

## Our Apprenticeship Programme

### Work-based Horticulture

<b>Associated qualifications</b>	City & Guilds Level 2 Diploma in Work-based Horticulture
<b>Duration</b>	2 years – Roll On Roll Off programme

#### Off-the-job training, assessment and apprentice reviews:

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This details what training the apprentice will receive, principally through qualification unit delivery with the learner outcomes attached. It also includes estimated assessment dates.

#### On-the-job support for learning, competency and behaviour:

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This summarises the broad timetable of tasks that can take place in the workplace, where possible, to support the off-the-job training. It should focus on duties that include:

- Competencies - activities and practical tasks gained through on-the-job exercises with opportunities to practise
- Behaviours - actions, attitudes and beliefs embedded through the employer's organisational code of conduct

#### Key:

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Training to be delivered	<input type="text"/>
Assessments	<input type="text"/>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
<b>Year 1</b>	<b>City &amp; Guilds Level 2 Diploma in Work-based Horticulture</b>	
September	<p><b>Monitoring and maintaining health and safety (Unit 201)</b></p> <p>The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain a healthy and safe working environment under minimal guidance or direction.</p> <p>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.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to maintain health, safety and security in the workplace</li> <li>2. be able to use equipment and materials safely</li> <li>3. know the systems and procedures for maintaining health, safety and security</li> <li>4. understand why equipment is transported and stored safely</li> <li>5. know the reason for following manufacturers' guidance</li> <li>6. be able to maintain good standards of health and safety for self and for others</li> <li>7. understand how to maintain the health and safety of self and others</li> <li>8. know the safe lifting techniques</li> <li>9. know how to maintain health and safety</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to maintain health, safety and security in the workplace</b></p> <ul style="list-style-type: none"> <li>- identify health and safety risks in relation to the workplace covering the following: <ul style="list-style-type: none"> <li>a. people</li> <li>b. equipment and materials</li> <li>c. the work area</li> </ul> </li> <li>- carry out specified measures to control risks and keep the appropriate people fully informed</li> <li>- seek guidance on measures to control unfamiliar risks arising from non-routine work situations</li> <li>- relay health and safety information to others in a manner likely to be understood</li> <li>- dispose of hazardous and non-hazardous waste safely and appropriately</li> <li>- maintain the security of the workplace in accordance with organisational requirements</li> </ul> <p><b>Outcome 2: be able to use equipment and materials safely</b></p> <ul style="list-style-type: none"> <li>- use equipment and materials in accordance with manufacturers' instructions and any training provided</li> <li>- transport any equipment and materials safely and store them correctly at an approved location when not in use</li> </ul> <p><b>Outcome 3: know the systems and procedures for maintaining health, safety and security</b></p> <ul style="list-style-type: none"> <li>- state the organisational requirements with regard to ensuring the security of the workplace</li> <li>- describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation</li> <li>- state why inadequate measures to control risks should be reported</li> <li>- describe procedures for different types of emergencies appropriate to the relevant industry</li> <li>- explain how the procedures for specific emergencies may be affected by location</li> <li>- describe the different types of fire extinguishers and their use, relevant to the work area</li> <li>- describe the different forms of waste and appropriate methods of disposal</li> <li>- explain the relationship between security and safety within the workplace</li> <li>- list any specific risks relevant to child safety in the workplace</li> <li>- state why accidents should be reported and to whom</li> </ul> <p><b>Outcome 4: understand why equipment is transported and stored safely</b></p> <ul style="list-style-type: none"> <li>- explain how to transport and store equipment and materials safely</li> </ul> <p><b>Outcome 5: know the reason for following manufacturers' guidance</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<ul style="list-style-type: none"> <li>- state the importance of following manufacturers’ and organisational training instructions and the potential consequences and risks of not doing so</li> <li><b>Outcome 6: be able to maintain good standards of health and safety for self and for others</b></li> <li>- supply the necessary personal medical information in accordance with organisational requirements</li> <li>- use and care for the correct personal protective equipment and clothing necessary for work</li> <li>- use an approved method of handling when moving and lifting items</li> <li>- use the appropriate personal and workplace hygiene at all times</li> <li>- provide accurate information about location so that contact can be made if necessary</li> <li>- work in a way which minimises risk to self, others and the environment</li> <li>- state why it is important to report incidents without delay and complete records accurately, legibly and completely</li> <li><b>Outcome 7: understand how to maintain the health and safety of self and others</b></li> <li>- explain own roles in maintaining health and safety</li> <li>- explain the reasons for leaving information about location when working in isolation or in remote areas</li> <li>- explain why accidents should be reported without delay and recorded in the appropriate document</li> <li>- explain the methods of minimising environmental damage during work</li> <li><b>Outcome 8: know the safe lifting techniques</b></li> <li>- describe the safe methods for moving and lifting items</li> <li><b>Outcome 9: know how to maintain health and safety</b></li> <li>- describe the reasons for maintaining good personal and workplace hygiene</li> <li>- state own limitations in dealing with health and safety emergencies (e.g. not carrying out actions beyond capabilities)</li> <li>- describe basic emergency first aid procedures</li> <li>- describe the types of personal protective equipment and clothing suitable for the tasks and how they must be used, cleaned, stored, inspected and replaced</li> </ul>
