

# **T Level Technical Qualification in Agriculture Land Management and Production: Floristry Occupational Specialism (Level 3)**

## **Practical Assignment Assessor Pack (Sample)**

September 2023 Version 2.1

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Version and date	Change Detail	Section
V1.0	Draft version	n/a
v2.0 June 2023	Approved version	n/a
V2.1 Sept 2023	Change of business name	Assignment brief Annex: Figure 5
	Task 6b photo evidence requirement	Task specific guidance Marking grids
	Task 6c photo evidence requirement	Task specific guidance Marking grids
	Task 6d photo evidence requirement	Task specific guidance Marking grids
	Task 1 Correction of title for Figure 3	Tasks
	Remove reference to wholesale prices in indicative content	Marking grid: Plan and prepare designs
	Rephrasing of band descriptor for dismantling the structure	Marking grid: Construct and dismantle event-based designs
	Addition of Tasks 5-7	Links to Maths, English and Digital Skills
	Delivery time VAT rate	Annex: Figure 9 Annex: Figure 10

## **1. Assessment**

The assessment for this component consists of a practical assignment that includes an assignment brief and then a number of tasks for the candidate to complete. Tasks are assessed by assessment themes that cover a range of knowledge and skills from the performance outcomes in the qualification specification. They are designed to allow judgement of the candidate to be made across different categories of performance.

## Performance outcomes

The weightings for each performance outcome will remain the same for every version of the practical assignment. This ensures the appropriate depth and breadth of knowledge and skills for each specialism can be reliably assessed in every version and meets the needs of industry while keeping comparability between each assessment over time.

Performance outcome	Typical knowledge and skills	Weighting
<b>PO2</b> Design all floral work to meet client requirements for special events	<p>Designs to include wired, glued, tied and designs in a medium, demonstrating the use of a variety of skills and techniques to meet the client requirements, needs and wants. Each floral design planned must show consideration and application to the characteristics of the design schema, elements and principles of design, and sources of inspiration.</p> <p>Apply different forms of communication strategies, methods and techniques to interpret and define the client requirements. This can be through face to face, telephone or online/virtual exchange.</p> <p>Apply different business sales and marketing opportunities across the industry to increase sales, promote business, minimise waste which will support the business aims and values.</p>	20%
<b>PO3</b> Coordinate the care and conditioning of fresh floral materials and plants	<p>Develop the knowledge and skills to carry out safe working practises during the coordination, care and conditioning of fresh floral materials to protect themselves and others.</p> <p>Show leadership and coordination skills when handling the business aspects of the care and conditioning activity.</p> <p>To include:</p> <ul style="list-style-type: none"> <li>• stock management to optimise saleability</li> <li>• waste management</li> <li>• maintaining and interpreting records, information and data supply chain, sustainable principles and plant biology.</li> </ul>	20%
<b>PO4</b> Assemble all commercial flower, foliage and plant arrangements	<p>Apply techniques, principles and elements of design to create commercially viable designs to meet the client requirements, needs and wants.</p> <p>Develop skills to assemble wired, glued, tied and designs in a medium.</p> <p>Develop skills to demonstrate work with at least two of the following in each design:</p> <ul style="list-style-type: none"> <li>• order categories</li> <li>• arrangement styles</li> <li>• floral line directions</li> <li>• points of origin</li> <li>• direction of growth.</li> </ul>	40%

Develop skills to follow precise instructions in the assembly of designs and to develop own procedures for the assembly of a given design, according to a client's brief.

Develop skills to create own finishing as well as incorporating the finishes as required by a given design, according to a client brief.

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**PO5** Create free-standing event-based structures decorated with floral designs

Develop the skills needed to assemble a structure individually and in pairs but the skills to attach the floral designs to a structure individually.

Develop the knowledge and skills to carry out safe working practises associated with creating and assembling installations of floral designs to protect themselves and others.

Apply skills relevant to the installation, assembly techniques, design principles and environmental conditions and consider the logistics when creating and decorating event-based structures with floral designs to promote the business and meet client needs and requirements.

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20%

## Performance outcome assessment themes

A set number of marks are allocated against each performance outcome assessment theme, based on the performance outcome weightings recommended by stakeholders of the qualification. This mark allocation remains the same for all versions of the assessments, ensuring consistency across assessment versions and over time.

Candidates will be assessed against these assessment themes. This assignment brief has a total of 120 marks. The table below shows the mark distribution for this assessment.

Performance outcome (PO)	PO assessment themes	Marks per assessment theme	Marks per PO
<b>PO2 Design all floral work to meet client requirements for special events</b>	Health and Safety	6	24
	Plan and prepare for designs	12	
	Present designs	6	
<b>PO3 Coordinate the care and conditioning of fresh floral materials and plants</b>	Health and Safety	6	24
	Plan and prepare for conditioning	9	
	Condition materials	9	
<b>PO4 Assemble all commercial flower, foliage and plant arrangements</b>	Prepare materials	6	48
	Construct designs	Tied (9)	
		Glued (9)	
		Wired (9)	
		Medium (9)	
	Evaluate designs	6	
<b>PO5 Create free-standing event-based structures decorated with floral designs</b>	Health and Safety	6	24
	Plan and prepare event-based designs	6	
	Construct and dismantle event-based designs	6	
	Evaluate event designs	6	
<b>Totals</b>		<b>120</b>	<b>120</b>



## 2. Assignment brief

Guilds Supplies Floral Design is a floristry event business that employs a small team of staff responsible for the day to day running of the business and interpreting clients' briefs:

- a senior florist – leads on the design and creation of flower arrangements
- two junior florists – responsible for assisting the senior florist
- business owner – responsible for the business administration
- delivery driver – responsible for timely distribution of products to clients.

You are the senior florist working at Guilds Supplies Floral Design and will be working with a local fashion designer who has asked for your assistance on designing and planning an event.

The event consists of a catwalk show for a cancer charity (*Figure 1*) that will exhibit a range of different outfits and the finale will involve two models in bespoke *wedding outfits* (*Figure 2a and Figure 2b*). The local fashion designer would like two floral designs to compliment the outfits, with one to wear and the other one to hold.

The event is being held on 27 April at 6.30pm in a local venue and the local fashion designer has also asked Guilds Supplies Floral Design to create free-standing installations that will be placed on either side of the opening to the catwalk (*Figure 4*). This assessment will focus on the creation of only **one** free-standing installation.

At the very last minute there is an addition to the order; a tied bouquet that will be presented to the local fashion designer at the end of the show.

Your assignment contains seven tasks in total. Your assessor will release the tasks to you at the start of each supervised session; they will also provide you with your permitted evidence for that task. You will not be permitted any additional notes, such as printed resources and textbooks, or access to internet, unless otherwise stated in the conditions for assessment.

This assignment contains seven tasks and has a total time of 28.5 hours.

Please read **all** information carefully before the assessment.

**Figure 1 Charity**

<https://www.cancerresearchuk.org>



**Figure 2 Wedding outfits**

**Figure 2a**



**Figure 2b**

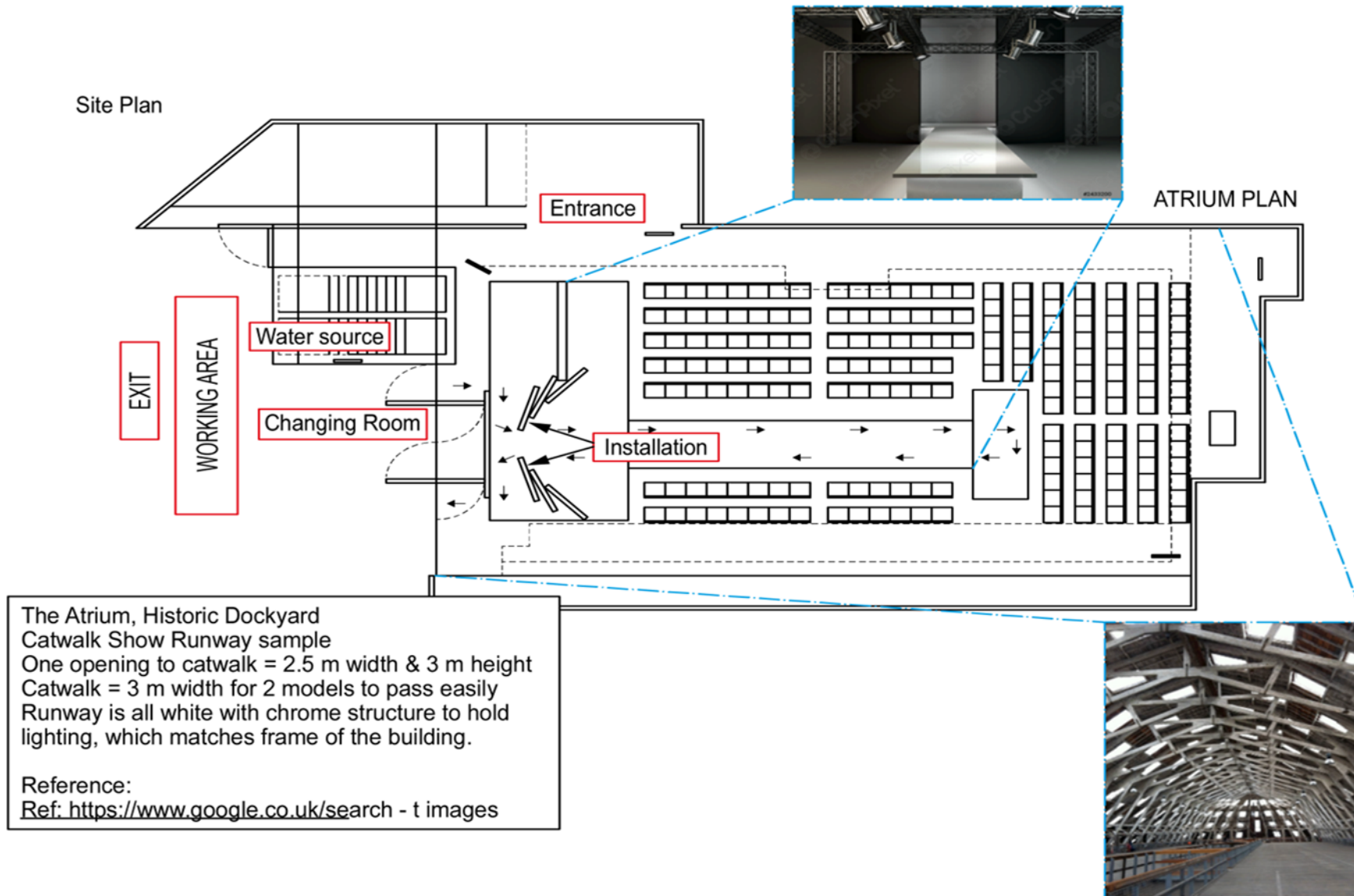


**Figure 3 Sundries and fresh materials price list**

<b>Sundries</b>	<b>Retail Price (inc. VAT)</b>
Delivery charge	£10.00
Labour costs per hour	£15.00
<b>Wires and pins</b>	
Aluminum wire (£1.00 per metre)	£8.64 for reel
Metallic wire (£1.00 for 2 metres)	£6.79 for reel
Bullion wire (£1.00 for 2 metres)	£5.45 for reel
Binding wire	£0.10 per metre
Wires	£0.10 each
Paper covered wire	£0.50 per metre
Mossing pins	£0.10 each
Pearl headed pins (10)	£0.50
Steel pins	£0.05 each
<b>Tapes and ties</b>	
Pot tape	£0.10 per metre
Parafilm	£0.10 per metre
Stem tape	£0.10 per metre
Twine	£0.10 per metre
Ribbon - voile or satin	£1.00 per metre
Hessian	£2.00 a square
<b>Wrapping</b>	
Cellophane	£1.00 per metre
Tissue paper	£0.75 a sheet
Craft paper	£2.50 a metre
Fabric wrap	£3.00 a metre
<b>Containers and mediums</b>	
Floral foam block	£2.00 per brick
Chicken wire	£2.00 per metre of 60cm wide wire
Plastic posy dish or single brick tray	£1.00 each
Aqua box/bag	£2.00 each
Vase (suitable for a radial hand-tied design)	£5.00
Basket	£7.00
Cold glue	£6.50 a tube
<b>Other items</b>	
Container (for a corporate design)	£10.00
Floral foam 2.6m netted garland	£25.00
Garden obelisk	£25.00
Cement (quick dry)	£7.00
Spray (any colour)	£5.99
Gift card and care pack	£1.00 each
Flower food	£0.25
Wristlet	£3.50 each
Alice band	£1.50 each
Comb	£1.00 each
Magnet	£1.50 each
Coloured feathers	£0.20 each
Beads	£0.20 each
Coloured birch	£0.30 a stem

