

City & Guilds Level 1 Award, Certificate and Diploma in Work-based Land-based Operations



(0072-11)

www.nptc.org.uk

Qualification handbook and Candidate guide

Version 2.7
November 2022



Publications and enquiries

Publications are available as hard copy from:

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

or

as pdf file from www.nptc.org.uk under the 'Qualifications' tab, and then click on either 'Horticulture', 'Agriculture' or Environmental Conservation and Gamekeeping'.

General information may be obtained from:

Customer support
City & Guilds NPTC
Stoneleigh Park
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Warwickshire CV8 2LG
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Email: information@nptc.org.uk

Equal opportunities

City & Guilds NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in City & Guilds NPTC's interests, and the interests of those who work for or in association with City & Guilds NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment. For a copy of our Equal Opportunities Policy please contact your assessment centre or City & Guilds NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

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City & Guilds Level 1 Award, Certificate and Diploma in Work-based Land-based Operations (0072-11)

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

Qualification title(s) and level(s)	City & Guilds qualification number(s)	Ofqual accreditation number(s)	Last registration date	Last certification date	GLH	TQT
City & Guilds Level 1 Award in Work-based Land-based Operations	0072-11	500/6712/6	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates		90	100
City & Guilds Level 1 Certificate in Work-based Land-based Operations	0072-11	500/6660/2	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates		188	220
City & Guilds Level 1 Diploma in Work-based Land-based Operations	0072-11	500/6711/4	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates		333	370

Introduction to the Qualification

The Level 1 Award, Certificate and Diploma in Work-based Land-based Operations are programmes of work-based training and assessment leading to nationally recognised qualifications. They aim to:

- meet the needs of learners who work or want to work in the Land-based Operations sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the Land-based Operations sector
- replace the following qualifications:
NPTC Level 1 NVQ in Land-based Operations (0148-01 & -80) which expires on 31/07/2009. (QAN 100/2430/X).

Publications and resources

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

Description	How to access
<p>Qualification handbook and Candidate guide</p> <p>This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.</p> <p>It also provides guidance for candidates and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by candidates and assessors at the centre.</p>	<p>TS-11-0072 www.nptc.org.uk</p>
<p>Portfolio builder pack for candidates and assessors</p> <p>This has a series of recording forms that may be helpful for centres and candidates to use. The forms are generic and may be used for any City & Guilds NPTC work-based qualification.</p>	<p>PB-NPTC www.nptc.org.uk</p>
<p>Information sheet</p>	<p>www.nptc.org.uk</p>

City & Guilds Level 1 Award, Certificate and Diploma in Work-based Land-based Operations (0072-11)

Unit details

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

Accreditation unit reference	City & Guilds unit number	Unit title	Level	Credit value
R/600/0291	Unit 101	Maintain the safety of self and others in the workplace	1	4
D/502/4096	Unit 102	Principles of transporting supplies of physical resources within the work area	1	1
J/502/4741	Unit 103	Assist with the transport supplies of physical resources within the work area	1	2
K/502/4098	Unit 104	Assist with maintaining structures and surfaces	1	2
R/502/5715	Unit 105	Principles of maintaining structures and surfaces	1	2
A/502/4607	Unit 106	Assist with the basic preparation and operation of a tractor	1	7
T/502/4606	Unit 107	Principles of basic preparation and operation of a tractor	1	3
A/502/4588	Unit 108	Assist with the care of animals	1	2
F/502/4589	Unit 109	Principles of the care of animals	1	2
D/502/4101	Unit 110	Assist with the movement of animals	1	2
Y/502/4100	Unit 111	Principles of the movement of animals	1	1
D/600/0469	Unit 112	Principles of dealing with animal accommodation	1	2
R/600/0470	Unit 113	Assist with animal accommodation	1	2
T/502/4055	Unit 114	Assist with the maintenance of equipment	1	4
A/502/4056	Unit 115	Principles of the maintenance of equipment	1	1
T/502/ 4170	Unit 116	Principles of maintaining grass surfaces	1	1
D/502/4177	Unit 117	Assist with the maintenance of grass surfaces	1	3
F/502/4088	Unit 118	Assist with planting and establishing plants	1	3

Y/502/4016	Unit 119	Principles of planting and establishing plants	1	2
H/502/4102	Unit 120	Assist with maintaining plants	1	4
T/502/4167	Unit 121	Principles of maintaining plants	1	3
K/600/0491	Unit 122	Contribute to the preparation of forest and woodland sites	1	4
K/502/4554	Unit 123	Assist with crosscutting and stacking forest and woodland produce	1	3
A/502/4557	Unit 124	Principles of crosscutting and stacking forest and woodland produce	1	2
Y/502/1472	Unit 125	Carry out habitat management	2	7
F/502/4429	Unit 126	Historic Landscapes	1	3
D/502/4440	Unit 127	Farm Conservation	1	3
H/502/4441	Unit 128	Hedgelaying	1	3
K/502/4442	Unit 129	Introduction to Dry Stone Walling	1	2
	900	Certification module for the award		
	901	Certification module for the certificate		
	902	Certification module for the diploma		

Rules of combination for the Level 1 Award, Certificate and Diploma in Work-based Land-based operations (0072-11)