Ongoing	<b>Monitoring and maintaining health and safety (Unit 201)</b> Completed portfolio of evidence	
Ongoing	<b>Maintain and develop personal performance (Unit 202)</b> 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.	<i>Where possible, please embed the following learning in workplace activities:</i> <b>Outcome 1: maintain personal performance</b> - identify current competence and areas for development using relevant techniques and processes

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>The learner will maintain and develop personal performance with regard to:</p> <ul style="list-style-type: none"> <li>a. working to targets and completing specific tasks</li> <li>b. quality of work</li> </ul> <p>Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. maintain personal performance</li> <li>2. develop personal performance</li> <li>3. know how to develop personal performance</li> </ol>	<ul style="list-style-type: none"> <li>- carry out work in accordance with responsibilities and organisational requirements</li> </ul> <p><b>Outcome 2: develop personal performance</b></p> <ul style="list-style-type: none"> <li>- agree personal performance and targets with an appropriate person</li> <li>- review performance and progress regularly and use the outcome to plan future development activities</li> <li>- seek advice from an appropriate person if clarification is required concerning specific tasks</li> <li>- seek constructive feedback and advice from others and use it to help maintain and improve performance</li> </ul> <p><b>Outcome 3: know how to develop personal performance</b></p> <ul style="list-style-type: none"> <li>- state own limits of responsibility in relation to specific tasks and activities</li> <li>- state who to obtain advice from in relation to specific tasks and activities</li> <li>- list the correct procedures for obtaining advice</li> <li>- state the risks involved in not obtaining advice where specific tasks and activities are unclear</li> <li>- describe how to determine and agree development needs and personal targets</li> <li>- state why personal performance should be reviewed.</li> </ul>
<b>Ongoing</b>	<b>Maintain and develop personal performance (Unit 202)</b> Completed portfolio of evidence	
November	<p><b>Plant nomenclature, terminology and identification (Unit 244)</b></p> <p>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.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. understand the terminology used in naming plants</li> <li>2. understand how the parts of plants can aid identification</li> <li>3. identify and name plants using botanical names</li> <li>4. be able to work safely and minimise environmental damage</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: understand the terminology used in naming plants</b></p> <ul style="list-style-type: none"> <li>- define the terms family, genus, species, cultivar variety and hybrid using the bi-nomial system</li> <li>- explain the purpose and importance of botanical names and discuss why botanical names are reclassified</li> <li>- explain how descriptive botanical names can aid identification e.g. nana and pendula</li> <li>- define terms relating to plants characteristics: <ul style="list-style-type: none"> <li>a. monocotyledons b. dicotyledons c. evergreen d. deciduous e. hardy f. tender</li> </ul> </li> <li>- define terms relating to plant lifecycles e.g. <ul style="list-style-type: none"> <li>a. annuals b. biennials c. herbaceous perennials d. woody perennial</li> </ul> </li> </ul> <p><b>Outcome 2: understand how the parts of plants can aid identification</b></p> <ul style="list-style-type: none"> <li>- explain how a plant's characteristics aid identification</li> <li>- explain how plant anatomy and plant morphology aid identification e.g. <ul style="list-style-type: none"> <li>a. flowers b. seeds and fruit c. stems d. leaves e. roots f. habit</li> </ul> </li> </ul> <p><b>Outcome 3: identify and name plants using botanical names</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<ul style="list-style-type: none"> <li>- use a range of reference materials to aid identification of plants</li> <li>- use a plant's characteristics to aid identification e.g.               <ul style="list-style-type: none"> <li>a. habit b. leaves c. stems d. flowers e. buds</li> </ul> </li> <li>- Identify and botanically name a total of 60 plants (from the following categories).               <ul style="list-style-type: none"> <li>(i) annuals and short-lived perennials (ii) houseplants (iii) herbaceous perennials (iv) trees and shrubs</li> <li>(v) grasses (vi) food crops (vii) weeds</li> </ul> </li> <li>- use the correct format when writing botanical names</li> </ul> <p><b>Outcome 4: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> </ul>
<b>Ongoing</b>	<b>Plant nomenclature, terminology and identification (Unit 244)</b> Completed portfolio of evidence	
