disorder control to the appropriate person without delay
- 1.5 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

2. be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

- 2.1 select appropriate equipment for this area of work

- 2.2 use equipment according to relevant legislation and manufacturer's instructions including personal protective equipment
- 2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to assist with controlling pests, diseases and disorders
Assessment criteria
The learner can: 4.1 outline the health and safety risks in controlling pests, diseases and disorders 4.2 describe the safe handling and effective use of materials equipment and chemicals and relevant codes of practice 4.3 describe the dangers and emergency treatments associated with the use of chemicals 4.4 describe control methods covering all the following: <ul style="list-style-type: none">a. chemicalb. biologicalc. cultural 4.5 describe the types of problems which may occur and to whom they should be reported 4.6 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 5. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 5.1 outline the current health and safety legislation, codes of practice and any additional requirements, including control of hazardous substances and environmental legislation

- 5.2 describe how environmental damage can be minimised
- 5.3 describe the correct methods for disposing of waste.

Learning outcome
The learner will: 6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 6.1 describe the equipment which will be required for the activity 6.2 describe the methods of maintaining the range of equipment.

Unit 265

Identify and collect plants for dispatch

UAN:	H/502/1510
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU79.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	<p>The aim of this unit is to provide the learner with the knowledge and skills required to identify and collect plants for dispatch by making sure the plants are of a suitable condition to meet customer requirements.</p> <p>There is separate unit relating to plant identification.</p> <p>Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.</p>

Learning outcome

The learner will:

1. be able to identify and collect plants for dispatch

Assessment criteria

The learner can:

- 1.1 identify the plants which are to be collected and check their condition against customer requirements
- 1.2 correctly handle and transport plants in a manner which maintains quality and minimises damage
- 1.3 identify any problems during the collection of plants and take the appropriate action as necessary.

Learning outcome

The learner will:

2. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
- 2.2 carry out work in a manner which minimises environmental damage
- 2.3 dispose of waste safely and correctly.

Learning outcome
The learner will:
3. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can:
3.1 select appropriate equipment for this area of work
3.2 use equipment according to relevant legislation and manufacturer's instructions
3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will:
4. know how to identify and collect plants for dispatch
Assessment criteria
The learner can:
4.1 describe species or varieties of plants produced by enterprises and how to recognise them
4.2 state sources of information in relation to different species or varieties of plants
4.3 describe how to check customer requirements
4.4 describe conditions which indicate the plant(s) is not suitable for customer requirements and why it is important to recognise these conditions
4.5 describe methods of maintaining the quality of the plant(s) during handling and transportation
4.6 describe methods for transporting the plants on site
4.7 suggest problems which may arise during the collection of plants and what actions to take
4.8 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will:
5. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can:

- 5.1 outline the current health and safety legislation, codes of practice and any additional requirements
- 5.2 describe how environmental damage can be minimised
- 5.3 describe the correct methods for disposing of waste.

Learning outcome
The learner will: 6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 6.1 describe the equipment which will be required for the activity 6.2 describe the methods of maintaining the range of equipment.

UAN:	M/502/1509
Level:	2
Credit value:	1
GLH:	8
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU79.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to prepare plants for dispatch to meet customer requirements. Simulation will not be acceptable.

Learning outcome
The learner will: 1. prepare plants for dispatch
Assessment criteria
The learner can: 1.1 prepare and maintain the plants for dispatch 1.2 ensure the plants meet customer requirements and replace any plants as necessary to meet requirements 1.3 ensure plants are ready for dispatch at the correct time 1.4 maintain the health of plants that require intermediate storage prior to dispatch 1.5 provide clear and accurate information for recording purposes.

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements 2.2 carry out work in a manner which minimises environmental damage

2.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 3. be able to select, use and maintain relevant equipment
Assessment criteria
The learner can: 3.1 select appropriate equipment for this area of work 3.2 use equipment according to relevant legislation and manufacturer's instructions 3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 4. understand the need to prepare plants for dispatch
Assessment criteria
The learner can: 4.1 describe methods for preparing and maintaining the health of plants ready for dispatch 4.2 describe how to identify customer requirements 4.3 state how to identify plants which do not meet customer requirements and are not of sufficiently good quality for dispatch and the action to take 4.4 describe storage arrangements for plants prior to dispatch 4.5 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome
The learner will: 5. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 5.1 outline the current health and safety legislation, codes of practice and any additional requirements 5.2 describe how environmental damage can be minimised 5.3 describe the correct methods for disposing of waste.

Learning outcome
The learner will: 6. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 6.1 describe the equipment which will be required for the activity

6.2 describe the methods of maintaining the range of equipment.

Unit 267

Excavate and form foundations for fencing

UAN:	T/501/7042
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit FE3.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to enable learners to excavate and form foundations for fencing under minimal direction or guidance. Simulation will not be acceptable.