Award

0072-11 Level 1 Award in Work-based Land-Based Operations	
Rules for achievement of qualification	Minimum of 10 credits from (108+109), (110+111), (112+113), (116+117), (118+119), (120+121), (122), (123+124), (126) , (127), (128), (129), which must be spread across at least 2 groups of units. Plus 900 for the certification component

Certificate

0072-11 Level 1 Certificate in Work-based Land-Based Operations	
Rules for achievement of qualification	101-105, plus 3 of (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122), (123+124), (125), (126) , (127), (128), (129). (Minimum of 22 credits.) Plus 901 for the certification component

Diploma

0072-11 Level 1 Diploma in Work-based Land-Based Operations	
Rules for achievement of qualification	101-105, plus 26 credits from (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122), (123+124), (125), (126) , (127), (128), (129) Plus 902 for the certification component

Assessment

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

Assessment strategy

The roles of assessors and internal verifiers/qualification co-ordinators are specified in *Providing City & Guilds NPTC Qualifications - a guide to centre and qualification approval*. Specific competencies required for this qualification are set out below.

Assessors should be occupationally competent, either qualified to level 2 or above or have significant and current experience of working in the industry at this level. They should hold or be working towards A1 or D32/33.

Internal verifiers/qualification coordinators must be occupationally competent, either qualified to at least level 2 or have significant and current experience of working in the industry at this level. They should hold assessor qualifications, as above, and hold or be working towards V1 or D34.

Centre and qualification approval

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

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

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

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

Registration and certification

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

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

Appeals and Equal opportunities

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

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

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

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

The portfolio builder pack

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

Included in the pack are the following pro-formae:

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

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

The record of units achieved must also be updated as the candidate completes each unit.

The use of the other forms is optional.

Key skills mapping

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

123			
124	Speak and listen level 1 Writing level 1		
125	Speak and listen level 1 Writing level 1	Level 1	
126	Speak and listen level 1 Writing level 1		
127	Speak and listen level 1 Writing level 1		
128	Speak and listen level 1 Writing level 1	Level 1	
129	Speak and listen level 1 Writing level 1		

The units

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

How to use the Evidence Recording Sheets

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

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

EXAMPLE COMPLETED UNIT

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

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	Tom correctly located 6 bags of Growmore to be moved to 4 acre field 23-06-2009. MF <i>Tom collected all the tools required for the planting operation, following verbal instructions 25-06-2009 AO</i>
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	<i>Tom holds the NPIC CoC in Safe Manual Handling-operator Evidence 1</i>
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	<i>Tom holds the NPIC CoC in Safe Manual Handling-operator Evidence 1</i>

UNIT 103

	<p>1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination</p>	<p>Tom stacked the sacks of fertilizer on a pallet and covered them with a tarpaulin 23-06-2009 MF</p> <p><i>Tom delivered the tools to the planting site and stacked them neatly at the side of the work_area 25-06-2009 AO</i></p>
<p>2. Be able to assist with the transport of physical resources within the work area</p>	<p>2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements</p>	<p>Tom used a wheelbarrow to move the sacks of fertilizer and stopped twice to ensure the load was safe. He loaded the weight over the axle and moved one bag at a time. MF</p>
	<p>2.2 Minimise damage to equipment and resources during transportation</p>	<p><i>Tom moved the tools for planting in a wheelbarrow. He carefully manoeuvred between the buildings and adjusted the angle of the tools to avoid damage to the plants at the edge of the long border. AO</i></p>
	<p>2.3 Monitor the physical resources during transportation and take the appropriate action for any which become unsafe</p>	<p><i>See 2.2 above AO</i></p>

UNIT 103

3. Be able to work safely	3.1 Maintain health and safety according to relevant legislation and codes of practice	Tom used safe lifting techniques to load the barrow with fertiliser on 23-06-2009 and returned the barrow to store after use. M F <i>Also with tools on 25-06-2009</i> <i>Tom avoided overloading the barrow and moved carefully around obstacles. He moved some plants put of the way to give him an unobstructed pathway between the buildings. AO</i>
---------------------------	--	--

Candidate's signature

I confirm that the evidence above is all my own work

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

Assessor's name A.N.Other

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

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

Internal verifier's signature (if sampled)

.....Date.....

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

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

This page is intentionally blank

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

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

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

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

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

Unit 101

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

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

Unit 101

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

Unit 101

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

Unit 101

Candidate's signature

I confirm that the evidence above is all my own work

..... Date

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

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 102

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

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

Unit 102

	1.6 State loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually	
	1.7 State methods for the safe stacking of products	
2. Know how to transport physical resources within the work area	2.1 Give correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment	
	2.2 State ways of handling transportation equipment to minimise damage to physical resources in transit	
	2.3 State ways of monitoring the condition of physical resources during transit	
3. Know how to work safely	3.1 State health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment	

Unit 102

Candidate's signature

I confirm that the evidence above is all my own work

..... Date

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

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 103

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

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

Unit 103

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

Unit 103

Candidate's signature

I confirm that the evidence above is all my own work

..... Date

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

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 104

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

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

Unit 104

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

Unit 104

Candidate's signature

I confirm that the evidence above is all my own work

..... Date

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

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 105

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

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

Unit 105

	1.5 State how to prepare structures and surfaces for the different maintenance operations	
	1.6 State the correct way to carry out the different maintenance operations	
	1.7 State what the result of effective maintenance operations should look like	
	1.8 State how to correctly use tools and materials	
	1.9 Describe how to maintain their own health and safety during the maintenance operations	