December	<p><b>Establish and maintain effective working relationships with others (Unit 203)</b></p> <p>The aim of this unit is to provide the learner with the knowledge and skills required to work effectively with others under minimal direction through clear communication and co-operation. The learner will establish and maintain effective working relationships with the colleagues, supervisors and managers, persons external to the team, department or organisation.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. maintain working relationships with others</li> <li>2. understand why good working practices are important</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: maintain working relationships with others</b></p> <ul style="list-style-type: none"> <li>- identify opportunities to improve working practices with the appropriate person</li> <li>- carry out activities requiring co-operation with others in accordance with required procedures</li> <li>- communicate with others in a way which promotes effective working relationships</li> <li>- keep others informed about work plans or activities which affect them</li> <li>- seek assistance from others without causing undue disruption to normal work activities</li> <li>- respond in a timely and positive way when others ask for help or information</li> </ul> <p><b>Outcome 2: understand why good working practices are important</b></p> <ul style="list-style-type: none"> <li>- state why good working relationships are important</li> <li>- suggest ways in which good working relationships can be maintained</li> <li>- state the methods of dealing with disagreements within the workplace</li> <li>- describe own level of responsibility in relation to dealing with disagreements</li> <li>- state why effective communication is important</li> </ul>
<b>Ongoing</b>	<b>Establish and maintain effective working relationships with others (Unit 203)</b> Completed portfolio of evidence	
January	<p><b>Preparing ground for seeding and planting (Unit 205)</b></p> <p>The aim of this unit is to provide the learner with the knowledge and skills required in preparing the ground for</p>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to select, use and maintain equipment</b></p> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work</li> <li>- use equipment according to instructions</li> </ul>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>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.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to select, use and maintain equipment</li> <li>2. be able to prepare ground for seeding and planting</li> <li>3. be able to work safely and minimise environmental damage</li> <li>4. know how to prepare the ground</li> <li>5. know the types of hazards</li> <li>6. know the types of weeds</li> <li>7. know the types of equipment and materials required and how to maintain them</li> <li>8. know the current health and safety legislation and environmental good practice</li> </ol>	<ul style="list-style-type: none"> <li>- prepare, maintain and store equipment in a safe and effective working condition throughout</li> </ul> <p><b>Outcome 2: be able to prepare ground for seeding and planting</b></p> <ul style="list-style-type: none"> <li>- prepare the ground in a way that is appropriate to the plants/seeds being established, the soil type and ground conditions</li> <li>- add the materials specified for the operation. (it may be compost, fertiliser or sand)</li> <li>- produce the required tilth for the specified finish</li> <li>- clear debris from the site effectively, safely, tidily and legally</li> <li>- complete work to the agreed schedule</li> </ul> <p><b>Outcome 3: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> </ul> <p><b>Outcome 4: know how to prepare the ground</b></p> <ul style="list-style-type: none"> <li>- describe the different clearance and minor levelling methods which can be used for the following: <ul style="list-style-type: none"> <li>a. green-field b. urban derelict c. reclaimed land d. existing gardens</li> </ul> </li> <li>- describe how to achieve the correct tilth, consolidation, pH and nutrient levels depending on the use and finish</li> <li>- state where and when composts, fertilisers and other materials should be used and the types of that are appropriate</li> <li>- state how preparation may be affected by type of plants/seeds, soil type, ground and weather conditions <ul style="list-style-type: none"> <li>and type of site</li> </ul> </li> <li>- describe the unwanted impacts to a site which might occur when preparing ground and how to avoid them</li> <li>- state why it is important to clear debris effectively, safely, tidily and legally</li> </ul> <p><b>Outcome 5: know the types of hazards</b></p> <ul style="list-style-type: none"> <li>- describe the hazards of underground services and how to avoid these</li> </ul> <p><b>Outcome 6: know the types of weeds</b></p> <ul style="list-style-type: none"> <li>- identify 15 types of perennial weeds and state how to control them</li> </ul> <p><b>Outcome 7: know the types of equipment and materials required and how to maintain them</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<ul style="list-style-type: none"> <li>- describe the equipment and materials which will be necessary for preparing ground for seeding and               <ul style="list-style-type: none"> <li>planting covering the following materials:                   <ul style="list-style-type: none"> <li>a. organic matter b. fertiliser c. lime d. perennial weed herbicides</li> </ul> </li> </ul> </li> <li>- describe methods of maintaining the equipment ready for use</li> <li><b>Outcome 8: know the current health and safety legislation and environmental good practice</b></li> <li>- outline the current health and safety legislation, codes of practice and any additional requirements,               <ul style="list-style-type: none"> <li>which apply to this area of work</li> </ul> </li> <li>- describe how environmental damage can be minimised</li> <li>- describe the correct methods for disposing of organic and inorganic waste</li> </ul>
<b>Ongoing</b>	<b>Preparing ground for seeding and planting (Unit 205)</b> Completed portfolio of evidence	
February	<b>Establishing plants or seeds in soil (Unit 206)</b>  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.  <i>Learning Outcomes:</i>  <ol style="list-style-type: none"> <li>1. be able to select, use and maintain equipment</li> <li>2. be able to select and transport plants and/or seeds</li> <li>3. be able to establish plants and/or seeds in soil</li> <li>4. be able to work safely and minimise environmental damage</li> <li>5. know the requirements for establishing healthy plants</li> <li>6. know how to deal with damage and pollution</li> <li>7. know the types of equipment required and how to maintain them</li> <li>8. know the current health and safety legislation and environmental good practice</li> </ol>	<i>Where possible, please embed the following learning in workplace activities:</i> <b>Outcome 1: be able to select, use and maintain equipment</b> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work</li> <li>- use equipment according to instructions</li> <li>- prepare, maintain and store equipment in a safe and effective working condition throughout</li> </ul> <b>Outcome 2: be able to select and transport plants and/or seeds</b> <ul style="list-style-type: none"> <li>- select plants and/or seeds as requested</li> <li>- identify a representative sample of plants</li> <li>- handle, prepare and transport plants and seeds in a way that maintains their health and condition</li> </ul> <b>Outcome 3: be able to establish plants and/or seeds in soil</b> <ul style="list-style-type: none"> <li>- position and plant the plants and or seeds according to instructions / drawings</li> <li>- provide aftercare to meet the planting specifications</li> </ul> <b>Outcome 4: be able to work safely and minimise environmental damage</b> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- dispose of waste safely and correctly</li> </ul> <b>Outcome 5: know the requirements for establishing healthy plants</b> <ul style="list-style-type: none"> <li>- describe how to prepare seeds and/or plants in a way that is appropriate to the plant and conditions</li> <li>- state what pH is and how to test for it</li> </ul>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<ul style="list-style-type: none"> <li>- explain the importance of timing and seasonality on planting to encourage establishment and growth</li> <li>- describe how to handle and transport plants in a way which minimises damage and maintains health</li> <li>- explain the importance of planting seeds and/or plants to the correct depth and position</li> <li>- describe the aftercare needed to meet planting specifications covering: provision of water, nutrients, protection, support and initial pruning or cutting</li> <li>- describe the different types of backfill materials relevant to different types of plants and situations</li> <li>- describe the range of protection methods which may be used for different plants e.g. anti-desiccants, tree guards and shelters</li> <li>- identify the types of records required and explain the importance of accurate record keeping</li> </ul> <p><b>Outcome 6: know how to deal with damage and pollution</b></p> <ul style="list-style-type: none"> <li>- state the correct methods of dealing with accidental damage and pollution</li> <li>- describe how to minimise damage and unnecessary waste when working</li> </ul> <p><b>Outcome 7: know the types of equipment required and how to maintain them</b></p> <ul style="list-style-type: none"> <li>- describe the equipment which will be necessary for establishing plants and seeds in soil</li> <li>- describe methods of maintaining the equipment ready for use</li> </ul> <p><b>Outcome 8: know the current health and safety legislation and environmental good practice</b></p> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</li> </ul>
<b>Ongoing</b>	<b>Establishing plants or seeds in soil (Unit 206)</b> Completed portfolio of evidence	
June	<p><b>Use and maintain pedestrian controlled powered Equipment (unit 225)</b></p> <p>The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain pedestrian controlled powered equipment (Mowers)</p> <p><i>Learning Outcomes:</i></p> <p><b>1.</b> be able to use and maintain pedestrian controlled powered equipment</p>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to use and maintain pedestrian controlled powered equipment</b></p> <ul style="list-style-type: none"> <li>- ensure the pedestrian controlled power equipment is safe and in good working order</li> <li>- use equipment according to manufacturer’s instructions and legal regulatory requirements</li> <li>- clean and store equipment correctly after use</li> <li>- maintain pedestrian controlled power equipment in accordance with manufacturer’s instructions</li> <li>- select and use the appropriate personal protective clothing and equipment</li> <li>- identify any problems with the equipment and take the correct action</li> </ul> <p><b>Outcome 2: be able to work safely and minimise environmental damage</b></p>



Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>2. be able to work safely and minimise environmental damage</p> <p>3. know how to use and maintain pedestrian controlled powered equipment</p> <p>4. know the operating principles of powered equipment</p> <p>5. know the current health and safety legislation and environmental practice</p>	<ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> <li>- demonstrate personal responsibility</li> </ul> <p><b>Outcome 3. know how to use and maintain pedestrian controlled powered equipment</b></p> <ul style="list-style-type: none"> <li>- list the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action</li> <li>- explain the importance of operating equipment in line with manufacturer’s instructions</li> <li>- describe methods of checking and maintaining the equipment for use covering: <ul style="list-style-type: none"> <li>a. correct pre-use checks</li> <li>b. correct start-up procedure</li> <li>c. use appropriate work method</li> <li>d. correct stopping procedure</li> <li>e. correct post-use maintenance</li> <li>f. reporting problems to the appropriate person</li> </ul> </li> </ul> <p><b>Outcome 4: know the operating principles of powered equipment</b></p> <ul style="list-style-type: none"> <li>- explain the operating differences between two and four-stroke engines</li> <li>- explain the principles of operating lines of drive – clutch, v-belts, and chains</li> <li>- describe the basic differences between petrol and diesel engines</li> </ul> <p><b>Outcome 5: know the current health and safety legislation and environmental practice</b></p> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements</li> <li>- describe how environmental damage can be minimised</li> <li>- describe the correct methods for disposing of organic and inorganic waste</li> </ul>
Ongoing	<p><b>Use and maintain pedestrian controlled powered Equipment (unit 225)</b> Completed portfolio of evidence</p>	
Year 2	<p><b>City &amp; Guilds Level 2 Diploma in Work-based Horticulture continued.</b></p>	
September	<p><b>Plant nomenclature, terminology and identification (Unit 244)</b></p>	<p>Re-cap on unit from Year 1.</p>