Learning outcome

The learner will:

1. work safely and in line with requirements

Assessment criteria

The learner can:

- 1.1 work safely in line with health and safety requirements
- 1.2 complete work in a manner which causes minimal disturbance to the environment
- 1.3 dispose of waste and excess materials safely.

Learning outcome

The learner will:

2. be able to select, prepare and maintain tools and equipment

Assessment criteria

The learner can:

- 2.1 select and prepare tools, equipment and resources ready for use
- 2.2 maintain tools, equipment and resources in a clean and serviceable condition throughout excavation.

Learning outcome
The learner will: 3. be able to excavate foundations to comply with (fence) specifications
Assessment criteria
The learner can: 3.1 use recommended working practices to excavate ground.

Learning outcome
The learner will: 4. be able to form foundations to comply with (fence) specification
Assessment criteria
The learner can: 4.1 place concrete/or other suitable material and compact to provide for foundation strength, size, profile and finish 4.2 establish provision to support the future installation of posts.

Learning outcome
The learner will: 5. be able to deal with difficulties
Assessment criteria
The learner can: 5.1 deal with difficulties experienced during work within levels of responsibility 5.2 request advice on how to deal with difficulties outside level of own responsibility.

Learning outcome
The learner will: 6. know the relevant legislation and codes of practice
Assessment criteria
The learner can: 6.1 outline the health and safety, legislation and codes of practice associated with excavation work 6.2 identify the environmental issues associated with the disposal of waste, excess materials and concrete/other material.

Learning outcome
The learner will: 7. know how to excavate for fence foundations
Assessment criteria
The learner can:

- | |
|---|
| 7.1 name the types and correct use of equipment used for excavating post holes and strip trenches |
| 7.2 outline how and when temporary supports should be used to support excavations. |

Learning outcome
The learner will: 8. know how to form foundations for fencing specifications
Assessment criteria
The learner can: 8.1 outline the materials and ratios used in concrete/other suitable material 8.2 explain the methods used for mixing, placing, compacting, finishing and curing concrete/other suitable material 8.3 outline the methods used for forming pockets in concrete/other suitable material for future fixing 8.4 outline the techniques used for casting-in fixing items.

UAN:	A/501/7043
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS unit FE3.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to enable learners to place and fix fence posts under minimal direction or guidance. Simulation will not be acceptable.

Learning outcome
The learner will:
1. work safely in line with legislation and codes of practice
Assessment criteria
The learner can:
1.1 work safely in line with health and safety requirements
1.2 complete work in a manner which causes minimal disturbance to the environment
1.3 dispose of waste and excess materials safely.

Learning outcome
The learner will:
2. be able to select and prepare tools
Assessment criteria
The learner can:
2.1 select and prepare tools, equipment and resources ready for use.

Learning outcome
The learner will:
3. be able to prepare materials
Assessment criteria

The learner can: 3.1 obtain fencing materials of specified type, material, quality and grade.
Learning outcome
The learner will: 4. be able to place and fix posts
Assessment criteria
The learner can: 4.1 use three of the following methods to fix posts to the specified line, level and angle: a. driving b. bolting c. casting d. socketing e. backfilling f. consolidating 4.2 use recommended working practices to position and fix fence and gate posts 4.3 use recommended methods for providing temporary supports to posts set in concrete/or other suitable material.

Learning outcome
The learner will: 5. be able to deal with difficulties
Assessment criteria
The learner can: 5.1 deal with difficulties experienced during work within levels of responsibility.

Learning outcome
The learner will: 6. know the relevant legislation and codes of practice
Assessment criteria
The learner can: 6.1 outline the health and safety, legislation and codes of practice associated with placing and positioning of posts 6.2 outline the hazards and risks involved in fence installation carried out at heights.

Learning outcome
The learner will: 7. know how to place and fix posts
Assessment criteria
The learner can: 7.1 outline the methods used for aligning and levelling posts

- 7.2 state the reasons for, and methods of, setting posts to allow for tensioning
- 7.3 name the factors that affect the positioning and the method of fixing posts
- 7.4 name the types of backfill and methods of consolidation
- 7.5 outline the precautions to take to avoid distortion during tensioning process.

Unit 269

Give customers a positive impression of yourself and your organisation

UAN:	L/601/0933
Level:	2
Credit value:	5
GLH:	33
Relationship to NOS:	This unit is linked to ICS Unit 9
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit is all about the learner communicating with customers and giving a positive impression of themselves whenever dealing with a customer. By doing this they will also be giving a positive impression of their organisation and the customer service it provides.

Learning outcome
The learner will: 1. establish rapport with customers
Assessment criteria
The learner can: 1.1 meet their organisation's standards of appearance and behaviour 1.2 greet their customer respectfully and in a friendly manner 1.3 communicate with their customer in a way that makes them feel valued and respected 1.4 identify and confirm their customer's expectations 1.5 treat their customer courteously and helpfully at all times 1.6 keep their customer informed and reassured 1.7 adapt their behaviour to respond effectively to different customer behaviour.