<b>Fresh Materials</b>	<b>Number of stems in a wrap</b>	<b>Price (inc VAT) per stem (if not stated otherwise)</b>
<i>Alstroemeria hybrids</i>	10	£1.95
<i>Agapanthus</i>	10	£2.20
<i>Anthurium andraeanum</i>	12-16	£5.78
<i>Asparagus densiflorus</i>	50	£1.50
<i>Asparagus umbellatus</i>	25	£1.50
<i>Asparagus setaceus</i>	50	£1.45
<i>Aspidistra elatior</i>	10	£1.25
<i>Astrantia major</i>	50	£1.95
<i>Chamelaucium uncinatum</i>	25	£2.50
<i>Chrysanthemum indicum</i> 'santini '	25	£2.50
<i>Chrysanthemum indicum</i>	25	£2.50
<i>Chrysanthemum indicum</i> 'Kermit'	25	£2.50
<i>Craspedia globosa</i>	50	£1.25
<i>Cymbidium sp.</i> orchid – 4-6 heads	10	£12.50
<i>Cymbidium sp.</i> orchid – 7-10 heads	4	£19.82
<i>Danae racemosa</i>	6	£2.86
<i>Dendrobium sp.</i> orchid	10	£2.20
<i>Dianthus caryophyllus</i>	25	£1.25
<i>Eryngium planum</i>	10	£3.50
<i>Equisetum hyemale</i>	bunch	£6.85
<i>Eucalyptus</i> mixed	bunch	£14.25
<i>Eustoma russellianum</i>	10	£3.00
<i>Fatsia japonica</i> (small)	10	£0.80
<i>Ficinea fascicularis</i>	bunch	£6.85
Moss – flat or bun	1 box	£15.00
<i>Freesia sp.</i>	50	£2.00
<i>Galax urceolata</i>	1 bag	£5.00
<i>Gerbera jamesonii</i>	15	£2.00
<i>Germini</i>	20	£2.00
<i>Gypsophila paniculata</i>	25	£2.00
<i>Hedera helix</i>	1 plant	£5.00
<i>Hyacinthus orientalis</i>	25	£1.70
<i>Hypericum x inodorum</i>	10	£1.95
<i>Leucospermum cordifolium</i>	10	£4.00
<i>Liatris spicata</i>	10	£1.70
<i>Lilium oriental</i> 'hybrids'	10	£5.50
<i>Limonium sinuatum</i>	25	£1.75
<i>Liriope muscari</i>	bunch	£2.82
<i>Liriope gigantea</i>	bunch	£2.82
<i>Moluccella laevis</i>	10	£2.20
<i>Ornithogalum arabicum</i>	10	£2.50
<i>Phalaenopsis sp.</i> orchid (plants in a tray)	10 plants	£15.00
<i>Philodendron xanadu</i>	10	£0.95
<i>Rosa sp.</i> (single or spray)	10/20	£2.50
<i>Ruscus hypoglossum</i>	50	£1.25
Succulent varieties (plants in a tray)	10 plants	£4.95
<i>Xanthorrhoea australis</i>	bunch	£7.26
<i>Xerophyllum tenax</i>	bunch	£4.65
<i>Zantedeschia</i>	10	£3.20

**Figure 4 Site plan**  
(not to scale)



## 3. Tasks (guidance for centres)

### General task guidance

Please read **all** information carefully before starting the assessment.

Ensure you have read the following guidance before you undertake the assessment of candidates:

- *T level technical qualifications – marking*
- *T level technical qualifications – moderation (updated annually)*
- *T level technical qualifications – teaching, learning and assessment*
- *Technical qualification guides on marking and moderation*
- *Assessor Observation forms*
- *Marking grids following the tasks below*
- *Feedback guidance for assessors.*

All work carried out should be to industry standards, undertaken in a safe manner and compliant with relevant regulations. If a candidate fails to carry out the activities in a safe manner, the assessment should be stopped. Further guidance for assessors can be found in the centre guidance section under health and safety.

Photos and videos must be used to support the qualitative statements captured on the Assessor Observation form and must be taken by the assessor. Details of specific photo/video requirements are outlined in the task information below. Photos/videos must have the date, the candidate's name and their candidate number attached so that they can be differentiated. The candidate does not need to be in the photo/video, the purpose of the photo/video is to demonstrate the quality and standard of work of the specific activities and of the work throughout various stages of the assignment.

Where audio recordings must be made of the candidates' response(s) to questions during the task, the assessor must only ask the questions provided in the task specific guidance below. The recording must start with the date, the candidate's name and their candidate number. Notes about the responses must also be made in the appropriate Assessor Observation form.

All work submitted must be securely saved in an appropriate format as dictated by the evidence requirements. It is important that assessors can access copies of submitted materials to provide to candidates in subsequent tasks as instructed in the task specific guidance.

#### Time

The time allocated for the completion of the tasks and production of evidence for this assessment is 28.5 hours. Timings for completion of specific tasks are outlined below.

- Task 1 – 2 hours
- Task 2 – 6 hours
- Task 3 – 4 hours
- Task 4 – 2.5 hours
- Task 5 – 4 hours
- Task 6 – 8 hours
- Task 7 – 2 hours

There may be sub tasks within each of the above tasks. Assessors should ensure that the duration for each sub task is adhered to.

There may be additional resources that are required for a task/sub task. These will be provided by the assessor and listed within the task instructions within the candidate pack and task specific guidance. These resources must only be administered to the candidate as per the task specific guidance.

### **Scheduling assessment sessions**

It is the centre's responsibility to arrange how time is managed to fit with timetables and meet the times allocated for each task during the assessment window. Assessment windows are specified in the key date schedule.

The tasks/sub tasks must be issued by centres in the order specified in the task specific guidance, one at a time to candidates and within in the scheduled assessment times. Candidates are able refer to the brief and scenario during all of the scheduled assessment time. Candidates are not permitted to return to tasks/sub tasks after the assessment time for the task has ended and the next task/sub task has begun. Candidates must not move on to the next task/sub task within the assessment session until instructed to do so by the assessor. It is the assessor's responsibility to ensure that all evidence for a task/sub task has been submitted before administering the next task/sub task. Candidates are not required to have formal reading time for the scenario and brief, this is included within the duration for Task 1.

When working under supervised conditions for longer sessions, breaks can be facilitated outside of the controlled conditions, ensuring the room is locked and all candidates have vacated once the break begins. All materials must be kept securely during the break.

Centres should aim to schedule tasks in the fewest amount of assessment sessions but ensure that the durations dictated for each task/sub task are covered. However, to aid deliverability and manageability of assessment, sessions can be split where there is a requirement – for example where timetabling of an appropriate location for six hours is not possible eg where centre's access to computer resources is limited, or where candidates are not available for six consecutive hours (eg due to work placement commitments). Where this is necessary, sessions must be timetabled over consecutive days and in as few sessions as possible. All assessment evidence must be stored securely and access to assessment materials and their work only given to candidates during the formal assessment times. All candidates are required to complete a declaration of authenticity along with their evidence submission, and the arrangements must support the assessor in being confident in confirming authenticity.

Where assessments need to be completed in a number of assessment sessions or over consecutive days all practical work areas and any evidence produced must be kept secure and must only be accessed by the assessor. Information and notices should be used to inform other users of the facility that no access will be granted when assessment sessions are in progress. Practical work areas, tools, equipment and systems for the assessment must not be reset until a candidate has completed the full assessment.

### **Internet access**

Where internet access is allowed as part of a task (eg for research purposes) candidates must be advised that this is the case and reminded of the importance of submitting their own work and the seriousness of plagiarism, malpractice and collusion. Candidates should be advised that their browser history can be monitored and checked. Depending on the type of task candidates may be

requested to submit their internet search history to be considered as part of the submission of evidence, in order to confirm the authenticity of submitted evidence.

Where candidates are allowed the use of computer equipment, but not the use of the internet for a task, equipment should be provided with internet capability disabled (Wi-Fi disabled and machine disconnected from network).

### **Resources**

Candidates must have access to a suitable range of resources as outlined in the task specific guidance to carry out the tasks and, where appropriate, to have the opportunity to choose materials, tools and equipment that demonstrate their ability to select from a range of appropriate resources.

Where candidates need access to evidence that has been submitted as part of a previous task, this will be provided as a copy of the original evidence and will be given at the start of the relevant task.



## Task specific guidance

Templates to support this version of the assessment can be found in sections 11 and 12 of this assessor pack.

Assessors should familiarise themselves with the tasks as well as this guidance for centres.

Templates must be provided in printed and digital format; candidates can choose to complete templates by hand or digitally.

Assessors must ensure that all candidate evidence submitted must be saved securely and accessible to the assessor to provide copies to candidates as may be instructed to in this specific task guidance.

### Task 1 – Research

All candidates must carry out the task on their own, under controlled assessment conditions.

#### Assessor guidance

- The time allocated for this task is **2 hours**.
- The mood board must be produced electronically or handwritten.
- Ratio of candidates to assessors:
  - group invigilation

#### Additional evidence

##### Assessor observations

- n/a

##### Photo/video evidence

- n/a

##### Question and answer

- n/a

#### Resources

- The assignment brief including *charity* logo and website address (*Figure 1*).
- Photos of *wedding outfits* (*Figure 2a* and *Figure 2b*).
- *Sundries and fresh materials price list* (*Figure 3*).
- A range of sketching and marking materials, glue, paper and card.
- A range of samples, to include, fabric, paint and sundries.
- Appropriate IT equipment, relevant software (websites, social media) and coloured printer (with internet access).

## Task 2 – Designs for the catwalk

All candidates must carry out the task on their own, under controlled assessment conditions.

### Assessor guidance

For task 2a)

- The time allocated for this task is **2 hours**.
- Candidates must have access to their mood board from Task 1.
- Ratio of candidates to assessor:
  - group invigilation

### Additional evidence

#### Assessor observations

- n/a

#### Photo/video evidence

- n/a

#### Question and answer

- n/a

### Resources

- Mood board (from task 1).
- Assignment brief.
- Photos of *wedding outfits (Figure 2a and Figure 2b)*.
- *Sundries and fresh materials price list (Figure 3)*.
- A range of sketching materials (pens, pencils, rubbers) and equipment (ruler and a compass), and paper.
- Access to IT equipment and relevant software (**no** internet access), and a colour printer.