October	<p><b>Use and maintain ride-on powered equipment (Unit 226)</b></p> <p>The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain ride-on powered equipment.</p>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to set up, use and maintain ride-on powered equipment</b></p> <ul style="list-style-type: none"> <li>- ensure that the ride-on powered equipment is safe and in good working order</li> <li>- select and use the correct personal protective clothing and equipment</li> <li>- set up and use ride-on powered equipment in accordance with the manufacturer’s instructions and legal requirements</li> </ul>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to set up, use and maintain ride-on powered equipment</li> <li>2. be able to work safely and minimise environmental damage</li> <li>3. know how to use and maintain ride-on powered equipment</li> <li>4. know the operating principles of powered equipment</li> <li>5. know the current health and safety legislation and environmental good practice</li> </ol>	<ul style="list-style-type: none"> <li>- identify any problems with the ride-on powered equipment and take appropriate action</li> <li>- clean and store the equipment correctly after use</li> </ul> <p><b>Outcome 2: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> </ul> <p><b>Outcome 3: know how to use and maintain ride-on powered equipment</b></p> <ul style="list-style-type: none"> <li>- describe methods of checking and maintaining the equipment ready for use covering: <ul style="list-style-type: none"> <li>a. correct pre-use checks</li> <li>b. correct start-up procedure</li> <li>c. use appropriate work method</li> <li>d. correct stopping procedure</li> <li>e. correct post-use maintenance</li> <li>f. reporting problems to the appropriate person</li> </ul> </li> <li>- list the main hazards and risks associated with using the ride-on powered equipment and state appropriate action</li> <li>- explain the importance of operating equipment in line with manufacturers' instructions</li> <li>- describe the types of problems that may occur with the equipment and how to deal with each of these appropriately</li> </ul> <p><b>Outcome 4: know the operating principles of powered equipment</b></p> <ul style="list-style-type: none"> <li>- describe the operating differences between two and four-stroke engines</li> <li>- describe the principles of operating lines of drive – clutch, v-belts, and chains</li> <li>- describe the basic differences between a petrol and diesel engine</li> </ul> <p><b>Outcome 5: know the current health and safety legislation and environmental good practice</b></p> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements</li> <li>- describe how environmental damage can be minimised</li> </ul>
Ongoing	<b>Use and maintain ride-on powered equipment (Unit 226)</b> Completed portfolio of evidence	
October	<b>Monitoring and maintaining health and safety (Unit 201)</b> Independent Assessment	
November	<b>Use and maintain non-powered and hand held powered tools and equipment (Unit 224)</b>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to use and maintain non-powered and hand held powered tools and equipment</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>The aim of this unit is to provide the learner with the knowledge and skills required to use and maintain non-powered tools and equipment and hand held powered equipment.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to use and maintain non-powered and hand held powered tools and equipment</li> <li>2. be able to work safely and minimise environmental damage</li> <li>3. know how to use and maintain the tools and equipment</li> <li>4. know the current health and safety legislation and good environmental practice</li> </ol>	<ul style="list-style-type: none"> <li>- ensure that the equipment is safe and in good working order</li> <li>- select and use the correct personal protective clothing and equipment</li> <li>- set up and use the equipment and machinery in accordance with the manufacturer's instructions and legal regulatory requirements</li> <li>- maintain non-powered and hand held equipment in accordance with manufacturer's instructions</li> <li>- identify any problems with the equipment and take appropriate action</li> <li>- clean and store equipment correctly after use</li> </ul> <p><b>Outcome 2: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> </ul> <p><b>Outcome 3: know how to use and maintain the tools and equipment</b></p> <ul style="list-style-type: none"> <li>- explain the importance of using equipment in line with manufacturers' instructions</li> <li>- describe the pre-operational checks and the methods of maintaining the equipment for use</li> <li>- list the main hazards and risks associated with using the equipment</li> <li>- describe the types of problems that may occur with the equipment and how to deal with each of these correctly</li> <li>- state the types of protective clothing and the reasons why it must be worn</li> </ul> <p><b>Outcome 4: know the current health and safety legislation and good environmental practice</b></p> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements</li> <li>- describe how environmental damage can be minimised.</li> </ul>
Ongoing	<p><b>Use and maintain non-powered and hand held powered tools and equipment (Unit 224)</b> Completed portfolio of evidence</p>	
November	<p><b>Preparing ground for seeding and planting (Unit 205)</b> Independent Assessment</p>	
November	<p><b>Maintaining plants outdoors (Unit 260)</b></p> <p>The aim of this unit is to provide the learner with the knowledge and skills required to maintain the health of plants in an outdoor environment. Where the learner is using</p>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to select, use tools and maintain relevant equipment</b></p> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work</li> <li>- use equipment according to relevant legislation and manufacturer's instructions</li> <li>- prepare, maintain and store equipment in a safe and effective working condition</li> </ul> <p><b>Outcome 2: be able to maintain the health of plants outdoors</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>chemicals they should have the relevant certificate of competence.