Learning outcome
The learner will: 2. respond appropriately to customers
Assessment criteria
The learner can: 2.1 respond promptly to a customer seeking help 2.2 choose the most appropriate way to communicate with their customer 2.3 check with their customer that they have fully understood their expectations 2.4 respond promptly and positively to their customer's questions and comments 2.5 allow their customer time to consider their response and give further explanation when appropriate.

Learning outcome
The learner will: 3. communicate information to customers
Assessment criteria
The learner can: 3.1 quickly find information that will help their customer 3.2 give their customer the information they need about the services or products offered by the organisation 3.3 recognise information that their customer might find complicated and check whether they fully understand 3.4 explain clearly to their customers any reasons why their expectations cannot be met.

Learning outcome
The learner will: 4. understand how to give customers a positive impression of themselves and the organisation
Assessment criteria
The learner can: 4.1 describe their organisation's standards for appearance and behaviour 4.2 explain their organisation's guidelines for how to recognise what their customer wants and respond appropriately 4.3 identify their organisation's rules and procedures regarding the methods of communication that they use 4.4 explain how to recognise when a customer is angry or confused 4.5 identify their organisation's standards for timeliness in responding to customer questions and requests for information.

Unit 270

Resolve customer service problems

UAN:	M/601/1511
Level:	2
Credit value:	6
GLH:	40
Relationship to NOS:	This unit is related to ICS Unit 31
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	This unit is all about what the learner does when it is difficult to meet customer expectations. Even if the service the learner gives is excellent, some customers will still experience problems and the learner must help to resolve those problems.

Learning outcome
The learner will: 1. spot customer service problems
Assessment criteria
The learner can: 1.1 listen carefully to customers about problems they have raised 1.2 ask customers about the problem to check that their understanding 1.3 recognise repeated problems and alert the appropriate authority 1.4 share customer feedback with others to identify potential problems before they happen 1.5 identify problems with systems and procedures before they begin to affect customers.

Learning outcome
The learner will: 2. pick the best solution to resolve customer service problems
Assessment criteria
The learner can: 2.1 identify the options for resolving a customer service problem 2.2 work with others to identify and confirm the options to resolve a customer service problem 2.3 work out the advantages and disadvantages of each option for the customer and the organisation

- 2.4 pick the best option for the customer and the organisation
- 2.5 identify for their customer other ways that problems may be resolved if they are unable to help.

Learning outcome
The learner will: 3. take action to resolve customer service problems
Assessment criteria
The learner can: 3.1 discuss and agree the options for solving the problem with their customer 3.2 take action to implement the option agreed with the customer 3.3 work with others and their customer to make sure that any promises related to solving the problem are kept 3.4 keep their customer fully informed about what is happening to resolve problem 3.5 check with their customer to make sure the problem has been resolved to the customer's satisfaction 3.6 give clear reasons to their customer when the problem has not been resolved to their satisfaction.

Learning outcome
The learner will: 4. know how to resolve customer service problems
Assessment criteria
The learner can: 4.1 describe organisational procedures and systems for dealing with customer service problems 4.2 explain how to defuse potentially stressful situations 4.3 describe how to negotiate 4.4 identify the limitations of what they can offer their customer 4.5 describe types of action that may make a customer problem worse and should be avoided.

Unit 275

Prepare and cultivate sites ready for planting crops

UAN:	A/502/0251
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Agriculture NOS unit AgC4
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to prepare sites for cultivation by removing debris and vegetation. The unit also covers the cultivation of sites ready for planting crops.

Learning outcome

The learner will:

1. be able to select, use and maintain equipment and tools for preparing sites

Assessment criteria

The learner can:

- 1.1 select appropriate tools and equipment for this area of work
- 1.2 use tools and equipment according to instructions
- 1.3 prepare, maintain and store tools and equipment in a safe and effective working condition.

Learning outcome

The learner will:

2. be able to prepare sites for cultivation and planting

Assessment criteria

The learner can:

- 2.1 identify site to be prepared for cultivation and planting
- 2.2 prepare the site by removing any waste from previous crop.

Learning outcome
The learner will: 3. be able to carry out site cultivations
Assessment criteria
The learner can: 3.1 carry out cultivation to achieve the required ground conditions to meet the requirements of the crop covering <ul style="list-style-type: none"> a. correct depth b. soil condition c. area covered 3.2 report conditions of cultivation clearly and accurately to the appropriate person.

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which promotes health and safety, is consistent with current legislation, codes of practice and any additional requirements 4.2 dispose of waste safely and correctly.

Learning outcome
The learner will: 5. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary for prepare sites for cultivation and planting crops 5.2 describe the methods of maintaining the equipment used 5.3 explain the correct methods of adjusting the equipment during use.