Unit 105

	1.10 State how to reduce the risk to other's health and safety when undertaking maintenance operations (e.g. by putting up notices)	
	1.11 List the types of problems or difficulties which may occur, relating to: health and safety, damage, weather conditions and unforeseen circumstances, and state what you need to do if these occur	
	1.12 State how to handle and dispose of waste safely	
	1.13 State how to clean and store tools correctly and the risks of not doing so	

Unit 105

Candidate's signature

I confirm that the evidence above is all my own work

..... Date

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

Signed.....Date

Internal verifier's signature (if sampled)

.....Date.....

Unit 106

TITLE	Assist with the basic preparation and operation of a tractor	Candidate Name :
NDAQ REFERENCE	A/502/4607	
LEVEL	1	
CREDIT LEVEL	7	
<p>The candidate will be able to prepare and operate a tractor in varied ground conditions and including the use of trailed and mounted implements. All work will take place in a supervised context and must meet appropriate health and safety requirements. Activities will not take place on public highways.</p> <p>NB Centres are obliged to carry out risk assessments for any activities in which learners are involved, and this is particularly relevant with the use of machinery. The legal age for the use of tractors on farms is 13. Therefore it is appropriate on farms for 14-16 year olds to have careful and managed training and assessment in the use of tractors with a 1:1 ratio of learner : assessor.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU10</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of a tractor for operation	1.1 Carry out pre-start checks and adjustments in accordance with procedures and in line with current and relevant legislation	
	1.2 Check and adjust operator environment to meet personal requirements	
	1.3 Fuel tractor ready for day's operation	
	1.4 Confirm the vehicle is safe and ready for use	

Unit 106

	1.5	Check the immediate work area for hazards and obstacles and take the appropriate action	
2. Be able to operate a tractor	2.1	Check the immediate work area for hazards and take the appropriate action	
	2.2	Start tractor in line with good practice	
	2.3	Use the appropriate warning signals	
	2.4	Conduct all movements of the tractor safely and as instructed	
	2.5	Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain	
	2.6	Deal with any hazards and obstacles encountered during the operation in accordance with standard practice	

Unit 106

	2.7 Leave the vehicle safe after use and in a condition suitable to its future use	
	2.8 Carry out all work activities in accordance with health and safety legislation, and codes of practice	
3. Be able to prepare and fit an attachment to a tractor	3.1 Confirm suitability of attachment as instructed	
	3.2 Carry out pre-operational checks on attachments	
	3.3 Check the immediate work area is suitable for fixing attachments and free from hazards and obstacles	
	3.4 Fix attachment to tractor in line with instructions and good practice	
	3.5 Ensure attachment is secure and safe	

Unit 106

4. Operate a tractor with attachments	4.1	Check the immediate work area for hazards and take the appropriate action	
	4.2	Conduct all movements of the tractor and attachment safely with due consideration to the type of attachment	
	4.3	Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain	
	4.4	Use tractor with attachments safe at all times	
	4.5	Deal with any hazards and obstacles encountered during the operation in accordance with standard practice	
	4.6	Report any faults and damage to the appropriate person	
	4.7	Carry out all work activities in accordance with health and safety legislation, and codes of practice	

Unit 106

Candidate's signature

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Unit 107

TITLE	Principles of basic preparation and operation of a tractor	Candidate Name:
NDAQ REFERENCE	T/502/4606	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to prepare and operate a tractor in varied ground conditions and including the use of trailed and mounted implements. All work will take place in a supervised context and must meet appropriate health and safety requirements. Activities will not take place on public highways.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU10</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare and operate a tractor for operation	1.1 State the required pre-start checks and adjustments and the reasons for doing these	
	1.2 List current and relevant health and safety in relation to the preparation and use of tractors	
	1.3 Describe the use of appropriate warning signals and indicators and the length of time that these are displayed	
	1.4 State types of hazards which may be encountered and how these should be dealt with	

Unit 107

	1.5	State the capabilities of the vehicle and the expected efficiency of vehicle operation	
	1.6	Give the reasons why the vehicle should be left in a condition suitable for future use	
	1.7	List health and safety legislation, and codes of practice in relation to the preparation and use of tractors	
	1.8	State the capabilities of the vehicle and the expected efficiency of vehicle operation	
2. Know how to prepare and fit an attachment to a tractor	2.1	State required pre-operational checks for attachments	
	2.2	List types of attachments and how they should be secured to the tractor	
	2.3	State types of attachments that are safe for use with the tractor and those that are not	

Unit 107

	2.4 State health and safety requirements in relation to tractor attachments	
3. Know how to operate a tractor with attachments	3.1 State the ways in which the vehicle should be manoeuvred	
	3.2 Describe how different weather and ground conditions must be taken into account	
	3.3 State types of hazards which may be encountered and how these should be dealt with	
	3.4 State the capabilities of the tractor and its attachment	

Unit 107

	3.5 State the reasons why faults and damage should be reported	
	3.6 Describe health and safety legislation, and codes of practice in relation to the safe use of tractors and attachments	