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to select, use tools and maintain relevant equipment</li> <li>2. be able to maintain the health of plants outdoors</li> <li>3. be able to work safely and minimise environmental damage</li> <li>4. know how to maintain the health of plants outdoors</li> </ol>	<ul style="list-style-type: none"> <li>- inspect plants as instructed</li> <li>- identify all of the following threats to promote plant health: <ul style="list-style-type: none"> <li>a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth</li> </ul> </li> <li>- use correct and effective methods of dealing with threats to plant health</li> <li>- promote and maintain healthy growth using all of the following methods: <ul style="list-style-type: none"> <li>a. feeding b. watering c. surface cultivation d. mulching</li> </ul> </li> </ul> <p><b>Outcome 3: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> </ul> <p><b>Outcome 4: know how to maintain the health of plants outdoors</b></p> <ul style="list-style-type: none"> <li>- describe how to check and report signs of damage or threats to health to include: <ul style="list-style-type: none"> <li>a. pests b. diseases c. disorders d. unfavourable conditions e. competing growth</li> </ul> </li> <li>- state how seasonal weather conditions affect plant growth and health</li> <li>- describe the different methods used to promote plant health including: <ul style="list-style-type: none"> <li>a. feeding b. watering c. surface cultivation d. mulching</li> </ul> </li> <li>- describe the effects of soil conditions on plant growth</li> <li>- state why watering regimes vary for different soils and plants</li> <li>- describe how the correct use of agrochemicals/ pesticides can improve plant health</li> <li>- describe how the incorrect use of agrochemicals / pesticides can harm plants</li> <li>- describe the methods of dealing with threats to plant health covering; physical, cultural and irrigation</li> </ul>
April	<p><b>Collect and prepare propagation material (Unit 256)</b></p> <p>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.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to collect propagation material</li> <li>2. be able to prepare propagation material</li> <li>3. be able to maintain accurate records</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to collect propagation material</b></p> <ul style="list-style-type: none"> <li>- collect propagation material in accordance with instructions</li> <li>- check the collected material meets the requirements of the propagation programme</li> <li>- store collected material in accordance with instructions</li> </ul> <p><b>Outcome 2: be able to prepare propagation material</b></p> <ul style="list-style-type: none"> <li>- handle plant material in a manner which minimises damage and wastage, and optimises growth</li> <li>- use a suitable propagation method: <ul style="list-style-type: none"> <li>a. cuttings b. budding c. grafting d. micro-propagation e. division</li> </ul> </li> <li>- prepare and treat propagation material in accordance with instructions</li> </ul> <p><b>Outcome 3: be able to maintain accurate records</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	<p>4. know how to maintain accurate records</p> <p>5. be able to work safely and minimise environmental damage</p> <p>6. be able to select, use and maintain relevant equipment</p> <p>7. know how to collect propagation material</p> <p>8. know how to prepare the propagation material</p> <p>9. know relevant health and safety legislation and environmental good practice</p> <p>10. know the types of equipment required and how to maintain them</p>	<p>- provide clear and accurate information for recording purposes</p> <p><b>Outcome 4: know how to maintain accurate records</b></p> <p>- identify the types of records required and explain the importance of accurate record keeping.</p> <p><b>Outcome 5: be able to work safely and minimise environmental damage</b></p> <p>- work in a way which maintains health and safety and is consistent with relevant legislation, hygiene, codes of practice and any additional requirements</p> <p>- carry out work in a manner which minimises environmental damage</p> <p>- dispose of waste safely and correctly</p> <p><b>Outcome 6: be able to select, use and maintain relevant equipment</b></p> <p>- select appropriate equipment for this area of work</p> <p>- use equipment according to relevant legislation and manufacturer’s instructions</p> <p>- prepare, maintain and store equipment in a safe and effective working condition</p> <p><b>Outcome 7: know how to collect propagation material</b></p> <p>- state where and how to obtain information on plants and plant identification</p> <p>- state the ways in which the plant material should be handled</p> <p>- describe the methods for collecting propagation material and the requirements of the propagation programme</p> <p>- state the methods and length of time for storing material prior to use</p> <p><b>Outcome 8: know how to prepare the propagation material</b></p> <p>- describe all the propagation methods:</p> <p>    a. cuttings b. budding c. grafting d. micro-propagation e. division</p> <p>- describe all the ways of preparing propagation materials:</p> <p>    a. trimming of cuttings b. trimming of divisions c. preparation of stocks d. trimming of scions</p> <p>- describe the methods used for treating prepared propagation material</p> <p>- state the context where hormone treatments are used to encourage rooting</p> <p><b>Outcome 9: know relevant health and safety legislation and environmental good practice</b></p> <p>- outline the current health and safety legislation, codes of practice and any additional requirements</p> <p>- describe how environmental damage can be minimised</p> <p>- describe the correct methods for disposing of waste</p> <p>- state the need for hygiene throughout the propagation process</p> <p><b>Outcome 10: know the types of equipment required and how to maintain them</b></p> <p>- describe the equipment which will be required for the activity</p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		- describe the methods of maintaining the range of equipment
Ongoing	Collect and prepare propagation material (Unit 256) Completed portfolio of evidence	
December	Establishing plants or seeds in soil (Unit 206) Independent Assessment	
