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

Version 5.4 (March 2026)

Qualification handbook

Qualification at a glance

Subject area	**Horticulture**
City & Guilds number	0065
Age group approved	16-18, 18+, 19+
Entry requirements	n/a
Assessment	Portfolio
Grading	Pass/Fail
Approvals	Fast track
Support materials	Candidate Logbook
Registration and certification	Consult Walled Garden for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 2 Diploma in Work-based Horticulture	0065-73	601/2631/0	261	370

Version and date	Change detail	Section
1.1 April 2014	Made minor corrections to units – formatting, duplication of info etc	Units
1.2 May 2014	Corrected GLH columns mislabelled as UAN	Units
1.3 June 2014	Unit 244 AC3.3 amended	Units
2.0 July 2014	Units 230-234 added to the ROC for pathway 0065-73 Landscaping)	Structure
2.1 October 2014	Unit 204 showing as 2 credits amended to 4 credits	Structure (pg 5)
2.2 December 2014	Amendments to unit credits: 208, 209, 210, 211, 212, 213, 218, 219, 220, 221,	Units (pgs 5-10)
3.0 January 2015	ROC for 0065-73(Landscaping, Production Horticulture & Parks, Gardens and Green Spaces amended	Structure
3.1 April 2015	The word 'waste' removed from 7.2 unit 236	Units
3.3 November 2015	Amendments to 0065-73 routes, insertion of units 290, 291 and 292	Structure/Units
5.0 March 2016	Unit 292 content amended and added to the structure list. And the ROC for 0065-73 has been amended.	Structure/Units
5.3 August 2017	Added TQT and GLH Removed QCF	Qualification Structure Appendix 1
5.4 March 2026	Removed units 700-705 Removed reference to POS 0065-71 and 0065-72 as both are now closed for new registrations. Layout updated Removed unit 290 and 291	Throughout Units

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1 Introduction

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

Area	Description
Who are the qualifications for?	They are for learners who work or want to work in the horticulture industry.
What do the qualifications cover?	They allow learners to learn, develop and practise the skills required for employment and/or career progression in the horticulture sector.
What opportunities for progression are there?	They allow learners to progress into employment or to the following City & Guilds qualifications: • Level 2 Practical Horticultural Skills (7573-02) • Level 2 Horticulture (0078-02) • Level 3 Work-based Horticulture (0065-81, 82, 83)
Is it part of an apprenticeship framework or initiative?	The Diploma serves as the competence qualification within the Apprenticeship Framework for Horticulture.

Structure

To achieve the **City & Guilds Level 2 Diploma in Work-based Horticulture (0065-73)**, learners must achieve:

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.

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.

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.

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.

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.

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.

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 number	Unit title	Credit value
Unit 201	Monitoring and maintaining health and safety	3
Unit 202	Maintain and develop personal performance	2
Unit 203	Establish and maintain effective working relationships with others	2

Unit 204	Levelling and preparing sites for landscaping	4
Unit 205	Preparing ground for seeding and planting	4
Unit 206	Establishing plants and or seeds in soil	4
Unit 207	Identify the health and maintain the condition of general amenity turf	5
Unit 208	Establish decorative amenity areas	6
Unit 209	Maintain the appearance of decorative amenity areas	7
Unit 210	Maintain the health of sports turf	5
Unit 211	Maintain the condition of sports turf surfaces	7
Unit 212	Renovate and repair sports surfaces	3
Unit 213	Maintain and renovate artificial sports surfaces	6
Unit 214	Select and prepare interior plant displays	6
Unit 215	Establish interior plant displays	6
Unit 216	Maintain the health and appearance of interior plant displays	6
Unit 217	Establish and maintain artificial plant displays	6
Unit 218	Preparing and transporting plants and resources	2
Unit 219	Prepare and excavate interment plots (Dig graves)	3
Unit 220	Prepare and assist with burials	6
Unit 221	Exhume coffins and remains	4
Unit 222	Installing drainage systems	3
Unit 223	Maintain drainage systems	3
Unit 224	Use and maintain non-powered and hand held powered tools and equipment	3
Unit 225	Use and maintain pedestrian controlled powered equipment	3
Unit 226	Use and maintain ride-on powered equipment	3

Unit 227	Use and maintain chippers and / or shredders	3
Unit 228	Construct water features	7
Unit 229	Maintaining water features	4
Unit 230	Install hard standing sub-layers	7
Unit 231	Installing block surfaces	6
Unit 232	Installing flag stone surfaces	6
Unit 233	Installing sett/cobble surfaces	6
Unit 234	Installation of edge restraints	7
Unit 235	Clearing horticultural and landscaping sites	3
Unit 236	Establishing crops or plants in growing medium	4
Unit 237	Monitor and report on the growth and development of crops and plants	3
Unit 238	Maintain moisture levels for crops or plants	2
Unit 239	Provide nutrients to crops or plants	2
Unit 240	Remove unwanted plant growth to maintain development	5
Unit 241	Carry out harvesting operations	4
Unit 242	Prepare harvested crops	3
Unit 243	Store harvested crops	4
Unit 244	Plant nomenclature, terminology and identification	5
Unit 245	Merchandise plants and other relevant products	6
Unit 246	Provide customer service when selling plants	4
Unit 248	Load and unload physical resources within the work area	2
Unit 249	Transport physical resources within the work area	2
Unit 250	Prepare and operate a tractor and attachments	5
Unit 251	Construct and maintain boundaries	3

Unit 252	Construct and maintain paths	3
Unit 253	Repair and maintain structures or surfaces	2
Unit 254	Prepare and construct new structures or surfaces	5
Unit 255	Maintain equipment and machines	4
Unit 256	Collect and prepare propagation material	4
Unit 257	Establish propagation material	3
Unit 258	Propagate plants from seed	4
Unit 259	Obtain, position and prepare growing media	2
Unit 260	Maintaining plants outdoors	3
Unit 261	Monitor and record environmental conditions for protected crops	2
Unit 262	Monitor and maintain watering systems	2
Unit 263	Identify and report the presence of pests, diseases and disorders	3
Unit 264	Control pests, diseases and disorders	3
Unit 265	Identify and collect plants for dispatch	2
Unit 266	Prepare plants for dispatch	1
Unit 267	Excavate and form foundations for fencing	3
Unit 268	Place and fix posts	3
Unit 269	Give customers a positive impression of yourself and your organisation	5
Unit 270	Resolve customer service problems	6
Unit 275	Prepare and cultivate sites ready for planting crops	4
Unit 276	Carry out harvesting operations by mechanical means	4
Unit 277	Prepare the storage area and monitor crop during storage	4
Unit 278	Transport harvested crop	4

Unit 280	Promote responsible public use of the environment	4
Unit 283	Establish and maintain conditions appropriate to the welfare of animals	3
Unit 284	Respond to customer requests	5
Unit 285	Receive goods and materials into storage	4
Unit 286	Place goods and materials into storage	4
Unit 287	Process payments for purchases	1
Unit 288	Prepare and establish propagation material	3
Unit 289	Resolve customer service problems	6
Unit 346	Communicate information within the workplace	2

Overview

Total Qualification Time (TQT)

TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- the number of hours that an awarding organisation has assigned to a qualification for guided learning
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Diploma in Work-based Horticulture	261	370

2 Centre requirements

Approval

Full approval

To offer this qualification, centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval Process: Quality Assurance Standards** for further information.

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

Or

Fast-track approval

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

Centres should use the fast-track form if:

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

Fast-track approval is available for 12 months from the launch of the qualification. After 12 months, centres will have to go through the full qualification approval process. The centre is responsible for checking that fast-track approval is still current at the time of application.

Please refer to the document **Centre Approval Process: Quality Assurance Standards** for further information.

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

Resource requirements

Centre staffing

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

Technical Competence

- Be occupationally competent or possess technical expertise equivalent to the level of training being delivered.
- Experience should reflect current industry standards and practice.

Professional Experience

- Must have current and relevant experience in the specific subject area being delivered and assessed.

Training Delivery

- Proven track record of delivering training.

Continuing Professional Development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area remains current and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

Physical resources and site agreements

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

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimal delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for all verified and/or moderated assessments undertaken by City & Guilds, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds quality assurance processes visit the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers (IQAs) must:

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds. External Quality Assurers (EQAs) are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

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

Age restrictions

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

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

Access arrangements, reasonable adjustments and special consideration

City & Guilds has considered the design of this qualification and its assessments in order to best support accessibility and inclusion for all learners. City & Guilds understands however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Special consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

Please refer to the documents ‘Joint Council for Qualifications (JCQ) Access Arrangements and Reasonable Adjustments’, ‘JCQ – A Guide to the special consideration process’ and ‘Access arrangements – When and how applications need to be made to City & Guilds’ for more information. All of these are available on the **City & Guilds website**

3 Delivering the qualification

Initial assessment and induction

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

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

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

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth. More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds (cityandguilds.com)

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that help our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds (cityandguilds.com)

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy and considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised and recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of activities wherever possible.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate logbook	www.cityandguilds.com

SmartScreen is City & Guilds' tutor and learner support website. For details about SmartScreen support for this product please check the SmartScreen area of the City & Guilds website SmartScreen | City & Guilds

4 Assessment

Assessment of the qualification

Candidates must:

- have a completed portfolio of evidence for each unit.

Assessment strategy

Portfolio of evidence

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

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

City & Guilds has developed a set of **recording forms** including examples of completed forms for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the EQA(s), before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

Evidence sources

A portfolio of evidence will typically include several pieces of evidence – it must contain sufficient evidence to demonstrate the knowledge and skills required for each appropriate unit.

Evidence sources may include:

- training logbooks
- centre-produced worksheets and activities
- annotated photographs
- video clips (maximum duration in total = 10 minutes)
- workplace documentation/records, for example job cards/job sheets, equipment checks/maintenance/service records, parts order records.

This is not a definitive list; other evidence sources are permitted.

The evidence provided must be valid and attributable to the candidate; the portfolio of evidence must contain a statement from the centre confirming this.

Evidence **must not** include:

- any methods of self-assessment
- opinions – any employer contributions should instead focus on direct observation/evidence of competence, for example, witness statements.

Time constraints

The following must be applied to the assessment of these qualifications:

Qualification registration is valid for two years.

Recognition of prior learning (RPL)

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

RPL is not allowed for this qualification.

5 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- Guided Learning Hours (GLH)
- credit value
- unit aim
- assessment method
- Learning Outcomes (LOs), which are comprised of a number of Assessment Criteria (ACs)
- range statements
- supporting information (eg evidence requirements, unit guidance, mapping to the apprenticeship standard/occupational standards, suggested learning resources, books, websites).

Guidance for delivery of the units

These qualifications comprise of a number of units made up of a single unit. A unit describes what is expected of a competent person in particular aspects of their job.

Each unit is divided into learning outcomes which describe in further detail the skills and knowledge that a candidate should possess.

Each learning outcome has a set of assessment criteria (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Supporting information provides guidance of the evidence requirement for the unit and specific guidance on delivery and range statements. Centres are advised to review this information carefully before delivering the unit.

Unit 201 Monitoring and maintaining health and safety

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

Learning outcome

The learner will:

LO1 be able to maintain health, safety and security in the workplace

Assessment criteria

The learner can:

AC1.1 identify health and safety risks in relation to the workplace covering the following:

a. people
b. equipment and materials
c. the work area

AC1.2 carry out specified measures to control risks and keep the appropriate people fully informed
AC1.3 seek guidance on measures to control unfamiliar risks arising from non-routine work situations
AC1.4 relay health and safety information to others in a manner likely to be understood
AC1.5 dispose of hazardous and non-hazardous waste safely and appropriately
AC1.6 maintain the security of the workplace in accordance with organisational requirements.

Learning outcome

The learner will:

LO2 be able to use equipment and materials safely

Assessment criteria

The learner can:

AC2.1 use equipment and materials in accordance with manufacturers' instructions and any training provided
AC2.2 transport any equipment and materials safely and store them correctly at an approved location when not in use.

Learning outcome

The learner will:

LO3 know the systems and procedures for maintaining health, safety and security

Assessment criteria

The learner can:

AC3.1 state the organisational requirements with regard to ensuring the security of the workplace
AC3.2 describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation
AC3.3 state why inadequate measures to control risks should be reported
AC3.4 describe procedures for different types of emergencies appropriate to the relevant industry
AC3.5 explain how the procedures for specific emergencies may be affected by location
AC3.6 describe the different types of fire extinguishers and their use, relevant to the work area
AC3.7 describe the different forms of waste and appropriate methods of disposal
AC3.8 explain the relationship between security and safety within the workplace
AC3.9 list any specific risks relevant to child safety in the workplace
AC3.10 state why accidents should be reported and to whom.

Learning outcome

The learner will:

LO4 understand why equipment is transported and stored safely

Assessment criteria

The learner can:

AC4.1 explain how to transport and store equipment and materials safely.

Learning outcome

The learner will:

LO5 know the reason for following manufacturers' guidance

Assessment criteria

The learner can:

AC5.1 state the importance of following manufacturers' and organisational training instructions and the potential consequences and risks of not doing so.

Learning outcome

The learner will:

LO6 be able to maintain good standards of heath and safety for self and for others

Assessment criteria

The learner can:

AC6.1 supply the necessary personal medical information in accordance with organisational requirements
AC6.2 use and care for the correct personal protective equipment and clothing necessary for work
AC6.3 use an approved method of handling when moving and lifting items
AC6.4 use the appropriate personal and workplace hygiene at all times
AC6.5 provide accurate information about location so that contact can be made if necessary
AC6.6 work in a way which minimises risk to self, others and the environment
AC6.7 state why it is important to report incidents without delay and complete records accurately, legibly and completely.

Learning outcome

The learner will:

LO7 understand how to maintain the health and safety of self and others

Assessment criteria

The learner can:

AC7.1 explain own roles in maintaining health and safety
AC7.2 explain the reasons for leaving information about location when working in isolation or in remote areas
AC7.3 explain why accidents should be reported without delay and recorded in the appropriate document
AC7.4 explain the methods of minimising environmental damage during work.

Learning outcome

The learner will:

LO8 know the safe lifting techniques

Assessment criteria

The learner can:

AC8.1 describe the safe methods for moving and lifting items.

Learning outcome

The learner will:

LO9 know how to maintain health and safety

Assessment criteria

The learner can:

AC9.1 describe the reasons for maintaining good personal and workplace hygiene
AC9.2 state own limitations in dealing with health and safety emergencies (e.g. not carrying out actions beyond capabilities)
AC9.3 describe basic emergency first aid procedures
AC9.4 describe the types of personal protective equipment and clothing suitable for the tasks and how they must be used, cleaned, stored, inspected and replaced.

Unit 201 Monitoring and maintaining health and safety

Supporting information

Evidence requirements

1.1
Examples of risk assessments carried out by Learner

1.4
First aid certificate may be used if appointed person.

1.5
Hazardous waste is not solely chemical. Other waste includes materials such as glass, dog faeces etc.

3.1
Witness testimony from line manager may be helpful for this outcome.

6.1
Witness testimony may be useful evidence here.

Unit 202 Maintain and develop personal performance

UAN:	F/502/1689
Level:	2
Credit value:	2
GLH:	15
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio
Aim:	The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person. The learner will maintain and develop personal performance with regard to: a. working to targets and completing specific tasks b. quality of work Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.

Learning outcome

The learner will:

LO1 be able to maintain personal performance

Assessment criteria

The learner can:

AC1.1 identify current competence and areas for development using relevant techniques and processes

AC1.2 carry out work in accordance with responsibilities and organisational requirements.

Learning outcome

The learner will:

LO2 be able to develop personal performance

Assessment criteria

The learner can:

AC2.1 agree personal performance and targets with an appropriate person
AC2.2 review performance and progress regularly and use the outcome to plan future development activities
AC2.3 seek advice from an appropriate person if clarification is required concerning specific tasks
AC2.4 seek constructive feedback and advice from others and use it to help maintain and improve performance.

Learning outcome

The learner will:

LO3 know how to develop personal performance

Assessment criteria

The learner can:

AC3.1 state own limits of responsibility in relation to specific tasks and activities
AC3.2 state who to obtain advice from in relation to specific tasks and activities
AC3.3 list the correct procedures for obtaining advice
AC3.4 state the risks involved in not obtaining advice where specific tasks and activities are unclear
AC3.5 describe how to determine and agree development needs and personal targets
AC3.6 state why personal performance should be reviewed.

Unit 202 Maintain and develop personal performance

Supporting information

Evidence requirements

2.1
The appropriate person may be a line manager or supervisor, however, for Learners working alone the assessor can take the role of 'appropriate person'.

3.1
The Learner should be able to list/tell the assessor the general range of work that they carry out according to their job description.

3.2
The Learner should give the name of boss, supervisor and/or manager and their position within the organisation.

3.3
To boss, supervisor or trainer, verbally, written or electronically, manuals, company policy documents, specifications.

3.4
Not asking for advice might result in

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

3.5
Learner should be able to describe the process in their workplace such as appraisal system or review meeting.

3.6
So problems can be discussed and sorted out
To identify training needs and assess your progress
So that the learner can keep up with current legislation
So that the learner can progress
So that the learner can achieve their potential.

Unit 203 Establish and maintain effective working relationships with others

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

Learning outcome

The learner will:

LO1 Be able to maintain working relationships with others

Assessment criteria

The learner can:

AC1.1 identify opportunities to improve working practices with the appropriate person
AC1.2 carry out activities requiring co-operation with others in accordance with required procedures
AC1.3 communicate with others in a way which promotes effective working relationships

AC1.4 keep others informed about work plans or activities which affect them
AC1.5 seek assistance from others without causing undue disruption to normal work activities
AC1.6 respond in a timely and positive way when others ask for help or information.

Learning outcome

The learner will:

LO2 understand why good working practices are important

Assessment criteria

The learner can:

AC2.1 state why good working relationships are important
AC2.2 suggest ways in which good working relationships can be maintained
AC2.3 state the methods of dealing with disagreements within the workplace
AC2.4 describe own level of responsibility in relation to dealing with disagreements
AC2.5 state why effective communication is important.

