City & Guilds Level 2 Diploma in Work-based Horticulture (0065-73)

Candidate logbook

500/6817/9
500/6816/7
601/2631/0

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Mar 2026 Version 6.2

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Unit 253	Repair and maintain structures or surfaces	229
Unit 254	Prepare and construct new structures or surfaces	233
Unit 255	Maintain equipment and machines	237
Unit 256	Collect and prepare propagation material	241
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Unit 258	Propagate plants from seed	251
Unit 259	Obtain, position and prepare growing media	256
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Unit 261	Monitor and record environmental conditions for protected crops	264
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Unit 263	Identify and report the presence of pests, diseases and disorders	271
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Unit 265	Identify and collect plants for dispatch	278
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Unit 267	Excavate and form foundations for fencing	287
Unit 268	Place and fix fence posts	292
Unit 270	Resolve customer service problems	297
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1 About your candidate logbook

1.1 Contact details

Candidate name	
Candidate enrolment no	
Centre name	
Centre number	
Programme start date	
Date of registration with City & Guilds	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Your Internal Verifier	
Quality Assurance Contact	

1 About your candidate logbook

1.2 Introduction to the logbook

This logbook will help you complete the units in **City & Guilds Level 2 Diploma in Work-based Horticulture (0065-73)**. It contains forms you can use to record your evidence of what you have done.

There are 80 units in total available in this qualification. You should discuss and agree with your assessor/tutor which of these units you are going to work towards. The units in this logbook are for the Level 2 qualification.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 Units

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.

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

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

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.

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.

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.

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.

City & Guilds unit	Unit title	GLH	Credit value
Unit 201	Monitoring and maintaining health and safety	2	3
Unit 202	Maintain and develop personal performance	2	2
Unit 203	Establish and maintain effective working relationship with others	2	2
Unit 204	Levelling and preparing sites for landscaping	2	4
Unit 205	Preparing ground for seeding and planting	2	4
Unit 206	Establishing plants and or seeds in soil	2	4
Unit 207	Identify the health and maintain the condition of general amenity turf	2	5
Unit 208	Establish decorative amenity areas	2	6
Unit 209	Maintain the appearance of decorative amenity areas	2	7
Unit 210	Maintain the health of sports turf	2	5
Unit 211	Maintain the condition of sports turf surfaces	2	7
Unit 212	Renovate and repair sports surfaces	2	3
Unit 213	Maintain and renovate artificial sports surfaces	2	6
Unit 214	Select and prepare interior plant displays	2	6
Unit 215	Establish interior plant displays	2	6
Unit 216	Maintain the health and appearance of interior plant displays	2	6
Unit 217	Establish and maintain artificial plant displays	2	6
Unit 218	Preparing and transporting plants and resources	2	2
Unit 219	Prepare and excavate internment plots (Dig graves)	2	3
Unit 220	Prepare and assist with burials	2	6
Unit 221	Exhume coffins and remains	2	4
Unit 222	Installing drainage systems	2	3
Unit 223	Maintain drainage systems	2	3
Unit 224	Use and maintain non-powered and hand held powered tools and equipment	2	3
Unit 225	Use and maintain pedestrian controlled powered equipment	2	3
Unit 226	Use and maintain ride-on powered equipment	2	3
Unit 227	Use and maintain chippers and / or shredders	2	3
Unit 228	Construct water features	2	7
Unit 229	Maintaining water features	2	4
Unit 230	Install hard standing sub-layers	2	7
Unit 231	Installing block surfaces	2	6
Unit 232	Installing flag stone surfaces	2	6
Unit 233	Installing sett/cobble surfaces	2	6
Unit 234	Installation of edge restraints	2	7
Unit 235	Clearing horticultural and landscaping sites	2	3
Unit 236	Establishing crops or plants in growing medium	2	4