February	<p><b>Provide nutrients to crops or plants (Unit 239)</b></p> <p>The aim of this unit is to provide the learner with the knowledge, and skills required to provide nutrients to crops or plants</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. know how nutrient requirements vary and their method of application</li> <li>2. know the types of equipment required and how to maintain them</li> <li>3. know the current health and safety legislation and environmental good practice</li> <li>4. be able to provide nutrients to crops or plants</li> <li>5. be able to work safely and minimise environmental damage</li> <li>6. be able to select, use and maintain equipment</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: know how nutrient requirements vary and their method of application</b></p> <ul style="list-style-type: none"> <li>- describe how nutrient requirements vary according to the crop or plant grown and stage of development</li> <li>- describe the range of conditions in which nutrient stress can occur</li> <li>- describe the nutrients which are commonly used in the cultivation of crops or plants</li> <li>- describe the methods of providing nutrients to crops or plants</li> <li>- describe the types of records required and the importance of accurate record keeping</li> </ul> <p><b>Outcome 2: know the types of equipment required and how to maintain them</b></p> <ul style="list-style-type: none"> <li>- describe the equipment and methods of maintaining used to provide nutrients to crops or plants</li> </ul> <p><b>Outcome 3: know the current health and safety legislation and environmental good practice</b></p> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</li> <li>- describe how environmental damage can be minimised</li> </ul> <p><b>Outcome 4: be able to provide nutrients to crops or plants</b></p> <ul style="list-style-type: none"> <li>- identify the condition of plants or crops in relation to nutrient requirements</li> <li>- apply nutrients correctly to maintain crop or plant growth and development as required</li> <li>- provide clear and accurate information for recording purposes</li> </ul> <p><b>Outcome 5: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> </ul> <p><b>Outcome 6: be able to select, use and maintain equipment</b></p> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work carry out work in a manner which minimises environmental damage</li> <li>- use equipment according to manufacturer’s instructions and legal requirements</li> <li>- prepare, maintain and store equipment in a safe and effective working condition</li> </ul>
Ongoing	Provide nutrients to crops or plants (Unit 239) Completed portfolio of evidence	

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
March	<p><b>Maintain the appearance of decorative amenity areas (Unit 209)</b></p> <p>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.</p> <p><i>Learning Outcomes:</i></p> <ol style="list-style-type: none"> <li>1. be able to select, use and maintain relevant equipment</li> <li>2. be able to maintain the appearance of three different types of decorative area</li> <li>3. be able to identify and control weeds, pests and diseases</li> <li>4. be able to work safely and minimise environmental damage</li> <li>5. know why it's important to maintain decorative areas</li> <li>6. know the types of equipment required and how to maintain them</li> <li>7. know the current health and safety legislation and environmental good practice</li> </ol>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to select, use and maintain relevant equipment</b></p> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work</li> <li>- use equipment according to instructions manufacturer's instructions and legal requirements</li> <li>- prepare, maintain and store equipment in a safe and effective working condition</li> </ul> <p><b>Outcome 2: be able to maintain the appearance of three different types of decorative area</b></p> <ul style="list-style-type: none"> <li>- water and feed the plants in a way that is appropriate to them and their environment</li> <li>- replace missing, damaged or displaced plants to maintain the visual impact of the area</li> <li>- remove unwanted plant material to maintain the visual impact</li> <li>- train and support plants where required to maintain the overall effect and the health and vigour of plants</li> <li>- leave the area clean and tidy</li> </ul> <p><b>Outcome 3: be able to identify and control weeds, pests and diseases</b></p> <ul style="list-style-type: none"> <li>- identify weeds, pests and diseases and use one of the following control methods: <ul style="list-style-type: none"> <li>a. physical b. chemical c. cultural</li> </ul> </li> </ul> <p><b>Outcome 4: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage</li> <li>- dispose of waste safely and correctly</li> </ul> <p><b>Outcome 5: know why it's important to maintain decorative areas</b></p> <ul style="list-style-type: none"> <li>- describe how to maintain the appearance of decorative horticultural areas covering all of the following: <ul style="list-style-type: none"> <li>a. formal bedding b. hanging baskets c. other containers d. mixed borders e. wall shrubs f. climbers</li> </ul> </li> <li>- explain the reasons for feeding and providing moisture for plants in decorative amenity areas</li> <li>- identify and describe five pests, five diseases, two disorders and their symptoms</li> <li>- identify and name 15 weeds common to decorative amenity areas</li> <li>- describe how to select and use control methods for weeds, pests and diseases appropriate to the area being maintained</li> <li>- explain why unwanted plant material is removed</li> </ul> <p><b>Outcome 6: know the types of equipment required and how to maintain them</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<ul style="list-style-type: none"> <li>- describe the equipment which will be necessary for maintaining the appearance of decorative amenity areas</li> <li>- describe methods of maintaining the equipment in a fit state for use</li> <li><b>Outcome 7: know the current health and safety legislation and environmental good practice</b></li> <li>- outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</li> <li>- describe how environmental damage can be minimised</li> <li>- describe the correct methods for disposing of organic and inorganic waste</li> </ul>
Ongoing	<b>Maintain the appearance of decorative amenity areas (Unit 209)</b> Completed portfolio of evidence	