Candidate's signature

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Unit 108

TITLE	Assist with the care of animals	Candidate Name:
NDAQ REFERENCE	A/502/4588	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the care of animals, including monitoring the health and condition of the animals and providing feed and water. All work will take place in a supervised context and must meet appropriate health and safety requirements</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with monitoring and caring for the health and well-being of animals	1.1 Treat animals according to relevant legislation	
	1.2 Minimise any likelihood of stress and injury to the animals	
	1.3 Optimise the health and well-being of animals during their work	
	1.4 Provide animals with the necessary opportunity to display natural behaviour, e.g. appearance, posture and movement, behaviour, bodily functions, social interaction	

Unit 108

	1.5	Monitor and report physical condition, behaviour and the general health and well-being of animals clearly and accurately to others	
	1.6	Monitor and report on the animal's environment	
	1.7	Maintain health and safety, and the welfare of animals, during work	
2. Be able to assist with providing food and water for animals	2.1	Feed animals in accordance with instructions	
	2.2	Supply water to the animals from the correct sources, in the correct quantities and using the system in accordance with instructions	
	2.3	Monitor and report on the animal's feeding and drinking habits	
	2.4	Clean and maintain equipment ready for use and store it safely and securely in an appropriate place	

Unit 108

	2.5 Dispose of any waste from feeding in the correct manner and place	
	2.6 Maintain health and safety, and the welfare of animals, during work	

Candidate's signature

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Unit 109

TITLE	Principles of the care of animals	Candidate Name:
NDAQ REFERENCE	F/502/4589	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the care of animals, including monitoring the health and condition of the animals and providing feed and water, including appropriate health and safety requirements. Relationship to National Occupational Standard: Underpinning knowledge of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to monitor and care for the health and well-being of animals	1.1 Describe how to promote the health and well-being of animals and minimise any stress or injury	
	1.2 State their responsibility under health and safety and animal welfare legislation	
	1.3 State why animals need exercise and how the type and amount of this varies between different species and different animals	
	1.4 State how animals optimise their own physical functioning and appearance	

Unit 109

	1.5 Describe signs of health in different animal species in relation to appearance, posture and movement, behaviour, bodily functioning, social interaction	
	1.6 State signs which indicate potential problems with an animal's health and well-being and state appropriate actions which could be taken when this occurs	
	1.7 List signs of stress in animals	
	1.8 Give examples of preventative care which is designed to maintain the health and well-being of animals	
	1.9 State how the environment may be adjusted to maintain the animal's health	
	1.10 State how to recognise an animal health emergency and what should be done if this occurs	

Unit 109

	1.11 State why it is important to report unusual signs	
2. Know how to provide food and water to animals	2.1 State an appropriate method and system for feeding three types of animals	
	2.2 Describe the normal feeding habits of the animals	
	2.3 State the hygiene requirements for feeding and watering of animals	
	2.4 State their responsibility for safe and effective animal handling under relevant legislation and codes of practice	
	2.5 State why waste should be disposed of in a safe manner and place	

Unit 109

Candidate's signature

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Unit 110

TITLE	Assist with the movement of animals	Candidate Name
NDAQ REFERENCE	D/502/4101	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the movement of animals, between different locations, and including loading and unloading the animals from transport vehicles. All work will take place in a supervised context and must meet appropriate health and safety requirements. Relationship to National Occupational standard: Practical outcomes of CU31</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with moving animals from one place to another	1.1 Communicate effectively with their colleagues	
	1.2 Approach the animals quietly, calmly and confidently	
	1.3 Handle and restrain animals safely	
	1.4 Move animals to the correct place and re-establish them as instructed	

Unit 110

	1.5	Maintain the health and safety of themselves and others at all times	
	1.6	Maintain the well-being of the animals at all times	
	1.7	Report any problems to the appropriate person	
2. Be able to assist with the loading and unloading of animals for transport	2.1	Prepare animals for transport as instructed	
	2.2	Prepare the transport vehicle so that it is safe for animals to travel	
	2.3	Load and unload the animals as instructed	
	2.4	Establish the animals in the new area as instructed	

Unit 110

	2.5 Maintain the health and safety of themselves and others at all times	
	2.6 Maintain the well-being of the animals at all times	
	2.7 Communicate effectively with their colleagues	
	2.8 Report any problems to the appropriate person	

Unit 110

Candidate's signature

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Unit 111

TITLE	Principles of the movement of animals	Candidate Name:
NDAQ REFERENCE	Y/502/4100	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe the movement of animals, between different locations, and including loading and unloading the animals from transport vehicles and appropriate health and safety requirements. Relationship to National Occupational Standard: Underpinning knowledge of CU31</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to move animals from one place to another	1.1 State how to approach, handle and restrain animals correctly	
	1.2 State how to move and establish animals in new areas safely	
	1.3 State how to maintain health and safety while moving animals	
	1.4 State which problems should be reported, when and to whom	

Unit 111

	1.5 State how to recognise and respond to concerns about animal health and behaviour	
2. Know how to load and unload animals for transport	2.1 State how to maintain the well-being of animals	
	2.2 Describe how to get animals ready for loading and unloading	
	2.3 Describe how to make the transport vehicle ready for animals including: cleanliness, health and safety, security and removal of hazards	
	2.4 State how animals are loaded and unloaded safely	
	2.5 State which problems should be reported, when and to whom	
	2.6 List the relevant legislation which applies to loading and unloading animals	