Unit 204 Levelling and preparing sites for landscaping

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for levelling and preparing sites

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO2 be able to level and prepare sites for landscaping

Assessment criteria

The learner can:

AC2.1 position reference marks correctly and according to specification
AC2.2 position contours, levels and excavations within specified tolerances
AC2.3 reinstate the site to specified levels
AC2.4 keep working area clean according to client requirements
AC2.5 complete work according to the agreed schedule and specification.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know the importance of site preparation for landscaping

Assessment criteria

The learner can:

AC4.1 describe the importance of levelling and preparing sites effectively for all of:

a. green-field
b. urban derelict
c. reclaimed land
d. existing gardens

AC4.2 describe the importance of position reference marks relating to site specification

AC4.3 describe the procedures on a range of contrasting sites covering: green-field, urban, derelict, re-claimed and existing site
AC4.4 state the importance of working within specified tolerances
AC4.5 state the types of damage which may occur to services and how to minimise this
AC4.6 explain why it is important to complete work to agreed schedule and specification.

Learning outcome

The learner will:

LO5 know how to reinstate the ground to the required level

Assessment criteria

The learner can:

AC5.1 describe how to reinstate ground to specified levels and why this is important
AC5.2 state why it is important to clear debris effectively, safely, tidily and legally.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for levelling and preparing sites for landscaping
AC6.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO7 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 205 Preparing ground for seeding and planting

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO2 be able to prepare ground for seeding and planting

Assessment criteria

The learner can:

AC2.1 prepare the ground in a way that is appropriate to the plants/seeds being established, the soil type and ground conditions
AC2.2 add the materials specified for the operation. (it may be compost, fertiliser or sand)
AC2.3 produce the required tilth for the specified finish
AC2.4 clear debris from the site effectively, safely, tidily and legally
AC2.5 complete work to the agreed schedule.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to prepare the ground

Assessment criteria

The learner can:

AC4.1 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

AC4.2 describe how to achieve the correct tilth, consolidation, pH and nutrient levels depending on the use and finish

AC4.3 state where and when composts, fertilisers and other materials should be used and the types of that are appropriate

AC4.4 state how preparation may be affected by type of plants/seeds, soil type, ground and weather conditions and type of site

AC4.5 describe the unwanted impacts to a site which might occur when preparing ground and how to avoid them

AC4.6 state why it is important to clear debris effectively, safely, tidily and legally.

Learning outcome

The learner will:

LO5 know the types of hazards

Assessment criteria

The learner can:

AC5.1 describe the hazards of underground services and how to avoid these.

Learning outcome

The learner will:

LO6 know the types of weeds

Assessment criteria

The learner can:

AC6.1 identify 15 types of perennial weeds and state how to control them.

Learning outcome

The learner will:

LO7 know the types of equipment and materials required and how to maintain them

Assessment criteria

The learner can:

AC7.1 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

AC7.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO8 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

AC8.2 describe how environmental damage can be minimised

AC8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 205 Preparing ground for seeding and planting

Supporting information

Evidence requirements

2.1
Minimum area of 15m^2 should be prepared.

2.2
Organic matter refers to imported materials, such as compost or leaf mould.

6.1
This should be assessed practically.

Unit 206 Establishing plants or seeds in soil

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO2 be able to select and transport plants and/or seeds

Assessment criteria

The learner can:

AC2.1 select plants and/or seeds as requested
AC2.2 identify a representative sample of plants
AC2.3 handle, prepare and transport plants and seeds in a way that maintains their health and condition.

Learning outcome

The learner will:

LO3 be able to establish plants and/or seeds in soil

Assessment criteria

The learner can:

AC3. position and plant the plants and or seeds according to instructions / drawings
AC3.2 provide aftercare to meet the planting specifications.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC4.2 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know the requirements for establishing healthy plants

Assessment criteria

The learner can:

AC5.1 describe how to prepare seeds and/or plants in a way that is appropriate to the plant and conditions
AC5.2 state what pH is and how to test for it
AC5.3 explain the importance of timing and seasonality on planting to encourage establishment and growth
AC5.4 describe how to handle and transport plants in a way which minimises damage and maintains health
AC5.5 explain the importance of planting seeds and/or plants to the correct depth and position
AC5.6 describe the aftercare needed to meet planting specifications covering: provision of water, nutrients, protection, support and initial pruning or cutting
AC5.7 describe the different types of backfill materials relevant to different types of plants and situations
AC5.8 describe the range of protection methods which may be used for different plants e.g. anti-desiccants, tree guards and shelters
AC5.9 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO6 know how to deal with damage and pollution

Assessment criteria

The learner can:

AC6.1 state the correct methods of dealing with accidental damage and pollution
AC6.2 describe how to minimise damage and unnecessary waste when working.

Learning outcome

The learner will:

LO7 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC7.1 describe the equipment which will be necessary for establishing plants and seeds in soil
AC7.2 describe methods of maintaining the equipment ready for use.AC3.2

Learning outcome

The learner will:

LO8 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 206 Establishing plants or seeds in soil

Supporting information

Evidence requirements

1.1
Can be hand tools or powered equipment as appropriate to the job.

2.2
At least 35 plants relevant to the workplace common or botanical names are acceptable as long as they give a positive identification.

3.2
This could be support, pruning, watering, protection etc.

5.2
Performance evidence may be used for ‘how to test’.

5.9
This may be the planting plan, labels etc.

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

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for identifying the health and maintaining the condition of general amenity turf

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.AC1.2

Learning outcome

The learner will:

LO2 identify the health of general amenity turf

Assessment criteria

The learner can:

AC2.1 inspect turf and relate condition to specification
AC2.2 identify poor health of turf
AC2.3 use appropriate methods to deal with 4 of the following threats to turf health:

a. pests
b. diseases
c. disorders
d. unfavourable conditions
e. competing growth.

Learning outcome

The learner will:

LO3 Be able to maintain the condition of amenity turf

Assessment criteria

The learner can:

AC3.1 check the turf is in an appropriate condition for maintenance
AC3.2 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

AC3.3 leave the site clean and tidy
AC3.4 identify and report hazards.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

AC4.2 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know how to maintain the health of turf

Assessment criteria

The learner can:

AC5.1 state the importance of checking turf regularly and what this means for a range of species.

AC5.2 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

AC5.3 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

AC5.4 describe the different watering regimes for different types of turf

AC5.5 describe the types and explain the effects of different fertilisers and nutrients (top dressing and liquid) on turf.

Learning outcome

The learner will:

LO6 know the impacts of mowing on sward condition

Assessment criteria

The learner can:

AC6.1 describe how climate and soil conditions affect turf growth and its need for maintenance
AC6.2 describe how to identify when the height of grass and finish of edges meets specification
AC6.3 describe the effects of boxing off and leaving grass cuttings in situ
AC6.4 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

AC6.5 list methods for disposal of grass cuttings to avoid environmental pollution
AC6.6 describe importance of cleaning and securely storing tools and equipment.

Learning outcome

The learner will:

LO7 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC7.1 describe the equipment which will be necessary for identifying the health and maintaining the condition of general amenity turf
AC7.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO8 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC8.2 describe how environmental damage can be minimised
AC8.3 describe the correct methods for disposing of organic and inorganic waste.

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

Supporting information

Evidence requirements

2.3
Methods could include:

- physical
- chemical
- cultural
- irrigation.

3.4
This could be an inspection cover, tree branch.

5.2
Learner must give 2 examples for each of a - e.

5.4
Types such as fine turf, coarse turf.

6.2
This will normally be done by visual inspection and may be linked to performance evidence.

Unit 208 Establish decorative amenity areas

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to establish three different types of decorative area

Assessment criteria

The learner can:

AC2.1 select materials and plants that are suitable for each type of display
AC2.2 handle and transport materials and plants efficiently, effectively and safely
AC2.3 group and position plants and containers to achieve an attractive effect
AC2.4 carry out planting to correct depth, spacing and consolidation
AC2.5 use supports where required, that maintain the plants' growth, appearance and visual impact
AC2.6 provide initial aftercare e.g. watering in.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to establish decorative areas

Assessment criteria

The learner can:

AC4.1 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

AC4.2 describe how to transport and handle the materials and plants efficiently, effectively and safely

AC4.3 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

AC4.4 explain how a range of supports are used to maintain and enhance growth and appearance.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for identifying the health and maintaining the condition of general amenity turf

AC5.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 208 Establish decorative amenity areas

Supporting information

Evidence requirements

2.1

Three decorative areas from the following should be covered:

- Formal bedding
- Wall shrubs
- Climbers
- Mixed borders
- Hanging baskets
- Other containers.

2.6

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

6.1

Should include working at height, if applicable.

Unit 209 Maintain the appearance of decorative amenity areas

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to maintain the appearance of three different types of decorative area

Assessment criteria

The learner can:

AC2.1 water and feed the plants in a way that is appropriate to them and their environment
AC2.2 replace missing, damaged or displaced plants to maintain the visual impact of the area
AC2.3 remove unwanted plant material to maintain the visual impact
AC2.4 train and support plants where required to maintain the overall effect and the health and vigour of plants
AC2.5 leave the area clean and tidy.

Learning outcome

The learner will:

LO3 be able to identify and control weeds, pests and diseases

Assessment criteria

The learner can:

AC3.1 identify weeds, pests and diseases and use one of the following control methods:

a. physical
b. chemical
c. cultural.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.
AC4.2 carry out work in a manner which minimises environmental damage
AC4.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know why it is important to maintain decorative areas

Assessment criteria

The learner can:

AC5.1 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

AC5.2 explain the reasons for feeding and providing moisture for plants in decorative amenity areas

AC5.3 identify and describe five pests, five diseases, two disorders and their symptoms

AC5.4 identify and name 15 weeds common to decorative amenity areas.

AC5.5 describe how to select and use control methods for weeds, pests and diseases appropriate to the area being maintained

AC5.6 explain why unwanted plant material is removed.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for maintaining the appearance of decorative amenity areas

AC6.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO7 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 209 Maintain the appearance of decorative amenity areas

Supporting information

Evidence requirements

2.1
Plants to be selected from 3 of the following that encompass the criteria in outcome 2

- formal bedding
- wall shrubs
- climbers
- mixed borders (minimum of $5m^2$)
- hanging baskets
- other containers.

3.1
Learner to identify the weeds, pests and disease relevant to the 3 selected areas and use at least one control method.

5.4
Nationally accepted common names that give a positive identification may be used.

Unit 210 Maintain the health of sports turf

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to maintain the health of sports turf

Assessment criteria

The learner can:

AC2.1 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

AC2.2 apply as instructed appropriate treatments safely, effectively and without damage to the surrounding areas.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

AC3.2 carry out work in a manner which minimises environmental damage

AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to maintain the health of sports turf

Assessment criteria

The learner can:

AC4.1 state the sources of information on turf treatments

AC4.2 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

AC4.3 describe the approved procedures for turf treatments and why it is important to follow these

AC4.4 identify and describe five pests, five diseases, five disorders and their symptoms

AC4.5 identify and name 15 weeds

AC4.6 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

AC4.7 state who should be informed of conditions affecting sports turf and why.AC1.3

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for maintaining sports turf

AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

AC6.2 describe how environmental damage can be minimised

AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 210 Maintain the health of sports turf

Supporting information

Evidence requirements

2.1
Learners need to be able to accurately report the conditions present.

4.4
Live specimens are preferable, but high quality images may also be used.

Unit 211 Maintain the condition of sports turf surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.AC1.3

Learning outcome

The learner will:

LO2 be able to maintain sports turf surfaces

Assessment criteria

The learner can:

AC2.1 clear surfaces of unwanted debris
AC2.2 prepare the playing surface so that it meets the requirements of the sport and the standard for the event
AC2.3 maintain the quality and appearance of surfaces
AC2.4 make markings which are clear and appropriate to the event
AC2.5 set out the sports equipment required by the rules of the sport and the standard of the event.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to maintain sports turf surfaces

Assessment criteria

The learner can:

AC4.1 explain why it is important to clear surfaces of unwanted debris
AC4.2 describe how to establish that the surface is in a fit condition for maintenance
AC4.3 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

AC4.4 describe all following methods in preparing surfaces:

a. mowing
b. irrigation
c. scarifying and/or verticutting
d. rolling
e. top dressing
f. brushing or switching
g. aeration
h. edging (where appropriate)
i. feeding
j. marking out sports surface
k. setting out equipment.

Learning outcome

The learner will:

LO5 know how conditions affect grass growth and the maintenance of playing surfaces

Assessment criteria

The learner can:

AC5.1 describe the effects of season, climate and soil conditions on intensity, type and frequency of maintenance operations

AC5.2 describe how ground and weather conditions affect maintenance operations.

Learning outcome

The learner will:

LO6 know how to set out sports surfaces

Assessment criteria

The learner can:

AC6.1 describe how to carry out marking appropriate to sports and events

AC6.2 describe how to set out sports equipment correctly to meet the needs of the sport and the standard of the event and why it is necessary.

Learning outcome

The learner will:

LO7 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC7.1 describe the equipment which will be necessary for maintaining sports surfaces
AC7.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO8 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC8.2 describe how environmental damage can be minimised
AC8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 211 Maintain the condition of sports turf surfaces

Supporting information

Evidence requirements

2.2
Learner should carry out all of the following that are relevant to the surface being maintained.

- mowing
- irrigation
- scarifying and/or verticutting
- rolling
- top dressing
- brushing or switching
- aeration
- edging (where appropriate)
- feeding.

4.4
Performance evidence may be used for methods demonstrated in 2.2, 2.3

7.1
Performance evidence may be used from 1.1

Unit 212 Renovate and repair sports turf surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to renovate and repair sports turf surfaces

Assessment criteria

The learner can:

AC2.1 inspect surfaces as requested to assess the need for renovation and repair
AC2.2 select renovation and repair methods that are appropriate to the damage and the type of sports surface
AC2.3 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

AC2.4 reinstate the surface so that it meets the requirements of the sport and the standard of the event.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to renovate and repair

Assessment criteria

The learner can:

AC4.1 describe the importance of thorough and appropriate preparation prior to renovation and repair
AC4.2 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

AC4.3 explain why it is important to renovate and repair surfaces promptly to the required standard and the consequences of not doing so
AC4.4 describe how to inspect surfaces to assess the need for renovation and repair
AC4.5 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

AC4.6 describe how to ensure that the surface meets the requirements of the sport and the standard for the event.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for renovating and repairing sports surfaces
AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 212 Renovate and repair sports turf surfaces

Supporting information

Evidence requirements

2.2

Evidence is required for three renovation methods in this outcome.

4.5

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

Unit 213 Maintain and renovate artificial sports surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to maintain and renovate the condition of artificial sports surfaces

Assessment criteria

The learner can:

AC2.1 clear and prepare the surface for maintenance
AC2.2 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

AC2.3 identify and report any conditions that affect the playing quality of one type of surface.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know the maintenance and renovation requirements of artificial sports surfaces

Assessment criteria

The learner can:

AC4.1 describe the different methods of maintenance for each type of surface:
- a. hard porous water bound
- b. filled synthetic
- c. non-filled synthetic.

AC4.2 describe how surface and weather conditions affect maintenance and renovation operations

AC4.3 describe how to prepare the surface before carrying out maintenance and renovation operations

AC4.4 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

AC4.5 state the standard of playing quality and appearance that has to be achieved for the sport.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for maintaining and renovating artificial sports surfaces

AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 213 Maintain and renovate artificial sports surfaces

Supporting information

Evidence requirements

2.3
Learner should identify and report on 3 conditions requiring attention.

4.4
Performance evidence may be used for operations carried out in 2.2.

Unit 214 Select and prepare interior plant displays

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for establishing interior plant displays

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to establish interior plant displays

Assessment criteria

The learner can:

AC2.1 establish customer requirements for the display
AC2.2 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
AC2.3 check the plants and materials are in a condition fit for use
AC2.4 prepare the plants and materials according to requirements
AC2.5 return unused plants and materials to storage.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to set up interior plant displays

Assessment criteria

The learner can:

AC4.1 describe how to establish the customer's requirements for the display and why this is important
AC4.2 describe the principles underpinning effective interior plant displays.
AC4.3 describe the different types of plants used in interior displays:
- a. tropical
- b. temperate
- c. shade lovers
- d. sun lovers

AC4.4 describe how to select plant and materials appropriate to different types of interior displays and sites
AC4.5 describe the different containers and growing mediums for displays and ensure they are fit for purpose
AC4.6 describe how to prepare materials for plant displays
Materials:
- a. nutrients
- b. containers
- c. irrigation systems
- d. growing medium

AC4.7 describe how to handle and transport the plants and materials safely and efficiently
AC4.8 describe how to position features and grouping of plants in a way which is appropriate to them, the environment and the intended visual impact
AC4.9 state how to make sure support methods are consistent with the display and the health and vigour of the plants
AC4.10 state why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for establishing interior plant displays
AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 214 Select and prepare interior plant displays

Supporting information

Evidence requirements

2.2

3 of the following should be covered

- tropical
- temperate
- shade lovers
- sun lovers

All of the materials should be covered.

4.6

Performance evidence may be used, where covered in 2.2

5.1

Performance evidence may be used from 1.1

Unit 215 Establish interior plant displays

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for establishing interior plant displays

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to install interior plant displays

Assessment criteria

The learner can:

AC2.1 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

AC2.2 maintain the plants and materials in a condition fit for use

AC2.3 install features that enhance the visual impact of the display and avoid damage to the environment

AC2.4 group and position plants appropriately according to environmental conditions including:
a. adjacent features
b. light
c. humidity
d. air movement
e. temperature

AC2.5 use methods of support that are consistent with the intended purpose of the display

AC2.6 minimise the damage to plants, features and surrounding areas

AC2.7 reinstate the site to the customer's satisfaction.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

AC3.2 carry out work in a manner which minimises environmental damage

AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to install interior plant displays

Assessment criteria

The learner can:

AC4.1 describe how to handle and transport the following materials safely and efficiently:
- a. nutrients
- b. containers
- c. irrigation systems

AC4.2 describe how to position water and non-water features in a way which enhances the display and avoids damage to the environment

AC4.3 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

AC4.4 describe how to make sure support methods are consistent with the display and the health and vigour of the plants

AC4.5 state why it is important that the site is reinstated to the client's satisfaction and how to judge whether this has been done

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for establishing interior plant displays

AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 216 Maintain the health and appearance of interior plant displays

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.AC1.4

Learning outcome

The learner will:

LO2 be able to maintain the appearance of interior plant displays

Assessment criteria

The learner can:

AC2.1 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

AC2.2 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

AC2.3 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

AC2.4 work in a way that is sensitive to other people on the site

AC2.5 minimise damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.