## Assessor guidance

For task 2b)

- The time allocated for this task is **2 hours**.
- Candidates will have access to their sketches.
- There is a ranged budget of £175 - £250 for both designs.
- For the formal written quotation, the candidate does not have to send an email and therefore access to the internet is not needed. However, their work must be provided in a word processed document.
- Ratio of candidates to assessor:
  - group invigilation

## Additional evidence

### Assessor observations

- n/a

### Photo/video evidence

- n/a

### Question and answer

- n/a

## Resources

- Sketches (from task 2a).
- *Sundries and fresh materials price list (Figure 3).*
- *Costing up template (Figure 10).*
- *Buying list for fresh materials and sundries template (Figure 11).*
- Access to IT equipment and relevant software (**no** internet access), and colour printer.

## Assessor guidance

For task 2c)

- Candidates must have access to their evidence from task 1 and task 2, which must include mood board, sketches, costing up sheet, written quotation, and buying list.
- Candidates must be given **2 hours**; 1 hour and 50 minutes to prepare their presentation and up to a 10 minute maximum for the presentation. The max 10 minute presentation should take place in a separate session.
- The presentation should be made to the assessor only.
- Ratio of candidates to assessor:
  - preparation time: group invigilation
  - presentation: 1:1

## Additional evidence

### Assessor observations

- Must capture detailed, and descriptive notes of the performance against:
  - sources of inspiration
  - suitability of materials and sundries
  - techniques used in the design
  - factors that can affect the design
  - communication style, language used and appropriateness of communication style in relation to the audience.

### Photo/video evidence

- A digital recording of the full presentation to support the assessor observation judgements. Maximum video duration must be 10 minutes.

### Question and answer

- n/a

## Resources

- Mood board (from task 1).
- Sketches (from task 2a).
- Completed costing up sheet (from task 2b).
- Written quotation (from task 2b).
- Completed buying list (from task 2b).
- Assignment brief including *charity logo (Figure 1)*.
- Photos of *wedding outfits (Figure 2a and Figure 2b)*.
- *Sundries and fresh materials price list (Figure 3)*.
- Access to IT equipment and relevant software (**no** internet access), and a printer.

### Task 3 – Construct and evaluate designs

All candidates must carry out the task on their own, under controlled assessment conditions.

#### Assessor guidance

For task 3a)

- The time allocated for this task is **3 hours**.
- Candidates must have access to their sketches.
- The delivery note from the wholesalers to be provided by the assessor when the delivery arrives.
- Assessors will need to provide fresh materials, sundries, and packaging material for each design. The fresh materials, sundries and packaging material should align with the 'number needed' column from the buying list the candidate completed in Task 2.
- Ratio of candidates to assessor:
  - 6:1

#### Additional evidence

##### Assessor observations

- Carry out an observation of performance on the construction on both designs, it is essential to provide condensed, detailed, descriptive notes on the following:
  - preparation and management of the work area including health and safety of self and others, space requirements.
  - preparation and handling of fresh materials
  - construction methods
  - waste management
  - packaging and after care requirements.

##### Photo/video evidence

- A photo of each completed design including packaging, to include outline, profile and mechanics for each design.

##### Question and answer

- n/a

#### Resources

- Sketches (from task 2a).
- Photos of *wedding outfits* (Figure 2a and Figure 2b).
- Delivery note from the wholesalers.
- PPE, tools and equipment.
- Fresh materials and sundries (as listed in the candidate's buying list from task 2b).
- Packaging materials.
- Photo equipment and an area with a plain background for clear images.
- Access to IT equipment and relevant software (no internet access).

## Assessor guidance

For task 3b)

- The time allocated for this task is **1 hour**.
- Candidates must have access to their sketches, costing up sheet, written quotation, buying list, delivery note from the wholesalers, and photos of their completed designs.
- Ratio of candidates to assessors:
  - group invigilation

## Additional evidence

### Assessor observations

- n/a

### Photo/video evidence

- n/a

### Question and answer

- n/a

## Resources

- Sketches (from task 2a).
- Completed costing up sheet (from task 2b).
- Written quotation (from task 2b).
- Completed buying list (from task 2b).
- Delivery note from wholesalers (from task 3a).
- Photos of completed designs (from task 3a).
- Access to IT equipment and relevant software (**no** internet access), and a printer.

## Task 4 – Planning for an event Installation

All candidates must carry out the task on their own, under controlled assessment conditions.

### Assessor guidance

For task 4a)

- Candidates must plan for **one** installation.
- The time allocated for this task is **2 hours**.
- Ratio of candidates to assessors:
  - group invigilation

### Additional evidence

#### Assessor observations

- n/a

#### Photo/video evidence

- n/a

#### Question and answer

- n/a

### Resources

- *Site plan (Figure 4).*
- *Site visit (Figure 5).*
- *Buying list for one event installation (Figure 6).*
- *Sketch of the event installation (Figure 7).*
- *Risk assessment template (Figure 13).*
- Paper and pen/pencil.
- Appropriate IT equipment and software (**no** internet access), and a printer.

### **Assessor guidance**

For task 4b)

- The time allocated for this task is **30 minutes**.
- Ratio of candidates to assessors:
  - group invigilation

### **Additional evidence**

#### **Assessor observations**

- n/a

#### **Photo/video evidence**

- n/a

#### **Question and answer**

- n/a

### **Resources**

- *Buying list for one event installation (Figure 6).*
- *Sketch of the event installation (Figure 7).*
- *Buying list for fresh materials and sundries template (Figure 12).*
- Pen/pencil.
- Appropriate IT equipment and software (**no** internet access), and a printer.



## **Task 5 – Preparing for an event installation**

All candidates must carry out the task on their own, under controlled assessment conditions.

All candidates will condition materials as per the *buying list for one event installation (Figure 6)*.

Candidates **must not** use the amended buying list completed in task 4b for this task.

### **Assessor guidance**

For task 5a)

- The time allocated for this task is **2 hours**.
- Ratio of candidates to assessors:
  - group invigilation

### **Additional evidence**

#### **Assessor observations**

- n/a

#### **Photo/video evidence**

- n/a

#### **Question and answer**

- n/a

### **Resources**

- *Buying list for one event installation (Figure 6)*.
- *Risk assessment template (Figure 13)*.
- Appropriate IT equipment and software (**no** internet access), and a printer.

## Assessor guidance

For task 5b)

- The assessor must provide the delivery note. At a minimum the delivery note must consist of the following:
  - quantity
  - quantity per unit
  - botanical material
  - price per unit
  - total price
  - sub total
  - VAT.
- The time allocated for this task is **2 hours**.
- Ratio of candidates to assessors:
  - 6:1

## Additional evidence

### Assessor observations

- Must capture detailed, and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of workspace
  - conditioning methods
  - disposal of waste.

### Photo/video evidence

- One minute video of each candidate specifically demonstrating:
  - working safely
  - correct conditioning methods/techniques
  - disposing of waste
  - management of workspace.

### Question and answer

- n/a

## Resources

- Plan from (task 5a).
- Delivery note from the wholesaler.
- *Buying list for one event installation (Figure 6)*.
- Sundries and fresh materials (to match the delivery note).
- PPE, tools and equipment.
- Pen/pencil.

## **Task 6 – Assemble, dismantle and evaluate an event installation**

Candidates must complete tasks a, b, c on the same day.

All candidates must complete this task under controlled conditions

All candidates must construct the installation as per the sketch provided in *Figure 7*.

### **Assessor guidance**

For task 6a)

- To support manageability and resources for centres, each individual candidate only needs to construct **one** installation.
- The time allocated for this task is **1 hour**.
- Candidates will have access to their risk assessment and schedule of work.
- Ratio of candidates to assessor:
  - up to 6:1 depending on the workspace and whether candidates are always visible

Candidates must secure the obelisk in the container in controlled conditions. The candidate will have the support of a junior florist. It is expected that the junior florist only works under the instruction of the candidate (senior florist).

Centres can purchase the obelisk, but it is expected that the candidate puts the obelisk together before securing it into the container. Centres can use sand to allow re-use of the container.

It is at the assessor discretion to ensure there is an appropriate competent individual in place to take the role of the junior florist. It is expected that this may be the assessor, technician, or a member of the provider staff.

The assessor must ensure that the individual taking the role of the junior florist are briefed on the following rules:

- only follow the instructions given by the candidate (senior florist)
- they may ask questions in response to an instruction if it is not clear
- do not undertake any work that has not been instructed by the candidate.

### **Additional evidence**

#### **Assessor observations**

- Assessor observation on the construction of the container and obelisk including the securing of the obelisk into the container. The observation must capture detailed, and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of workspace
  - assembly method, attaching methods and mechanics
  - working with others.

#### **Photo/video evidence**

- Photo evidence showing the completed construction of the obelisk secured into the container.

#### **Question and answer**

- At the end of the observation the assessor must ask one of the following questions to each individual candidate. The candidate response must be audio recorded.

- How would you securely load the installation into a vehicle for transport to the venue?
- How would you package the installation to be transported to the venue?
- How would you safely unload the installation from the transport?

### **Resources**

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- *Sketch of the event installation (Figure 7)*.
- Obelisk and container.
- Sand and cement.
- PPE, tools and equipment.

## Assessor guidance

For task 6b)

- The time allocated for this task is **2.5 hours**.
- Candidates must have access to their risk assessment and schedule of work.
- Ratio of candidates to assessors:
  - up to 6:1 depending on the workspace and whether candidates are always visible

Candidates must complete decorating the garland on their own in controlled conditions.

## Additional evidence

### Assessor observations

- Assessor observation of decorating the garland. The observation must capture detailed, and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of workspace
  - appropriate use of tools and equipment
  - assembly methods, attaching methods and mechanics
  - packaging and after care requirements.

### Photo/video evidence

- Photos of the decorated garland: full length and detail.

### Question and answer

- n/a

### Resources:

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- *Sketch of the event installation (Figure 7)*.
- Selection of fresh materials, garland and sundries, PPE, tools and equipment as required by the design in *Figure 6 and Figure 7*.
- Packaging materials.

## Assessor guidance

For task 6c)

- The time allocated for this task is **1 hour**.
- Candidates must have access to their risk assessment, schedule of work, structure, and garland.
- Ratio of candidates to assessors:
  - up to 6:1 depending on the workspace and whether candidates are always visible

Candidates must assemble one structure as it would be in situ at the venue (Floristry workshop). The candidate will have the support of a junior florist. It is expected that the junior florist only works under the instruction of the candidate (senior florist).

It is at the assessor's discretion to ensure there is an appropriate competent individual in place to take the role of the junior florist. It is expected that this may be the assessor, technician, or a member of provider staff.

The assessor must ensure that the individual taking the role of the junior florist are briefed on the following rules:

- only follow the instructions given by the candidate (senior florist)
- they may ask questions in response to an instruction if it is not clear
- do not undertake any work that has not been instructed by the candidate
- do not prompt the candidate in any aspect of the assessment.

## Additional evidence

### Assessor observations

- Assessor observation of assembly and decoration of the structure. The observation must capture detailed, and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of workspace
  - appropriate use of tools
  - use and handling of appropriate floral materials
  - assembly methods, attaching methods and mechanics
  - working with others
  - finishing touches.

### Photo/video evidence

- Photo evidence of the completed installation: showing the garland securely attached to the frame, any gaps showing and distribution of fresh materials.

### Question and answer

- n/a

## Resources

- Completed risk assessment (from task 4a).
- Schedule of work (from task 4a).
- Structure (from task 6a).
- Garland (from task 6b).
- *Sketch of the event installation (Figure 7).*
- PPE, tools and equipment.
- Spare fresh materials and sundries.