Unit 111

	2.7 State how to recognise and respond to concerns about animal health and behaviour	
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Candidate's signature

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Unit 112

TITLE	Principles of dealing with animal accommodation	Candidate Name:
NDAQ REFERENCE	D/600/0469	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to describe the preparation and cleaning animal accommodation and relevant health and safety requirements Relationship to National Occupational standard: Underpinning knowledge of CU30		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to clean animal accommodation	1.1 State how to prepare equipment and materials ready for cleaning	
	1.2 Outline how to prepare the accommodation for cleaning	
	1.3 State the correct procedures for cleaning the animal accommodation	
	1.4 Describe the condition in which accommodation must be left after cleaning	

Unit 112

2. Know how to maintain animal accommodation	2.1	State the welfare requirements and describe how to promote the health and well-being of animals	
	2.2	List the material which animals need within their accommodation to maintain their health and well-being	
	2.3	List the hazards which may arise in the animal's accommodation, and to whom they should be reported	
3. Know relevant health and safety precautions to be observed	3.1	State how and where to dispose of waste safely	
	3.2	State their responsibilities under animal welfare and health and safety legislation	

Unit 112

Candidate's signature

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Unit 113

TITLE	Assist with animal accommodation	Candidate Name:
NDAQ REFERENCE	R/600/0470	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to assist with preparing and cleaning animal accommodation and comply with health and safety requirements. Relationship to National Occupational Standard: Practical outcomes of CU30		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with cleaning animal accommodation	1.1 Prepare the equipment and materials for the work	
	1.2 Prepare the animal accommodation ready for cleaning	
	1.3 Clean the animal's accommodation in accordance with instructions	
	1.4 Leave the animal accommodation in the appropriate condition after cleaning	

Unit 113

	1.5	Maintain health and safety, and the welfare of the animals, during their work	
2. Be able to assist with maintaining animal accommodation	2.1	Check the animal accommodation in accordance with instructions	
	2.2	Keep the animal accommodation safe and secure	
	2.3	Correctly identify and report any hazards	
	2.4	Dispose of waste in a safe manner and place	

Unit 113

Candidate's signature

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Unit 114

TITLE	Assist with the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	T/502/4055	
LEVEL	1	
CREDIT LEVEL	4	
<p>The candidate will be able to assist with the maintenance of tools, equipment and machinery using hand tools and comply with all health and safety requirements. Relationship to National Occupational Standard: Practical outcomes of CU17</p>		

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

Unit 114

	1.5 Complete the preparation of equipment for maintenance in accordance with instructions	
2. Be able to assist with the maintenance of equipment	2.1 Maintain manual and mechanical equipment in accordance with instructions	
	2.2 Recognise the need for assistance and refer to the appropriate person when necessary	
	2.3 Use and clean tools correctly after use	
3. Be able to work safely	3.1 Maintain health and safety in accordance with instructions and relevant legislation and codes of practice.	
	3.2 Dispose of waste safely in accordance with instructions.	
	3.3 Carry out work in a manner which minimises any environmental damage.	

Unit 114

Candidate's signature

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Unit 115

TITLE	Principles of the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	A/502/4056	
LEVEL	1	
CREDIT LEVEL	1	
The unit will enable the candidate to describe how to maintain tools, equipment and machinery using hand tools; and comply with all health and safety requirements. Relationship to National Occupational Standard: Underpinning knowledge of CU17		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare equipment for maintenance.	1.1 List the equipment requiring maintenance	
	1.2 State the importance of following instructions.	
	1.3 Describe health and safety issues in relation to the preparation of equipment for maintenance and the use of the work area	
	1.4 List the types of hand tools and materials necessary for a specified job	

Unit 115

	1.5 State the correct use of hand tools and materials	
	1.6 State types of protective clothing and give reasons why it should be worn	
	1.7 State the correct ways of wearing protective clothing	
2. Know how to undertake maintenance procedures.	2.1 Give reasons for the maintenance of equipment.	
	2.2 State the importance of following instructions	

Unit 115

	2.3 State the legislative requirements in relation to the maintenance of equipment	
	2.4 State the limits of own responsibility in relation to the maintenance of equipment.	
	2.5 List situations in which assistance is required	
	2.6 State the appropriate condition and location of tools on completion of maintenance procedures	
3. Know how to work safely	3.1 Give own specific responsibilities under health and safety legislation.	