Learning outcome
The learner will: 6. know the methods for preparing sites ready for cultivation
Assessment criteria
The learner can: 6.1 describe the methods and reasons for preparing sites ready for cultivation.

Learning outcome
The learner will: 7. understand how to cultivate sites
Assessment criteria
The learner can: 7.1 explain the different methods of cultivating sites reflecting the following: <ul style="list-style-type: none"> a. previous use of the site b. soil conditions c. existing structures d. weather conditions e. the crop to be planted 7.2 explain the ground conditions which are required for effective planting to take place e.g. depth, and soil condition 7.3 state the importance of reporting the right information required for recording purposes.

Learning outcome
The learner will: 8. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety legislation, codes of practice and any additional requirements 8.2 describe how environmental damage can be minimised 8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 276

Carry out harvesting operations by mechanical means

UAN:	H/502/0244
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Agriculture NOS unit AgC7
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the skills and knowledge required to carry out harvest operations by mechanical means. The units may cover the harvesting of any of the types of crops; grass, arable, vegetables, fruit or plants. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Learning outcome

The learner will:

1. be able to harvest crops

Assessment criteria

The learner can:

- 1.1 identify crops to be harvested
- 1.2 harvest crops in a way which minimises damage to the crop and the environment
- 1.3 identify and carry out two adjustments to take account of the following:
 - a. crop density
 - b. crop condition
 - c. prevailing weather
 - d. ground condition
- 1.4 handle harvested crop in a way that maintains quality and minimises damage.

Learning outcome
The learner will: 2. be able to prepare, use and maintain equipment for harvesting crops
Assessment criteria
The learner can: 2.1 select and use appropriate equipment for this area of work 2.2 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome
The learner will: 3. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage 3.3 dispose of waste safely and correctly.

Learning outcome
The learner will: 4. know how to harvest crops mechanically
Assessment criteria
The learner can: 4.1 describe the methods of harvesting crops 4.2 describe adjustments to the harvesting process stating why these must be made covering all of the following: a. crop density b. crop condition c. prevailing weather d. ground condition 4.3 outline the types of problems which may arise during harvesting and to whom these should be reported 4.4 describe how to recognise and minimise crop damage.

Learning outcome
The learner will: 5. know the types of equipment required and how to prepare and maintain them
Assessment criteria

The learner can:

- 5.1 describe the equipment which will be necessary for harvesting crops
- 5.2 describe methods of preparing and maintaining the equipment ready for use.

Learning outcome

The learner will:

6. know the relevant health and safety legislation and environmental practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements
- 6.2 describe how environmental damage can be minimised
- 6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 277

Prepare the storage area and monitor crop during storage

UAN:	F/502/0252
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Agriculture NOS AgC8
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the skills and knowledge required for the preparation, storage and monitoring of crops. Types of crops may be grass, arable crops, vegetables, fruit or plants. Therefore the unit is also applicable to crops that are being stored for livestock consumption, as well as crops that are for sale.

Learning outcome
The learner will: 1. be able to prepare the storage area
Assessment criteria
The learner can: 1.1 prepare the storage area as instructed: a. cleaning the area b. making the layout suitable 1.2 minimise the risk of contamination by pests as instructed.

Learning outcome
The learner will: 2. be able to store the harvested crop
Assessment criteria
The learner can: 2.1 arrange crops in the storage area in accordance with instructions 2.2 use equipment safely and correctly, mechanical or manual 2.3 leave the storage area in a secure and safe condition.

Learning outcome
The learner will: 3. monitor the condition of the storage area and crops
Assessment criteria
The learner can: 3.1 conduct two routine inspections of the storage area and the crop and report this back to the appropriate person. Inspections to be carried out should be for all of: a. pests b. environmental conditions c. crop condition 3.2 maintain the security of the crop and storage premises 3.3 complete monitoring records as instructed

Learning outcome
The learner will: 4. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome
The learner will: 5. know how prepare and monitor the condition of harvested crops
Assessment criteria
The learner can: 5.1 state the reasons for preparing the storage area 5.2 state the reasons for storing and arranging crops in storage areas 5.3 describe the signs of common pests (rodents, insects and birds) and the measures which may be taken to minimise the risk of damage 5.4 describe methods of conducting routine inspections and the reasons for carrying them out covering: a. environmental conditions b. condition of the crop 5.5 describe common forms of damage to crops and storage facilities immediate and long term.

Learning outcome
The learner will: 6. know the relevant health and safety legislation and environmental practice
Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 278 Transport harvested crop

UAN:	J/502/0253
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Agriculture NOS unit AgC14.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to transport at least one type of harvested crop e.g. combinable crops, root crops, grass, vegetables, fruit and plants

Learning outcome

The learner will:

1. be able to transport at least one type of harvested crop

Assessment criteria

The learner can:

- 1.1 load and transport at least one of the harvested crops below safely, securely and in a manner which protects them from damage and contamination:
 - a. combinable crops
 - b. root crops
 - c. grass/forage
 - d. vegetables
 - e. fruit
 - f. plants
- 1.2 monitor the harvested crops during transit.