## **Assessor guidance**

For task 6d)

- The time allocated for this task is **2 hours**.
- Candidates must have access to their risk assessment and schedule of work.
- Ratio of candidates to assessor:
  - up to 4:1 depending on the workspace and whether candidates are always visible

## **Additional evidence**

### **Assessor observation**

- Must capture detailed, and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of workspace
  - appropriate use of tools
  - use and handling of appropriate floral materials
  - methods of waste disposal.

### **Photo/video evidence**

Photo evidence of the dismantled installation: disassembly of garland and structure.

### **Question and answer**

- n/a

## **Resources**

- Risk assessment (from task 4a).
- Schedule of work (from task 4a).
- PPE, tools, equipment.



## Assessor guidance

For task 6e)

- The time allocated for this task is **1.5 hours**.
- Candidates must have access to their risk assessment, schedule of work, and photo evidence of their completed installation.
- Ratio of candidates to assessor:
  - group invigilation

## Additional evidence

### Assessor observation

- n/a

### Photo/video evidence

- n/a

### Question and answer

- n/a

## Resources

- Risk assessment (from task 4a).
- Schedule of work (from task 4a).
- Photos of completed installation (from task 6c).
- *Site plan (Figure 4)*.
- *Site visit (Figure 5)*.
- *Buying list for one event installation (Figure 6)*.
- *Sketch of the event installation (Figure 7)*.
- Appropriate IT equipment and software (**no** internet access), and a printer.

## **Task 7 – Order amendment**

All candidates must carry out the task on their own, under controlled assessment conditions.

### **Assessor guidance**

- The time allocated for this task is **2 hours**.
- Ratio of candidates to assessor:
  - 6:1

### **Additional evidence**

#### **Assessor observation**

- Assessor Observation of the construction of the tied design. The observation must capture detailed and descriptive notes of the performance against:
  - health and safety including PPE and manual handling
  - management of the workspace
  - preparation and handling of fresh materials
  - use of tools
  - waste management
  - packaging and after care requirements.

#### **Photo/video evidence**

- Photo showing outline shape, profile and mechanics of the design.

#### **Question and answer**

- n/a

### **Resources**

- *Sketch of presentation bouquet (Figure 8).*
- *Order form (Figure 9).*
- PPE, tools, equipment.
- Fresh materials and sundries as per *order form (Figure 9).*
- Packaging materials.

## 4. Tasks

### Task 1 – Research

Candidates must:

- Create a mood board by carrying out research on the *charity (Figure 1)* and using the *sundries and fresh materials price list (Figure 3)* to support the development of two floral designs to match the *wedding outfits (Figure 2a and Figure 2b)* and the free-standing installation that will be placed on either side of the opening to the catwalk. One floral design will be worn and the other held.
- Candidate's research should cover the following areas:
  - the charity organisation
  - colour schemes
  - botanical materials
  - suitable design ideas.

Candidates can produce their mood board electronically or handwritten.

Candidates must also include annotations on their mood board which explain how their ideas relate to the requirements of the local fashion designer.

Any sources of information used must be clearly referenced including internet websites.

#### Conditions of assessment

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is permitted for this task.

#### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

#### What must be produced for marking

- An annotated mood board

#### Additional evidence for this task

- n/a

## Task 2 – Designs

As this is a charity event, the local fashion designer would like the candidate to be mindful of the budget, however they recognise their need for visual impact may be more costly.

The local fashion designer would like the candidate to consider the following requirements:

- work within a ranged budget of £175 - £250 for both designs
- demonstrate where/how the money is being spent within the designs.

Candidates must:

- a) Plan and sketch two floral designs to compliment the *wedding outfits*, one to hold (wired design) for *Figure 2a* and one to wear (glued design) for *Figure 2b*, for the models on the catwalk and justify reasons for their choices. This must include:
- techniques that will be used
  - selection of botanical materials, sundries, tools and equipment
  - reference to principles and elements of design.

### Conditions of assessment

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Candidates must have access to their mood board.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- Fully labelled sketches of the two designs:
  - one to hold (wired) for *Figure 2a*
  - one to wear (glued) for *Figure 2b*
- A written summary providing justification on why the two designs are suitable and satisfy the clients brief (typically 500 words) to include:
  - selection of botanical materials and sundries
  - selection of PPE, tools and equipment
  - techniques that will be used
  - reference to principles and elements of design

### Additional evidence for this task

- n/a

- b) Create a formal written quotation and a buying list with consideration of minimising waste. To do this the candidate needs to:
- cost their designs using the *costing up template (Figure 10)* provided by the assessor
  - produce a written quotation and formal covering email (no template provided)
  - produce a *buying list of fresh materials and sundries* using the template provided (*Figure 11*).

#### **Conditions of assessment**

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Candidates must have access to their sketches.
- Internet access is **not** permitted for this task.

#### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

#### **What must be produced for marking**

- Costing of designs (costing up template Figure 10)
- A written quotation and formal covering email (the email will not be sent but must be word processed)
- A buying list for fresh materials and sundries using the template (Figure 11)

#### **Additional evidence for this task**

- n/a

- c) Present design proposals to the owner of the Floristry business. The candidate will have a maximum of **10 minutes** to deliver their presentation. Their presentation must include:
- sources of inspiration
  - suitability of materials and sundries
  - techniques used in the design
  - factors that can affect the design
  - communication style and language used and appropriateness of communication style in relation to the audience.

The presentation should be produced and delivered in a digital format.

Candidates will deliver their presentation 1:1 to the assessor. Candidates are not required to present in front of other candidates.

### **Conditions of assessment**

- The time allocated for this task is **2 hours** (This includes 1 hour and 50 minutes for to prepare and up to a maximum of 10 minutes for their presentation).
- Candidates must complete this task on their own under **controlled conditions**.
- Candidates must have access to their evidence from task 1 and task 2, which must include mood board, sketches, costing up sheet, written quotation and buying list.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- Presentation of the formal design proposal

### **Additional evidence for this task**

- Assessor observation notes from the assessor of the design presentation
- A digital recording of the presentation

## Task 3 – Construct and evaluate designs

Candidates must:

- a) Safely construct and package for transportation two wedding designs planned for in Task 2:
  - one wired design to hold
  - one glued design to wear.

The assessor will provide packaging materials.

The assessor will provide fresh materials and sundries that the candidate ordered on their buying list in Task 2.

### Conditions of assessment

- The time allocated for this task is **3 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Candidates must have access to their sketches.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- A wired design to hold, including packaging
- A glued design to wear, including packaging

### Additional evidence for this task

- Assessor observation of creating designs
- Assessor to capture photos of both designs including the packaging

b) Produce an evaluation for each of the designs created in Task 3a to show how it meets the local fashion designer's brief. The evaluation must include:

- justifications for choices made considering the principles and elements of design and materials chosen
- any modifications made during the construction compared to the planned designs, with consideration of the implications
- improvements that the candidate would make if they made it again.

### **Conditions of assessment**

- The time allocated for this task is **1 hour**.
- Candidates must complete this task on their own under **controlled conditions**.
- Candidates must have access to their sketches, costing up sheet, written quotation, buying list, and delivery note from the wholesalers, and photos of their completed designs.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- A written evaluation for each of the two designs:
  - one to hold (wired) (typically 350 words)
  - one to wear (glued) (typically 350 words)

### **Additional evidence for this task**

- n/a



## Task 4 – Planning for an event installation

Candidates must:

- a) Plan for **one** installation to be positioned to one side of the opening to the catwalk for the catwalk event. Candidates must refer to the figures provided by the assessor:
- *site plan (Figure 4)*
  - *site visit (Figure 5)*
  - *buying list for one event installation (Figure 6)*
  - *sketch of the event installation (Figure 7).*

Candidate planning must include:

- a risk assessment to include PPE, tools and equipment for the construction of the installation. The assessor must provide the candidate with the *risk assessment template (Figure 13)*
- a schedule of work. Candidates must include:
  - preparation of work area
  - appropriate tools and equipment
  - staffing requirements that will be needed to construct and assemble the installation
  - logistics including ordering materials and timings
  - work plans, including assembly and breakdown
  - consideration of the impact of delays and how these could be dealt with.

Note: no template is provided for the schedule of work.

### Conditions of assessment

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- Risk assessment (Figure 13)
- A schedule of work

### Additional evidence for this task

- n/a

- b) The proposed installation (*Figure 7*) has now been shared with the local fashion designer and they would like to have **two** installations (one on either side of the catwalk), therefore, the *buying list for one event installation (Figure 6)* will have to be amended prior to the list being sent to the wholesalers.

The candidate must:

- Make the amendments to the *buying list for fresh materials and sundries template (Figure 12)* with a summary considering the impact of such changes to the proposed installation.

### **Conditions of assessment**

- The time allocated for this task is **30 minutes**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- The revised buying list for fresh materials and sundries (*Figure 12*)

### **Additional evidence for this task**

- n/a

## Task 5 – Preparing for an event installation

- a) The *buying list for one event installation (Figure 6)* has been sent to the wholesalers and will be delivered to the shop the day before the event.

In preparation to condition the delivery, candidates must produce the following:

- a risk assessment for the delivery and conditioning of fresh materials and sundries, using the *risk assessment template* provided by the assessor (*Figure 13*)
- a plan for the delivery and conditioning of fresh materials and sundries, to include:
  - PPE, tools and equipment
  - order of priority
  - identify specific materials and their conditioning methods
  - suitable storage
  - disposal of waste.

There is no template for the plan provided. Candidates are to complete their plan in a digital format.

### Conditions of assessment

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- Risk assessment (*Figure 13*)
- A plan for the delivery and conditioning of fresh floral materials and sundries required for the installation

### Additional evidence for this task

- n/a

- b) The delivery has arrived at the shop. Using the plan created in Task 5a and the *buying list for one event installation (Figure 6)*, check and safely condition the fresh materials in preparation for use with consideration of waste disposal and record any discrepancies or issues on the delivery note.

The assessor will provide the fresh stock and sundries.

### **Conditions of assessment**

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- Delivery note with recorded discrepancies

### **Additional evidence for this task**

- Assessor observation of conditioning of fresh materials
- Video of each candidate specifically demonstrating:
  - working safely
  - correct conditioning methods/techniques
  - disposing of waste
  - management of workspace

## Task 6 – Assemble, dismantle, and evaluate an event installation

Candidates must:

- a) Work with a junior florist to construct **one** of the structures as shown in the *sketch of the event installation (Figure 7)* for the charity event. This structure must include:
- container
  - obelisk.

Candidates must secure the obelisk into the container.

The assessor will allocate a junior florist and advise the candidate whether to use cement or sand for securing the obelisk.

As the senior florist the candidates must instruct the junior florist when constructing the structure. The candidate will be assessed on how effectively they construct the structure and how well they instruct others, specifically on:

- communication style
- clarity of instructions when working and handling materials.

At the end of the observation the candidate will be asked a question about the transportation of the installation.

### Conditions of assessment

- The time allocated for this task is **1 hour**.
- Candidates must complete this task, under **controlled conditions**.
- Candidates must have access to their risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- Assembled parts of the structure including the container, obelisk, sand or cement

### Additional evidence for this task

- Assessor observation on the construction of the container and obelisk including securing the obelisk into the container
- Candidate's response to the question posed by the assessor is recorded on the observation form and supported with an audio recording
- Photos showing the completed construction of the obelisk secured into the container

- b) Decorate the garland with fresh materials, as per the *sketch of the event installation (Figure 7)*, and package for transport.

The garland and fresh materials will be provided by the assessor.