Unit 237	Monitor and report on the growth and development of crops and plants	2	3
Unit 238	Maintain moisture levels for crops or plants	2	2
Unit 239	Provide nutrients to crops or plants	2	2
Unit 240	Remove unwanted plant growth to maintain development	2	5
Unit 241	Carry out harvesting operations	2	4
Unit 242	Prepare harvested crops	2	3
Unit 243	Store harvested crops	2	4
Unit 244	Plant nomenclature, terminology and identification	2	5
Unit 245	Merchandise plants and other relevant products	2	6
Unit 246	Provide customer service when selling plants	2	4
Unit 248	Load and unload physical resources within the work area	2	2
Unit 249	Transport physical resources within the work area	2	2
Unit 250	Prepare and operate a tractor and attachments	2	5
Unit 251	Construct and maintain boundaries	2	3
Unit 252	Construct and maintain paths	2	3
Unit 253	Repair and maintain structures or surfaces	3	2
Unit 254	Prepare and construct new structures or surfaces	3	5
Unit 255	Maintain equipment and machines	2	4
Unit 256	Collect and prepare propagation material	2	4
Unit 257	Establish propagation material	2	3
Unit 258	Propagate plants from seed	2	4
Unit 259	Obtain, position and prepare growing media	2	2
Unit 260	Maintaining plants outdoors	2	3
Unit 261	Monitor and record environmental conditions for protected crops	2	2
Unit 262	Monitor and maintain watering systems	2	2
Unit 263	Identify and report the presence of pests, diseases and disorders	2	3
Unit 264	Control pests, diseases and disorders	2	3
Unit 265	Identify and collect plants for dispatch	2	2
Unit 266	Prepare plants for dispatch	2	1
Unit 267	Excavate and form foundations for fencing	2	3
Unit 268	Place and fix fence posts	2	3
Unit 269	Give customers a positive impression of yourself and your organisation	2	5
Unit 270	Resolve customer service problems	2	6
Unit 275	Prepare and cultivate sites ready for planting crops	2	4
Unit 276	Carry out harvesting operations by mechanical means	2	4
Unit 277	Prepare the storage area and monitor crop during storage	2	4
Unit 278	Transport harvested crop	2	4
Unit 280	Promote responsible public use of the environment	2	4
Unit 283	Establish and maintain conditions appropriate to the welfare of animals	2	3

Unit 284	Respond to customer requests	2	5
Unit 285	Receive goods and materials into storage	2	4
Unit 286	Place goods and materials into storage	2	4
Unit 287	Process payments for purchases	2	1
Unit 288	Prepare and establish propagation material	2	3
Unit 289	Resolve customer service problems	2	6
Unit 346	Communicate information within the workplace	3	2

3 The assessment process

Simulation is allowed in some of the units in this qualification. Where simulation is needed this must be agreed with your external verifier in advance to ensure validity. Candidates should be assessed under normal workplace conditions. However, there are situations where the actual workplace may not be appropriate, or where waiting for naturally occurring evidence is impractical. Therefore, the setting up or devising of assessment situations will be allowed where appropriate.

The following people at your centre will explain the assessment process and help you achieve your unit(s).

The assessor/tutor
The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The internal verifier
The internal verifier maintains the quality of assessment within the centre.

The external verifier
The external verifier works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

4 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Please photocopy these forms as required.

5 Candidate progress record

City & Guilds Level 2 Diploma in Work-based Horticulture (0065-73)

Units													
Credits													
Total Credits Achieved:													

I confirm that the evidence supplied for the above listed units is authentic and a true representation of my own work. The work logged in the following pages is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 201 Monitoring and maintaining health and safety

3 credits

1. be able to maintain health, safety and security in the workplace

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to use equipment and materials safely

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know the systems and procedures for maintaining health, safety and security

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand why equipment is transported and stored safely

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 explain how to transport and store equipment and materials safely		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know the reason for following manufacturers' guidance

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 state the importance of following manufacturers' and organisational training instructions and the potential consequences and risks of not doing so.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

6. be able to maintain good standards of heath and safety for self and for others

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. understand how to maintain the health and safety of self and others

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know the safe lifting techniques

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the safe methods for moving and lifting items.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. know how to maintain health and safety

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 201 Monitoring and maintaining health and safety

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 202 Maintain and develop personal performance

2 credits

1. be able to maintain personal performance

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to develop personal performance

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to develop personal performance

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 202 Maintain and develop personal performance

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 203 Establish and maintain effective working relationships with others

2 credits

1. be able to maintain working relationships with others

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
1.5 seek assistance from others without causing undue disruption to normal work activities						
1.6 respond in a timely and positive way when others ask for help or information.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand why good working practices are important

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 state why good working relationships are important		
2.2 suggest ways in which good working relationships can be maintained		
2.3 state the methods of dealing with disagreements within the workplace		
2.4 describe own level of responsibility in relation to dealing with disagreements		
2.5 state why effective communication is important.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 203 Establish and maintain effective working relationships with others

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 204 Levelling and preparing sites for landscaping

4 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to level and prepare sites for landscaping

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know the importance of site preparation for landscaping

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how to reinstate the ground to the required level

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 204 Levelling and preparing sites for landscaping