Learning outcome

The learner will:

2. be able to select, use and maintain equipment for transporting harvested crops.

Assessment criteria

The learner can:

- 2.1 select and use appropriate equipment for this area of work according to instructions
- 2.2 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

3. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
- 3.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

4. know the methods of operating equipment and transporting harvested crops

Assessment criteria

The learner can:

- 4.1 describe the correct methods of operating transportation equipment to minimise damage to harvested crop
- 4.2 describe ways of securing products and equipment for transit in order to maintain safety and minimise damage
- 4.3 explain the methods of protecting harvested crops and equipment from adverse weather conditions.

Learning outcome

The learner will:

5. know how to maintain the equipment

Assessment criteria

The learner can:

- 5.1 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

6. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

- 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
- 6.2 describe how environmental damage can be minimised.

Unit 280

Promote responsible public use of the environment

UAN:	H/502/3161
Level:	2
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to Environmental Conservation unit EC1.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills required to safeguard members of the public and the environment. Simulation will not be acceptable where the unit is included in qualifications which verify competent performance.

Learning outcome

The learner will:

1. be able to safeguard members of the public and others

Assessment criteria

The learner can:

- 1.1 maintain the safety of the public and others during visits to the site
- 1.2 work safely encouraging everyone throughout all activities to follow current legislation, codes of practice, organisational policies and procedures.

Learning outcome

The learner will:

2. be able to safeguard the environment

Assessment criteria

The learner can:

- 2.1 provide information and advice to encourage members of the public to use the site in a way which is consistent with its purpose and condition
- 2.2 identify visitors and others who may cause a threat and take the appropriate action to minimise any damage or risk, covering two of the following:
 - a. to the site and its contents

- b. to flora and fauna
- c. to own personal health and safety
- d. to other people’s health and safety.

Learning outcome
The learner will:
3. know how to safeguard members of the public and the environment
Assessment criteria
The learner can:
3.1 outline organisational codes of practice and requirements about the care of visitors and other members of the public, e.g. supporting people in terms of their safety and welfare by providing information and advice
3.2 state the needs of the public and others, and when to influence their use of the site and offer advice or help
3.3 state why the organisation may have certain access policies or specific areas for public access
3.4 explain the importance of balancing the needs of the site with the needs of the public and others
3.5 describe the features of the site and the effects the public and others may have on it
3.6 outline threats the public may pose to: <ul style="list-style-type: none"> a. the site and its contents b. flora and fauna c. own personal health and safety d. other people’s health and safety
3.7 explain how to handle people who cause a threat to sites in an effective, safe and courteous way.

Learning outcome
The learner will:
4. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can:
4.1 outline the current health and safety legislation, codes of practice and any additional requirements.

Unit 283

Establish and maintain conditions appropriate to the welfare of animals

UAN:	K/502/1850
Level:	2
Credit value:	3
GLH:	23
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. be able to provide appropriate living conditions for the animals
Assessment criteria
The learner can: 1.1 identify suitable shelter and accommodation for the animals 1.2 provide appropriate conditions to ensure the welfare of the livestock is maintained 1.3 prepare procedures and equipment to deal with livestock emergencies and problems as required 1.4 provide clear and accurate information for recording purposes

Learning outcome
The learner will: 2. be able to handle and inspect livestock
Assessment criteria
The learner can: 2.1 inspect the stock for signs of normal and abnormal behaviour 2.2 handle livestock in a manner that will prevent fear, distress and does not put the health and safety of yourself or others at risk 2.3 seek advice from the appropriate person when unsure about the behaviour or condition of the livestock

Learning outcome
The learner will: 3. be able to select, use and maintain relevant equipment
Assessment criteria

The learner can:

- 3.1 select appropriate equipment for this area of work
- 3.2 use equipment according to relevant legislation and instructions
- 3.3 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome

The learner will:

4. be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

- 4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements
- 4.2 dispose of waste safely and correctly

Learning outcome

The learner will:

5. know how to establish appropriate conditions for livestock

Assessment criteria

The learner can:

- 5.1 outline the appropriate living conditions for the livestock, and how to provide them
- 5.2 describe appropriate shelter and/or accommodation required by the livestock
- 5.3 estimate accurately amounts and types of bedding required, if at all, for the species concerned
- 5.4 describe how to recognise and maintain the quality and levels of feed and water required by the livestock
- 5.5 describe the correct procedures for dealing with livestock emergencies and other problems
- 5.6 outline when, how and from whom to ask for advice concerning the welfare of the livestock
- 5.7 identify the types of records required and the importance of accurate record keeping