Learning outcome

The learner will:

LO3 be able to maintain the health of interior plants

Assessment criteria

The learner can:

AC3.1 identify all threats to plant health below:
- a. pests
- b. diseases
- c. disorders
- d. unfavourable conditions
- e. competing growth

AC3.2 use appropriate methods to promote and maintain healthy growth, including:
- a. feeding
- b. watering
- c. surface cultivation

AC3.3 use three of the methods below to deal with threats to plant health:
- a. physical
- b. chemical
- c. cultural
- d. irrigation

Learning outcome

The learner will:

LO 4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

AC4.2 carry out work in a manner which minimises environmental damage

AC4.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know how to maintain the appearance and health of interior plant displays

Assessment criteria

The learner can:

AC5.1 explain the importance of maintaining the appearance of interior plant displays to agreed schedules

AC5.2 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

AC5.3 explain how all environmental conditions affect the way plants are maintained:

a. adjacent features
b. light
c. humidity
d. air movement
e. temperature

AC5.4 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

AC5.5 describe the methods of dealing with threats to plant health:

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

AC5.6 describe the methods of promoting plant health:

a. cleaning
b. providing support
c. replacement of plants, features or containers
d. pruning

AC5.7 state why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.

Learning outcome

The learner will:

LO6. know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for maintaining the health and appearance of interior plant displays
AC6.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO7. know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 216 Maintain the health and appearance of interior plant displays

Supporting information

Evidence requirements

2.1
Displays covering 3 of the plant groups must be covered.

5.4
Performance evidence may be used from 3.1

Unit 217 Establish and maintain artificial plant displays

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for establishing and maintaining artificial plant displays

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturers' instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome

The learner will:

LO2 be able to establish artificial plant displays

Assessment criteria

The learner can:

AC2.1 select the required materials for the display
- a. artificial plants
- b. containers
- c. supports

AC2.2 handle and transport materials safely and efficiently
AC2.3 ensure that grouping and positioning has the required visual impact
AC2.4 use methods of support which are consistent with the intended purpose of the display.

Learning outcome

The learner will:

LO3 be able to maintain the appearance of artificial plant displays

Assessment criteria

The learner can:

AC3.1 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

AC3.2 carry out maintenance operations safely and efficiently.

Learning outcome

The learner will:

LO4 be able to minimise damage to plants

Assessment criteria

The learner can:

AC4.1 minimise the damage to plants, features and surrounding areas and reinstate the site to the client's satisfaction.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage
AC5.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO6 know how to be able to establish artificial plant displays

Assessment criteria

The learner can:

AC6.1 describe how to create visually appealing artificial plant displays
AC6.2 describe how to select all the materials appropriate to different types of interior displays and sites
- a. artificial plants
- b. containers
- c. supports

AC6.3 describe how to handle and transport all the materials safely and efficiently
- a. artificial plants
- b. containers
- c. supports

AC6.4 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
AC6.5 describe how to ensure support methods are consistent with the display and the health and vigour of the plants.

Learning outcome

The learner will:

LO7 know how to be able to maintain the appearance of artificial plant displays

Assessment criteria

The learner can:

AC7.1 describe the importance of maintaining the appearance of artificial plant displays
AC7.2 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

AC7.3 state why it is important to restore the site to the client's satisfaction and how to judge whether this has been achieved.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be necessary for establishing and maintaining artificial plant displays
AC8.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO9 know the relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC9.2 describe how environmental damage can be minimised
AC9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 217 Establish and maintain artificial plant displays

Supporting information

Evidence requirements

6.2

Performance evidence may be used from 2.1

6.3

Performance evidence may be used from 2.2

Unit 218 Preparing and transporting plants and resources

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for preparing and transporting plants and resources

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to prepare plants and other resources for transportation

Assessment criteria

The learner can:

AC2.1 identify and label plants and or resources to be transported
AC2.2 check plants and resources are in suitable condition for use and transportation
AC2.3 use safe lifting and handling techniques
AC2.4 maintain the condition of plants and resources throughout
AC2.5 complete all records and reports.

Learning outcome

The learner will:

LO3 be able to load plants and resources

Assessment criteria

The learner can:

AC3.1 load and position plants and resources safely and securely for transportation.

Learning outcome

The learner will:

LO4 be able to transport a range of plants and other resources

Assessment criteria

The learner can:

AC4.1 transport all types of plants (delicate, robust, safely lifted by one person and requiring more than one person to lift) and other resources (growing medium, containers, tools and equipment, supports, watering devices and chemicals) safely and efficiently to the correct location
AC4.2 inspect the condition of plants and resources after transportation
AC4.3 identify potential hazards and operate equipment safely.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome

The learner will:

LO6 know how to prepare plants and other resources for transportation

Assessment criteria

The learner can:

AC6.1 state the importance of establishing the transport requirements for plants and other resources
AC6.2 describe how to inspect and prepare plants and resources for transportation
AC6.3 describe the appropriate records that need to be maintained.

Learning outcome

The learner will:

LO7 know the principles of safe and effective transportation

Assessment criteria

The learner can:

AC7.1 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

AC7.2 describe how to maintain the condition of plants during transportation

AC7.3 list the safety procedures to follow when transporting hazardous substances

AC7.4 describe safe lifting and handling techniques when working alone and with others.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be necessary for preparing and transporting plants and resources

AC8.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO9 know the relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 218 Preparing and transporting plants and resources

Supporting information

Evidence requirements

7.1
Performance evidence may be used, where applicable.

Unit 219 Prepare and excavate interment plots (dig graves)

UAN:	H/502/0485
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to Horticulture NOS units L12.1 and L12.2
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio
Aim:	This unit will provide the learner with the skills and knowledge required for preparing the site, equipment and digging a grave. The unit covers: • locating the designated grave site using plans, grave numbers and by measuring • identifying hazards, assessing risks and choosing the safest working method • preparing the site for safe working • digging with both hand tools and mechanical diggers Simulation will not be acceptable.

Learning outcome

The learner will:

LO1 be able to prepare for excavating interment plots

Assessment criteria

The learner can:

AC1.1 correctly locate the plot using the information provided
AC1.2 mark and cut out to allow for the size of interment

Learning outcome

The learner will:

LO2 be able to excavate interment plots

Assessment criteria

The learner can:

AC2.1 position spoil boards and soil boxes safely, appropriate to local conditions
AC2.2 position and insert shoring in a way that is appropriate to the soil conditions and working method
AC2.3 position ladders securely so they allow for a safe and quick escape in an emergency
AC2.4 excavate the ground accurately for the size of interment and type of grave
AC2.5 remove excess soil safely and efficiently
AC2.6 complete work in good time for the burial.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 be able to select, use and maintain equipment for excavating interment plots

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to instructions
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 know how to prepare interment plots

Assessment criteria

The learner can:

AC5.1 describe the importance of thorough preparation in advance of digging
AC5.2 state how to locate interment plots using plans, grave numbers and measuring
AC5.3 state the different sizes of interment plot
AC5.4 describe how to prepare new and re-interments.

Learning outcome

The learner will:

LO6 know how to position spoil boards and equipment

Assessment criteria

The learner can:

AC6.1 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
AC6.2 describe why it is important to position equipment, especially mechanical equipment, safely and how to do so
AC6.3 describe what to do in the event of problems.

Learning outcome

The learner will:

LO7 know how to excavate interment plots

Assessment criteria

The learner can:

AC7.1 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

AC7.2 explain why the shape of the excavation is important to safety and how to maintain a safe shape

AC7.3 state the purpose of different types of shoring and how to position and use it according to different methods of excavation and soil conditions

AC7.4 describe the correct procedures for the removal of soil

AC7.5 describe how to position and secure ladders so that escape from the grave can be quick

AC7.6 describe the role and duties of the 'banks' person

AC7.7 explain why it is important to leave the grave in a tidy and safe condition when unattended and how to do so.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment necessary for preparing and excavating of interment plots

AC8.2 describe methods of maintaining the equipment ready for use

AC8.3 state why it is important to secure equipment when unattended and how to do so.

Learning outcome

The learner will:

LO9 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC9.2 describe how environmental damage can be minimised
AC9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 219 Prepare and excavate interment plots (dig graves)

Supporting information

Evidence requirements

7.4
Performance evidence may be used from 2.2-2.5

Unit 220 Prepare and assist with burials

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

Learning outcome

The learner will:

LO1 be able to prepare interment plots for burial

Assessment criteria

The learner can:

AC1.1 locate, check and prepare the correct interment plot for the appointed burial
AC1.2 restrict access to interment plot to members of the public effectively
AC1.3 keep the condition of the interment plot for the burial in a safe and appropriate condition prior to the arrival of the cortege.

Learning outcome

The learner will:

LO2 be able to assist with burying the dead

Assessment criteria

The learner can:

AC2.1 check the availability of required authorisation prior to burial
AC2.2 direct the cortege to the graveside correctly and helpfully
AC2.3 position the coffin and ropes prior to lowering safely and appropriately according to conditions

Learning outcome

The learner will:

LO3 be able to backfill graves and restore interments

Assessment criteria

The learner can:

AC3.1 carry out all operations following the departure of the mourners
AC3.2 carry out preliminary backfilling by hand before backfilling remaining soil safely and in a manner appropriate to soil conditions
AC3.3 demonstrate how to arrange the floral tributes in an orderly way which shows respect for the deceased and bereaved
AC3.4 leave the plot in a tidy and safe condition and return written notification to the appropriate person.

Learning outcome

The learner will:

LO4 be able to select, use and maintain equipment to prepare, assist and back fill interment plots

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to instructions
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO6 know how to prepare interment plots for burial

Assessment criteria

The learner can:

AC6.1 describe how to work out the amount of time required to prepare the grave site prior to the burial ceremony
AC6.2 describe why it is important to restrict public access to the grave site once the grave is open and how to do so
AC6.3 describe how to ensure the grave site is in a proper condition prior to the arrival of the cortege
AC6.4 outline the correct administrative records to be kept.

Learning outcome

The learner will:

LO7 know how to bury the dead

Assessment criteria

The learner can:

AC7.1 describe what types of authorisation the grave digger may receive, why authorisation is necessary and how to make sure authorisation is correct
AC7.2 describe how to position lowering ropes safely and in a way appropriate to the coffin and the conditions
AC7.3 outline how to lower safely and ensure that any other assistance provided is safe
AC7.4 describe the behaviour suitable to the types of ceremonies and state why this is important
AC7.5 state why it is important to show respect to all those involved throughout the ceremony
AC7.6 describe the different requirements and etiquette of the different customs and cultures.

Learning outcome

The learner will:

LO8 know how to backfill and restore interment plots

Assessment criteria

The learner can:

AC8.1 state why all operations should take place after the mourners have left
AC8.2 describe why preliminary backfilling should be done by hand
AC8.3 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
AC8.4 describe how the floral tribute should be arranged in a way which shows respect for the deceased and bereaved.

Learning outcome

The learner will:

LO9 know how to how to deal with problems

Assessment criteria

The learner can:

AC9.1 describe how to respond effectively to the types of unexpected problems listed:

a. water
b. collapse
c. shrinkage
d. poor condition of shoring.

Learning outcome

The learner will:

LO10 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC10.1 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

AC10.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO11 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC11.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

AC11.2 describe how environmental damage can be minimised.

Unit 220 Prepare and assist with burials

Supporting information

Evidence requirements

10.1
Performance evidence may be used as appropriate.

Unit 221 Exhume coffins and remains

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

Learning outcome

The learner will:

LO1 be able to carry out exhumations of coffins and remains

Assessment criteria

The learner can:

AC1.1 locate the required grave, screen and cover the site effectively
AC1.2 probe carefully to locate the coffin and in a manner which minimises damage to the coffin and its contents
AC1.3 dig to within the specified distance from the coffin
AC1.4 lime the soil and contaminated areas thoroughly and effectively and continue to do so throughout the operation
AC1.5 clear soil around the coffin leaving sufficient room for safe and effective access
AC1.6 place lifting aids correctly and lift in a manner which minimises the damage to the coffin and contents
AC1.7 handle the coffin following initial lift in a manner which is appropriate to soil and coffin conditions
AC1.8 place coffin and contents in a suitable container
AC1.9 restore the grave site tidily and safely
AC1.10 show care and respect for the deceased throughout the operation.

Learning outcome

The learner will:

LO2 be able to select, use and maintain equipment to exhume coffins and remains

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to instructions
AC2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to exhume coffins and remains

Assessment criteria

The learner can:

AC4.1 describe why thorough preparation for exhumations is important
AC4.2 state how to locate the correct grave, coffin and remains
AC4.3 describe how to screen and cover the site from public view and why it is important
AC4.4 explain why it is important to probe in a way which minimises damage to the coffin and remains
AC4.5 describe how to lime and disinfect contaminated areas at the end of the operation and why this is important
AC4.6 state how much room is required around the coffin for safe and effective access

AC4.7 describe how to place lifting aids and lift the coffin in a way which minimises damage
AC4.8 describe how to handle coffin following initial lift according to the soil and coffin conditions in the range.

Learning outcome

The learner will:

LO5 know the types of equipment and materials required and how to maintain them

Assessment criteria

The learner can:

AC5.1 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

AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 222 Installing drainage systems

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

Learning outcome

The learner will:

LO1 be able to install drainage systems

Assessment criteria

The learner can:

AC1.1 position reference marks according to specification
AC1.2 install drainage system to specification:
- a. sub surface systems
- b. surface channels
- c. sustainable drainage systems

AC1.3 adopt practices to minimise damage to existing structures and services
AC1.4 restore surface to near original condition.

Learning outcome

The learner will:

LO2 be able to select, use and maintain equipment for installing drainage

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to instructions.
AC2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly
AC3.4 describe the safety aspects of working in trenches.

Learning outcome

The learner will:

LO4 know the principles of drain installation

Assessment criteria

The learner can:

AC4.1 explain why soil drainage is beneficial for plant growth
AC4.2 state the importance of setting accurate levels and falls
AC4.3 describe why the type, size, depth and spacing of drainage pipes/ tiles, varies with the soil texture.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for installing drainage
AC5.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 222 Installing drainage systems

Supporting information

Evidence requirements

1.2

2 from 3 of the bulleted types

5.1

Performance from 2.1

Unit 223 Maintain drainage systems

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

Learning outcome

The learner will:

LO1 be able to inspect and maintain drainage systems

Assessment criteria

The learner can:

AC1.1 inspect and assess drainage systems according to agreed schedules
AC1.2 restore drainage systems to full effectiveness and to agreed schedule
AC1.3 record inspections and work undertaken
AC1.4 maintain effective working relations with all relevant people throughout.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 know how to inspect and maintain drainage systems

Assessment criteria

The learner can:

AC3.1 describe the schedule of inspections required to identify faults and problems
AC3.2 describe how to identify and correct impeded drainage and its causes
AC3.3 state how to identify and deal with any problems with drainage systems
AC3.4 describe the main causes of drain malfunction, including leaks and blockages and methods that can be used to deal with them
AC3.5 describe the factors affecting flow rates in the drains
AC3.6 state the importance of maintaining drainage systems so they work effectively and efficiently
AC3.7 describe the principles of drainage design
AC3.8 state why it is important to keep working areas clean according to clients' requirements
AC3.9 state what records need to be kept and why.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC4.2 describe how environmental damage can be minimised
AC4.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 223 Maintain drainage systems

Supporting information

Evidence requirements

3.1
Sub-surface and surface systems should be covered for outcome 3

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

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

Learning outcome

The learner will:

LO1 be able to use and maintain non-powered and hand held powered tools and equipment

Assessment criteria

The learner can:

AC1.1 ensure that the equipment is safe and in good working order
AC1.2 select and use the correct personal protective clothing and equipment
AC1.3 set up and use the equipment and machinery in accordance with the manufacturer's instructions and legal regulatory requirements
AC1.4 maintain non-powered and hand held equipment in accordance with manufacturer's instructions
AC1.5 identify any problems with the equipment and take appropriate action
AC1.6 clean and store equipment correctly after use.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly

Learning outcome

The learner will:

LO3 know how to use and maintain the tools and equipment

Assessment criteria

The learner can:

AC3.1 explain the importance of using equipment in line with manufacturers' instructions
AC3.2 describe the pre-operational checks and the methods of maintaining the equipment for use
AC3.3 list the main hazards and risks associated with using the equipment
AC3.4 describe the types of problems that may occur with the equipment and how to deal with each of these correctly
AC3.5 state the types of protective clothing and the reasons why it must be worn.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and good environmental practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC4.2 describe how environmental damage can be minimised.AC3.3

Unit 225 Use and maintain pedestrian controlled powered equipment

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

Learning outcome

The learner will:

LO1 be able to use and maintain pedestrian controlled powered equipment

Assessment criteria

The learner can:

AC1.1 ensure the pedestrian controlled power equipment is safe and in good working order
AC1.2 use equipment according to manufacturer's instructions and legal regulatory requirements
AC1.3 clean and store equipment correctly after use
AC1.4 maintain pedestrian controlled power equipment in accordance with manufacturer's instructions
AC1.5 select and use the appropriate personal protective clothing and equipment
AC1.6 identify any problems with the equipment and take the correct action.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly
AC2.4 demonstrate personal responsibility.

Learning outcome

The learner will:

LO3 know how to use and maintain pedestrian controlled powered equipment

Assessment criteria

The learner can:

AC3.1 list the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action
AC3.2 explain the importance of operating equipment in line with manufacturer's instructions
AC3.3 describe methods of checking and maintaining the equipment for use covering:

a. correct pre-use checks
b. correct start-up procedure
c. use appropriate work method
d. correct stopping procedure
e. correct post-use maintenance
f. reporting problems to the appropriate person.

Learning outcome

The learner will:

LO4 know the operating principles of powered equipment

Assessment criteria

The learner can:

AC4.1 explain the operating differences between two and four-stroke engines
AC4.2 explain the principles of operating lines of drive – clutch, v-belts, and chains
AC4.3 describe the basic differences between petrol and diesel engines.