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 205 Preparing ground for seeding and planting

4 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare ground for seeding and planting

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to prepare the ground

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know the types of hazards

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the hazards of underground services and how to avoid these		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know the types of weeds

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 identify 15 types of perennial weeds and state how to control them.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 describe the equipment and materials which will be necessary for preparing ground for seeding and planting covering the following materials		
a. organic matter		
b. fertiliser		
c. lime		
d. perennial weed herbicides		
7.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

Unit 205 Preparing ground for seeding and planting

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 206 Establishing plants or seeds in soil

4 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to establish plants and/or seeds in soil

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 position and plant the plants and or seeds according to instructions / drawings						
3.2 provide aftercare to meet the planting specifications.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know the requirements for establishing healthy plants

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to deal with damage and pollution

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 206 Establishing plants or seeds in soil

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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

5 credits

1. be able to select, use and maintain equipment for identifying the health and maintaining the condition of general amenity turf

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to identify the health of general amenity turf

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain the condition of amenity turf

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how to maintain the health of turf

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know the impacts of mowing on sward condition

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 208 Establish decorative amenity areas

6 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to establish decorative areas

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 state what needs to be considered when selecting and using all of the following materials:		
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:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 208 Establish decorative amenity areas

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 209 Maintain the appearance of decorative amenity areas

7 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to identify and control weeds, pests and diseases

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 identify weeds, pests and diseases and use one of the following control methods:						
a. physical						
b. chemical						
c. cultural.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know why it is important to maintain decorative areas

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 209 Maintain the appearance of decorative amenity areas

Declaration

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 210 Maintain the health of sports turf

5 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain the health of sports turf

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to maintain the health of sports turf

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
5.1 describe the equipment which will be necessary for maintaining sports turf		
5.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 210 Maintain the health of sports turf

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 211 Maintain the condition of sports turf surfaces

7 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain sports turf surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to maintain the health of sports turf

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how conditions affect grass growth and the maintenance of playing surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to set out sports surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
7.1 describe the equipment which will be necessary for maintaining sports surfaces		
7.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 211 Maintain the condition of sports turf surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 212 Renovate and repair sports turf surfaces

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to renovate and repair sports turf surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to maintain the health of sports turf

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
5.1 describe the equipment which will be necessary for maintaining sports surfaces		
5.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 212 Renovate and repair sports turf surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 213 Maintain and renovate artificial sports surfaces

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain and renovate the condition of artificial sports surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know the maintenance and renovation requirements of artificial sports surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 213 Maintain and renovate artificial sports surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 214 Select and prepare interior plant displays

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to establish interior plant displays

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to set up interior plant displays

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 214 Select and prepare interior plant displays

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 215 Establish interior plant displays

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to establish interior plant displays

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
	Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)		**Evidence date**					
The learner can:		**Portfolio reference**					
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.						
	Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

4. know how to install interior plant displays

Assessment criteria (Knowledge) **The learner can:**		**Portfolio reference**	
4.1	describe how to handle and transport the following materials safely and efficiently:		
	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:		
a. tropical		
b. temperate		
c. shade lovers		
d. sun lovers		
Environment		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 215 Establish interior plant displays

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 216 Maintain the health and appearance of interior plant displays

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain the appearance of interior plant displays

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 inspect the display and three different plants from the groups below according to agreed schedules						
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:						
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:						
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain the health of interior plants

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 identify all threats to plant health below:						
a. pests						
b. diseases						
c. disorders						
d. unfavourable conditions						
e. competing growth						
3.2 use appropriate methods to promote and maintain healthy growth, including:						
a. feeding						
b. watering						
c. surface cultivation						
3.3 use three of the methods below to deal with threats to plant health:						
a. physical						
b. chemical						
c. cultural						
d. irrigation.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how to maintain the appearance and health of interior plant displays

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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:		
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:		
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:		
a. pests		
b. diseases		
c. disorders		
d. unfavourable conditions		

e. competing growth		
5.5 describe the methods of dealing with threats to plant health:		
a. physical		
b. chemical		
c. cultural		
d. irrigation		
5.6 describe the methods of promoting plant health:		
a. cleaning		
b. providing support		
c. replacement of plants, features or containers		
d. pruning		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 216 Maintain the health and appearance of interior plant displays

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 217 Establish and maintain artificial plant displays

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to establish artificial plant displays

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 select the required materials for the display						
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain the appearance of artificial plant displays