Learning outcome
The learner will: 6. know how to handle livestock in a manner which minimises stress
Assessment criteria
The learner can: 6.1 describe appropriate methods for handling the livestock 6.2 outline what to check for when inspecting livestock and how to assess their welfare 6.3 describe the five needs: a. freedom from hunger and thirst b. freedom from discomfort c. freedom from pain, injury and disease d. freedom from fear and distress e. freedom from restriction of normal behaviour 6.4 describe what changes in behaviour might occur and whether these are acceptable 6.5 give examples why livestock become afraid and distressed, and ways of preventing this 6.6 describe normal patterns of livestock behaviour

Learning outcome
The learner will: 7. know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 7.1 describe the equipment which will be required for the activity 7.2 describe the methods of maintaining the range of equipment ready for use

Learning outcome
The learner will: 8. know relevant health and safety legislation and environmental good practice
Assessment criteria
The learner can: 8.1 outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements 8.2 describe the correct methods for disposing of organic and inorganic waste

UAN:	F/505/5003
Level:	2
Credit value:	5
GLH:	33
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will:
1. be able to establish a rapport with customers
Assessment criteria
The learner can:
1.1 comply with organisation's standards of appearance and behaviour
1.2 greet customers in line with organisational requirements
1.3 communicate with customers in line with organisational requirements
1.4 confirm customers' expectations
1.5 adapt behaviour to respond to different customers' behaviour

Learning outcome
The learner will:
2. be able to respond appropriately to customers
Assessment criteria
The learner can:
2.1 respond to customers seeking assistance
2.2 select method to communicate with customers
2.3 check with customers that expectations have been met
2.4 respond to customer's questions and comments

Learning outcome
The learner will: 3. be able to communicate information to customers
Assessment criteria
The learner can: 3.1 locate information that will help customers 3.2 give customers information required about the services or products offered by the organisation 3.3 identify information that customers might find complicated and check their understanding 3.4 explain to customers reasons why expectations cannot be met

Learning outcome
The learner will: 4. understand how to give customers a positive impression of organisation
Assessment criteria
The learner can: 4.1 describe organisation's standards for appearance and behaviour 4.2 identify organisation's rules and procedures regarding the methods of communication they use 4.3 identify organisation's standards for timeliness in responding to customer questions and requests for information

Unit 285

Receive goods and materials into storage

UAN:	M/505/5000
Level:	2
Credit value:	4
GLH:	26
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. be able to prepare to receive deliveries
Assessment criteria
The learner can: 1.1 identify the quantity and nature of the items to be delivered 1.2 identify the storage space required for the expected delivery 1.3 check that enough storage space is available for expected deliveries 1.4 identify the person to report any shortage of storage space 1.5 check to ensure that the receiving area is clean, tidy and free from obstructions and hazards 1.6 check to ensure that the necessary handling equipment is available and is in good working order 1.7 check to ensure that the relevant records are complete, accurate and up to date

Learning outcome
The learner will: 2. be able to receive deliveries into storage
Assessment criteria
The learner can: 2.1 check that the type, quantity and quality of items delivered are acceptable 2.2 describe how to refuse faulty deliveries, including how to record these and who needs to know about them 2.3 check deliveries using methods that are safe, hygienic and protect the items from damage 2.4 update stock control systems in line with organisational procedures 2.5 allow deliveries to be off-loaded into the designated area

2.6 follow legal and organisational requirements for maintaining security and safety while receiving deliveries

Learning outcome

The learner will:
3. understand the importance of preparing for expected deliveries

Assessment criteria

The learner can:
3.1 explain why it is necessary to prepare thoroughly to receive deliveries
3.2 explain why any shortage of storage space needs to be reported promptly
3.3 explain why accurate, complete and up-to-date records are needed for deliveries

Learning outcome

The learner will:
4. understand own responsibility for handling goods and materials

Assessment criteria

The learner can:
4.1 explain the importance of handling goods and materials safely, hygienically and in ways that protect them from damage

Unit 286

Place goods and materials into storage

UAN:	<u>M/505/4994</u>
Level:	<u>2</u>
Credit value:	<u>4</u>
GLH:	<u>26</u>
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. be able to place goods and materials into storage
Assessment criteria
The learner can: 1.1 perform checks to ensure that adequate storage facilities are available 1.2 perform checks to ensure that handling equipment is in working order 1.3 place goods and materials into the designated storage facilities 1.4 complete relevant records in line with organisational procedures

Learning outcome
The learner will: 2. understand the requirements for storing goods and materials
Assessment criteria
The learner can: 2.1 explain potential causes for goods and materials to deteriorate in storage 2.2 describe types of storage facilities and storage conditions that are needed for the goods and materials 2.3 explain legal and organisational requirements for storing goods and materials safely and securely 2.4 explain why stock needs to be rotated in storage