Unit 115

	3.2 State the actions that should be taken in the event of incidents which affect the health and safety of self and others.	
	3.3 State own responsibility for health and safety in relation to the maintenance of equipment	

Candidate's signature

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Unit 116

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

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

Unit 116

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

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Unit 117

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

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

Unit 117

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

Unit 117

Candidate's signature

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Unit 118

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

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

Unit 118

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

Unit 118

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

Unit 118

Candidate's signature

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Unit 119

TITLE	Principles of planting and establishing plants	Candidate Name:
NDAQ REFERENCE	Y/502/4016	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the establishment of plants in the nursery or amenity situations and outdoors or under protected situations and how to comply with all health and safety requirements. Relationship to National Occupational Standard: Underpinning knowledge of CU61</p>		

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

Unit 119

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

Unit 119

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

Unit 119

Candidate's signature

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Unit 120

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

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

Unit 120

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

Unit 120

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

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Unit 121

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

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

Unit 121

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

Unit 121

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

Unit 121

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Unit 122

TITLE	Contribute to the preparation of forest and woodland sites	Candidate Name:
NDAQ REFERENCES	K/600/0491	
LEVEL	1	
CREDIT LEVEL	4	
<p>Learners will contribute to the preparation of forest and woodland sites for the successful planting and establishment of suitable trees. This will include the selection, suitability and recognition of trees for a range of sites. The sustainability of ground flora and fauna should be a key feature of this topic.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU66</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to use and maintain equipment safely, effectively and efficiently	1.1 Identify relevant equipment and materials which can be used for clearing and cultivating a suitable site	
	1.2 Use each appropriately, safely and effectively	
	1.3 Maintain equipment and materials identified in 1.1 so that they are fit for use	

Unit 122

2. Be able to carry out clearance and cultivation of the site safely and effectively	2.1	Demonstrate windrowing and screening on a wooded site	
	2.2	Use work methods that minimise unwanted environmental impact during clearance and cultivation of a forest or wooded site.	
	2.3	Identify ground flora and fauna, that should be preserved when clearing a site, and state for each how damage is prevented	
	2.4	State how pollution can be avoided when clearing and cultivating a site and, if it occurs, carry out appropriate measures for its counteraction	
	2.5	Dispose of waste appropriately	

Unit 122

3. Be able to name a variety of trees and what constitutes suitable growing sites for each	3.1 Identify, in any combination, a total of 8 coniferous and broadleaved tree species. Identify suitable planting sites for individual trees	
	3.2 State the effects of competition on an establishing crop	
4. Know about own responsibility under health and safety, environmental and conservation legislation	4.1 Carry out work activities in accordance with health and safety legislation and environmental good practice	
	4.2 Initiate and maintain effective communication	
	4.3 State the role of self in work systems and procedures whilst carrying out tasks relating to this unit	
	4.4 Take appropriate action when unexpected circumstances arise	

Unit 122

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Unit 123

TITLE	Assist with crosscutting and stacking forest and woodland produce	Candidate Name:
NDAQ REFERENCE	K/502/4554	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with crosscutting and stacking timber. Activities may be carried out by hand or using machinery and comply with all health and safety requirements. Relationship to National Occupational Standard: Practical Outcomes of CU67</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with crosscutting trees using hand tools or power saws	1.1 Crosscut trees safely, effectively, and efficiently so that the resultant timber is to the given size specifications	
	1.2 Use both single and multiple crosscutting methods recommended by the guidance given in the current industry recognised guide	
	1.3 Maintain machinery and equipment efficiently and as per recommendations	

Unit 123

2. Be able to assist with stacking converted produce manually	2.1 Carry out stacking both in the wood and at the roadside safely, effectively, efficiently, as directed, and so as to facilitate any extraction or onward despatch.	
	2.2 Maintain tools and equipment efficiently and as per recommendations	
	2.3 Keep accurate and up-to-date records as required by legislation and by the organisation	
3. Be able to work safely	3.1 Carry out all work activities in accordance with health and safety legislation	

Unit 123

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Unit 124

TITLE	Principles of crosscutting and stacking forest and woodland produce	Candidate Name:
NDAQ REFERENCE	A/502/4557	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe cross-cutting and stacking timber, using hand techniques or machinery and any relevant health and safety requirements. Relationship to National Occupational Standard: Practical Underpinning knowledge of CU67</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to crosscut trees manually or using powered machinery	1.1 List the types of hazards which may be present and state risk assessment training requirements	
	1.2 State how to use the requisite safety guides and monitoring procedures	
	1.3 State how to apply the content of relevant legislation and other industry recognised guidance	

Unit 124

	1.4	State their own role in work systems and procedures	
	1.5	State how to identify tension and compression in timber	
	1.6	State how to interpret product size specifications	
	1.7	State the implications of terrain, season, weather and commercial tree species	
2. Know how to stack converted produce manually	2.1	List the types of hazards which may be present and state risk assessment training requirements	
	2.2	Describe how to use the requisite safety guides and monitoring procedures	

Unit 124

	2.3	State how to apply the content of relevant legislation and other industry recognised guidance	
	2.4	State their own role in work systems and procedures	
	2.5	State how to present produce for extraction and for despatch	
	2.6	Describe how to use aids available for lifting	
	2.7	Give examples of ergonomic working methods, and state manual handling regulations	
	2.8	State the implications of terrain, season, weather and commercial tree species	
3. Know how to work safely	3.1	Describe their own responsibility under health and safety, environmental, and conservation legislation, regulations and industry recognised guidance	

Unit 124

	3.2 State to whom any unforeseen circumstances should be reported	
	3.3 List causes of, and state how to prevent, potential pollution, environmental and conservation damage	