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 ensure that maintenance operations are appropriate to the plants and environmental conditions and the overall visual impact, including:						
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to minimise damage to plants

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
4.1 minimise the damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know how to be able to establish artificial plant displays

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
a. artificial plants		
b. containers		
c. supports		
6.3 describe how to handle and transport all the materials safely and efficiently		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to be able to maintain the appearance of artificial plant displays

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 217 Establish and maintain artificial plant displays

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 218 Preparing and transporting plants and resources

2 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare plants and other resources for transportation

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to load plants and resources

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 load and position plants and resources safely and securely for transportation.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to transport a range of plants and other resources

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
4.1 minimise the damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know how to prepare plants and other resources for transportation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		

Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know the principles of safe and effective transportation

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.		

Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 218 Preparing and transporting plants and resources

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 219 Prepare and excavate internment plots (dig graves)

3 credits

1. be able to prepare for excavating interment plots

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
1.1 correctly locate the plot using the information provided						
1.2 mark and cut out to allow for the size of internment.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to excavate interment plots

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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 internment and type of grave						
2.5 remove excess soil safely and efficiently						
2.6 complete work in good time for the burial.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to select, use and maintain equipment for excavating interment plots

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how to prepare interment plots

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to position spoil boards and equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to excavate interment plots

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 describe the effect of each of the following soil types and conditions on the method of excavating an interment plot:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 219 Prepare and excavate internment plots (dig graves)

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 220 Prepare and assist with burials

6 credits

1. be able to prepare internment plots for burial

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to assist with burying the dead

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to backfill graves and restore internments

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to select, use and maintain equipment for prepare, assist and back fill internment plots

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know how to prepare internment plots for burial

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to bury the dead

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to backfill and restore internment plots

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. know how to how to deal with problems

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
9.1 describe how to respond effectively to the types of unexpected problems listed:		
a. water		
b. collapse		
c. shrinkage		
d. poor condition of shoring.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
10.1 describe the equipment which will be necessary to bury the dead:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 220 Prepare and assist with burials

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 221 Exhume coffins and remains

4 credits

1. be able to carry out exhumations of coffins and remains

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to select, use and maintain equipment to exhume coffins and remains

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to exhume coffins and remains

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the equipment and materials which will be necessary to exhume coffins and remains including:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 221 Exhume coffins and remains

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 222 Installing drainage systems

3 credits

1. be able to install drainage systems

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
1.1 position reference marks according to specification						
1.2 install drainage system to specification:						
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to select, use and maintain equipment for installing drainage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know the principles of drain installation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		

Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 222 Installing drainage systems

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 223 Maintain drainage systems

3 credits

1. be able to inspect and maintain drainage systems

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to inspect and maintain drainage systems

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 223 Maintain drainage systems

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 224 Use and maintain non-powered and hand held powered tools and equipment

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
1.1 ensure that non-powered and hand held 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 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 non-powered and hand held powered equipment and take appropriate action						
1.6 clean and store equipment correctly after use.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to use and maintain the tools and equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 224 Use and maintain non-powered and hand held powered tools and equipment

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 225 Use and maintain pedestrian controlled powered equipment

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to use and maintain pedestrian controlled powered equipment

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. know the operating principles of powered equipment

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

Unit 225 Use and maintain pedestrian controlled powered equipment

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 226 Use and maintain ride-on powered equipment

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to use and maintain ride-on powered equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 describe methods of checking and maintaining the equipment ready 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		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. know the operating principles of powered equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

Unit 226 Use and maintain ride-on powered equipment

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 227 Use and maintain chippers and / or shredders

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to use and maintain chippers and/ or shredders

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 227 Use and maintain chippers and / or shredders

Declaration

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The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 228 Construct water features

7 credits

1. be able to prepare the site

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
1.1 prepare the site ready for the construction of water features.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to construct more than one type of water feature

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to select, use and maintain a selection of tools and equipment for constructing water features

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know the importance of the specification when constructing water features

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to deal with problems during construction

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to use a range of materials

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
7.1 describe how to use all of the following materials correctly		
a. plastic ridged liners		
b. flexible liners		
c. concrete		
d. rocks.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment used.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 228 Construct water features

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 229 Maintaining water features

4 credits

1. be able to maintain water features

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know the principles of maintaining water features

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the equipment which will be required for the activity		
5.2 describe the methods of maintaining the range of equipment used.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 229 Maintaining water features

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 230 Install hard standing sub-layers

7 credits

1. be able to select, use and maintain equipment for installing hard standing sub-layers