Learning outcome

The learner will:

LO5 know the current health and safety legislation and environmental practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 226 Use and maintain ride-on powered equipment

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

Learning outcome

The learner will:

LO1 be able to set up, use and maintain ride-on powered equipment

Assessment criteria

The learner can:

AC1.1 ensure that the ride-on powered equipment is safe and in good working order
AC1.2 select and use the correct personal protective clothing and equipment
AC1.3 set up and use ride-on powered equipment in accordance with the manufacturer's instructions and legal requirements
AC1.4 identify any problems with the ride-on powered equipment and take appropriate action
AC1.5 clean and store the equipment correctly after use.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 know how to use and maintain ride-on powered equipment

Assessment criteria

The learner can:

AC3.1 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
AC3.2 list the main hazards and risks associated with using the ride-on powered equipment and state appropriate action
AC3.3 explain the importance of operating equipment in line with manufacturers' instructions
AC3.4 describe the types of problems that may occur with the equipment and how to deal with each of these appropriately.

Learning outcome

The learner will:

LO4. know the operating principles of powered equipment

Assessment criteria

The learner can:

AC4.1 describe the operating differences between two and four-stroke engines
AC4.2 describe the principles of operating lines of drive – clutch, v-belts, and chains
AC4.3 describe the basic differences between a petrol and diesel engine.

Learning outcome

The learner will:

LO5 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC5.2 describe how environmental damage can be minimised.

Unit 227 Use and maintain chippers and / or shredders

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

Learning outcome

The learner will:

LO1 be able to use and maintain chippers and/or shredders

Assessment criteria

The learner can:

AC1.1 make sure that the chippers and/or shredders are in safe and good working order
AC1.2 select and use the correct personal protective clothing and equipment
AC1.3 set up and use the chippers and or shredders in accordance with the manufacturer's instructions and legal requirements
AC1.4 maintain chippers and/or shredders in accordance with manufacturer's instructions
AC1.5 identify any problems with the chippers and/or shredders and take the correct action
AC1.6 clean and store the equipment correctly after use.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 know how to use and maintain chippers and/ or shredders

Assessment criteria

The learner can:

AC3.1 list the main hazards and risks associated with using chippers and/or shredders and action to be taken
AC3.2 explain the importance of operating equipment in line with manufacturer's instructions
AC3.3 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

AC3.4 reporting problems to the appropriate person
AC3.5 describe the types of problems that may occur with the equipment and describe how to deal with each of these correctly
AC3.6 describe types of protective clothing and explain why it must be worn.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC4.2 describe how environmental damage can be minimised.

Unit 228 Construct water features

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

Learning outcome

The learner will:

LO1 be able to prepare the site

Assessment criteria

The learner can:

AC1.1 prepare the site ready for the construction of water features.

Learning outcome

The learner will:

LO2 be able to construct more than one type of water feature

Assessment criteria

The learner can:

AC2.1 construct at least two of the water features listed below according to the specification:
- a. streams
- b. fountains
- c. waterfalls
- d. ponds.

AC2.2 take the appropriate action if problems arise during the work

AC2.3 check the water feature on completion of work to make sure it is safe and fit for purpose

AC2.4 make sure the site is clear of unwanted materials and fit for purpose.

Learning outcome

The learner will:

LO3 be able to select, use and maintain a selection of tools and equipment for constructing water features

Assessment criteria

The learner can:

AC3.1 select and install all of the following equipment:
- a. pumps
- b. filters
- c. electrical supply

AC3.2 select appropriate equipment for this area of work

AC3.3 use equipment according to relevant legislation and manufacturer's instructions

AC3.4 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC4.2 carry out work in a manner which minimises environmental damage
AC4.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know the importance of the specification when constructing water features

Assessment criteria

The learner can:

AC5.1 describe how to interpret specifications and the importance of following the specification
AC5.2 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
AC5.3 describe the methods of constructing the structure and/or surface and the relationship of this to its planned use.

Learning outcome

The learner will:

LO6 know how to deal with problems during construction

Assessment criteria

The learner can:

AC6.1 describe the problems which may arise, including those caused by: accidental damage, pollution and difficulties with specification
AC6.2 state how to minimise problems and the appropriate action to take if problems occur
AC6.3 state the potential conflicts between this work and conserving the natural environment.

Learning outcome

The learner will:

LO7 know how to use a range of materials

Assessment criteria

The learner can:

AC7.1 describe how to use all of the following materials correctly
a. plastic ridged liners
b. flexible liners
c. concrete
d. rocks.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be required for the activity
AC8.2 describe the methods of maintaining the range of equipment used.

Learning outcome

The learner will:

LO9 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 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
AC9.2 describe how environmental damage can be minimised
AC9.3 describe the correct methods for disposing of waste.

Unit 228 Construct water features

Supporting information

Evidence requirements

3.1
Learners may install the components but must not connect the electrical supply

8.1
Performance evidence may be used from 3.2

Unit 229 Maintaining water features

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

Learning outcome

The learner will:

LO1 be able to maintain water features

Assessment criteria

The learner can:

AC1.1 inspect water features as required
AC1.2 make sure surrounding areas are clean and tidy on completion
AC1.3 complete work to an agreed schedule.

Learning outcome

The learner will:

LO2 be able to select, use and maintain equipment for maintaining water features

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to manufacturer's instructions and legal requirements
AC2.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know the principles of maintaining water features

Assessment criteria

The learner can:

AC4.1 describe how to carry out inspections of water features streams, fountains, waterfalls and ponds
AC4.2 state why it is important to inspect water features according to schedule
AC4.3 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

AC4.4 describe the type of damage which can occur to services and surroundings and how to keep this to a minimum
AC4.5 state why it is important to keep working areas clean and tidy according to clients' requirements
AC4.6 state why it is important to complete work to agreed schedule.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be required for the activity
AC5.2 describe the methods of maintaining the range of equipment used.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 230 Install hard standing sub-layers

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for installing hard standing sub-layers

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 prepare the area prior to installing sub layers

Assessment criteria

The learner can:

AC2.1 install sub-layers to accurate levels and profiles
AC2.2 protect prepared sub-layers effectively against weather and use until they are in a suitable condition.

Learning outcome

The learner will:

LO3 be able to install laying courses

Assessment criteria

The learner can:

AC3.1 set-out for line and level
AC3.2 place and prepare suitable laying courses
AC3.3 manually agitate the laying course at edges and around obstructions such as drainage access covers
AC3.4 manually make good the channel left by screed rails with minimum disturbance to or compaction of adjacent screeded area.

Learning outcome

LO4. be able to prepare individual course beds

Assessment criteria

The learner can:

AC4.1 place and prepare a suitable laying course for an individual bed.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage
AC5.3 dispose of waste safely and correctly
AC5.4 leave the site safe, tidy and suitable for intended use
AC5.5 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

LO6 know the principles of sub-base function and aggregate compaction in sub-bases

Assessment criteria

The learner can:

AC6.1 describe the importance of sub-layers
AC6.2 describe the impact that prevailing weather conditions may have on sub-layers
AC6.3 describe the impact of sub-grade conditions on the performance of overlying layers
AC6.4 list the sequence of layers that may be encountered within a typical installation and the relevance of each to the overall structure
AC6.5 list the range of primary and secondary aggregates that are used in the installation of sub-layers
AC6.6 identify the range of conventional and permeable materials used in sub-layer installation
AC6.7 state the importance of sub-layer drainage and how this can be best achieved in a range of circumstances
AC6.8 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
AC6.9 describe to what degree, and the importance of installing each sub-layer in stages with a specified maximum thickness.

Learning outcome

The learner will:

LO7 know the principles of installing laying courses

Assessment criteria

The learner can:

AC7.1 describe the weather conditions that are appropriate for screed preparation
AC7.2 state how to measure to ensure work is within tolerances
AC7.3 describe how falls, lines and levels are determined and set out
AC7.4 state how to calculate the expected surcharge and/or the screed depth required for a notched screed bar
AC7.5 state the importance of using the correct type of laying course material
AC7.6 state the importance of laying course grain shape, grain size, and moisture content to overall performance
AC7.7 identify the correct storage and protection conditions for laying course material
AC7.8 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
AC7.9 describe how channels formed by screed rails are made good
AC7.10 describe how screeding can be carried out using existing fixed edges and/ or screed rails.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be required for the activity
AC8.2 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO9 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC9.2 describe how environmental damage can be minimised
AC9.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 230 Install hard standing sub-layers

Supporting information

Evidence requirements

7.1

Performance evidence may be used in outcome 7 where appropriate.

8.1

Performance evidence from 1.1

Unit 231 Installing block surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for installing block surfaces

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to install block surfaces

Assessment criteria

The learner can:

AC2.1 set-out for line and level
AC2.2 construct a suitable restraining edge
AC2.3 lay blocks by hand to a suitable pattern
AC2.4 check laid blocks for alignment
AC2.5 cut-in blocks to required standard - compact blocks
AC2.6 check completed surface for compliance with specifications and standards and rectify any problems as required
AC2.7 fill joints and re-compact
AC2.8 protect working areas effectively against weather and use until they are in a suitable condition
AC2.9 leave the site safe, tidy and suitable for intended use
AC2.10 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to prepare for installing block surfaces

Assessment criteria

The learner can:

AC4.1 state the weather conditions that are appropriate for installation
AC4.2 describe how to calculate the number of packs of blocks required
AC4.3 identify and explain the range of blocks available, including permeable block systems, and their suitable applications.

Learning outcome

The learner will:

LO5 know how to install block surfaces

Assessment criteria

The learner can:

AC5.1 describe how to measure to ensure work is within tolerances
AC5.2 state how falls, lines and levels are determined and set out
AC5.3 explain the importance of robust edge restraints
AC5.4 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.
AC5.5 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
AC5.6 state the importance of mixing and randomising blocks from three or more packs prior to laying
AC5.7 describe how areas are continuously checked for compliance to line, level, joint width and block competence during the laying process
AC5.8 describe how cutting-in is achieved, following the principles of minimum block size and inboard cutting techniques
AC5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
AC5.10 describe techniques used for dry and wet grouting
AC5.11 describe the importance of final compliance checks

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for installing block surfaces
AC6.2 describe methods of maintaining the equipment ready for use
AC6.3 state the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome

The learner will:

LO7 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 231 Installing block surfaces

Supporting information

Evidence requirements

5.1
Performance evidence may be used where appropriate through outcome 5

6.3
'Cut off saw' refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

Unit 232 Installing flag stone surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for installing flagstone surfaces

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to manufacturer's instructions and legal requirements
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to set-out for line and level

Assessment criteria

The learner can:

AC2.1 construct a suitable restraining edge
AC2.2 lay flagstones by hand to a suitable pattern
AC2.3 check laid flagstones for alignment
AC2.4 cut-in flagstones to required standard and compact flagstones
AC2.5 check completed surface for compliance with specifications and standards and rectify any problems if necessary
AC2.6 fill joints and re-compact
AC2.7 protect working areas effectively against weather and use until they are in a suitable condition
AC2.8 leave the site safe, tidy and suitable for intended use
AC2.9 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to prepare for installing flagstone surfaces

Assessment criteria

The learner can:

AC4.1 state the weather conditions that are appropriate for installation
AC4.2 describe and identify the range of flagstones available, including permeable flagstone systems, and their suitable applications
AC4.3 describe how to calculate the number of packs of flagstones required.

Learning outcome

The learner will:

LO5 know how to install flagstone surfaces

Assessment criteria

The learner can:

AC5.1 describe how to measure to ensure work is within tolerances
AC5.2 state how falls, lines and levels are determined and set out
AC5.3 explain the importance of robust edge restraints
AC5.4 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
AC5.5 describe the range of flagstone patterns commonly used on site, their relative strengths and weaknesses, and how they are established
AC5.6 state the importance of mixing and randomising flagstones from three or more packs prior to laying
AC5.7 describe how areas are continuously checked for compliance to line, level, joint width and flagstone competence during the laying process
AC5.8 show how cutting-in is achieved, following the principles of minimum flagstone size and inboard cutting techniques
AC5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
AC5.10 describe techniques used for dry and wet grouting
AC5.11 describe the importance of final compliance checks.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for installing flagstone surfaces
AC6.2 describe methods of maintaining the equipment ready for use
AC6.3 explain the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome

The learner will:

LO7 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 232 Installing flag stone surfaces

Supporting information

Evidence requirements

5.1
Performance evidence may be used from 2.6

6.3
Disc cutter.

Unit 233 Installing sett/cobble surfaces

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment for installing sett/cobble surfaces

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to install sett/cobble surfaces

Assessment criteria

The learner can:

AC2.1 set-out for line and level
AC2.2 construct a suitable restraining edge
AC2.3 lay sett/cobbles by hand to a suitable pattern
AC2.4 check laid sett/cobbles for alignment
AC2.5 cut-in sett/cobbles to required standard and compact sett/cobbles
AC2.6 check completed surface for compliance with specifications and standards and rectify any problems if necessary
AC2.7 fill joints and re-compact
AC2.8 protect working areas effectively against weather and use until they are in a suitable condition
AC2.9 leave the site safe, tidy and suitable for intended use
AC2.10 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to prepare for installing sett cobble surfaces

Assessment criteria

The learner can:

AC4.1 state the weather conditions that are appropriate for installation.
AC4.2 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

AC4.3 describe how to calculate the number of packs of sett/cobbles required.

Learning outcome

The learner will:

LO5 explain the principles of installing sett/cobble surfaces

Assessment criteria

The learner can:

AC5.1 describe how to measure to ensure work is within tolerances
AC5.2 state how falls, lines and levels are determined and set out
AC5.3 explain the importance of robust edge restraints
AC5.4 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
AC5.5 describe the range of sett/ cobble patterns commonly used on site, their relative strengths and weaknesses, and how they are established
AC5.6 state the importance of mixing and randomising sett/cobbles from three or more packs prior to laying
AC5.7 describe how areas are continuously checked for compliance to line, level, joint width and sett/cobble competence during the laying process
AC5.8 describe how cutting-in is achieved, following the principles of minimum sett/cobble size and inboard cutting techniques
AC5.9 state the importance of using the correct jointing material and its role in the performance of the completed surface
AC5.10 describe techniques used for dry and wet grouting
AC5.11 describe the importance of final compliance checks.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be necessary for installing sett/cobble surfaces
AC6.2 describe methods of maintaining the equipment ready for use
AC6.3 explain the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome

The learner will:

LO7 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 233 Installing sett/cobble surfaces

Supporting information

Evidence requirements

5.1
Performance evidence for outcome 5

6.3
'Cut off saw' refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

Unit 234 Installation of edge restraints

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to relevant legislation and manufacturer's instructions
AC1.3 prepare, maintain clean and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to install kerbs, channels and edgings

Assessment criteria

The learner can:

AC2.1 set-out for line and level
AC2.2 place and prepare a suitable bed
AC2.3 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

AC2.4 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

AC2.5 cut-in to required standard
AC2.6 maintain correct joint width
AC2.7 seal joints to specification as required
AC2.8 connect the kerb-drains to suitable outfalls as required
AC2.9 check completed work for compliance with specifications and standards and rectify any problems if necessary
AC2.10 haunch units
AC2.11 keep damage to the surroundings to a minimum
AC2.12 leave the site in a safe, clean and tidy condition, suitable for its intended use

AC2.13 protect working areas effectively against weather and use until they are in a suitable condition
AC2.14 maintain effective working relations with relevant people throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to install kerbs, channels and edgings

Assessment criteria

The learner can:

AC4.1 state the weather conditions that are appropriate for installation
AC4.2 describe how to measure to ensure work is within tolerances
AC4.3 outline how falls, lines and levels are determined and set-out
AC4.4 describe the range of edge restraints and small kerb systems and other units available and their suitable applications
AC4.5 state the importance of robust edge restraints
AC4.6 state the importance of using the correct type of bed material
AC4.7 describe how the bed is placed and prepared, and how it is shaped to follow summits, hollows, and transitions
AC4.8 state the pros and cons of using fresh windrow bedding and pre-placed races
AC4.9 state the pros and cons of both butt-joined and mortar jointed installations
AC4.10 describe how to calculate the quantity of units required
AC4.11 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
AC4.12 describe how units are manoeuvred into position using mechanical and/or vacuum lifting aids
AC4.13 describe how units are consolidated to the required line and level
AC4.14 describe how edge restraints are checked for accuracy in alignment along both straights and curves
AC4.15 state how cutting is achieved, following the principles of minimum unit size
AC4.16 describe how units are jointed and how systems are connected to outfalls

AC4.17 state the importance of using the correct jointing method and its role in the performance of the completed edge restraint
AC4.18 outline the removal and replacement of defective units
AC4.19 describe the dangers of underground services and how to take account of these when working.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be required for the activity
AC5.2 describe the methods of maintaining the range of equipment
AC5.3 state the importance of dust-suppression and RPE when using a cut-off saw.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste
AC6.4 outline the hazards and relevant legislation and codes of practice covering this area of work with particular reference to the use of PPE.

Unit 234 Installation of edge restraints

Supporting information

Evidence requirements

5.3
‘Cut off saw’ refers to a circular saw that is mounted. The saw being brought down to the piece to be worked. Dust suppression and RPE are equally important if using a hand held disc cutter.

Unit 235 Clearing horticultural and landscaping sites

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

Learning outcome

The learner will:

LO1 be able to clear sites effectively

Assessment criteria

The learner can:

AC1.1 locate the correct site for clearing and confirm what is to be cleared
AC1.2 ensure the site is safe and secure for the work to be conducted.

Learning outcome

The learner will:

LO2 be able to select, use and maintain equipment for clearing horticultural and landscaping sites

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to instructions
AC2.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know the appropriate methods for site clearance

Assessment criteria

The learner can:

AC4.1 describe the main differences in working on the types of sites listed, green-field, reclaimed, urban derelict and existing sites
AC4.2 state why it is important to confirm what should be cleared
AC4.3 describe the different clearing methods that can be used

Learning outcome

The learner will:

LO5 now the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for clearing horticultural and landscaping sites
AC5.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 236 Establishing crops or plants in growing medium

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

Learning outcome

The learner will:

LO1 know how to prepare for setting out crops or plants

Assessment criteria

The learner can:

AC1.1 describe how to prepare the growing media for planting
AC1.2 describe the types of growing media and their relationship to the crop/plant growth and development
AC1.3 state the indicators used to identify plant material that is unsuitable for planting.