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Unit 125

TITLE	Carry out habitat management	Candidate Name:
NDAQ REFERENCE	Y/502/1472	
LEVEL	2	
CREDIT LEVEL	7	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to carry out habitat management work. Vegetation includes wood and non-woody vegetation. This unit does not cover heather management by burning. Work on sites must be carried out in line with appropriate permissions and licences Relationship to National Occupational Standards: CU87</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able carry out maintenance tasks	1.1 Carry out two of the following maintenance tasks: (i) Maintain water levels required for the conservation of the habitat (ii) Reduce the impact of public access on site (iii) Reduce the impact of pollution on site (iv) Maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste materials	

Unit 125

2. Be able to manage vegetation in different types of habit	2.1 Identify vegetation according to each site's management plan and any constraints	
	2.2 Recognise any hazards and reduce any associated risks to an acceptable level	
	2.3 Manage vegetation using at least four of the correct management techniques and equipment according to the site management plan to include four of the following: (i) felling (ii) coppicing (iii) uprooting (iv) hedge maintenance (v) pruning (vi) thinning (vii) cutting or mowing (viii) mulching (ix) spraying	

Unit 125

3. Be able to select, use and maintain equipment for manage vegetation	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition throughout.	
4. Be able to work safely and minimise environmental damage	4.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	4.2	Carry out work in a manner which minimises environmental damage	

Unit 125

	4.3 Dispose of waste safely and correctly	
5. Know how to carry out maintenance	5.1 Describe how to identify hazards and interpret risk assessments	
	5.2 State how to interpret job specifications	
	5.3 Describe how the maintenance work is affected by the environmental value (in terms of biodiversity and of historical and archaeological value)	
6. Know and understand the need to manage vegetation	6.1 Describe how to recognise the age, state and type of vegetation	

Unit 125

	<p>6.2 Describe all the management techniques used to manage vegetation:</p> <ul style="list-style-type: none">(i) felling(ii) coppicing(iii) uprooting(iv) hedge maintenance(v) pruning(vi) thinning(vii) cutting or mowing(viii) mulching(ix) spraying	
	<p>6.3 Describe the action to take in the case of accidental damage to habitat, wildlife or landscape</p>	
	<p>6.4 Describe how the work fits into local biodiversity action plans</p>	

Unit 125

7. Know the types of equipment required and how to maintain them	7.1 Describe the equipment which will be necessary for managing vegetation	
	7.2 Describe methods of maintaining the equipment in a fit state for use	
8. Know the current health and safety legislation and environmental good practice.	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work including permissions or licences	
	8.2 Describe how environmental damage can be minimised	
	8.3 Describe the correct methods for disposing of waste	

Unit 125

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Unit 126

TITLE	Historic Landscapes	Candidate Name:
NDAQ REFERENCE	F/502/4429	
LEVEL	1	
CREDIT LEVEL	3	
The purpose of this unit is to enable the learner to understand historic landscapes and features and their importance		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand how to define a historic landscape.	1.1. Identify what is meant by a historic landscape	
	1.2. Identify what is meant by archaeology	
	1.3. Identify a historical feature that is a part of a local and familiar landscape	

Unit 126

<p>2. Understand the significance of local historic landscapes.</p>	<p>2.1. List the archaeological features of different historic landscapes including:</p> <ul style="list-style-type: none">• Woodland.• Wood-pasture and deer parks.• Arable land.• Lowland heath.• Upland moors.• Rivers, lakes and wetlands.• Coastlands and estuaries	
<p>3. Know different methods of historical research.</p>	<p>3.1. Identify two research methods that might be used when looking at historic landscapes</p>	
<p>4. Understand the management of different landscapes and features.</p>	<p>4.1. Identify a basic management recommendation for each of the different types of pasture listed:</p> <ul style="list-style-type: none">• Old pasture• Arable land• Woodland and ancient wood pasture including deer parks• Lowland heath/upland moorland• Rivers, lakes and wetlands• Coastlands and estuaries	

Unit 126

5. Know how to locate and assess sites and features of archaeological interest.	5.1 Identify the sites and features of a given locality	
	5.2. Identify the threats to the landscape	
6. Know where to access sources of further information and advice in relation to historic landscapes.	6.1. Identify where to find information regarding historic landscapes.	

Unit 126

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Unit 127

TITLE	Farm Conservation	Candidate Name:
NDAQ REFERENCE	D/502/4440	
LEVEL	1	
CREDIT LEVEL	3	
The purpose of this unit is to enable the learner to understand the farm conservation and how farm conservation may benefit the environment.		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the meaning of conservation.	1.1. Give three examples of what is meant by conservation	
	1.2. Identify two different examples of conservation activity	
	1.3. Identify what is meant by farm conservation	
2. Understand some of the benefits of conservation.	2.1. Identify three benefits of conservation in a farm environment	

Unit 127

	2.2. Identify how habitat opportunities may have conservation value using two examples of different types of habitat	
3. Know the impact of farming upon the environment.	3.1. Identify the impact of fertilisers upon the environment	
	3.2. Suggest an action that could be taken to minimise the impact of fertilisers upon the environment	
	3.3. Identify the impact of pest control upon the environment	
	3.4. Suggest an action that could be taken to minimise the impact of pest control upon the environment	

Unit 127

	3.5. Identify the impact of manure and effluent upon the environment	
	3.6. Identify the impact of farm machinery upon the environment	
4. Recognise opportunities for conservation on the farm.	4.1. Identify the different elements that should be contained within a farm conservation plan.	
5. Recognise the benefits of farm conservation.	5.1. Identify at least five different benefits of a farm conservation plan.	
6. Know how to access further information about farm conservation.	6.1. Identify where to access further information and advice about farm conservation.	