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare the area prior to installing sub layers

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to install laying courses

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to prepare individual course beds

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
4.1 place and prepare a suitable laying course for an individual bed.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know the principles of sub-base function and aggregate compaction in sub-bases

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know the principles of sub-base function and aggregate compaction in sub-bases

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment used.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 230 Install hard standing sub-layers

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 231 Installing block surfaces

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to install block surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to prepare for installing block surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how to install block surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the equipment which will be necessary for installing block surfaces		
6.2 describe methods of maintaining the equipment ready for use		
6.3 state the importance of dust-suppression and RPE when using a cut-off saw.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 231 Installing block surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 232 Installing flag stone surfaces

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to set-out for line and level

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to prepare for installing flagstone surfaces

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how to install flagstone surfaces

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 232 Installing flag stone surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 233 Installing sett/cobble surfaces

6 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to install sett/cobble surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to prepare for installing sett cobble surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. explain the principles of installing sett/cobble surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 233 Installing sett/cobble surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 234 Installation of edge restraints

7 credits

1. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to install kerbs, channels and edgings

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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. singe 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 kerbline						
	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.						
	Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to install kerbs, channels and edgings

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 234 Installation of edge restraints

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 235 Clearing horticultural and landscaping sites

3 credits

1. be able to clear sites effectively

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know the appropriate methods for site clearance

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 235 Clearing horticultural and landscaping sites

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 236 Establishing crops or plants in growing medium

4 credits

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to set out crops or plants

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. know how to establish crops/ plants

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. be able to set out crops or plants

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. be able to establish crops or plants

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
7.1 use a suitable method of establishing the crops or plants						
7.2 apply suitable protection to the crops or plants.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

8. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

9. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 236 Establishing crops or plants in growing medium

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 237 Monitor and report on the growth and development of crops and plants

3 credits

1. be able to report on the growth and development of crops

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to monitor the growth and development of crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 describe the growth and development requirements of the crop(s)		
3.2 describe how to recognise the types of problems which may occur with the growth and development of the crop including :		
a. moisture problems		
b. nutrient problems		
c. physical damage		
d. pests, diseases and disorders		
e. excessive or inappropriate growth		
f. weed competition		
3.3 specify the correct actions to take in relation to problems with growth and development of the crop		
3.4 provide clear and accurate information for recording purposes.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 237 Monitor and report on the growth and development of crops and plants

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 238 Maintain moisture levels for crops or plants

2 credits

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 plants water requirements		
1.4 identify the types of records required and the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to maintain moisture levels for crops and plants

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 238 Maintain moisture levels for crops or plants

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 239 Provide nutrients to crops or plants

2 credits

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
2.1 describe the equipment and methods of maintaining used to provide nutrients to crops or plants		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to provide nutrients to crops or plants

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
6.1 select appropriate equipment for this area of 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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 239 Provide nutrients to crops or plants

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 240 Remove unwanted plant growth to maintain development

5 credits

1. know the different types of unwanted plant growth

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to maintain plant development

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 describe how all the following methods can be used to maintain/control plant development:		
a. trimming		
b. supporting		
c. thinning		
d. spacing		
e. irrigation		
f. growth regulators		
g. lighting and shading		
h. protection		
i. pruning.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
3.1 describe the equipment which will be necessary for maintaining plant development		
3.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. be able to select, use and maintain equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to identify unwanted plant growth

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
6.1 recognise unwanted plant material as appropriate						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. be able to remove unwanted plant growth

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

8. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 240 Remove unwanted plant growth to maintain development

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 241 Carry out harvesting operations

4 credits

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to harvest crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
3.1 describe the equipment which will be necessary for preparing harvested crops		
3.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
6.1 select appropriate equipment for this area of work						
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. be able to harvest crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
7.1 correctly identify the crop which is to be harvested and check that it is ready for harvesting						
7.2 inform the appropriate person if the condition of the crop is not suitable for harvesting						
7.3 handle the harvested crop in a way which maintains quality and minimises damage.						
7.4 maintain suitable levels of hygiene during harvesting						
7.5 harvest at a commercial rate in accordance with production requirements to meet planned deadlines						
7.6 provide clear and accurate information for recording purposes.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 241 Carry out harvesting operations

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 242 Prepare harvested crops