Learning outcome

The learner will:

LO2 know how to set out crops or plants

Assessment criteria

The learner can:

AC2.1 describe the methods of preparing plant material for planting
AC2.2 describe how production requirements influence planting operations
AC2.3 state how the correct spacing, depth, orientation and firmness of crops/ plants differ according to the production requirements
AC2.4 describe the correct handling methods for crops and plants to maintain quality.

Learning outcome

The learner will:

LO3 know how to establish crops/ plants

Assessment criteria

The learner can:

AC3.1 describe the methods of establishing crops and plants
AC3.2 describe the types of pests, diseases, weeds and environmental conditions which may affect production.

Learning outcome

The learner will:

LO4 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC4.1 describe the equipment which will be necessary for establishing crops and plants
AC4.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO5 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC5.2 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

LO6 be able to set out crops or plants

Assessment criteria

The learner can:

AC6.1 prepare the growing medium ready for planting
AC6.2 identify and reject plant material which is unsuitable for planting
AC6.3 position the plants or crop in the growing medium in accordance with requirements
AC6.4 handle plants or crop in a way which optimises growth and development and minimises damage.

Learning outcome

The learner will:

LO7 be able to establish crops or plants

Assessment criteria

The learner can:

AC7.1 use a suitable method of establishing the crops or plants
AC7.2 apply suitable protection to the crops or plants.

Learning outcome

The learner will:

LO8 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC8.1 select appropriate equipment for this area of work
AC8.2 use equipment according to instructions
AC8.3 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO9 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC9.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC9.2 dispose of waste safely and correctly
AC9.3 provide accurate information for recording purposes.

Unit 236 Establishing crops or plants in growing medium

Supporting information

Evidence requirements

1.1
Planting may be by hand or machine assisted.
Minimum number of plants to be set out: 500.

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

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

Learning outcome

The learner will:

LO1 be able to report on the growth and development of crops

Assessment criteria

The learner can:

AC1.1 monitor and assess the growth and development of the crops in accordance with requirements against desired healthy growth, pests, disease and disorders
AC1.2 report on the growth and conditions of the crops to the appropriate person
AC1.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO3 know how to monitor the growth and development of crops

Assessment criteria

The learner can:

AC3.1 describe the growth and development requirements of the crop(s)
AC3.2 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

AC3.3 specify the correct actions to take in relation to problems with growth and development of the crop
AC3.4 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC4.2 describe how environmental damage can be minimised.

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

Supporting information

Evidence requirements

1.1
This unit should be assessed in the context of ONE complete crop cycle unwanted plant material (weeds) may be removed by hand or mechanically.

Unit 238 Maintain moisture levels for crops or plants

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

Learning outcome

The learner will:

LO1 know why it is important to maintain moisture for crops and plants

Assessment criteria

The learner can:

AC1.1 describe how moisture requirements vary according to the crop or plants and stage of development
AC1.2 describe the methods and systems for maintaining moisture levels
AC1.3 describe the impact of prevailing weather conditions on the crop or plant's water requirements
AC1.4 identify the types of records required and the importance of accurate record keeping.

Learning outcome

The learner will:

LO2 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC2.1 describe the equipment which will be necessary for maintaining moisture levels to crops or plants
AC2.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO3 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC3.2 describe how environmental damage can be minimised.

Learning outcome

The learner will:

LO4 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to manufacturer's instructions and legal requirements
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 be able to maintain moisture levels for crops and plants

Assessment criteria

The learner can:

AC5.1 identify correctly the condition of the crop or plant
AC5.2 maintain moisture levels in accordance with the crop or plant requirements
AC5.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO6 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC6.2 carry out work in a manner which minimises environmental damage.

Unit 239 Provide nutrients to crops or plants

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

Learning outcome

The learner will:

LO1 know how nutrient requirements vary and their method of application

Assessment criteria

The learner can:

AC1.1 describe how nutrient requirements vary according to the crop or plant grown and stage of development
AC1.2 describe the range of conditions in which nutrient stress can occur
AC1.3 describe the nutrients which are commonly used in the cultivation of crops or plants
AC1.4 describe the methods of providing nutrients to crops or plants
AC1.5 describe the types of records required and the importance of accurate record keeping.

Learning outcome

The learner will:

LO2 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC2.1 describe the equipment and methods of maintaining used to provide nutrients to crops or plants.

Learning outcome

The learner will:

LO3 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC3.2 describe how environmental damage can be minimised.

Learning outcome

The learner will:

LO4 be able to provide nutrients to crops or plants

Assessment criteria

The learner can:

AC4.1 identify the condition of plants or crops in relation to nutrient requirements
AC4.2 apply nutrients correctly to maintain crop or plant growth and development as required
AC4.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO6 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC6.1 select appropriate equipment for this area of work carry out work in a manner which minimises environmental damage
AC6.2 use equipment according to manufacturer's instructions and legal requirements
AC6.3 prepare, maintain and store equipment in a safe and effective working condition.

Unit 240 Remove unwanted plant growth to maintain development

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

Learning outcome

The learner will:

LO1 know the different types of unwanted plant growth

Assessment criteria

The learner can:

AC1.1 identify different types of plant material and explain why it must be removed covering:

a. damaged plants
b. diseased material
c. weeds
d. plant debris
e. non typical
f. dead
g. excessive growth
h. badly positioned.

Learning outcome

The learner will:

LO2 know how to maintain plant development

Assessment criteria

The learner can:

AC2.1 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.

Learning outcome

The learner will:

LO3 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC3.1 describe the equipment which will be necessary for maintaining plant development
AC3.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC4.2 describe how environmental damage can be minimised
AC4.3 describe the correct methods for disposing of organic and inorganic waste
AC4.4 describe why it is important to maintain hygiene and how this is achieved.

Learning outcome

The learner will:

LO5 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC5.1 select appropriate equipment for this area of work
AC5.2 use equipment according to manufacturer's instructions and legal requirements
AC5.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO6 be able to identify unwanted plant growth

Assessment criteria

The learner can:

AC6.1 recognise unwanted plant material as appropriate.

Learning outcome

The learner will:

LO7 be able to remove unwanted plant growth

Assessment criteria

The learner can:

AC7.1 remove unwanted plant material using appropriate techniques according to the species, time of year, stage of development
AC7.2 maintain the growing environment in a hygienic condition.

Learning outcome

The learner will:

LO8 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC8.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC8.2 carry out work in a manner which minimises environmental damage
AC8.3 dispose of waste safely and correctly.

Unit 241 Carry out harvesting operations

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

Learning outcome

The learner will:

LO1 know how to identify crops that are ready for harvesting

Assessment criteria

The learner can:

AC1.1 state how to identify the stage at which the crops should be harvested
AC1.2 describe why it is important to be able to recognise when the crops is not ready for harvesting
AC1.3 state the optimum time available for harvesting the crops and acceptable rates of harvesting
AC1.4 state why customer specifications are important.

Learning outcome

The learner will:

LO2 know how to harvest crops

Assessment criteria

The learner can:

AC2.1 list the production requirements for harvesting different crops
AC2.2 describe the methods, mechanical or manual, for harvesting crops
AC2.3 describe how to maximise/maintain the quality of the crops during and post harvesting
AC2.4 state why it is important to maintain levels of hygiene during harvesting and how this can be achieved
AC2.5 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
AC2.6 describe factors that could affect the rates at which harvesting can take place
AC2.7 state the records to be kept and the reasons for completing these.

Learning outcome

The learner will:

LO3 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC3.1 describe the equipment which will be necessary for preparing harvested crops
AC3.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC4.2 describe how environmental damage can be minimised
AC4.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage
AC5.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO6 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC6.1 select appropriate equipment for this area of work
AC6.2 use equipment according to manufacturer's instructions and legal requirements
AC6.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO7 be able to harvest crops

Assessment criteria

The learner can:

AC7.1 correctly identify the crop which is to be harvested and check that it is ready for harvesting
AC7.2 inform the appropriate person if the condition of the crop is not suitable for harvesting
AC7.3 handle the harvested crop in a way which maintains quality and minimises damage
AC7.4 maintain suitable levels of hygiene during harvesting
AC7.5 harvest at a commercial rate in accordance with production requirements to meet planned deadlines
AC7.6 provide clear and accurate information for recording purposes.

Unit 242 Prepare harvested crops

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

Learning outcome

The learner will:

LO1 know how to prepare harvested crops

Assessment criteria

The learner can:

AC1.1 describe all the preparation methods for the harvested crops:
- a. handling
- b. grading
- c. packing or labelling
- d. cleaning
- e. drying

AC1.2 list the reasons why harvested produce may not be of a suitable quality and how this is identified

AC1.3 describe the levels of hygiene which are suitable to the type of crop and production requirements

AC1.4 state why customer specifications are important

AC1.5 describe why it is important to maintain hygiene and how this is achieved

AC1.6 describe the relevant methods for storing produce prior to despatch

AC1.7 state the types of records required and the importance of accurate record keeping.

Learning outcome

The learner will:

LO2 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC2.1 describe the equipment which will be necessary for preparing harvested crops
AC2.2 describe methods of maintaining the equipment ready for use.

Learning outcome

The learner will:

LO3 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work
AC3.2 describe how environmental damage can be minimised
AC3.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

LO4 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to manufacturer's instructions and legal requirements
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 be able to prepare harvested crops

Assessment criteria

The learner can:

AC5.1 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

AC5.2 identify and remove harvested produce which does not meet production or customer requirements

AC5.3 maintain suitable levels of hygiene throughout the preparation of the crop

AC5.4 prepare the harvested crop for transfer to the customer and storage

AC5.5 store the crop in accordance with production and/or customer requirements

AC5.6 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO6 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements

AC6.2 carry out work in a manner which minimises environmental damage

AC6.3 dispose of waste safely and correctly.

Unit 243 Store harvested crops

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

Learning outcome

The learner will:

LO1 know how to store harvested crops

Assessment criteria

The learner can:

AC1.1 describe the storage requirements of harvested crops
AC1.2 describe the types of storage disorders and how to identify them
AC1.3 explain how and why problems with crop storage should be reported
AC1.4 describe the levels of hygiene which are required and suitable for the storage of the harvested crop
AC1.5 identify the types of records required and the importance of accurate record keeping
AC1.6 describe the possible effects of storage on crop quality.

Learning outcome

The learner will:

LO2 know the types of equipment/ facilities required and how to maintain them

Assessment criteria

The learner can:

AC2.1 describe the equipment/facilities which will be necessary for storing harvested crops
AC2.2 describe methods of maintaining the equipment/facilities ready for use.

Learning outcome

The learner will:

LO3 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC3.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Learning outcome

The learner will:

LO4 be able to select, use and maintain equipment

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to manufacturer's instructions and legal requirements
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 be able to store harvested crops

Assessment criteria

The learner can:

AC5.1 maintain suitable levels of hygiene throughout the storage of the crop
AC5.2 identify storage disorders through routine inspections
AC5.3 ensure crop quality is maintained throughout storage
AC5.4 store the crop in accordance with production requirements and/ or customer requirements
AC5.5 provide clear and accurate records for recording purposes.

Learning outcome

The learner will:

LO6 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC6.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC6.2 carry out work in a manner which minimises environmental damage.

Unit 244 Plant nomenclature, terminology and identification

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

Learning outcome

The learner will:

LO1 understand the terminology used in naming plants

Assessment criteria

The learner can:

AC1.1 define the terms family, genus, species, cultivar variety and hybrid using the binomial system

AC1.2 explain the purpose and importance of botanical names and discuss why botanical names are reclassified

AC1.3 explain how descriptive botanical names can aid identification e.g. nana and pendula

AC1.4 define terms relating to plants characteristics:

a. monocotyledons
b. dicotyledons
c. evergreen
d. deciduous

e. hardy
f. tender

AC1.5 define terms relating to plant lifecycles e.g.

a. annuals
b. biennials
c. herbaceous perennials
d. woody perennial.

Learning outcome

The learner will:

LO2 understand how the parts of plants can aid identification

Assessment criteria

The learner can:

AC2.1 explain how a plant's characteristics aid identification

AC2.2 explain how plant anatomy and plant morphology aid identification e.g.

a. flowers
b. seeds and fruit
c. stems
d. leaves
e. roots
f. habit.

Learning outcome

The learner will:

LO3 identify and name plants using botanical names

Assessment criteria

The learner can:

AC3.1 use a range of reference materials to aid identification of plants
AC3.2 use a plant's characteristics to aid identification e.g.
- a. habit
- b. leaves
- c. stems
- d. flowers
- e. buds

AC3.3 Identify and botanically name a total of 60 plants (from the following categories):
- a. annuals and short-lived perennials
- b. houseplants
- c. herbaceous perennials
- d. trees and shrubs
- e. grasses
- f. food crops
- g. weeds

AC3.4 use the correct format when writing botanical names.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Unit 245 Merchandise plants and other relevant products

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

Learning outcome

The learner will:

LO1 know how to merchandise plants and other products

Assessment criteria

The learner can:

AC1.1 outline how to present plants and relevant products (e.g. growing media, containers, plant feed etc) for best effect
AC1.2 explain the importance of location and hot and cold spots
AC1.3 describe the different ways plants are sold e.g. root wrap and containers
AC1.4 outline the merchandising systems of display
AC1.5 describe how other sales can be linked to plant purchases
AC1.6 outline the principles of stock rotation
AC1.7 outline the value of point of sale material and the range available.

Learning outcome

The learner will:

LO2 be able to merchandise plants and other products

Assessment criteria

The learner can:

AC2.1 display plants and relevant products (e.g. growing media, containers, plant feed etc) effectively to maximise sales
AC2.2 use point of sale materials and labels effectively
AC2.3 promote linked sales.

Learning outcome

The learner will:

LO3 know how to maintain the condition of plants for sale

Assessment criteria

The learner can:

AC3.1 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
AC3.2 describe the appropriate method of reporting signs of pests, diseases or other disorders and who to.

Learning outcome

The learner will:

LO4 be able to maintain plants ready for sale

Assessment criteria

The learner can:

AC4.1 maintain optimum conditions for the plants as far as possible within the available facilities
AC4.2 provide any necessary supplies of food and water to maintain the condition of the plants and remove weeds and suckers
AC4.3 check the condition of plants and relevant products to maintain their saleable value
AC4.4 identify any plants or products that should be removed and take the appropriate action
AC4.5 report signs of pests, disease or other disorders to the appropriate person
AC4.6 care for incoming plants and implement an appropriate stock rotation plan
AC4.7 monitor the development of new plants against the stock rotation plan and take the appropriate action if there are any problems.

Unit 246 Provide customer service when selling plants

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

Learning outcome

The learner will:

LO1 know how to provide good customer service

Assessment criteria

The learner can:

AC1. 1 source information on the products being sold
AC1.2 outline the different methods of communication and describe when to use them
AC1.3 describe the different types of customers e.g. internal, external
AC1.4 describe what customers expect, what encourages them to return and why they may not come back

AC1.5 explain the importance of providing customers with the right information and why product knowledge is essential
AC1.6 outline the principles of customer service including opening and closing sales
AC1.7 state how to deal with queries and complaints and who to refer them to.

Learning outcome

The learner will:

LO2 be able to sell plants and products to customers

Assessment criteria

The learner can:

AC2.1 communicate with customers in an appropriate manner
AC2.2 provide appropriate information on the plants and products
AC2.3 open and close sales satisfactorily
AC2.4 deal with customer queries and complaints and refer to other staff as appropriate.

Unit 248 Load and unload physical resources within the work area

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

Learning outcome

The learner will:

LO1 be able to load and unload physical resources

Assessment criteria

The learner can:

AC1.1 assess the load to be moved to determine the method of lifting required
AC1.2 carry out lifting operations safely, in accordance with instructions
AC1.3 move heavy and bulky items correctly, in accordance with instructions
AC1.4 position resources safely, securely and in a manner which protects them from damage and contamination including:
- a. products or materials
- b. equipment.

Learning outcome

The learner will:

LO2 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to relevant legislation and manufacturers instructions
AC2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO4 know how to load and unload physical resources

Assessment criteria

The learner can:

AC4.1 state the reasons for, and methods of, labelling resources for transportation
AC4.2 describe how to assess the load to be moved to determine the safest the method of lifting
AC4.3 describe the safe lifting and carrying techniques which should be used
AC4.4 describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads
AC4.5 explain the ways of securing resources for transit in order to maintain safety and minimise damage

AC4.6 describe appropriate methods of protecting resources from contamination and adverse weather conditions
AC4.7 outline the methods for the safe stacking of products
AC4.8 describe suitable methods of storing resources.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation

AC5.2 describe the methods of maintaining the equipment used.

Learning outcome

The learner will:

LO6 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC6.2 describe how environmental damage can be minimised.

Unit 249 Transport physical resources within the work area

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

Learning outcome

The learner will:

LO1 be able to transport physical resources within the work area

Assessment criteria

The learner can:

AC1.1 transport resources using powered or manual transportation equipment
AC1.2 minimise damage to the resources and environment during manoeuvres and transit
AC1.3 ensure that load is secure and protected from contamination and adverse weather conditions
AC1.4 monitor load during transit and take action if required
AC1.5 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to relevant legislation
AC2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome

The learner will:

LO4 know how to transport physical resources within the work area

Assessment criteria

The learner can:

AC4.1 describe the ways of handling transportation equipment to minimise damage to resources in transit
AC4.2 describe the methods of protecting resources from contamination and adverse weather conditions during transit
AC4.3 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.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation
AC5.2 describe the methods of maintaining the equipment used.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements.

Unit 250 Prepare and operate a tractor and attachments

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

Learning outcome

The learner will:

LO1 understand how to prepare a tractor and attachments for operation

Assessment criteria

The learner can:

AC1.1 list the required pre-start checks and adjustments
AC1.2 identify health and safety issues in relation to the preparation and use of tractors
AC1.3 describe how different types of attachments and how they should be secured
AC1.4 identify types of attachments that are safe for use and compatible with the tractor and those that are not
AC1.5 describe conditions which should be taken into account when considering the use of attachments
AC1.6 describe adjustment requirements for different attachments and operations
AC1.7 explain the correct use and duration of warning signals and indicators.