Learning outcome
The learner will: 3. know procedures for resolving problems with storage facilities and equipment
Assessment criteria
The learner can: 3.1 describe procedures for reporting any lack of suitable storage facilities 3.2 describe how to fix faulty equipment when this falls within own responsibility 3.3 describe procedures for reporting equipment faults that are not within own responsibility to fix

UAN:	J/505/4998
Level:	2
Credit value:	1
GLH:	8
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will:
1. be able to process payments for purchases
Assessment criteria
The learner can:
1.1 inform customers of the amount to pay, taking account of any special offers or discounts that apply
1.2 process payments in line with organisational procedures
1.3 explain how to inform customers that payment cannot be approved
1.4 offer any additional services to customers
1.5 acknowledge other customers who are waiting for assistance

Learning outcome
The learner will:
2. understand legal and organisational requirements for processing payments
Assessment criteria
The learner can:
2.1 explain the customer's rights in relation to the pricing of goods
2.2 explain organisation's duties and responsibilities in relation to the pricing of goods
2.3 explain how the organisation deals with suspected fraud
2.4 explain how to resolve price problems

Unit 288

Prepare and establish propagation material

UAN:	M/505/4980
Level:	2
Credit value:	3
GLH:	22
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. be able to establish propagation materials
Assessment criteria
The learner can: 1.1 use equipment in a safe, clean and effective condition 1.2 use the required growing medium according to specification 1.3 prepare propagation materials 1.4 plant materials to optimise growth 1.5 label materials as required 1.6 provide a suitable growing environment for propagation material 1.7 complete all activities in a way which sustains and promotes plant development

Learning outcome
The learner will: 2. be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 2.2 be able to work safely and minimise environmental damage 2.3 maintain levels of hygiene and biosecurity

Learning outcome
The learner will: 3. know how to prepare and establish propagation material
Assessment criteria
The learner can: 3.1 state why it is important to complete activities to specification 3.2 describe how to prepare propagation materials 3.3 describe ways of treating propagation materials 3.4 describe how to establish propagation material in growing media 3.5 outline types of growing environments 3.6 describe methods of sustaining and promoting plant development following propagation 3.7 describe stages of plant development 3.8 describe the equipment necessary for propagation

Learning outcome
The learner will: 4. know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 4.1 outline the current health and safety legislation, codes of practice and any additional requirements

Unit 289

Resolve customer service problems

UAN:	A/505/5002
Level:	2
Credit value:	6
GLH:	40
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. be able to identify customer service problems
Assessment criteria
The learner can: 1.1 listen to customers about problems they have raised 1.2 recognise repeated problems, alerting the appropriate colleague 1.3 share customer feedback with others to identify potential problems 1.4 identify problems with systems and procedures

Learning outcome
The learner will: 2. be able to select the solution to resolve customer service problems
Assessment criteria
The learner can: 2.1 identify the solutions for resolving customer service problems 2.2 work with colleagues to identify and confirm the solutions to resolve customer service problems 2.3 identify the advantages and disadvantages of each solution for the customer and organisation 2.4 select the solutions for the customer and organisation

Learning outcome
The learner will: 3. be able to take action to resolve customer service problems
Assessment criteria
The learner can: 3.1 agree with customer the solutions for solving the problem 3.2 implement the agreed solution with the customer 3.3 liaise with colleagues and customer to ensure that actions agreed are implemented 3.4 keep customers informed of actions implemented to resolve the customer service problem 3.5 confirm with customers that the problem has been resolved

Learning outcome
The learner will: 4. know how to resolve customer service problems
Assessment criteria
The learner can: 4.1 describe organisational procedures and systems for dealing with customer service problems 4.2 explain how to defuse potentially stressful situations 4.3 describe how to negotiate with customers 4.4 identify the limitations of solutions for customers 4.5 describe types of action that may make a customer problem worse and should be avoided

Unit 290

Prepare, backfill and restore graves and internment plots

UAN:	<u>A/505/4996</u>
Level:	<u>2</u>
Credit value:	<u>5</u>
GLH:	<u>38</u>
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will: 1. Be able to prepare internment plots for burial
Assessment criteria
The learner can: 1.1 locate, check and prepare the correct internment plot for the appointed burial 1.2 restrict access to internment plot to members of the public effectively 1.3 keep the condition of the internment plot for the burial in a safe and appropriate condition prior to the arrival of the cortege

Learning outcome
The learner will: 2. Be able to backfill graves and restore internments
Assessment criteria
The learner can: 2.1 carry out all operations following the departure of the mourners 2.2 carry out preliminary backfilling by hand safely in a manner appropriate to soil conditions 2.3 backfill remaining soil safely in a manner appropriate to the soil conditions 2.4 arrange the floral tributes in an orderly way which shows respect for the deceased and bereaved 2.5 leave the plot in a tidy and safe condition 2.6 return written notification to the appropriate person