#### **Conditions of assessment**

- The time allocated for this task is **2.5 hours**.
- Candidates must complete this task on their own, under **controlled conditions**.
- Candidates must have access to their risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

#### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

#### **What must be produced for marking**

- Decorated garland

#### **Additional evidence for this task**

- Assessor observation of decorating the garland
- Photo showing the decorated garland

c) A junior florist will be allocated to the candidate to help complete this task.

The candidate must assemble the *event installation*, as in *Figure 7*, for display at the venue.

As the senior florist the candidate must instruct the junior florist when assembling the installation. The candidate will be assessed on how effectively they assemble the installation and how well they instruct the junior florist, specifically on:

- communication style
- clarity of instructions when working and handling materials

### **Conditions of assessment**

- The time allocated for this task is **1 hour**.
- Candidates must complete this task, under **controlled conditions**.
- Candidates must have access to their risk assessment, schedule of work, structure and garland.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- Assembled and decorated installation ready to be placed in situ at the venue

### **Additional evidence for this task**

- Assessor observation of assembly and decoration of the installation
- Photo of the completed installation

d) Dismantle the installation and dispose of waste appropriately.

### **Conditions of assessment**

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own, under **controlled conditions**.
- Candidates must have access to their risk assessment and schedule of work.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- Dismantle the installation

### **Additional evidence for this task**

- Assessor observation of dismantling the installation
- Photos of disassembly:
  - one photo showing part dismantled installation
  - work area following the dismantled installation



- e) Produce an evaluation (typically 1,000 words) on the performance. The candidate must consider:
- client requirements and suitability of the design
  - construction method on how structural science including measuring and estimation impacts on the design
  - how legislation and safe working practices have been adhered to
  - areas for improvement.

The *site plan (Figure 4)*, *site visit (Figure 5)*, *buying list for one event installation (Figure 6)* and *sketch of the event installation (Figure 7)* are provided for reference.

### **Conditions of assessment**

- The time allocated for this task is **1.5 hours**.
- Candidates must complete this task on their own, under **controlled conditions**.
- Candidates must have access to their risk assessment, schedule of work and photos of the completed installation.
- Internet access is **not** permitted for this task.

### **Controlled conditions**

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### **What must be produced for marking**

- Written evaluation (typically 1,000 words)

### **Additional evidence for this task**

- n/a

## Task 7 – Order amendment

The organisers of 'The Charity fundraiser' want to amend their order and have asked for a bouquet that will be presented to the designer at the end of the show and would like the candidate to create a presentation bouquet using a tied design.

Candidates must:

- Create and package the presentation bouquet using the *sketch (Figure 8)* and the *order form (Figure 9)*.

### Conditions of assessment:

- The time allocated for this task is **2 hours**.
- Candidates must complete this task on their own under **controlled conditions**.
- Internet access is **not** permitted for this task.

### Controlled conditions

- Candidates must only work on the task in the allocated times.
- Assessment evidence must be handed in at the end of each session for secure storage.
- Candidates must not share or discuss their work with other candidates.
- Candidates are not permitted to bring any additional materials into the assessment session.

### What must be produced for marking

- The presentation bouquet

### Additional evidence for this task

- Assessor observation of the construction of the tied design
- Photos of the presentation bouquet

## 5. Centre guidance

Guidance provided in this document supports the administration of this assessment.

The following documents, available on the City & Guilds website, provide essential generic guidance for centres delivering T Level technical qualifications and **must** be referred to alongside this guidance:

- *T level technical qualifications – marking*
- *T level technical qualifications – moderation (updated annually)*
- *T level technical qualifications – teaching, learning and assessment.*

This assessment is designed to require the candidate to make use of their core knowledge, understanding and the practical skills they have built up over the course of their learning to tackle tasks/problems/challenges.

This approach to assessment emphasises to candidates the importance and applicability of the full range of their learning to practice in their industry area and supports them in learning to take responsibility for transferring their knowledge, understanding and skills to the practical situation, fostering independence, autonomy and confidence.

Candidates are provided with an assignment brief. They then have to draw on their knowledge and skills and independently select the correct processes, tools, equipment, materials and approaches to take, to complete the brief.

During the learning programme, it is expected that tutors will have taken the opportunity to set shorter, formative tasks that allow candidates to be supported to independently use the learning they have so far covered, drawing this together in a similar way, so they are familiar with the format, conditions and expectations of the assessment.

Candidates should be made aware during learning what the assessment themes are and how they are implemented in marking the assignment, so they will understand the level of performance that will achieve them high marks.

Candidates should not be entered for the assessment until the end of the course of learning for the qualification, so they are in a position to complete the assignment successfully.

### **Health and safety**

Candidates must not be entered for assessment without being clear of the importance of working safely and having attended sufficient practical training to be able to work safely. The assessor must immediately stop an assessment if a candidate works unsafely. At the discretion of the assessor, depending on the severity of the incident, the candidate may be given a warning. If they continue to work unsafely, risking the safety of themselves or others, their assessment must be ended for that specific task. Candidates are permitted to progress to the other tasks/sub tasks in the assessment. The candidates will only be awarded marks based on the evidence they produced within the task and any subsequent tasks which link to the assessment theme. If a candidate does not gain enough marks from other tasks then the candidate will have the opportunity to retake another version of the Occupational Specialism (OS) assessment in a future series. Any warnings issued to a candidate must be considered as part of the marking process and recorded on the candidate record form (CRF). Any actions that have led to that warning must be detailed on the CRF so they can be considered along with the other evidence when applying the descriptors in the mark scheme.

## **Compliance with timings**

Due to the nature of this assessment, the maximum time allowances provided must be adhered to. They refer directly to assessment time, not any additional setting up times the centre needs to create an appropriate assessment environment.

It is the centre's responsibility to plan sufficient assessment sessions as stated in each of the tasks, under the appropriate conditions, within the assignment window, to allow candidates the opportunity to complete the assessment tasks.

Where candidates are required to plan their work, they should have their plans confirmed for appropriateness in relation to the time allocated for each task, to ensure their planning has not left them with too short a time to complete the tasks safely. Any planning that is not appropriate must be recorded on the candidate record form (CRF) as part of the marking process.

Candidates should be allowed sufficient time to fully demonstrate the range of their skills, however this also needs to be reasonable and practicable. Candidates should be allowed to overrun their own planned timings in order for evidence of a range of their skills to be captured. If, however, the time required exceeds the maximum time allowance for the task, the centre must stop the assessment and base the marking on the evidence up to that point.

Any guidance or feedback relating to timings/planning should follow the guidance provided in the section *Guidance and feedback* below.

## **Word counts**

Typical word counts, where indicated, are to be used as approximates for guidance to support the production of sufficient evidence. The marking will relate to the quality of the evidence produced and not whether the word count has been met.

## **Assessor candidate ratios**

The number of candidates an assessor will be able to observe at one time will vary depending on local conditions relating to:

- monitoring and maintaining safety during assessment
  - any specific hazards related to the task that pose a risk of harm in relation to the competence of the learners
  - availability of supervisory staff to support the assessor.
- the practicalities of collecting evidence
  - the complexity of evidence collection for the task
  - whether there are any peak times where there is a lot of evidence to collect that will need additional support or any that are quieter which may be eased through staggered starts etc.
  - local conditions eg
    - layout of the assessment environment and sufficient assessor line of sight to task activity throughout the assessment period
    - amount of additional support available (eg to capture image/video evidence)
    - availability of suitable workspaces/bays or of shared resources and equipment.

Centres are advised to trial the planned arrangements during formative assessment, reviewing the quality of evidence captured and manageability. It is expected that for straight forward observations,

with favourable local conditions and support, (and unless otherwise specified) no more than six candidates will be observed by a single assessor at one time, and the number will usually be fewer than this maximum. The key factors to consider are the logistics of collecting sufficient evidence and remain working safely in the assessment environment. A timetable of assessments and layout of the workspaces, detailing:

- the candidates being assessed at each workstation,
- the assessor(s) and
- support staff present

must be available for the moderator on request.

### **Observation evidence**

Observation notes form part of the candidate's evidence and must capture evidence of candidate performance during the practical tasks describing how well the activity has been carried out, rather than stating the steps/actions, the candidate has taken. The notes must be very descriptive and focus on the quality of the performance in relation to the quality indicators in the marking grid. They must provide sufficient, appropriate evidence that can be used by the assessor (and moderator) to mark the performance using the marking grid. These descriptions will be used, along with eg photo and video evidence to choose the relevant marking band and mark within the band so that candidates can be reliably and validly differentiated based on their performance. Evidence captured in the observation form must give the necessary information to enable the final assessment of the task at a later date. This is to allow a holistic judgement to be carried out after all evidence for the task is available, at which point full consideration of how the candidate has applied both their skills and their knowledge during the practical can be given.

Identifying what it is about the performances that is different between candidates can clarify the qualities that are important to record. Each candidate is likely to carry out the same steps, so a checklist of this information would not help differentiate between them. However, qualitative comments on how well they do it, and quantitative records of accuracy and tolerances would.

The assessor should refer to the marking grid to ensure appropriate aspects of performance are recorded. These notes will be used for marking and moderation purposes and so must be detailed, accurate and differentiating.

Assessors should refer to *The T Level technical qualifications guides on marking and moderation* and the *Guide Standard Exemplification Materials* to support with the collection of evidence through observation.

Assessors should ensure that any required additional supporting evidence including eg photos or video can be easily matched to the correct candidate, are clear, well-lit and show the areas of particular interest in sufficient detail and clarity for assessment (ie taken at appropriate points in production, showing accuracy of measurements where appropriate).

Assessor marking and justification is completed on a separate form (CRF) to differentiate this evidence from the judgement, since in some cases the observation form will provide evidence relating to the judgement for more than one assessment theme.

As far as possible candidates must not be distracted, or their performance affected by the process of observation and evidence collection.

The T Level technical qualifications guides on marking and moderation are essential guidance documents and are available on the City & Guilds website. These provide further information on

preparing for assessment, evidence gathering, standardisation, marking and moderation, and must be referred to when planning and carrying out assessment.

### **Video and photo evidence in T Level Technical qualifications**

The assessment materials for each assignment identify the minimum candidate and assessor evidence requirements to support marking and moderation. Where ephemeral evidence (eg areas of candidate performance that may be hard to capture with photos and assessor notes alone) plays a significant part of the practical assessment, City & Guilds will prescribe the type/capture where the use of video is necessary for practical assessment components (eg specifying exactly which elements of the practical must be videoed, or photographed), and any technical specifications for these forms of evidence (eg length of videos, maximum file sizes etc) will also be supplied. Photo and video evidence will be submitted along with the written candidate evidence and assessor evidence (AO forms) as described in the additional evidence section of the task.

If this is the case then the video evidence must meet these minimum requirements, in order to be considered by moderators:

- as per the guidance in section 2.3.2 of the *Marking and Moderation Guide for Centres*, assessors must ensure that this evidence can be easily matched to the correct candidate and task, is clearly shot, well-lit and shows the areas of particular interest in sufficient detail and clarity for assessment (ie filmed at appropriate points in production, showing accuracy of measurements where appropriate)
- the qualitative written evidence provided by assessors must
  - clearly identify the parts of the video that are being referred to, when used as supporting evidence. Using a timecode for this is recommended
  - include their judgement on the performance being demonstrated.
- Section 6.5 of the *Centre Manual* also contains general information about the requirements for video evidence submission.

Please note that centres must ensure that video evidence is clear and meets the minimum requirements. The ability of the moderators to take this evidence into account may be impaired and delay the moderation process if the requirements are not met.

### **Minimum evidence requirements for marking and moderation**

The sections in the assignment:

- **What must be produced for marking, and**
- **Additional evidence for this task**

These list the minimum requirements of evidence to be submitted for marking and the moderation sample.