Learning outcome

The learner will:

LO2 prepare a tractor and attachments for operation

Assessment criteria

The learner can:

AC2.1 carry out pre-start checks in accordance with standard procedures
AC2.2 carry out adjustments to attachment in accordance with instructions to meet operational requirements
AC2.3 check the immediate work area for hazards and obstacles and take the appropriate action
AC2.4 ensure attachments are compatible with the tractor
AC2.5 make sure the attachments are secure and safe
AC2.6 carry out preparation of tractor and attachments in accordance with health and safety legislation and codes of practice.

Learning outcome

The learner will:

LO3 understand how to operate a power vehicle

Assessment criteria

The learner can:

AC3.1 describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account
AC3.2 list the types of hazards which may be encountered and how these should be dealt with
AC3.3 describe the capabilities of the tractor and the expected efficiency of tractor operation
AC3.4 explain the safe use of attachments
AC3.5 list the reasons why the tractor should be left in a condition suitable for future use
AC3.6 identify health and safety legislation, and codes of practice in relation to the preparation and use of tractors.

Learning outcome

The learner will:

LO4 be able to operate a tractor with attachments

Assessment criteria

The learner can:

AC4.1 conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation
AC4.2 assess and modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain
AC4.3 assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice
AC4.4 maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor
AC4.5 use attachments to the tractor safely at all times
AC4.6 leave the tractor safe after use and in a condition suitable to its future use
AC4.7 operate the tractor in accordance with current health and safety legislation, and codes of practice
AC4.8 carry out all work activities to meet current environmental and legislative requirements
AC4.9 assist in maintaining records to meet organisational requirements.

Unit 250 Prepare and operate a tractor and attachments

Supporting information

Evidence requirements

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

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

- Wet
- Dry
- Frost

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

- Loaders
- Trailers
- Mounted implements

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

- Hard surfaces
- Soft surfaces
- Slopes.

Unit 251 Construct and maintain boundaries

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

Learning outcome

The learner will:

LO1 be able to construct and maintain boundaries

Assessment criteria

The learner can:

AC1.1 check the selected materials meet the agreed specifications
AC1.2 maintain one of the boundaries below within the tolerances specified for the site
- a. fence
- b. wall

AC1.3 keep damage to other features, services and wildlife on site to a minimum
AC1.4 carry out construction of boundaries efficiently, effectively and securely
AC1.5 maintain the appearance and fabric of boundaries so that they are fit for their purpose.

Learning outcome

The learner will:

LO2 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC2.1 select and use appropriate equipment for this area of work
AC2.2 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to construct and maintain boundaries

Assessment criteria

The learner can:

AC4.1 outline the purpose of boundaries
AC4.2 state the advantages and disadvantages of different types of boundaries and the appropriate situations in which to use them
AC4.3 describe the materials needed for construction and maintenance of boundaries
AC4.4 describe how to measure to ensure work is within tolerances for the site
AC4.5 describe the potential hazards presented by services and how to avoid these
AC4.6 describe the type of problems that may occur and the actions required when constructing and maintaining boundaries
AC4.7 state what to look for in deciding whether the appearance and fabric of boundaries are fit for purpose.

Learning outcome

The learner will:

LO5 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements.
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the methods of maintaining the range of equipment used

Unit 252 Construct and maintain paths

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

Learning outcome

The learner will:

LO1 be able to construct and maintain paths

Assessment criteria

The learner can:

AC1.1 keep the route and dimensions of the path within tolerances specified for the site
AC1.2 lay and support surface materials correctly and securely
AC1.3 ensure drainage is effective
AC1.4 lay paths efficiently, effectively and securely using both:
- a. fluid component
- b. hard component

AC1.5 carry out maintenance of the path efficiently, effectively and securely using both:
- a. fluid component
- b. hard component

AC1.6 ensure the appearance and condition of path is fit for purpose following construction or maintenance.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC3.1 select and use equipment according to instructions
AC3.2 prepare, maintain and store equipment in a safe and effective working condition throughout.

Learning outcome

The learner will:

LO4 know how to construct and maintain paths

Assessment criteria

The learner can:

AC4.1 describe the standards of construction for different types of paths
AC4.2 state the advantages and disadvantages of different types of paths and situations in which they are appropriate:
    a. fluid components
    b. hard components
AC4.3 describe construction methods required and how to ensure routes and dimensions are within agreed tolerances
AC4.4 describe the principles of drainage for paths and how to ensure its effectiveness
AC4.5 describe the potential hazards presented by services on site and how to avoid these
AC4.6 describe the type of problems that may occur and the actions required.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the methods of maintaining the range of equipment used.

Learning outcome

The learner will:

LO6 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements.
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 253 Repair and maintain structures or surfaces

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

Learning outcome

The learner will:

LO1 be able to prepare for the repair and maintenance

Assessment criteria

The learner can:

AC1.1 ensure the necessary materials are available and prepared for the work
AC1.2 prepare the structure or surface and the surrounding site in a appropriate manner.

Learning outcome

The learner will:

LO2 be able to repair and maintain structures or surfaces

Assessment criteria

The learner can:

AC2.1 maintain the structure or surface to all the specifications below at the appropriate time
- a. security
- b. quality
- c. design
- d. construction

AC2.2 repair the structure or surface to all the specifications at the appropriate time in relation to:
- a. security
- b. quality
- c. design
- d. construction

AC2.3 provide clear and accurate information for recording purposes

AC2.4 ensure the site is restored to a safe condition which is consistent with the surrounding environment and is clear of unwanted materials.

Learning outcome

The learner will:

LO3 be able to maintain and use relevant equipment

Assessment criteria

The learner can:

AC3.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.

Learning outcome

The learner will:

LO4 be able to promote health and safety and environmental good practice

Assessment criteria

The learner can:

AC4.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements
AC4.2 ensure work is carried out in a manner which minimises environmental damage
AC4.3 manage and dispose of waste in accordance with legislative requirements and codes of practice.

Learning outcome

The learner will:

LO5 understand the principles of maintaining structures and surfaces

Assessment criteria

The learner can:

AC5.1 explain why surfaces and structures must be repaired and maintained and potential problems if not carried out
AC5.2 explain the preparation required prior to repairing and maintaining structures and surfaces
AC5.3 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

AC5.4 describe different maintenance and repair methods which would achieve the specification covering all
- a. security
- b. quality
- c. design
- d. construction

AC5.5 describe the types of problems which may occur, including:
- a. accidental damage,
- b. pollution
- c. not meeting the specification and the actions to take.

Learning outcome

The learner will:

LO6 understand relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 summarise current health and safety legislation, codes of practice and any additional requirements
AC6.2 describe the possible environmental damage that could occur and how to respond appropriately
AC6.3 explain the correct and appropriate methods for disposing of organic and inorganic waste.

Learning outcome

The learner will:

LO7 understand the reasons for maintaining equipment

Assessment criteria

The learner can:

AC7.1 explain the methods and importance of maintaining equipment for use.

Unit 254 Prepare and construct new structures or surfaces

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

Learning outcome

The learner will:

LO1 be able to prepare to construct new structures and surfaces

Assessment criteria

The learner can:

AC1.1 prepare the site in a manner appropriate for the structure or surface and which minimises the effects on the surrounding environment

AC1.2 prepare the necessary materials for construction.

Learning outcome

The learner will:

LO2 be able to construct new structures and/or surfaces

Assessment criteria

The learner can:

AC2.1 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

AC2.2 ensure the structure or surface meet the specification and is fit for purpose on completion of the work.

Learning outcome

The learner will:

LO3 be able to promote health and safety and environmental good practice

Assessment criteria

The learner can:

AC3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements

AC3.2 ensure work is carried out in a manner which minimises environmental damage

AC3.3 manage and dispose of waste in accordance with legislative requirements and codes of practice.

Learning outcome

The learner will:

LO4 be able to maintain and use relevant equipment

Assessment criteria

The learner can:

AC4.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.

Learning outcome

The learner will:

LO5 understand how to construct new structures and surfaces

Assessment criteria

The learner can:

AC5.1 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

AC5.2 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

AC5.3 describe methods of constructing the structure or surface and the relationship of this to its planned use

AC5.4 explain how the planned use of the surface or structure may affect the methods of construction used.

Learning outcome

The learner will:

LO6 understand relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 summarise current health and safety legislation, codes of practice and any additional requirements

AC6.2 describe the possible environmental damage that could occur and how to respond appropriately

AC6.3 explain the correct and appropriate methods for disposing of waste.

Learning outcome

The learner will:

LO7 understand the reasons for maintaining equipment

Assessment criteria

The learner can:

AC7.1 explain the importance and methods of maintaining equipment for use.

Unit 255 Maintain equipment and machines

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

Learning outcome

The learner will:

LO1 be able to prepare equipment and machines for maintenance

Assessment criteria

The learner can:

AC1.1 identify the equipment and machines requiring maintenance
AC1.2 check that the equipment and machines requiring maintenance are safe and completely isolated from the power source
AC1.3 take the correct precautions to minimise dangers from contamination and hazardous chemicals
AC1.4 keep the work area safe and in a condition suitable for the maintenance procedure
AC1.5 obtain and prepare tools and materials suitable for the maintenance procedure.

Learning outcome

The learner will:

LO2 be able to carry out maintenance procedures

Assessment criteria

The learner can:

AC2.1 maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation
AC2.2 clean, service and store tools after use.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC3.2 minimise the escape of substances and dispose of hazardous and non-hazardous waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to prepare and carry out maintenance for equipment and machines.

Assessment criteria

The learner can:

AC4.1 outline the methods for preparing equipment and machines
   a. manual
   b. mechanical

AC4.2 describe the dangers created by stored energy and how these should be responded to during the preparation stage

AC4.3 state the hazardous chemicals and substances which may be present and ways in which they should be dealt with

AC4.4 describe the type of tools, equipment and materials required for the maintenance procedure

AC4.5 describe types of protective clothing required and the reasons why it must be worn

AC4.6 describe the methods for maintaining equipment and machines and the possible consequences of not maintaining

AC4.7 outline the levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice

AC4.8 describe safe and suitable methods of storing tools, equipment and machinery.

Learning outcome

The learner will:

LO5 know relevant health and safety and legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 describe the correct methods for disposing of waste

AC5.2 outline the current health and safety legislation codes of practice and any additional requirements

AC5.3 outline the legislative requirements relating to the maintenance of equipment and machinery.

Unit 256 Collect and prepare propagation material

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

Learning outcome

The learner will:

LO1 be able to collect propagation material

Assessment criteria

The learner can:

AC1.1 collect propagation material in accordance with instructions
AC1.2 check the collected material meets the requirements of the propagation programme
AC1.3 store collected material in accordance with instructions.

Learning outcome

The learner will:

LO2. be able to prepare propagation material

Assessment criteria

The learner can:

AC2.1 handle plant material in a manner which minimises damage and wastage, and optimises growth

AC2.2 use a suitable propagation method:

a. cuttings
b. budding
c. grafting
d. micro-propagation
e. division

AC2.3 prepare and treat propagation material in accordance with instructions.

Learning outcome

The learner will:

LO3 be able to maintain accurate records

Assessment criteria

The learner can:

AC3.1 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO4 know how to maintain accurate records

Assessment criteria

The learner can:

AC4.1 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage
AC5.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO6 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC6.1 select appropriate equipment for this area of work
AC6.2 use equipment according to relevant legislation and manufacturer's instructions
AC6.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO7 know how to collect propagation material

Assessment criteria

The learner can:

AC7.1 state where and how to obtain information on plants and plant identification
AC7.2 state the ways in which the plant material should be handled
AC7.3 describe the methods for collecting propagation material and the requirements of the propagation programme
AC7.4 state the methods and length of time for storing material prior to use.

Learning outcome

The learner will:

LO8 know how to prepare the propagation material

Assessment criteria

The learner can:

AC8.1 describe all the propagation methods:
- a. cuttings
- b. budding
- c. grafting
- d. micro-propagation
- e. division

AC8.2 describe all the ways of preparing propagation materials:
- a. trimming of cuttings
- b. trimming of divisions
- c. preparation of stocks
- d. trimming of scions

AC8.3 describe the methods used for treating prepared propagation material

AC8.4 state the context where hormone treatments are used to encourage rooting.

Learning outcome

The learner will:

LO9 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC9.1 outline the current health and safety legislation, codes of practice and any additional requirements

AC9.2 describe how environmental damage can be minimised

AC9.3 describe the correct methods for disposing of waste

AC9.4 state the need for hygiene throughout the propagation process

Learning outcome

The learner will:

LO10 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC10.1 describe the equipment which will be required for the activity
AC10.2 describe the methods of maintaining the range of equipment.

Unit 257 Establish propagation material

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

Learning outcome

The learner will:

LO1 be able to establish propagation material

Assessment criteria

The learner can:

AC1.1 use and prepare the required rooting medium in accordance with instructions
AC1.2 handle plant material in a manner which minimises damage and wastage, and optimises growth
AC1.3 position propagation material in the required rooting medium
AC1.4 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.

Learning outcome

The learner will:

LO2 be able to maintain accurate records

Assessment criteria

The learner can:

AC2.1 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO3 know how to maintain accurate records

Assessment criteria

The learner can:

AC3.1 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements
AC4.2 carry out work in a manner which minimises environmental damage
AC4.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC5.1 select appropriate equipment for this area of work
AC5.2 use equipment according to relevant legislation and manufacturer's instructions
AC5.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO6 know how to establish propagation material

Assessment criteria

The learner can:

AC6.1 describe the different types of rooting material how these should be handled
AC6.2 describe the correct positioning of propagation material
AC6.3 describe all the methods of promoting plant development:
- a. watering
- b. temperature control
- c. humidity control
- d. removal of diseased material

AC6.4 describe the types of growing and rooting environments
AC6.5 state the importance of weaning crops before transplanting between different environments.

Learning outcome

The learner will:

LO7 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of waste
AC7.4 state the need for hygiene throughout the propagation process.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be required for the activity
AC8.2 describe the methods of maintaining the range of equipment.

Unit 258 Propagate plants from seed

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to relevant legislation and manufacturer's instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to prepare materials and sow seed

Assessment criteria

The learner can:

AC2.1 use the required seed and growing materials
AC2.2 carry out the preparations and seed sowing at the correct time
AC2.3 prepare the growing medium in accordance with instructions
AC2.4 handle seeds in a way which minimised damage
AC2.5 sow seed evenly and accurately in accordance with instructions.

Learning outcome

The learner will:

LO3 be able to provide aftercare for seedlings

Assessment criteria

The learner can:

AC3.1 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

AC3.2 monitor the seedlings during germination
AC3.3 remove and hygienically dispose of unwanted seedlings.

Learning outcome

The learner will:

LO4 be able to maintain accurate records

Assessment criteria

The learner can:

AC4.1 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO5 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC5.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC5.2 carry out work in a manner which minimises environmental damage
AC5.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO6 know how to prepare materials and sow seed

Assessment criteria

The learner can:

AC6.1 state the timing when operations should take place
AC6.2 state the quantities of seed and growing medium required
AC6.3 describe the different methods for preparing seed covering:
- a. soaking
- b. priming
- c. temperature treatments
- d. scarification.

AC6.4 describe the types of growing medium and the methods of preparation
AC6.5 describe the methods of handling seed
AC6.6 state why it is necessary to evenly distribute seed and the correct depth of sowing.

Learning outcome

The learner will:

LO7 know how to provide aftercare for seedlings

Assessment criteria

The learner can:

AC7.1 describe the factors affecting the rate and percentage of germination
AC7.2 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

AC7.3 state the crop health problems that can occur during propagation.

Learning outcome

The learner will:

LO8 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC8.2 describe how environmental damage can be minimised
AC8.3 describe the correct methods for disposing of waste
AC8.4 state the importance of good hygiene in propagation areas.

Learning outcome

The learner will:

LO9 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC9.1 describe the equipment which will be required for the activity
AC9.2 describe the methods of maintaining the range of equipment.AC1.3

Learning outcome

The learner will:

LO10 know how to maintain accurate records

Assessment criteria

The learner can:

AC10.1 identify the types of records required and explain the importance of accurate record keeping.

Unit 259 Obtain, position and prepare growing media

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

Learning outcome

The learner will:

LO1 be able to obtain and position materials

Assessment criteria

The learner can:

AC1.1 identify the required materials for incorporation into the growing media in accordance with production requirements.

AC1.2 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

AC1.3 provide clear and accurate information for recording purposes

Learning outcome

The learner will:

LO2 be able to prepare growing media

Assessment criteria

The learner can:

AC2.1 incorporate materials into the growing media in accordance with planting requirements
AC2.2 prepare the growing medium in accordance with planting requirements covering consistency and moisture level.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC4.1 select appropriate equipment for this area of work
AC4.2 use equipment according to relevant legislation and manufacturer's instructions
AC4.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO5 know how to obtain and position materials

Assessment criteria

The learner can:

AC5.1 describe the production requirements in relation to the preparation of growing media
AC5.2 describe the procedures for obtaining materials required
AC5.3 describe the different growing media required within enterprises
AC5.4 describe different ingredients and their different properties used in the preparation of growing media
AC5.5 describe the procedures for making ready the growing media covering the following:
- a. correctly obtaining materials
- b. measuring out materials
- c. positioning materials

AC5.6 state the commercial speeds at which work should be performed
AC5.7 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO6 know how to prepare growing media

Assessment criteria

The learner can:

AC6.1 describe the types of growing media used within enterprises
AC6.2 describe how to prepare growing medium in relation to planting requirements covering:
- a. consistency
- b. moisture level.

Learning outcome

The learner will:

LO7 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC7.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC7.2 describe how environmental damage can be minimised
AC7.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

LO8 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC8.1 describe the equipment which will be required for the activity
AC8.2 describe the methods of maintaining the range of equipment.