Learning outcome
The learner will: 3. Be able to select, use and maintain equipment to prepare and backfill internment plots
Assessment criteria
The learner can: 3.1 use equipment according to instructions 3.2 prepare, maintain and store equipment in a safe place and effective working condition

Learning outcome
The learner will: 4. Be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 4.2 carry out work in a manner which minimises environmental damage

Learning outcome
The learner will: 5. Know how to prepare internment plots for burial
Assessment criteria
The learner can: 5.1 describe how to work out the amount of time required to prepare the grave site prior to the burial ceremony 5.2 describe why it is important to restrict public access to the grave site once the grave is open and how to do so 5.3 describe how to ensure the grave site is in a proper condition prior to the arrival of the cortege 5.4 outline the correct administrative records to be kept

Learning outcome
The learner will: 6. Know how to backfill and restore internment plots
Assessment criteria
The learner can: 6.1 state why all operations should take place after the mourners have left 6.2 describe why preliminary backfilling should be done by hand 6.3 describe how to make sure the remaining backfilling is safe and appropriate to the soil conditions

6.4 describe how the floral tribute should be arranged in a way which shows respect for the deceased and bereaved

Learning outcome

The learner will:

7. Know how to deal with problems

Assessment criteria

The learner can:

7.1 describe how to respond effectively to unexpected problems

Learning outcome

The learner will:

8. Know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

8.1 describe the methods of maintaining the equipment ready for use

Learning outcome

The learner will:

9. Know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

9.2 describe how environmental damage can be minimised

UAN:	Y/505/4987
Level:	2
Credit value:	2
GLH:	15
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.

Learning outcome
The learner will:
1. Be able to select , use and maintain equipment to assist with the burial
Assessment criteria
The learner can:
1.1 select appropriate equipment for this area of work
1.2 use equipment according to instructions
1.3 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome
The learner will:
2. Be able to assist with burying the dead
Assessment criteria
The learner can:
2.1 check the availability of required authorisation prior to burial
2.2 direct the cortege to the graveside correctly and helpfully
2.3 position the coffin and ropes prior to lowering safely and appropriately according to conditions
2.4 assist with lowering the coffin and provide other assistance safely and suitably according to the ceremony
2.5 show respect for the deceased, mourners and those officiating throughout the ceremony

Learning outcome
The learner will: 3. Be able to work safely and minimise environmental damage
Assessment criteria
The learner can: 3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements 3.2 carry out work in a manner which minimises environmental damage

Learning outcome
The learner will: 4. Know how to bury the dead
Assessment criteria
The learner can: 4.1 describe what types of authorisation the grave digger may receive 4.2 describe how to position lowering ropes safely and in a way appropriate to the coffin and the conditions 4.3 outline how to lower safely and ensure that any other assistance provided is safe 4.4 describe the behaviour appropriate to the types of ceremonies and why this is important 4.5 state why it is important to show respect to all those involved throughout the ceremony 4.6 describe the different requirements and etiquette of the different customs and cultures

Learning outcome
The learner will: 5. Know the types of equipment required and how to maintain them
Assessment criteria
The learner can: 5.1 describe the equipment which will be necessary to bury the dead 5.2 describe methods of maintaining the equipment ready for use

Learning outcome
The learner will: 6. Know the current health and safety legislation and environmental good practice
Assessment criteria
The learner can: 6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work 6.2 describe how environmental damage can be minimised

Unit 346

Communicate information within the workplace

UAN:	Y/502/1195
Level:	3
Credit value:	2
GLH:	13
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU7.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to communicate information within the workplace. It is about maintaining the 'flow' of information internally and externally to the organisation. It will entail passing on messages accurately, receiving and forwarding on information.

Learning outcome

The learner will:

1. be able to receive information within the workplace

Assessment criteria

The learner can:

- 1.1 identify information required, timescales and source
- 1.2 request information using appropriate methods
- 1.3 receive and record information accurately according to organisational requirements.

Learning outcome

The learner will:

2. be able to transmit information within the workplace

Assessment criteria

The learner can:

- 2.1 transmit information accurately and timely and using appropriate methods
- 2.2 confirm receipt of information.

Learning outcome
The learner will: 3. understand how to receive and transmit information within the workplace
Assessment criteria
The learner can: 3.1 explain the types of information, purposes and the level of detail which may be required and the timescale within which it must be obtained 3.2 explain the different methods for communicating information and the ways it may need to be adapted to suit the audience 3.3 give examples of when information may be required urgently 3.4 explain why it is important to take messages accurately and the potential effects of not doing so 3.5 explain the importance of confirming information and why this should be acknowledged and accurately recorded 3.6 explain the situations in which confidentiality needs to be maintained.

Learning outcome
The learner will: 4. understand the relevant legislation in receiving and sending information
Assessment criteria
The learner can: 4.1 summarise the legislation which relates to communicating information within the workplace



Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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