Evidence produced during assessment above and beyond this may be submitted, as long as it provides useful information for marking and moderation and has been produced under appropriate conditions.

While technological methods which support the capturing or creating of evidence can be helpful eg pin board style websites for creating mood boards, the final evidence must be converted to a suitable format for marking and moderation which cannot be lost/deleted or amended after the end of the assessment period (eg screen prints, pdf files). Considerations around tracking authenticity and potential loss of material hosted on such platforms during assessment is the centre's responsibility.

Note: Combining candidates' individual pieces of evidence into single files or zip files may make evidence management during internal marking more efficient and will greatly simplify the uploading of the moderation sample.

Where the minimum requirements have not been submitted for the moderation sample by the final moderation deadline, or the quality of evidence is insufficient to make a judgement, the moderation, and therefore any subsequent adjustment, will be based on the evidence that has been submitted. Where this is insufficient to provide a mark on moderation, a mark of zero must be given.

### **File names for evidence**

All electronic files submitted must be given a clear file name to support the moderation process, that allows the candidate work to be identified.

Evidence must have a file name that clearly indicates the content of the document including: City & Guilds enrolment number/candidate name/qualification number/task/type of evidence.

We strongly recommend the following file name convention style:

- XYZ1234\_Firstname\_Surname\_0123-012\_Task\_1a\_Assessor\_observation\_form
- XYZ1234\_Firstname\_Surname\_0123-012\_Task\_1b\_Written\_report

Centres must include the candidate's name and enrolment number in the filename as above. This helps the moderator reconcile the evidence.

File names should be consistent throughout the cohort, with each candidate's evidence using the same file naming convention.

### **Preparation of candidates**

Candidates should be aware of which aspects of their performance will give them good marks in assessment. This is best carried out through routinely pointing out good or poor performance during the learning period, and through formative assessment. Although candidates will not have access to the marking grids during the assessment, candidates should be made aware of what they need to do to achieve a pass or distinction by referring to and being formatively assessed against grade descriptors as part of their formal learning programme.

During the learning programme, direct tutor instruction in how to approach tasks through modelling, support, guidance and feedback are critical. However, gradual removal of this support is necessary in preparation for summative assessment. This supported approach is not valid for summative assessment.

The purpose of summative assessment is to confirm the standard the candidate has reached as a result of participating in the learning process. Candidates should be encouraged to do the best they can and be made aware of the difference between these summative assessments and any formative assessments they have been subject to. Candidates will not have access to the marking grids. Refer to the *T Level Technical qualifications – teaching, learning and assessment* centre guidance document, available on the City & Guilds website for further information on preparing candidates for Technical qualification assessment.

## Guidance on assessment conditions

The assessment conditions that are in place for this assignment are to:

- ensure the rigour of the assessment process
- provide fairness for candidates
- give confidence in the outcome.

They can be thought of as the rules that ensure that all candidates who take an assessment are being treated fairly, equally and in a manner that ensures their result reflects their true ability.

Conditions outlined within the tasks in this assignment do not affect any formative assessment work that takes place, although it is advised that candidates are prepared for the conditions they will need to work under during summative assessment.

The evidence for the tasks that make up this assignment must be completed under the specified conditions. This is to ensure authenticity and prevent malpractice as well as to assess and record candidate performance for assessment in the practical tasks. It is the centre's responsibility to ensure that local administration and oversight gives the assessor sufficient confidence to be able to confirm the authenticity of the candidate's work.

## Security and authentication of candidate work

Candidate evidence must be kept secure to prevent unsupervised access by the candidate or others. Where evidence is produced over a number of sessions, the assessor must ensure learners and others cannot access the evidence without supervision. This might include storing written work or artefacts in locked cupboards and collecting memory sticks of evidence produced electronically at the end of each session.

Candidates are required to sign declarations of authenticity, as is the assessor. The relevant form is included in this assignment pack and must be signed after the production of all evidence.

**Where the candidate or assessor is unable to or does not confirm authenticity through signing the declaration form, the work will not be accepted at moderation and a mark of zero will be given. If any question of authenticity arises eg at moderation, the centre may be contacted for justification of authentication.**

## Accessibility and fairness

Where a candidate has special requirements, assessors should refer to the *Access arrangements and reasonable adjustments* section of the City & Guilds website.

Assessors can support access where necessary by providing clarification to any candidate on the requirements or timings of any aspect of this assignment. Assessors should not provide more guidance than the candidate needs as this may impact on the candidate's grade, see the guidance and feedback section below.

All candidates must be provided with an environment, time frame and resources that allows them reasonable access to the full range of marks available.

Where candidates have worked in groups to complete one or more tasks for this assessment, the assessor must ensure that no candidate is disadvantaged as a result of the performance of any other team member. If a team member is distracting or preventing another team member from fully demonstrating their skills or knowledge, the assessor must intervene.



## **Guidance and feedback**

Guidance must only support access to the assignment brief and must not provide feedback for improvement. The level and frequency of clarification and guidance must be

- recorded fully on the candidate record form (CRF)
- taken into account along with the candidate's final evidence during marking
- made available for moderation.

Assessors must not provide feedback on the quality of the performance or how the quality of evidence can be improved. This would be classed as malpractice. However, this does not apply if the assessor asks questions as part of the assessment process. Such requirements will be specifically stated within task centre guidance.

Assessors should however provide general reminders to candidates throughout the assessment period to check their work thoroughly before submitting it, and to be sure that they are happy with their final evidence as it may not be worked on further after submission.

Candidates can rework any evidence that has been produced for each task during the time allowed.

Assessors should check and be aware of the candidates' plans to ensure management of time and resources is appropriate, and so any allowed intervention can take place at an appropriate time.

The information on the guidance given and captured on the CRF is part of the evidence that must be taken into account along with the other evidence for the task when marking. It is up to the assessor to decide if the guidance the candidate has required suggests they are lacking in any performance outcome and consider the severity of the issue when applying the marking criteria. The assessor must record where and how guidance has had an impact on the marks given, so this is available should queries arise at moderation or appeal.

## **What is, and is not, an appropriate level of guidance**

- The assessor should intervene with caution if a candidate has taken a course of action that will result in them not being able to submit the full range of evidence for assessment. However, this should only take place once the assessor has prompted the candidate to check that they have covered all the requirements. Where the assessor has to be explicit as to what the issue is, this is likely to demonstrate a lack of understanding on the part of the candidate rather than a simple error, and full details should be recorded on the CRF.
- The assessor should not provide guidance if the candidate is thought to be able to correct the issue without it, and a prompt would suffice. In other words, only the minimum support the candidate actually needs should be given, since the more assessor guidance provided, the less of the candidate's own performance is being demonstrated and therefore the larger the impact on the marks awarded.
- The assessor must not provide guidance that the candidate's work is not at the required standard or how to improve their work. In this way, candidates are given the chance to identify and correct any errors on their own, providing valid evidence of knowledge and skills that will be credited during marking.
- The assessor must not produce any templates, pro-formas, work logs etc. If templates are provided by City & Guilds as part of the assignment, these should not be adapted but can be provided to candidates either electronically or on paper. Compliance with this requirement will be checked at moderation.

All specific prompts and details of the nature of any further guidance must be recorded on the relevant form and reviewed during marking and moderation.

## 6. Marking

### Guidance on marking

Please refer to the *T Level Technical qualifications – marking and moderation* centre guidance documents for further information on gathering evidence suitable for marking and moderation, and on using the marking grid and forms.

The Candidate Record Form (CRF) is used to record:

- details of any guidance or the level of prompting the candidate has received during the assessment period
- rough notes bringing together relevant evidence from across tasks during marking
- summary justifications when holistically coming to an overall judgement of the mark for each assessment objective and overall
- if an assessment has to be stopped on the grounds of Health and Safety or if a candidate has been working in an unsafe manner.

The Assessor Observation form is used to record:

- descriptive information and evidence of candidate performance during an observation.

### Carrying out marking using assessment themes

The process of marking each assessment theme is iterative and should follow the process below which will become more embedded over time as the descriptors become familiar. It is recommended to refer back to these frequently however, so the standard does not unintentionally drift over the marking period.

The indicative content gives an indication of the expected content parameters the responses are likely to cover, and which aspects of the evidence are relevant. It is not exhaustive, and an acceptable answer may concentrate more on depth rather than fully cover the range indicated or deviate into relevant topics not listed.

The specific task evidence listed within the assessor guide and marking grid must be used to make a judgement on performance in relation the specific assessment theme.

The assessment tasks guide the production of valid evidence under appropriate conditions for assessment. Candidate evidence from a range of tasks may contribute to the marking of a single assessment theme, or from a single task to more than one assessment theme. In this case different aspects of the evidence are being considered for each theme and need to be judged against the marking descriptors specified in the assessment themes independently of each other.

In some cases, the quality indicators looked for in the judgement may naturally be more strongly evidenced in one piece of evidence than another. For instance, more formulaic/prescriptive forms of evidence may not be able to generate evidence of higher levels of performance, so this evidence would need to be looked for in the other forms of evidence. This means that where a range of evidence is to be assessed, it should be treated as a single package of evidence for the purposes of marking even if generated through different tasks.

### Timing of marking

As some assessment themes require the triangulation of a number of pieces of evidence, marking cannot take place until after all of these are available. This does not however mean that all marking

needs to take place after all candidates have completed the whole assessment. Assessors can start marking against an assessment theme once all contributing evidence has been collected for that assessment theme.

Also, it is possible to begin recording the notes that will justify the marking for some assessment themes as evidence is produced, with the final mark only being decided once the complete array of evidence is available. This is particularly the case if later evidence is more confirmatory, and the earlier evidence is sufficiently informative for the qualities being assessed to make this a useful exercise.

Through planning, it should be possible to identify any evidence that can start being reviewed earlier, and the assessment themes which could be scheduled for earlier completion of marking eg while observation evidence is fresh in the mind should this be helpful. Care must of course be taken to ensure any evidence required by candidates to progress with another task are available for that task to take place. In addition, a sense check must take place across marking for each assessment theme, and across assessors, at the end to ensure marking has not drifted during the period. This may take the form of comparing candidate work to check that the ranking of quality of evidence matches the ranking of marks – where there are discrepancies marking should be checked for accuracy. These checks should be the responsibility of the Internal Quality Assurer and undertaken as part of the centre's Internal Quality Assurance strategy.