Unit 127

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Unit 128

TITLE	Hedgelaying	Candidate Name:
NDAQ REFERENCE	H/502/4441	
LEVEL	1	
CREDIT LEVEL	3	
The purpose of this unit is to enable the learner to understand the basic history and purpose of hedgelaying and develop the basic skills needed to lay a hedge		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the health and safety issues in relation to hedgelaying.	1.1. Name the relevant and current legislation in relation to hedgelaying.	
	1.2. Name two items of PPE (Personal Protective Equipment) and state why they are important.	
2. Know a range of hand tools used for hedgelaying and how to care for them.	2.1 Identify the hand tools used	
	2.2. Identify the importance of sharp, correct tools	

Unit 128

	2.3. Identify why tools should be cleaned	
3. Know about the methodology of hedgelaying.	3.1. Identify one reason why a hedge would be laid	
	3.2. Identify when hedgelaying should take place and why this is important	
	3.3. Identify, at the base of a hedge, how to recognise the time of year and conditions to lay a hedge	
	3.4. Identify what is involved in the methodology of hedgelaying	
	3.5. Define a pleacher	
	3.6. Identify the technique that should be used with a billhook or axe	

Unit 128

	3.7. Identify the importance of the stump, or 'heel' which is removed sloping, away from the centre of the stem	
	3.8. Indicate the consequence of cutting the stump too high	
4. Know how to lay a hedge.	4.1. Apply all relevant health and safety requirements	
	4.2. Identify 5-10 metres of hedge to be laid	
	4.3. Prepare the hedge, clear out rubbish, cut out brush	
	4.4. Cut the pleachers using the correct technique	
	4.5. Lay the hedge using the correct technique	

Unit 128

5. Understand the importance of maintaining laid hedges.	5.1. Identify two consequences of not maintaining a planted hedge	
	5.2. Identify the advantage of trimming the hedge as it develops	
	5.3. Indicate the shape that should be aimed for when a hedge is trimmed	
6. Know how the characteristics of hedgelaying reflect geology.	6.1. Identify a style of hedge that uses stakes and the purpose of the stakes	
	6.2. Identify a regional style and describe how it would look	

Unit 128

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Unit 129

TITLE	Introduction to dry stone walling	Candidate Name:
NDAQ REFERENCE	K/502/4442	
LEVEL	1	
CREDIT LEVEL	2	
The aim of this unit is to enable the learner to understand the basic history and environmental purpose of dry stone walling as well as an introduction to the practical skills of dry stone walling.		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the health and safety issues in relation to dry stone walling.	1.1. Name the relevant and current legislation	
	1.2. Name three items of PPE (Personal Protective Equipment) and state why they are important	
	1.3. Give reasons for not breaking small stones in the hand	

Unit 129

	1.4. Give a reason to avoid working in very wet conditions	
	1.5. Identify why a clear gap should be kept between the wall and walling material	
2. Know a range of hand tools used for walling and how to care for them.	2.1. Identify a walling hammer, sledge hammer, lump hammer, iron bar, mattock or pick	
	2.2. Identify the importance of sharp, correct tools	
	2.3. Identify why tools should be cleaned	

Unit 129

3. Understand the history and general principles of dry stone walling.	3.1. Indicate where materials were originally gathered from to build dry stone walls	
	3.2. Name two uses of dry stone walls	
	3.3. State two reasons why walls are left derelict or pulled down	
4. Know the characteristics of dry stone walling reflecting geology.	4.1. State the characteristics of the local style of dry stone wall	
	4.2. Identify if the local style is coursed or random	

Unit 129

	4.3. Name one regional dry stone wall	
5. Know how to deal with faults in dry stone walls and about gapping and stripping down.	5.1. Identify what to do where there are faults in a fallen wall	
	5.2. Identify the types of stone that are taken out	
	5.3. State the importance of recovering all stone from the wall	
6. Know the technical elements of how a dry stone wall is made up.	6.1. Identify two types of stones used in building/re-building (coping, through, building, foundation)	

Unit 129

	6.2. Name a common walling stone	
	6.3. State the importance of sound foundations	
	6.4. State the importance of reviewing work undertaken	
7. Know about removing vegetation.	7.1. Indicate the benefit of removing vegetation before rebuilding a dry stone wall.	
8. Know different features of a dry stone wall.	8.1. Name two dry stone wall features.	

Unit 129

9. Understand the wildlife value of dry stone walls.	9.1. Give two benefits of dry stone walls to wildlife.	
10. Know the benefits of walls versus banks, hedges and fences.	10.1. Give three reasons why walls may be more beneficial than banks or hedges	
	10.2. Give three reasons why walls may be more beneficial than fences	
11. Understand the use of concrete and mortar.	11.1. Identify the reasons concrete or mortar are sometimes used	
	11.2. State two drawbacks of using mortar in dry stone walls	
12. Know how to prevent decay of stonework.	12.1. State the reason for allowing stone to “weather” a frost before using it in a wall.	

Unit 129

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Further information

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

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NPTC switchboard	024 7685 7300	024 7669 6128	

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