3 credits

1. know how to prepare harvested crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 describe all the preparation methods for the harvested crops:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 describe the equipment which will be necessary for preparing harvested crops		
2.2 describe methods of maintaining the equipment ready for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to prepare harvested crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
5.1 use at least two of the methods of preparing the harvested crop in accordance with production requirements						
a. handling						
b. grading						
c. packing or labelling						
d. cleaning						
e. drying						
5.2 identify and remove harvested produce which does not meet production or customer requirements						

5.3	maintain suitable levels of hygiene throughout the preparation of the crop						
5.4	prepare the harvested crop for transfer to the customer and storage						
5.5	store the crop in accordance with production and/or customer requirements						
5.6	provide clear and accurate information for recording purposes.						
	Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

6. be able to work safely and minimise environmental damage

Assessment criteria (Performance)		**Evidence date**					
The learner can:		**Portfolio reference**					
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						
6.3	dispose of waste safely and correctly.						
	Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

Unit 242 Prepare harvested crops

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 243 Store harvested crops

4 credits

1. know how to store harvested crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to store harvested crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

Unit 243 Store harvested crops

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 244 Plant nomenclature, terminology and identification

5 credits

1. understand the terminology used in naming plants

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. understand how the parts of plants can aid identification

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. be able to identify and name plants using botanical names

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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 range of plants appropriate to your industry sector, covering a minimum of 20 from each category for at least three of the following:						
a. annuals and short-lived perennials						
b. houseplants						
c. herbaceous perennials						
d. trees and shrubs						
e. grasses						
f. food crops						
g. weeds						
3.4 use the correct format when writing botanical names.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 244 Plant nomenclature, terminology and identification

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 245 Merchandise plants and other relevant products

6 credits

1. know how to merchandise plants and other products

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. be able to merchandise plants and other products

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to maintain the condition of plants for sale

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to maintain plants ready for sale

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 245 Merchandise plants and other relevant products

Declaration

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The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 246 Provide customer service when selling plants

4 credits

1. know how to provide good customer service

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. be able to sell plants and products to customers

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 246 Provide customer service when selling plants

Declaration

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The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 248 Load and unload physical resources within the work area

2 credits

1. be able to load and unload physical resources

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to load and unload physical resources

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 248 Load and unload physical resources within the work area

Declaration

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The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 249 Transport physical resources within the work area

2 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to transport physical resources within the work area

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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:		
a. imbalance		
b. contamination		
c. adverse weather		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 249 Transport physical resources within the work area

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 250 Prepare and operate a tractor and attachments

5 credits

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

Assessment criteria (Knowledge) **The learner can:**		**Portfolio reference**	
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.		
	Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

2. be able to prepare a tractor and attachments for operation

Assessment criteria (Performance)		**Evidence date**					
The learner can:		**Portfolio reference**					
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.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand how to operate a power vehicle

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to operate a tractor with attachments

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 250 Prepare and operate a tractor and attachments

Declaration

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Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 251 Construct and maintain boundaries

3 credits

1. be able to construct and maintain boundaries

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to construct and maintain boundaries

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the methods of maintaining the range of equipment used		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 251 Construct and maintain boundaries

Declaration

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 252 Construct and maintain paths

3 credits

1. be able to construct and maintain paths

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 select and use equipment according to instructions						
3.2 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to construct and maintain paths

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
5.1 describe the methods of maintaining the range of equipment used		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 252 Construct and maintain paths

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 253 Repair and maintain structures or surfaces

2 credits

1. be able to prepare for the repair and maintenance

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to repair and maintain structures or surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain and use relevant equipment

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand the principles of maintaining structures and surfaces

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
5.6 not meeting the specification and the actions to take.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the reasons for maintaining equipment

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
7.1 describe the methods of maintaining the range of equipment used		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 253 Repair and maintain structures or surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 254 Prepare and construct new structures or surfaces

5 credits

1. be able to prepare to construct new structures and surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to construct new structures and/or surfaces

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 construct the structure or surface in accordance with the specification						
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
4.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand how to construct new structures and surfaces

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the reasons for maintaining equipment

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
7.1 explain the importance and methods of maintaining equipment for use.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 254 Prepare and construct new structures or surfaces

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 255 Maintain equipment and machines

4 credits

1. be able to prepare equipment and machines for maintenance

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to carry out maintenance procedures

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation						
2.2 clean, service and store tools after use.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 255 Maintain equipment and machines

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 256 Collect and prepare propagation material

4 credits

1. be able to collect propagation material

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare propagation material

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 provide clear and accurate information for recording purposes.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. know how to collect propagation material

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to prepare the propagation material

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
10.1 describe the equipment which will be required for the activity		
10.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 256 Collect and prepare propagation material