#### **Process for each assessment theme:**

- Select the range of evidence relevant for making the judgement – this is indicated in the mark scheme for each assessment theme.
- Scan/read the candidate evidence, any notes on the CRF eg regarding level of support/guidance recorded, evidence captured by the assessor and the indicative content and band descriptors in the mark scheme.
  - Note: for any warnings given during the assessment, the actions that have led to that warning must be detailed on the CRF so they can be considered along with the other evidence when applying the descriptors in the mark scheme.
  - Note: the evidence contained on the CRF must be considered and a judgement made on the level of performance the candidate has independently demonstrated – this will vary depending on the level of support detailed on the CRF – ie consider all relevant evidence and then judge the appropriate mark following the process below.
- Make an initial assessment of the required evidence as a whole (acknowledging uneven performance across evidence), considering each band in turn and considering the level of performance described in the context of the knowledge and skills in the indicative content to make a balanced judgement of the best band to use as a starting point.
- Read the evidence and review it against the band descriptor in more detail,
  - deciding if the response is securely sitting within the band ie all quality characteristics described by the band descriptor are seen, and strongly meets the level of performance described by the descriptor holistically (ie across the range of relevant evidence):
    - check the descriptor for the level above
    - if the evidence clearly shows some of the characteristics of the higher band, select a suitable mark at the bottom of that band
    - if *not* showing characteristics of the higher band revert to the original band, select a mark at the higher end of that mark range.
  - If the response is not securely in the band, but *is partially* showing the characteristics of the band,
    - check the descriptor of the level below

- decide on a suitable mark either at the bottom of the original band as some characteristics shown, or top of the lower band if it better describes the quality of the characteristics being shown.
  - If the response is largely meeting the band, with only a few concerns, and is not showing characteristics aligning with the higher or lower bands, the appropriate mark is likely to be in the middle range.
  - If there is no alignment with the descriptor, reassess the starting band, and begin again.
- Based on the level of alignment with the descriptor, confirm the final mark within the band, bearing in mind that the available marks form an *evenly distributed scale*:
  - if the quality of response fully aligns with the performance described by the descriptor – assign a high mark within the band
  - if the quality of the response partially aligns with the performance described by the descriptor – assign a low to medium mark within the band
  - consider the quality compared to a range of similar responses (eg relevant annotated training material exemplars, responses reviewed during standardisation, and through experience) choose a mark on the point on the scale that would give an appropriate ranking for the assessed piece of evidence in relation to this information and in comparison with that of the rest of the cohort for that assessment theme.

## 7. Marking grids

There is a marking grid for each assessment theme that must be assessed, within each Performance Outcome as part of this occupational specialism assessment.

### Performance Outcome 2 – Design all floral work to meet client requirements for special events

#### Assessment theme - Health and Safety

##### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

##### Task 4a:

- Risk assessment

##### Task 6e:

- Written evaluation

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

##### Indicative content

**Typical evidence for Task 4a may include:**

##### Risk assessment

- Apply current legislation and safe working practices; these may include Health & Safety at work Act, PPE and Manual Handling. (bending knees when manual lifting and the correct disposal of waste, also wearing gloves when handling irritant materials).
- Identify correct tools and equipment needed for the construction and decoration of the structure:
  - general – scissors, knife and secateurs
  - installation – drill, cable ties, saw, screwdrivers and ladder.

- Types of PPE you would expect to see for the installation design:
  - general – gloves, apron, closed in shoes, face mask and eye protection
  - installation – Hi-Viz jacket, steel toe cap boots, security passes.

**Typical evidence for Task 6e may include:**

**Written evaluation**

- Students will apply their knowledge of current legislation and safe working practices to state how it was adhered to when constructing the event floral designs to reduce risks to themselves and others and why it was important. This may include Health & Safety at work Act, PPE and Manual Handling, working at height.
- What should do if spill water, what to do if you break a glass vase and what to do if cut a finger.
- How to store fresh materials securely out of the way, so that people may not knock or break containers or fresh materials.

Assessment theme: Health and Safety	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	Demonstrates a <b>basic</b> understanding of health and safety legislation when planning floral designs.	Demonstrates <b>good</b> understanding of health and safety legislation when planning floral designs.	Demonstrates an <b>excellent</b> understanding of health and safety legislation when planning floral designs.		
	A <b>basic</b> range of PPE, tools and equipment appropriate to the task are selected as part of planning to complete tasks safely.	A <b>good</b> range of PPE, tools and equipment appropriate to the task are selected as part of planning to complete tasks safely.	An <b>excellent</b> range of PPE, tools and equipment appropriate to the task are selected as part of planning to complete tasks safely.		

## Assessment theme – Plan and prepare for designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 1:

- Mood board

#### Task 2a:

- A written summary
- Fully labelled sketches

#### Task 2b:

- Formal written quotation
- Buying list
- Costing of designs

#### Task 4b:

- Amendment to buying list

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

**Typical evidence for Task 1 may include:**

#### Mood board

- The candidate will research the organisation, colour association, botanical materials and suitable design ideas, via the internet to create a mood board for the planning of the designs to meet client's brief.
- Annotations on the mood board will explain why the ideas have been chosen.

- Information to be included 1. Colours to be Cerise, pale blue, violet and silver. 2. On charity website there are bouquets of flowers for sale with the correct colours as the logo. 3. Botanical materials suitable to last for the duration of the event and relevant to the occasion.

**Typical evidence for Task 2a may include:**

**Written summary**

- Justifications for the choice of botanical materials and sundries, principles and elements of design and techniques to be used for the designs intended to be created to suit the wedding outfits for the catwalk show.
- The candidate will determine what designs are suitable for the wedding outfits.
- Glued design to wear:
  - body adornment (corsage, buttonhole, neck garland, tie, sash, stole or wrist corsage)
  - head adornment (Alice band, circlet, coronet, crown, fascinator, hair corsage or hat corsage)
  - jewellery (anklet, bracelet, brooch, necklace, rings and earrings).
- Wired design to hold:
  - bouquet (crescent, semi crescent, horseshoe, heart-shaped bouquet, limited flower bouquet, posy, shower, waterfall, upright or composite).

**Example:**

- The design schema - to provide a structure for planning designs, which should include, Design style, line direction and flower placements, for example: Wired design could be 1. Order category - asymmetrical, 2. Arrangement style - decorative, 3. Line direction – radial, 4. Point of growth – single point of growth, 5. Placement of materials – varied density.
- Principles and elements of design - to include a colour harmony, visual balance, scale and proportion to create aesthetically pleasing designs, for example: 1. Achromatic colour harmony, 2. Visual balanced is achieved by the similar size of the materials are in scale with each other, the colour harmony and the proportion to the person carrying it in their arm. Proportions will be 1/3 to 2/3 at binding point.
- Sources of inspiration - to include 1. Methodology - wired, glued, tied and medium as the main drivers, 2. Culture would include wedding outfits and the charity, 3. Botany; suitability of fresh materials and sundries to match the colours in the logo.
- The suitability and characteristics of fresh materials for the intended designs - to include seasonal availability and longevity. These could include: *Astrantia major* can last a long time out of water and is suitable for gluing and a spray *Rosa* will be suitable for wiring and gluing and last for the duration of the event.
- Floristry techniques and how they are used to construct designs - these may include:
  - glued design – gluing, backing, taping, threading, weaving,



- wired design - wiring, taping, binding point, bow making, rolling, cupping, sheltering, threading, veiling, wrapping.

### **Fully labelled sketches**

- Designs that are suitable for the outfits intended, fresh materials that are suitable for gluing and wiring and that will last for the duration of the event. The sketches will have a key with a list of fresh materials stating either common name or Genus, species and in some cases 'variety', principles and elements of design, especially proportion, line, form, area of dominance or focal area, colour harmony. The sketch should be legible for another florist to be able to create the design.

### **Typical evidence for Task 2b may include:**

#### **Formal written quotation**

- Information should include, name and address of client, date of event, address of the event, what designs will be suitable, how much to charge the client per design, including mark up, labour, VAT and Terms & Conditions of sale.

#### **Buying list**

- Information should include, date of delivery, botanical names, colour, number of stems, wrap quantities.

#### **Costing of designs**

- Information should include, design name, botanical and/or common names, sundries, quantities, retail prices, labour charge, VAT to achieve a retail price for commercial sale.

### **Typical evidence for Task 4b may include:**

#### **Amendment to order**

- For **two** structures after client feedback, to include:
  - revised buying list to wholesalers prior to ordering materials to reduce wastage.
  - the amended buying list with correct total.

Assessment theme: Plan and prepare for designs	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–4</b>	<b>5–8</b>	<b>9–12</b>	<b>n/a</b>	<b>12</b>
	The ability to plan and prepare for design(s) is <b>basic</b> . Research findings are used with minimal links to inform how the design choices meet the requirements of the client brief.	A <b>good</b> ability to plan and prepare for design(s). Research findings are used in to make reasonable links to inform and justify how the design choices meet the requirements of the client brief.	<b>Excellent</b> ability to plan and prepare for design(s). Research findings are used to make meaningful links to inform and justify how the design choices meet the requirements of the client brief.		
	Sketches are <b>basic</b> and include common names of fresh materials, some knowledge of principles and elements of design are applied, and justifications do not always support reasons for design choices.	Sketches have a <b>good</b> level of detail and include some botanical names of fresh materials, a good range of principles and elements of design are applied and supports well-reasoned justifications for design choices.	Sketches have an <b>excellent</b> level of detail, with full use of botanical nomenclature and application of all principles and elements of design to support thorough justifications for design choices.		
	A <b>basic</b> range of materials and techniques are selected to meet the requirements and any feedback that	A <b>good</b> range of materials and techniques are selected to meet the requirements and any feedback that	An <b>excellent</b> range of materials and techniques are selected to meet the requirements and feedback that results		

	results in a design with some gaps.	results in a design with minor gaps.	in a design with no gaps.		
	Calculations carried out are <b>basic</b> and lead to some errors when pricing floral materials.	Calculations carried out are <b>good</b> . This leads to accurate pricing of floral materials that won't affect profitability.	Calculations carried out are <b>excellent</b> with no errors when pricing materials and so maximises profitability, staffing allocation and reduces wastage.		

## Assessment theme - Present designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 2c:

- Assessor Observation of the design presentation
- Supporting evidence: digital recording of the presentation and presentation slides

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

#### Typical evidence for Task 2c may include:

##### Assessor observation of the design presentation

- Sources of inspiration:
  - research that has been carried out will link with charity, logo and catwalk event eg My inspiration came from the methodology and techniques that I had to use (wiring or gluing).
- Suitability of materials and sundries:
  - links to materials suitable for gluing and wiring, longevity, colour harmony, wedding outfits and the catwalk event eg The botanical materials are led by the techniques used and have to last out of water for the duration of the event, they will also need to be suitable for gluing and wiring without marking or breaking.
- Techniques used in the design:
  - links to correct techniques used on the requested design and suitability of materials selected eg Techniques used for the wiring design includes wiring, taping, binding point, bow making, rolling, cupping, sheltering, threading, veiling and wrapping.
- Factors that can affect the design:
  - unsuitable fresh materials used against techniques which may cause wilting, marking or damage eg Factors that can affect a wired design could be, poor quality of materials, incorrect gauge wires (too heavy it will snap stem or too light, it will not support the flower head).

- Communication style and language used:
  - use of visual aids to talk about the suitability of the designs for the catwalk models, suitability of fresh materials and sundries used, suitability of techniques used for glued and wired design. Eg power point presentation
  - recall of technical terms that are linked with chosen designs to include botanical materials, techniques used, and links to inspiration, suitability and methodology.
- Digital recording of the presentation.
- Presentation materials such as PowerPoint.

Assessment theme: Present designs	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	Designs presented are <b>basic</b> and contains several gaps in terms of sources of inspiration, suitability of materials, techniques and factors that affect designs.	Designs presented are <b>good</b> and contains most of the information required in terms of sources of information, suitability of materials, techniques and factors that affect designs.	Designs presented are <b>excellent</b> and contains detailed information in terms of sources of information, suitability of materials, techniques and factors that affect designs.		
	Communication style and technical language used are sometimes <b>basic</b> and not always appropriate for the audience.	Communication style and technical language used are <b>good</b> and appropriate for audience.	A range of communication styles and technical language used is <b>excellent</b> and appropriate for audience.		

## Performance Outcome 3 - Coordinate the care and conditioning of fresh floral materials and plants

### Assessment theme - Health and Safety

#### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 5a:

- Risk Assessment

#### Task 5b:

- Assessor Observation of conditioning of fresh materials, with supporting video evidence.