Unit 260 Maintaining plants outdoors

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

Learning outcome

The learner will:

LO1 be able to select, use tools and maintain relevant equipment

Assessment criteria

The learner can:

AC1.1 select appropriate equipment for this area of work
AC1.2 use equipment according to relevant legislation and manufacturer's instructions
AC1.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to maintain the health of plants outdoors

Assessment criteria

The learner can:

AC2.1 inspect plants as instructed
AC2.2 identify all of the following threats to promote plant health:
- a. pests
- b. diseases
- c. disorders
- d. unfavourable conditions
- e. competing growth

AC2.3 use correct and effective methods of dealing with threats to plant health
AC2.4 promote and maintain healthy growth using all of the following methods:
- a. feeding
- b. watering
- c. surface cultivation
- d. mulching.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly

Learning outcome

The learner will:

LO4 know how to maintain the health of plants outdoors

Assessment criteria

The learner can:

AC4.1 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

AC4.2 state how seasonal weather conditions affect plant growth and health

AC4.3 describe the different methods used to promote plant health including:
- a. feeding
- b. watering
- c. surface cultivation
- d. mulching

AC4.4 describe the effects of soil conditions on plant growth

AC4.5 state why watering regimes vary for different soils and plants

AC4.6 describe how the correct use of agrochemicals/ pesticides can improve plant health

AC4.7 describe how the incorrect use of agrochemicals / pesticides can harm plants

AC4.8 describe the methods of dealing with threats to plant health covering; physical, cultural and irrigation.

Unit 261 Monitor and record environmental conditions for protected crops

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

Learning outcome

The learner will:

LO1 be able to monitor and record environmental conditions for protected crops

Assessment criteria

The learner can:

AC1.1 monitor two of the following environmental conditions in accordance with instructions:
- a. temperature
- b. humidity
- c. ventilation
- d. light and shade

AC1.2 accurately identify the need for adjustments to environmental conditions and report promptly to the appropriate person

AC1.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO3 know how to monitor and record environmental conditions for protected crops

Assessment criteria

The learner can:

AC3.1 describe the different environmental conditions for crops
AC3.2 describe the use of computers and other equipment for monitoring environmental conditions
AC3.3 state the environmental conditions which require adjustment and the actions to take:
- a. temperature
- b. humidity
- c. ventilation
- d. light and shade.

Learning outcome

The learner will:

LO4 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC4.2 describe how environmental damage can be minimised.

Learning outcome

The learner will:

LO5 know how to maintain accurate records

Assessment criteria

The learner can:

AC5.1 identify the types of records required and explain the importance of accurate record keeping.

Unit 262 Monitor and maintain watering systems

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

Learning outcome

The learner will:

LO1 be able to monitor and maintain watering systems

Assessment criteria

The learner can:

AC1.1 confirm the supply of water to the crop is suitable for the crop and in accordance with instructions
AC1.2 recognise the need for adjustments to watering systems in accordance with instructions
AC1.3 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO3 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC3.1 select appropriate equipment for this area of work
AC3.2 use equipment according to relevant legislation and manufacturer's instructions
AC3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO4 know how to monitor and maintain watering systems

Assessment criteria

The learner can:

AC4.1 describe systems for supplying water to crops
AC4.2 state how to check that the supply of water to crops is suitable
AC4.3 state the types of adjustments to the watering system which are necessary for both irrigations systems and water supply
AC4.4 state the problems which may occur in the delivery of water to crops and how these should be resolved.

Learning outcome

The learner will:

LO5 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be required for the activity
AC6.2 describe the methods of maintaining the range of equipment.

Learning outcome

The learner will:

LO7 know how to maintain accurate records

Assessment criteria

The learner can:

AC7.1 identify the types of records required and explain the importance of accurate record keeping.

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

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

Learning outcome

The learner will:

LO1 identify and report the presence of pests, diseases and disorders

Assessment criteria

The learner can:

AC1.1 monitor the crop(s) in accordance with production requirements
AC1.2 correctly identify the presence of pests, diseases and disorders
AC1.3 correctly identify the presence of any biological controls in use and beneficial insects
AC1.4 establish the extent of the pest population, disease and any disorders
AC1.5 promptly report the presence to the appropriate person.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO3 know how to identify and report the presence of pests, diseases and disorders

Assessment criteria

The learner can:

AC3.1 describe reasons for monitoring the crop
AC3.2 describe when to carry out crop monitoring
AC3.3 describe common types of pests, diseases and disorders and the problems caused
AC3.4 describe biological controls and beneficial insects that can be used
AC3.5 identify to whom you should report the presence and extent of pests, diseases, disorders and biological control/beneficial insects.

Learning outcome

The learner will:

LO4 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC4.2 describe how environmental damage can be minimized
AC4.3 describe the correct methods for disposing of waste
AC4.4 describe the health and safety risks in monitoring pests, diseases and disorders.

Unit 264 Control pests, diseases and disorders

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

Learning outcome

The learner will:

LO1 be able to assist with controlling pests, diseases and disorders

Assessment criteria

The learner can:

AC1.1 confirm the control methods to be used with the appropriate person
AC1.2 handle all materials carefully, safely and efficiently in accordance with instructions and organisational policy
AC1.3 assist with applying control methods in a way which minimises the risks to non-target species and the environment covering
AC1.4 report any problems if they arise during pest, disease and disorder control to the appropriate person without delay
AC1.5 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC2.1 select appropriate equipment for this area of work
AC2.2 use equipment according to relevant legislation and manufacturer's instructions including personal protective equipment
AC2.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to assist with controlling pests, diseases and disorders

Assessment criteria

The learner can:

AC4.1 outline the health and safety risks in controlling pests, diseases and disorders
AC4.2 describe the safe handling and effective use of materials equipment and chemicals and relevant codes of practice
AC4.3 describe the dangers and emergency treatments associated with the use of chemicals
AC4.4 describe control methods covering all the following:
a. chemical
b. biological
c. cultural
AC4.5 describe the types of problems which may occur and to whom they should be reported
AC4.6 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO5 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements, including control of hazardous substances and environmental legislation
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be required for the activity
AC6.2 describe the methods of maintaining the range of equipment.

Unit 265 Identify and collect plants for dispatch

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

Learning outcome

The learner will:

LO1 be able to identify and collect plants for dispatch

Assessment criteria

The learner can:

AC1.1 identify the plants which are to be collected and check their condition against customer requirements

AC1.2 correctly handle and transport plants in a manner which maintains quality and minimises damage

AC1.3 identify any problems during the collection of plants and take the appropriate action as necessary.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC3.1 select appropriate equipment for this area of work
AC3.2 use equipment according to relevant legislation and manufacturer's instructions
AC3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO4 know how to identify and collect plants for dispatch

Assessment criteria

The learner can:

AC4.1 describe species or varieties of plants produced by enterprises and how to recognise them
AC4.2 state sources of information in relation to different species or varieties of plants
AC4.3 describe how to check customer requirements
AC4.4 describe conditions which indicate the plant(s) is not suitable for customer requirements and why it is important to recognise these conditions
AC4.5 describe methods of maintaining the quality of the plant(s) during handling and transportation

AC4.6 describe methods for transporting the plants on site
AC4.7 suggest problems which may arise during the collection of plants and what actions to take
AC4.8 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO5 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be required for the activity
AC6.2 describe the methods of maintaining the range of equipment.

Unit 266 Prepare plants for dispatch

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

Learning outcome

The learner will:

LO1 be able to prepare plants for dispatch

Assessment criteria

The learner can:

AC1.1 prepare and maintain the plants for dispatch
AC1.2 ensure the plants meet customer requirements and replace any plants as necessary to meet requirements
AC1.3 ensure plants are ready for dispatch at the correct time
AC1.4 maintain the health of plants that require intermediate storage prior to dispatch
AC1.5 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements
AC2.2 carry out work in a manner which minimises environmental damage
AC2.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO3 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC3.1 select appropriate equipment for this area of work
AC3.2 use equipment according to relevant legislation and manufacturer's instructions
AC3.3 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO4 understand the need to prepare plants for dispatch

Assessment criteria

The learner can:

AC4.1 describe methods for preparing and maintaining the health of plants ready for dispatch
AC4.2 describe how to identify customer requirements
AC4.3 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
AC4.4 describe storage arrangements for plants prior to dispatch
AC4.5 identify the types of records required and explain the importance of accurate record keeping.

Learning outcome

The learner will:

LO5 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC5.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC5.2 describe how environmental damage can be minimised
AC5.3 describe the correct methods for disposing of waste.

Learning outcome

The learner will:

LO6 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC6.1 describe the equipment which will be required for the activity
AC6.2 describe the methods of maintaining the range of equipment.

Unit 267 Excavate and form foundations for fencing

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

Learning outcome

The learner will:

LO1 be able to work safely and in line with requirements

Assessment criteria

The learner can:

AC1.1 work safely in line with health and safety requirements
AC1.2 complete work in a manner which causes minimal disturbance to the environment
AC1.3 dispose of waste and excess materials safely.

Learning outcome

The learner will:

LO2 be able to select, prepare and maintain tools and equipment

Assessment criteria

The learner can:

AC2.1 select and prepare tools, equipment and resources ready for use
AC2.2 maintain tools, equipment and resources in a clean and serviceable condition throughout excavation.

Learning outcome

The learner will:

LO3 be able to excavate foundations to comply with (fence) specifications

Assessment criteria

The learner can:

AC3.1 use recommended working practices to excavate ground.

Learning outcome

The learner will:

LO4 be able to form foundations to comply with (fence) specification

Assessment criteria

The learner can:

AC4.1 place concrete/or other suitable material and compact to provide for foundation strength, size, profile and finish
AC4.2 establish provision to support the future installation of posts.

Learning outcome

The learner will:

LO5 be able to deal with difficulties

Assessment criteria

The learner can:

AC5.1 deal with difficulties experienced during work within levels of responsibility
AC5.2 request advice on how to deal with difficulties outside level of own responsibility.

Learning outcome

The learner will:

LO6 know the relevant legislation and codes of practice

Assessment criteria

The learner can:

AC6.1 outline the health and safety, legislation and codes of practice associated with excavation work
AC6.2 identify the environmental issues associated with the disposal of waste, excess materials and concrete/other material.

Learning outcome

The learner will:

LO7 know how to excavate for fence foundations

Assessment criteria

The learner can:

AC7.1 name the types and correct use of equipment used for excavating post holes and strip trenches
AC7.2 outline how and when temporary supports should be used to support excavations.

Learning outcome

The learner will:

LO8 know how to form foundations for fencing specifications

Assessment criteria

The learner can:

AC8.1 outline the materials and ratios used in concrete/other suitable material
AC8.2 explain the methods used for mixing, placing, compacting, finishing and curing concrete/other suitable material
AC8.3 outline the methods used for forming pockets in concrete/other suitable material for future fixing
AC8.4 outline the techniques used for casting-in fixing items.

Unit 268 Place and fix posts

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

Learning outcome

The learner will:

LO1 be able to work safely in line with legislation and codes of practice

Assessment criteria

The learner can:

AC1.1 work safely in line with health and safety requirements
AC1.2 complete work in a manner which causes minimal disturbance to the environment
AC1.3 dispose of waste and excess materials safely.

Learning outcome

The learner will:

LO2 be able to select and prepare tools

Assessment criteria

The learner can:

AC2.1 select and prepare tools, equipment and resources ready for use.

Learning outcome

The learner will:

LO3 be able to prepare materials

Assessment criteria

The learner can:

AC3.1 obtain fencing materials of specified type, material, quality and grade.

Learning outcome

The learner will:

LO4 be able to place and fix posts

Assessment criteria

The learner can:

AC4.1 use three of the following methods to fix posts to the specified line, level and angle:

a. driving
b. bolting
c. casting
d. socketing
e. backfilling
f. consolidating

AC4.2 use recommended working practices to position and fix fence and gate posts

AC4.3 use recommended methods for providing temporary supports to posts set in concrete/or other suitable material.

Learning outcome

The learner will:

LO5 be able to deal with difficulties

Assessment criteria

The learner can:

AC5.1 deal with difficulties experienced during work within levels of responsibility.

Learning outcome

The learner will:

LO6 know the relevant legislation and codes of practice

Assessment criteria

The learner can:

AC6.1 outline the health and safety, legislation and codes of practice associated with placing and positioning of posts
AC6.2 outline the hazards and risks involved in fence installation carried out at heights.

Learning outcome

The learner will:

LO7 know how to place and fix posts

Assessment criteria

The learner can:

AC7.1 outline the methods used for aligning and levelling posts
AC7.2 state the reasons for, and methods of, setting posts to allow for tensioning
AC7.3 name the factors that affect the positioning and the method of fixing posts
AC7.4 name the types of backfill and methods of consolidation
AC7.5 outline the precautions to take to avoid distortion during tensioning process.

Unit 269 Give customers a positive impression of yourself and your organisation

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

Learning outcome

The learner will:

LO1 be able to establish rapport with customers

Assessment criteria

The learner can:

AC1.1 meet their organisation's standards of appearance and behaviour
AC1.2 greet their customer respectfully and in a friendly manner
AC1.3 communicate with their customer in a way that makes them feel valued and respected
AC1.4 identify and confirm their customer's expectations
AC1.5 treat their customer courteously and helpfully at all times
AC1.6 keep their customer informed and reassured
AC1.7 adapt their behaviour to respond effectively to different customer behaviour.

Learning outcome

The learner will:

LO2 be able to respond appropriately to customers

Assessment criteria

The learner can:

AC2.1 respond promptly to a customer seeking help
AC2.2 choose the most appropriate way to communicate with their customer
AC2.3 check with their customer that they have fully understood their expectations
AC2.4 respond promptly and positively to their customer's questions and comments
AC2.5 allow their customer time to consider their response and give further explanation when appropriate.

Learning outcome

The learner will:

LO3 be able to communicate information to customers

Assessment criteria

The learner can:

AC3.1 quickly find information that will help their customer
AC3.2 give their customer the information they need about the services or products offered by the organisation
AC3.3 recognise information that their customer might find complicated and check whether they fully understand
AC3.4 explain clearly to their customers any reasons why their expectations cannot be met.

Learning outcome

The learner will:

LO4 understand how to give customers a positive impression of themselves and the organisation

Assessment criteria

The learner can:

AC4.1 describe their organisation's standards for appearance and behaviour
AC4.2 explain their organisation's guidelines for how to recognise what their customer wants and respond appropriately
AC4.3 identify their organisation's rules and procedures regarding the methods of communication that they use
AC4.4 explain how to recognise when a customer is angry or confused
AC4.5 identify their organisation's standards for timeliness in responding to customer questions and requests for information.

Unit 270 Resolve customer service problems

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

Learning outcome

The learner will:

LO1 be able to spot customer service problems

Assessment criteria

The learner can:

AC1.1 listen carefully to customers about problems they have raised
AC1.2 ask customers about the problem to check that their understanding
AC1.3 recognise repeated problems and alert the appropriate authority
AC1.4 share customer feedback with others to identify potential problems before they happen
AC1.5 identify problems with systems and procedures before they begin to affect customers.

Learning outcome

The learner will:

LO2 be able to pick the best solution to resolve customer service problems

Assessment criteria

The learner can:

AC2.1 identify the options for resolving a customer service problem
AC2.2 work with others to identify and confirm the options to resolve a customer service problem
AC2.3 work out the advantages and disadvantages of each option for the customer and the organisation
AC2.4 pick the best option for the customer and the organisation
AC2.5 identify for their customer other ways that problems may be resolved if they are unable to help.

Learning outcome

The learner will:

LO3 be able to take action to resolve customer service problems

Assessment criteria

The learner can:

AC3.1 discuss and agree the options for solving the problem with their customer
AC3.2 take action to implement the option agreed with the customer
AC3.3 work with others and their customer to make sure that any promises related to solving the problem are kept
AC3.4 keep their customer fully informed about what is happening to resolve problem
AC3.5 check with their customer to make sure the problem has been resolved to the customer's satisfaction
AC3.6 give clear reasons to their customer when the problem has not been resolved to their satisfaction.

Learning outcome

The learner will:

LO4 know how to resolve customer service problems

Assessment criteria

The learner can:

AC4.1 describe organisational procedures and systems for dealing with customer service problems
AC4.2 explain how to defuse potentially stressful situations
AC4.3 describe how to negotiate
AC4.4 identify the limitations of what they can offer their customer
AC4.5 describe types of action that may make a customer problem worse and should be avoided.

Unit 275 Prepare and cultivate sites ready for planting crops

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

Learning outcome

The learner will:

LO1 be able to select, use and maintain equipment and tools for preparing sites

Assessment criteria

The learner can:

AC1.1 select appropriate tools and equipment for this area of work
AC1.2 use tools and equipment according to instructions
AC1.3 prepare, maintain and store tools and equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO2 be able to prepare sites for cultivation and planting

Assessment criteria

The learner can:

AC2.1 identify site to be prepared for cultivation and planting
AC2.2 prepare the site by removing any waste from previous crop.

Learning outcome

The learner will:

LO3 be able to carry out site cultivations

Assessment criteria

The learner can:

AC3.1 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
AC3.2 report conditions of cultivation clearly and accurately to the appropriate person.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which promotes health and safety, is consistent with current legislation, codes of practice and any additional requirements
AC4.2 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for prepare sites for cultivation and planting crops
AC5.2 describe the methods of maintaining the equipment used
AC5.3 explain the correct methods of adjusting the equipment during use.

Learning outcome

The learner will:

LO6 know the methods for preparing sites ready for cultivation

Assessment criteria

The learner can:

AC6.1 describe the methods and reasons for preparing sites ready for cultivation.

Learning outcome

The learner will:

LO7 understand how to cultivate sites

Assessment criteria

The learner can:

AC7.1 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

AC7.2 explain the ground conditions which are required for effective planting to take place e.g. depth, and soil condition
AC7.3 state the importance of reporting the right information required for recording purposes.

Learning outcome

The learner will:

LO8 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC8.2 describe how environmental damage can be minimised
AC8.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 276 Carry out harvesting operations by mechanical means

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

Learning outcome

The learner will:

LO1 be able to harvest crops

Assessment criteria

The learner can:

AC1.1 identify crops to be harvested
AC1.2 harvest crops in a way which minimises damage to the crop and the environment
AC1.3 identify and carry out two adjustments to take account of the following:
- a. crop density
- b. crop condition
- c. prevailing weather
- d. ground condition

AC1.4 handle harvested crop in a way that maintains quality and minimises damage.