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 257 Establish propagation material

3 credits

1. be able to establish propagation material

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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:						
a. watering						
b. temperature control						
c. humidity control						
d. removal of diseased material.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain accurate records

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 provide clear and accurate information for recording purposes.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know how to establish propagation material

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 257 Establish propagation material

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 258 Propagate plants from seed

4 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare materials and sow seed

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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 minimises damage						
2.5 sow seed evenly and accurately in accordance with instructions.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to provide aftercare for seedlings

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
4.1 provide clear and accurate information for recording purposes.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

6. know how to prepare materials and sow seed

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to provide aftercare for seedlings

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
9.1 describe the equipment which will be required for the activity		
9.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. know how to maintain accurate records

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
10.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 258 Propagate plants from seed
Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 259 Obtain, position and prepare growing media

2 credits

1. be able to obtain and position materials

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare growing media

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how to obtain and position materials

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to prepare growing media

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 259 Obtain, position and prepare growing media

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 260 Maintaining plants outdoors

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain the health of plants outdoors

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						

Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to maintain the health of plants outdoors

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
4.1 describe how to check and report signs of damage or threats to health to include:		
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:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 260 Maintaining plants outdoors

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 261 Monitor and record environmental conditions for protected crops

2 credits

1. be able to monitor and record environmental conditions for protected crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
1.1 monitor two of the following environmental conditions in accordance with instructions:						
a. temperature						
b. humidity						
c. ventilation						
d. light and shade						
1.2 accurately identify the need for adjustments to environmental conditions and report promptly to the appropriate person						
1.3 provide clear and accurate information for recording purposes.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to monitor and record environmental conditions for protected crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
4.3 describe the correct methods for disposing of waste.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 261 Monitor and record environmental conditions for protected crops

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 262 Monitor and maintain watering systems

2 credits

1. be able to monitor and maintain watering systems

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to monitor and maintain watering systems

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to maintain accurate records

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
7.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 262 Monitor and maintain watering systems

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 263 Identify and report the presence of pests, diseases and disorders

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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.		
	Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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.		
	Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

Unit 263 Identify and report the presence of pests, diseases and disorders

Declaration

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Candidate Signature:	
Date:	

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 264 Control pests, diseases and disorders

3 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to assist with controlling pests, diseases and disorders

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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:		
a. chemical		
b. biological		
c. 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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 264 Control pests, diseases and disorders

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 265 Identify and collect plants for dispatch

2 credits

1. be able to identify and collect plants for dispatch

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 select appropriate equipment for this area of work						
3.2 use equipment according to relevant legislation and manufacturer's instructions including personal protective equipment						
3.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to identify and collect plants for dispatch

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 265 Identify and collect plants for dispatch

Declaration

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 266 Prepare plants for dispatch

1 credit

1. be able to prepare plants for dispatch

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 select appropriate equipment for this area of work						
3.2 use equipment according to relevant legislation and manufacturer's instructions including personal protective equipment						
3.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand the need to prepare plants for dispatch

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 266 Prepare plants for dispatch

Declaration

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Candidate Signature:	
Date:	

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 267 Excavate and form foundations for fencing

3 credits

1. be able to work safely and in line with requirements

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to excavate foundations to comply with (fence) specifications

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 use recommended working practices to excavate ground.						
Type of evidence ➔						

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

4. be able to form foundations to comply with (fence) specification

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to deal with difficulties

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know the relevant legislation and codes of practice

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to excavate for fence foundations

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to form foundations for fencing specifications

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 267 Excavate and form foundations for fencing

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 268 Place and fix fence posts

3 credits

1. be able to work safely in line with legislation and codes of practice

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to select and prepare tools

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 select and prepare tools, equipment and resources ready for use						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to prepare materials

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
3.1 Obtain fencing materials of specified type, material, quality and grade						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to place and fix posts

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
4.1 Use three of the following methods to fix posts to the specified line, level and angel: • Driving • Bolting • Casting • Socketing • Backfilling • 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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to deal with difficulties

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
5.1 deal with difficulties experienced during work within levels of responsibility						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know the relevant legislation and codes of practice

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to place and fix posts

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 268 Place and fix fence posts

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 270 Resolve customer service problems

6 credits

1. be able to spot customer service problems

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to pick the best solution to resolve customer service problems

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to take action to resolve customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to resolve customer service problems

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 270 Resolve customer service problems

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 275 Prepare and cultivate sites ready for planting crops

4 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare sites for cultivation and planting