Ongoing	<b>Maintaining plants outdoors (Unit 260)</b> Completed portfolio of evidence	
?	<b>Establishing crops or plants in growing medium (Unit 236)</b>  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.  <i>Learning Outcomes:</i>  1. know how to prepare for setting out crops or plants 2. know how to set out crops or plants 3. know how to establish crops/ plants 4. know the types of equipment required and how to maintain them 5. know the current health and safety legislation and environmental good practice 6. be able to set out crops or plants 7. be able to establish crops or plants 8. be able to select, use and maintain equipment 9. be able to work safely and minimise environmental damage	<i>Where possible, please embed the following learning in workplace activities:</i> <b>Outcome 1: know how to prepare for setting out crops or plants</b> <ul style="list-style-type: none"> <li>- describe how to prepare the growing media for planting</li> <li>- describe the types of growing media and their relationship to the crop/plant growth and development</li> <li>- state the indicators used to identify plant material that is unsuitable for planting.</li> </ul> <b>Outcome 2: know how to set out crops or plants</b> <ul style="list-style-type: none"> <li>- describe the methods of preparing plant material for planting</li> <li>- describe how production requirements influence planting operations</li> <li>- state how the correct spacing, depth, orientation and firmness of crops/ plants differ according to the production requirements</li> <li>- describe the correct handling methods for crops and plants to maintain quality.</li> </ul> <b>Outcome 3: know how to establish crops/ plants</b> <ul style="list-style-type: none"> <li>- describe the methods of establishing crops and plants</li> <li>- describe the types of pests, diseases, weeds and environmental conditions which may affect production</li> </ul> <b>Outcome 4: know the types of equipment required and how to maintain them</b> <ul style="list-style-type: none"> <li>- describe the equipment which will be necessary for establishing crops and plants</li> <li>- describe methods of maintaining the equipment ready for use.</li> </ul> <b>Outcome 5: know the current health and safety legislation and environmental good practice</b> <ul style="list-style-type: none"> <li>- outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</li> <li>- describe the correct methods for disposing of organic and inorganic</li> </ul>



Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
		<p>waste</p> <p><b>Outcome 6: be able to set out crops or plants</b></p> <ul style="list-style-type: none"> <li>- prepare the growing medium ready for planting</li> <li>- identify and reject plant material which is unsuitable for planting</li> <li>- position the plants or crop in the growing medium in accordance with requirements</li> <li>- handle plants or crop in a way which optimises growth and development and minimises damage</li> </ul> <p><b>Outcome 7: be able to establish crops or plants</b></p> <ul style="list-style-type: none"> <li>- use a suitable method of establishing the crops or plants</li> <li>- apply suitable protection to the crops or plants.</li> </ul> <p><b>Outcome 8: be able to select, use and maintain equipment</b></p> <ul style="list-style-type: none"> <li>- select appropriate equipment for this area of work</li> <li>- use equipment according to instructions</li> <li>- prepare, maintain and store equipment in a safe and effective working condition throughout</li> </ul> <p><b>Outcome 9: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- dispose of waste safely and correctly</li> <li>- provide accurate information for recording purposes</li> </ul>
<p><b>Establishing crops or plants in growing medium (Unit 236)</b> Completed portfolio of evidence</p>		
?	<p><b>Monitor and report on the growth and development of crops and plants (Unit 237)</b></p> <p>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.</p> <p><i>Learning Outcomes:</i></p> <p>1. be able to report on the growth and development of crops</p>	<p><i>Where possible, please embed the following learning in workplace activities:</i></p> <p><b>Outcome 1: be able to report on the growth and development of crops</b></p> <ul style="list-style-type: none"> <li>- monitor and assess the growth and development of the crops in accordance with requirements against desired healthy growth, pests, disease and disorders</li> <li>- report on the growth and conditions of the crops to the appropriate person</li> <li>- provide clear and accurate information for recording purposes.</li> </ul> <p><b>Outcome 2: be able to work safely and minimise environmental damage</b></p> <ul style="list-style-type: none"> <li>- work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements</li> <li>- carry out work in a manner which minimises environmental damage.</li> </ul> <p><b>Outcome 3: know how to monitor the growth and development of crops</b></p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (linked to Learning Outcomes)
	2. be able to work safely and minimise environmental damage 3. know how to monitor the growth and development of crops 4. know the current health and safety legislation and environmental good practice	<ul style="list-style-type: none"> <li>- describe the growth and development requirements of the crop(s)</li> <li>- describe how to recognise the types of problems which may occur with the growth and development of the crop including :               <ul style="list-style-type: none"> <li>a. moisture problems</li> <li>b. nutrient problems</li> <li>c. physical damage</li> <li>d. pests, diseases and disorders</li> <li>e. excessive or inappropriate growth</li> <li>f. weed competition</li> </ul> </li> <li>- specify the correct actions to take in relation to problems with growth and development of the crop</li> <li>- provide clear and accurate information for recording purposes.</li> <li><b>Outcome 4: know the current health and safety legislation and environmental good practice</b></li> <li>- outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work</li> <li>- describe how environmental damage can be minimised.</li> </ul>
<b>End</b>	<b>Successful completion of the attached qualification</b>	