Learning outcome

The learner will:

LO2 be able to prepare, use and maintain equipment for harvesting crops

Assessment criteria

The learner can:

AC2.1 select and use appropriate equipment for this area of work
AC2.2 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage
AC3.3 dispose of waste safely and correctly.

Learning outcome

The learner will:

LO4 know how to harvest crops mechanically

Assessment criteria

The learner can:

AC4.1 describe the methods of harvesting crops
AC4.2 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
AC4.3 outline the types of problems which may arise during harvesting and to whom these should be reported
AC4.4 describe how to recognise and minimise crop damage.

Learning outcome

The learner will:

LO5 know the types of equipment required and how to prepare and maintain them

Assessment criteria

The learner can:

AC5.1 describe the equipment which will be necessary for harvesting crops
AC5.2 describe methods of preparing and maintaining the equipment ready for use.

Learning outcome

The learner will:

LO6 know the relevant health and safety legislation and environmental practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements
AC6.2 describe how environmental damage can be minimised
AC6.3 describe the correct methods for disposing of organic and inorganic waste.

Unit 277 Prepare the storage area and monitor crop during storage

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

Learning outcome

The learner will:

LO1 be able to prepare the storage area

Assessment criteria

The learner can:

AC1.1 prepare the storage area as instructed:
- a. cleaning the area
- b. making the layout suitable

AC1.2 minimise the risk of contamination by pests as instructed.

Learning outcome

The learner will:

LO2 be able to store the harvested crop

Assessment criteria

The learner can:

AC2.1 arrange crops in the storage area in accordance with instructions
AC2.2 use equipment safely and correctly, mechanical or manual
AC2.3 leave the storage area in a secure and safe condition.

Learning outcome

The learner will:

LO3 be able to monitor the condition of the storage area and crops

Assessment criteria

The learner can:

AC3.1 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
AC3.2 maintain the security of the crop and storage premises
AC3.3 complete monitoring records as instructed.

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.

Learning outcome

The learner will:

LO5 know how prepare and monitor the condition of harvested crops

Assessment criteria

The learner can:

AC5.1 state the reasons for preparing the storage area
AC5.2 state the reasons for storing and arranging crops in storage areas
AC5.3 describe the signs of common pests (rodents, insects and birds) and the measures which may be taken to minimise the risk of damage
AC5.4 describe methods of conducting routine inspections and the reasons for carrying them out covering:
  a. environmental conditions
  b. condition of the crop
AC5.5 describe common forms of damage to crops and storage facilities immediate and long term.

Learning outcome

The learner will:

LO6 know the relevant health and safety legislation and environmental practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.

Unit 278 Transport harvested crop

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

Learning outcome

The learner will:

LO1 be able to transport at least one type of harvested crop

Assessment criteria

The learner can:

AC1.1 load and transport at least one of the harvested crops below safely, securely and in a manner which protects them from damage and contamination:

a. combinable crops
b. root crops
c. grass/forage
d. vegetables
e. fruit
f. plants

1.2 monitor the harvested crops during transit.

Learning outcome

The learner will:

LO2 be able to select, use and maintain equipment for transporting harvested crops.

Assessment criteria

The learner can:

AC2.1 select and use appropriate equipment for this area of work according to instructions
AC2.2 prepare, maintain and store equipment in a safe and effective working condition.

Learning outcome

The learner will:

LO3 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC3.2 carry out work in a manner which minimises environmental damage.

Learning outcome

The learner will:

LO4 know the methods of operating equipment and transporting harvested crops

Assessment criteria

The learner can:

AC4.1 describe the correct methods of operating transportation equipment to minimise damage to harvested crop
AC4.2 describe ways of securing products and equipment for transit in order to maintain safety and minimise damage
AC4.3 explain the methods of protecting harvested crops and equipment from adverse weather conditions.

Learning outcome

The learner will:

LO5 know how to maintain the equipment

Assessment criteria

The learner can:

AC5.1 describe methods of maintaining the equipment in a fit state for use.

Learning outcome

The learner will:

LO6 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

AC6.2 describe how environmental damage can be minimised.

Unit 280 Promote responsible public use of the environment

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

Learning outcome

The learner will:

LO1 be able to safeguard members of the public and others

Assessment criteria

The learner can:

AC1.1 maintain the safety of the public and others during visits to the site
AC1.2 work safely encouraging everyone throughout all activities to follow current legislation, codes of practice, organisational policies and procedures.

Learning outcome

The learner will:

LO2 be able to safeguard the environment

Assessment criteria

The learner can:

AC2.1 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

AC2.2 identify visitors and others who may cause a threat and take the appropriate action to minimise any damage or risk, covering two of the following:

a. to the site and its contents
b. to flora and fauna
c. to own personal health and safety
d. to other people's health and safety.

Learning outcome

The learner will:

LO3 know how to safeguard members of the public and the environment

Assessment criteria

The learner can:

AC3.1 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

AC3.2 state the needs of the public and others, and when to influence their use of the site and offer advice or help

AC3.3 state why the organisation may have certain access policies or specific areas for public access

AC3.4 explain the importance of balancing the needs of the site with the needs of the public and others

AC3.5 describe the features of the site and the effects the public and others may have on it

AC3.6 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

AC3.7 explain how to handle people who cause a threat to sites in an effective, safe and courteous way.

Learning outcome

The learner will:

LO4 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements.

Unit 283 Establish and maintain conditions appropriate to the welfare of animals

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

Learning outcome

The learner will:

LO1 be able to provide appropriate living conditions for the animals

Assessment criteria

The learner can:

AC1.1 identify suitable shelter and accommodation for the animals
AC1.2 provide appropriate conditions to ensure the welfare of the livestock is maintained
AC1.3 prepare procedures and equipment to deal with livestock emergencies and problems as required
AC1.4 provide clear and accurate information for recording purposes.

Learning outcome

The learner will:

LO2 be able to handle and inspect livestock

Assessment criteria

The learner can:

AC2.1 inspect the stock for signs of normal and abnormal behaviour
AC2.2 handle livestock in a manner that will prevent fear, distress and does not put the health and safety of yourself or others at risk
AC2.3 seek advice from the appropriate person when unsure about the behaviour or condition of the livestock

Learning outcome

The learner will:

LO3 be able to select, use and maintain relevant equipment

Assessment criteria

The learner can:

AC3.1 select appropriate equipment for this area of work
AC3.2 use equipment according to relevant legislation and instructions
AC3.3 prepare, maintain and store equipment in a safe and effective working condition

Learning outcome

The learner will:

LO4 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements
AC4.2 dispose of waste safely and correctly

Learning outcome

The learner will:

LO5 know how to establish appropriate conditions for livestock

Assessment criteria

The learner can:

AC5.1 outline the appropriate living conditions for the livestock, and how to provide them
AC5.2 describe appropriate shelter and/or accommodation required by the livestock
AC5.3 estimate accurately amounts and types of bedding required, if at all, for the species concerned
AC5.4 describe how to recognise and maintain the quality and levels of feed and water required by the livestock
AC5.5 describe the correct procedures for dealing with livestock emergencies and other problems
AC5.6 outline when, how and from whom to ask for advice concerning the welfare of the livestock
AC5.7 identify the types of records required and the importance of accurate record keeping

Learning outcome

The learner will:

LO6 know how to handle livestock in a manner which minimises stress

Assessment criteria

The learner can:

AC6.1 describe appropriate methods for handling the livestock
AC6.2 outline what to check for when inspecting livestock and how to assess their welfare
AC6.3 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
AC6.4 describe what changes in behaviour might occur and whether these are acceptable
AC6.5 give examples why livestock become afraid and distressed, and ways of preventing this
AC6.6 describe normal patterns of livestock behaviour

Learning outcome

The learner will:

LO7 know the types of equipment required and how to maintain them

Assessment criteria

The learner can:

AC7.1 describe the equipment which will be required for the activity
AC7.2 describe the methods of maintaining the range of equipment ready for use

Learning outcome

The learner will:

LO8 know relevant health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC8.1 outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements
AC8.2 describe the correct methods for disposing of organic and inorganic waste

Unit 284 Respond to customer requests

UAN:	F/505/5003
Level:	2
Credit value:	5
GLH:	33
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to establish a rapport with customers

Assessment criteria

The learner can:

AC1.1 comply with organisation's standards of appearance and behaviour
AC1.2 greet customers in line with organisational requirements
AC1.3 communicate with customers in line with organisational requirements
AC1.4 confirm customers' expectations
AC1.5 adapt behaviour to respond to different customers' behaviour

Learning outcome

The learner will:

LO2 be able to respond appropriately to customers

Assessment criteria

The learner can:

AC2.1 respond to customers seeking assistance
AC2.2 select method to communicate with customers
AC2.3 check with customers that expectations have been met
AC2.4 respond to customer's questions and comments

Learning outcome

The learner will:

LO3 be able to communicate information to customers

Assessment criteria

The learner can:

AC3.1 locate information that will help customers
AC3.2 give customers information required about the services or products offered by the organisation
AC3.3 identify information that customers might find complicated and check their understanding
AC3.4 explain to customers reasons why expectations cannot be met

Learning outcome

The learner will:

LO4 understand how to give customers a positive impression of organisation

Assessment criteria

The learner can:

AC4.1 describe organisation's standards for appearance and behaviour
AC4.2 identify organisation's rules and procedures regarding the methods of communication they use
AC4.3 identify organisation's standards for timeliness in responding to customer questions and requests for information

Unit 285 Receive goods and materials into storage

UAN:	M/505/5000
Level:	2
Credit value:	4
GLH:	26
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to prepare to receive deliveries

Assessment criteria

The learner can:

AC1.1 identify the quantity and nature of the items to be delivered
AC1.2 identify the storage space required for the expected delivery
AC1.3 check that enough storage space is available for expected deliveries
AC1.4 identify the person to report any shortage of storage space
AC1.5 check to ensure that the receiving area is clean, tidy and free from obstructions and hazards
AC1.6 check to ensure that the necessary handling equipment is available and is in good working order
AC1.7 check to ensure that the relevant records are complete, accurate and up to date.

Learning outcome

The learner will:

LO2 be able to receive deliveries into storage

Assessment criteria

The learner can:

AC2.1 check that the type, quantity and quality of items delivered are acceptable
AC2.2 describe how to refuse faulty deliveries, including how to record these and who needs to know about them
AC2.3 check deliveries using methods that are safe, hygienic and protect the items from damage
AC2.4 update stock control systems in line with organisational procedures
AC2.5 allow deliveries to be off-loaded into the designated area
AC2.6 follow legal and organisational requirements for maintaining security and safety while receiving deliveries

Learning outcome

The learner will:

LO3 understand the importance of preparing for expected deliver

Assessment criteria

The learner can:

AC3.1 explain why it is necessary to prepare thoroughly to receive deliveries
AC3.2 explain why any shortage of storage space needs to be reported promptly
AC3.3 explain why accurate, complete and up-to-date records are needed for deliveries

Learning outcome

The learner will:

LO4 understand own responsibility for handling goods and materials

Assessment criteria

The learner can:

AC4.1 explain the importance of handling goods and materials safely, hygienically and in ways that protect them from damage

Unit 286 Place goods and materials into storage

UAN:	M/505/4994
Level:	2
Credit value:	4
GLH:	26
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to place goods and materials into storage

Assessment criteria

The learner can:

AC1.1 perform checks to ensure that adequate storage facilities are available
AC1.2 perform checks to ensure that handling equipment is in working order
AC1.3 place goods and materials into the designated storage facilities
AC1.4 complete relevant records in line with organisational procedures.

Learning outcome

The learner will:

LO2 understand the requirements for storing goods and materials

Assessment criteria

The learner can:

AC2.1 explain potential causes for goods and materials to deteriorate in storage
AC2.2 describe types of storage facilities and storage conditions that are needed for the goods and materials
AC2.3 explain legal and organisational requirements for storing goods and materials safely and securely
AC2.4 explain why stock needs to be rotated in storage.

Learning outcome

The learner will:

LO3 know procedures for resolving problems with storage facilities and equipment

Assessment criteria

The learner can:

AC3.1 describe procedures for reporting any lack of suitable storage facilities
AC3.2 describe how to fix faulty equipment when this falls within own responsibility
AC3.3 describe procedures for reporting equipment faults that are not within own responsibility to fix.

Unit 287 Process payments for purchases

UAN:	J/505/4998
Level:	2
Credit value:	1
GLH:	8
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to process payments for purchases

Assessment criteria

The learner can:

AC1.1 inform customers of the amount to pay, taking account of any special offers or discounts that apply
AC1.2 process payments in line with organisational procedures
AC1.3 explain how to inform customers that payment cannot be approved
AC1.4 offer any additional services to customers
AC1.5 acknowledge other customers who are waiting for assistance

Learning outcome

The learner will:

LO2 understand legal and organisational requirements for processing payments

Assessment criteria

The learner can:

AC2.1 explain the customer's rights in relation to the pricing of goods
AC2.2 explain organisation's duties and responsibilities in relation to the pricing of goods
AC2.3 explain how the organisation deals with suspected fraud
AC2.4 explain how to resolve price problems

Unit 288 Prepare and establish propagation material

UAN:	M/505/4980
Level:	2
Credit value:	3
GLH:	22
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to establish propagation materials

Assessment criteria

The learner can:

AC1.1 use equipment in a safe, clean and effective condition
AC1.2 use the required growing medium according to specification
AC1.3 prepare propagation materials
AC1.4 plant materials to optimise growth
AC1.5 label materials as required
AC1.6 provide a suitable growing environment for propagation material
AC1.7 complete all activities in a way which sustains and promotes plant development

Learning outcome

The learner will:

LO2 be able to work safely and minimise environmental damage

Assessment criteria

The learner can:

AC2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements
AC2.2 be able to work safely and minimise environmental damage
AC2.3 maintain levels of hygiene and biosecurity

Learning outcome

The learner will:

LO3 know how to prepare and establish propagation material

Assessment criteria

The learner can:

AC3.1 state why it is important to complete activities to specification
AC3.2 describe how to prepare propagation materials
AC3.3 describe ways of treating propagation materials
AC3.4 describe how to establish propagation material in growing media
AC3.5 outline types of growing environments
AC3.6 describe methods of sustaining and promoting plant development following propagation
AC3.7 describe stages of plant development
AC3.8 describe the equipment necessary for propagation

Learning outcome

The learner will:

LO4 know the current health and safety legislation and environmental good practice

Assessment criteria

The learner can:

AC4.1 outline the current health and safety legislation, codes of practice and any additional requirements

Unit 289 Resolve customer service problems

UAN:	A/505/5002
Level:	2
Credit value:	6
GLH:	40
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio

Learning outcome

The learner will:

LO1 be able to identify customer service problems

Assessment criteria

The learner can:

AC1.1 listen to customers about problems they have raised
AC1.2 recognise repeated problems, alerting the appropriate colleague
AC1.3 share customer feedback with others to identify potential problems
AC1.4 identify problems with systems and procedures

Learning outcome

The learner will:

LO2 be able to select the solution to resolve customer service problems

Assessment criteria

The learner can:

AC2.1 identify the solutions for resolving customer service problems
AC2.2 work with colleagues to identify and confirm the solutions to resolve customer service problems
AC2.3 identify the advantages and disadvantages of each solution for the customer and organisation
AC2.4 select the solutions for the customer and organisation

Learning outcome

The learner will:

LO3 be able to take action to resolve customer service problems

Assessment criteria

The learner can:

AC3.1 agree with customer the solutions for solving the problem
AC3.2 implement the agreed solution with the customer
AC3.3 liaise with colleagues and customer to ensure that actions agreed are implemented
AC3.4 keep customers informed of actions implemented to resolve the customer service problem
AC3.5 confirm with customers that the problem has been resolved

Learning outcome

The learner will:

LO4 know how to resolve customer service problems

Assessment criteria

The learner can:

AC4.1 describe organisational procedures and systems for dealing with customer service problems
AC4.2 explain how to defuse potentially stressful situations
AC4.3 describe how to negotiate with customers
AC4.4 identify the limitations of solutions for customers
AC4.5 describe types of action that may make a customer problem worse and should be avoided

Unit 346 Communicate information within the workplace

UAN:	Y/502/1195
Level:	3
Credit value:	2
GLH:	13
Relationship to NOS:	This unit is linked to Horticulture NOS unit CU7.1
Endorsement by a sector or regulatory body:	This unit is endorsed by Lantra SSC.
Assessment method:	Portfolio
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to communicate information within the workplace. It is about maintaining the 'flow' of information internally and externally to the organisation. It will entail passing on messages accurately, receiving and forwarding on information.

Learning outcome

The learner will:

LO1 be able to receive information within the workplace

Assessment criteria

The learner can:

AC1.1 identify information required, timescales and source
AC1.2 request information using appropriate methods
AC1.3 receive and record information accurately according to organisational requirements.

Learning outcome

The learner will:

LO2 be able to transmit information within the workplace

Assessment criteria

The learner can:

AC2.1 transmit information accurately and timely and using appropriate methods
AC2.2 confirm receipt of information.

Learning outcome

The learner will:

LO3 understand how to receive and transmit information within the workplace

Assessment criteria

The learner can:

AC3.1 explain the types of information, purposes and the level of detail which may be required and the timescale within which it must be obtained
AC3.2 explain the different methods for communicating information and the ways it may need to be adapted to suit the audience
AC3.3 give examples of when information may be required urgently
AC3.4 explain why it is important to take messages accurately and the potential effects of not doing so
AC3.5 explain the importance of confirming information and why this should be acknowledged and accurately recorded
AC3.6 explain the situations in which confidentiality needs to be maintained.

Learning outcome

The learner will:

LO4 understand the relevant legislation in receiving and sending information

Assessment criteria

The learner can:

AC4.1 summarise the legislation which relates to communicating information within the workplace

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to **www.cityandguilds.com** or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The centre handbook should be used to ensure compliance with the terms and conditions of the centre contract.

Centre assessment: quality assurance standards

This document sets out the minimum common quality assurance requirements for our qualifications that feature centre-assessed components.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides guidance on administering portfolios and controlled assessments, including a definition of supervised conditions.

Access arrangements: when and how applications need to be made to City & Guilds
This provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts

Please visit the **contact us** section of the City & Guilds website.

City & Guilds

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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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