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 identify site to be prepared for cultivation and planting						
2.2 prepare the site by removing any waste from previous crop.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to carry out site cultivations

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
3.1 carry out cultivation to achieve the required ground conditions to meet the requirements of the crop covering						
a. correct depth						
b. soil condition						
c. area covered						
3.2 report conditions of cultivation clearly and accurately to the appropriate person.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know the methods for preparing sites ready for cultivation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 describe the methods and reasons for preparing sites ready for cultivation.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand how to cultivate sites

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the different methods of cultivating sites reflecting the following:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 275 Prepare and cultivate sites ready for planting crops

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 276 Carry out harvesting operations by mechanical means

4 credits

1. be able to harvest crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare, use and maintain equipment for harvesting crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to harvest crops mechanically

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 276 Carry out harvesting operations by mechanical means

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 277 Prepare the storage area and monitor crop during storage

4 credits

1. be able to prepare the storage area

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to store the harvested crop

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to monitor the condition of the storage area and crops

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how prepare and monitor the condition of harvested crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 277 Prepare the storage area and monitor crop during storage

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 278 Transport harvested crop

4 credits

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know how to maintain the equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe methods of maintaining the equipment in a fit state for use		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		

O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report

Unit 278 Transport harvested crop

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 280 Promote responsible public use of the environment

4 credits

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to safeguard the environment

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to safeguard members of the public and the environment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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:		
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 outline the current health and safety legislation, codes of practice and any additional requirements		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 280 Promote responsible public use of the environment

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 283 Establish and maintain conditions appropriate to the welfare of animals

3 credits

1. be able to provide appropriate living conditions for the animals

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to handle and inspect livestock

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. know how to establish appropriate conditions for livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		

Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know how to handle livestock in a manner which minimises stress

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know types of equipment required and how to maintain them

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 283 Establish and maintain conditions appropriate to the welfare of animals

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 284 Respond to customer requests

5 credits

1. be able to establish a rapport with customers

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to respond appropriately to customers

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to communicate information to customers

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to give customers a positive impression of organisation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 284 Respond to customer requests

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 285 Receive goods and materials into storage

4 credits

1. be able to prepare to receive deliveries

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to receive deliveries into storage

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand the importance of preparing for expected deliveries

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand own responsibility for handling goods and materials

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
4.1 explain the importance of handling goods and materials safely, hygienically and in ways that protect them from damage		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 285 Receive goods and materials into storage

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 286 Place goods and materials into storage

4 credits

1. be able to place goods and materials into storage

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand the requirements for storing goods and materials

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. know procedures for resolving problems with storage facilities and equipment

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 286 Place goods and materials into storage

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 287 Process payments for purchases

1 credit

1. be able to process payments for purchases

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand legal and organisational requirements for processing payments

Assessment criteria (Knowledge) **The learner can:**	**Portfolio reference**	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 287 Process payments for purchases

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 288 Prepare and establish propagation material

3 credits

1. be able to establish propagation materials

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to establish propagation materials

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to prepare and establish propagation material

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 outline the current health and safety legislation, codes of practice and any additional requirements		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 288 Prepare and establish propagation material

Declaration

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IV Signature:	
Date:	

Unit 289 Resolve customer service problems

6 credits

1. be able to identify customer service problems

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to select the solution to resolve customer service problems

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to take action to resolve customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	**Portfolio reference**					
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						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. know how to resolve customer service problems

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 289 Resolve customer service problems

Declaration

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IV Name:	
IV Signature:	
Date:	

Unit 346 Communicate information within the workplace

2 credits

1. be able to receive information within the workplace

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
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.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to transmit information within the workplace

Assessment criteria (Performance)	**Evidence date**					
The learner can:	**Portfolio reference**					
2.1 transmit information accurately and timely and using appropriate methods						
2.2 confirm receipt of information.						
Type of evidence ➔						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand how to receive and transmit information within the workplace

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand the relevant legislation in receiving and sending information

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 summarise the legislation which relates to communicating information within the workplace		
Type of evidence ➔		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 346 Communicate information within the workplace

Declaration

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Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety
All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities
Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **www.cityandguilds.com**, City & Guilds Customer Relations Team or your centre.

Access to assessment
City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **www.cityandguilds.com**, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals
Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **www.cityandguilds.com** or is available from the City & Guilds Customer Relations Team or your centre.

City & Guilds

For almost 150 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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City & Guilds is a global skills partner, empowering people, organisations and economies to develop the skills they need for growth.