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

#### Indicative content

**Typical evidence for Task 5a may include:**

#### Risk Assessment

- Identification of a range of relevant hazards that if not controlled could cause injury to themselves or others, including tools, equipment, cleaning chemicals and hazardous botanical materials.
- Apply current legislation and safe working practices when conditioning fresh materials. This may include Health & Safety at work Act, PPE and Manual Handling.
- List appropriate PPE to use, these may include gloves, apron, closed in shoes, face mask and eye protection.
- Identify how to work safely according to the completed risk assessment, which may include:
- Correct use of tools, (scissors, secateurs, knives), what you should do if you spill water, what to do if you break a glass vase and what to do if you cut finger.
- Consideration of manual handling including bending knees when manual lifting.
- The correct disposal of waste, also wearing gloves when handling irritant materials.

- Correct storage of fresh materials in appropriate environmental conditions, securely out of the way of staff and clients who may knock or break containers or fresh materials.

**Typical evidence for Task 5b may include:**

**Assessor observation** of conditioning of fresh materials

- Management of workspace.
- Bench is clean in preparation, buckets have been cleaned, water and flower food added.
- Waste is disposed of correctly, tools and equipment are cleaned and stored correctly.
- Fresh materials are stored correctly.
- Health and Safety including PPE and manual handling:
  - how the candidate has adhered to current legislation and safe working practices, including Health & Safety at work Act, PPE and Manual Handling
  - how the selected PPE, tools and equipment are used when conditioning fresh materials to reduce risks for themselves and others
  - how hazards are dealt with and if safe working practices are adhered to. eg if water is spilt it should be mopped up immediately, if a glass vase breaks, then wrap up securely and place in bin immediately, if you cut a finger, run under cold tap, dry and put a plaster on it.
- Video evidence:
  - one minute video of each candidate specifically demonstrating:
    - working safely
    - correct conditioning methods/techniques
    - disposing of waste
    - management of workspace.

Assessment theme: Health and Safety	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	Risk assessments complete cover a <b>basic</b> range of hazards including all major hazards and what precautions taken to prevent harm.	Risk assessments are complete and cover a <b>good</b> range of hazards including all major hazards and what precautions taken to prevent harm.	Risk assessments are detailed and identify an <b>excellent</b> range of hazards including all major hazards and what precautions taken to prevent harm.		
	Works safely throughout but <b>several</b> low-risk hazards are missed, work areas are left untidy, and waste is not disposed of correctly. Tools and equipment are not cleaned, but are stored safely.	Works safely throughout with work areas kept tidy and waste disposed of safely <b>most</b> of the time. Tools and equipment are mostly cleaned and stored safely.	Works safely throughout with work areas kept tidy and waste disposed of consistently and safely. Tools and equipment are all cleaned and stored correctly.		



## Assessment theme – Plan and prepare for conditioning

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 5a:

- Plan for delivery

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

Typical evidence for Task 5a may include:

#### Plan for delivery

- Resources required (tools and equipment) which may include floristry scissors, floristry knives, secateurs, bin bags.
- Correct PPE to be used to include, these may include gloves, apron, closed in shoes, face mask and eye protection.
- Order of priority/stock rotation; delicate materials to be conditioned first eg Roses take longer to hydrate, soft stemmed botanical materials, foliage and the tropical flowers that have access to water phials and fresh materials that have been delivered in water.
- Identify specific materials and their conditioning methods; floral materials that have their own specific food. General conditioning method to include, cut stem 45° angle, clean buckets, correct proportion of flower food to water.
- Suitable storage: not in a draft, not in a walkway where clients or staff can trip over the buckets. Only fill containers with 1/3 of water.
- Correct disposal of waste according to the business policies and/or procedures.

Assessment theme: Plan and prepare for conditioning	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>n/a</b>	<b>9</b>
	Identification of plant materials used is <b>basic</b> and relates to general stock which is used all year round.	Identification of plant materials used is <b>good</b> and relates to general stock which is used all year round with some seasonal materials.	Identification of plant materials used is <b>excellent</b> and relates to general stock which is used all year round and seasonal materials with special characteristics.		
	Knowledge of conditioning methods is <b>basic</b> when planning, which may lead to inappropriate care and storage of most plant material, therefore speeding up the ageing process.	Knowledge of conditioning methods is <b>good</b> when planning, which will lead to correct care and storage, slowing down the ageing process.	Knowledge of conditioning and storage methods is <b>excellent</b> when planning, which leads to optimal care and storage conditions keeping materials in prime condition.		
	<b>Basic</b> conditioning methods and appropriate resources are selected for materials.	A <b>good</b> range of conditioning methods and resources are selected for materials.	A <b>comprehensive</b> range of conditioning methods and resources are selected for materials.		

## Assessment theme - Condition materials

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 5b:

- Assessor Observation for conditioning of fresh materials, with supporting video evidence
- Delivery note with recorded discrepancies

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

#### Typical evidence for Task 5b may include:

#### Assessor observation for conditioning of fresh materials

- Identify fresh materials and apply appropriate care and conditioning methods.
- Identified correct resources required (tools and equipment) which may include floristry scissors, floristry knives, secateurs, bin bags.
- Order of priority/stock rotation; delicate materials to be conditioned first eg roses as they need longer to drink, soft stemmed floral materials, foliage and the tropical flowers that have access to water phials and fresh materials that have been delivered in water.
- Use resources correctly, including tools, containers, water, fresh materials, and delivery note to record any discrepancies with the delivery (broken, decayed or diseased materials, wrong or missing items).
- Apply correct conditioning methods:
  - general conditioning methods will likely include:
    - cut stem 45° angle, clean buckets, correct proportion of flower food to water, stock to be separated as per use, installation, wired and glued wedding designs and tied presentation bouquet.
  - specific conditioning methods will likely include:
    - tropical flowers eg *Anthurium andraeanum*, *Cybidium* orchid, should not be in the chiller and kept at room temperature
    - leather leaf to be kept in the wrap otherwise they will dry out
    - tip to be pinched out on *Molucella*

- use specific flower food for specific floral material.
- Storage of fresh materials; in the appropriate environmental conditions to maximise vase life. Things to consider are not to be stored in direct sunlight, away from draughts, cool part of the shop or on the display stand and fill the container 1/3 of water.
- General disposal methods to include reuse, reduce and recycle routes be able to arrange the dispose of waste appropriately and what action to take. This may include refund, reduce, reuse, recycle, and compost. (Fresh material can be compostable, elastic bands can be reused, cellophane can be used for packing vases in Dutch buckets for delivery, Cardboard boxes can be reused for the delivery of wedding designs and general waste taken away to go into landfill).
- Video evidence:
  - one minute video of each candidate specifically demonstrating:
    - working safely
    - correct conditioning methods/techniques
    - disposing of waste
    - management of workspace.

**Delivery note** with recorded discrepancies

- Delivery note to record any discrepancies with the delivery (broken, decayed or diseased materials, wrong or missing items).
- Fresh materials are showing signs of premature deterioration, which may include bruising, petals falling off.
- Damaged or diseased stock to be recorded on delivery note, returned or disposed of and a refund claimed.
- Non-compliance of procedure could result in incorrect, damaged or missing stock, therefore unable to fulfil the clients brief, loss of monetary gain and reputational damage.

Assessment theme:	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
Condition materials					
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>n/a</b>	<b>9</b>
	The application of general conditioning methods is <b>basic</b> , and use of tools may result in a few fresh materials not being	The application of mostly general and some specific conditioning methods (if required) is to a <b>good</b> standard and use of tools will result	The application of all specific and general conditioning methods (as required) is <b>excellent</b> and use of specific tools will maximise longevity		

	suitable for commercial use.	in most fresh materials being suitable for commercial use, but with limited longevity.	and suitability of fresh materials for commercial use.		
	The application of general disposal methods is <b>basic</b> with a number of inconsistencies when using the reuse, reduce and recycle procedures.	The application of general disposal methods is <b>good</b> , with minimal inconsistencies in the reuse, reduce and recycle procedures.	There is <b>excellent</b> application of general disposal methods with excellent reuse, reduce and recycle routines.		
	There is <b>limited</b> use of delivery note/order form that results in discrepancies being missed.	There is <b>good</b> use of delivery note/order form to make note of most discrepancies and inform relevant parties.	There is <b>excellent</b> use of delivery note/order form to make note of all discrepancies and inform relevant parties which maximises profit.		

## Performance Outcome 4 – Assemble all commercial flower, foliage and plant arrangements

### Assessment theme – Prepare materials

#### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 2a:

- Written summary

#### Task 4a:

- Schedule of work

**Note:** where there is insufficient evidence to award a mark, a zero mark may be given.

#### Indicative content

**Typical evidence for Task 2a may include:**

#### Written summary

- Providing justification on why the designs are suitable to satisfy the clients brief, to include:
  - essential paperwork to refer to when constructing the designs, which may include sketches, buying list, delivery note for correct use of floral quantities, sundries, use of techniques and workmanship
  - correct PPE, which may include:
    - general – gloves, apron, closed in shoes, face mask and eye protection
    - wired – eye protection when using wire cutters or scissors to cut thick wires
    - glued – gloves, mask and apron when using glue other than floral glue.
  - correct tools and equipment, which may include:
    - wired – floristry knife, floristry scissors, ribbon scissors, secateurs, wire cutters, wires, and stem tape
    - glued – floristry knife, floristry scissors, glue gun and sticks, floral glue, and self-adhesive tape.

- correct selection of fresh materials and sundries, to be used for the specific designs and will last for the duration of the event
- correct use of floristry techniques used to create the designs:
  - glued design – gluing, backing, taping, threading, weaving
  - wired design – wiring, taping, binding point, bow making, rolling, cupping, sheltering, threading, veiling, wrapping.
- The candidate will be able to prepare for the minimisation of waste appropriately and plan what action to take. This may include:
  - fresh materials – wastage can be reused, recycled, or composted
  - sundries – reused or recycled (cellophane can be used for packing)
  - PPE – clean, dry and place back into storage
  - tools – reused
  - equipment – reused or recycled (elastic bands and cardboard boxes can be reused).

**Typical evidence for Task 4a may include:**

**Schedule of work**

- Should include the following requirements to plan for the installation of **one** structure:
  - ordering PPE, tools and equipment needed for the construction of the structure to be secured into the container prior to the event
  - preparation of work area for the construction of the structure:
    - work area will need to be cordoned off from public, models and/or venue staff
    - tarpaulin laid down to stop any spillage, marking or damage to the flooring and/or carpet.
  - staffing requirements:
    - junior florist helps with the construction of the structure
    - package all relevant items for delivery to the event
    - delivery driver and a junior florist to assist deliver, unpack and help with the structure.
  - logistics/timings:
    - packing the vehicle for safe transportation to the venue, using towels, bubble wrap, Dutch buckets and cable ties
    - access to venue through gates, fire doors, help with key codes or security passes
    - ordering the correct quantities of fresh materials and sundries to create the garland which will adorn and spiral around the structure

- delivery of PPE, tools, equipment, and fresh materials and sundries to the venue in good time to place the structure in situ, to assemble the garland, then clean up after, prior to the start of the catwalk show.
- work plans:
  - during construction each design may be modified and adapted if necessary
  - handling of fresh material without causing damage
  - storage of fresh materials in correct environmental conditions and away from clients, or people at the venue.
- impact of external factors:
  - suppliers unable to get a specific colour, incorrect quantities or finding an alternative close to chosen materials
  - venue requirements, clients may not be available when you have a query or make amendments to the order
  - spare fresh materials to be stored in case there is any physical deterioration of designs
  - any contractual implications if you hire any equipment or vehicles
  - check, double check and triple check that all the plans and preparation is correct to stop any reputational damage.

Assessment theme: Prepare materials	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	A <b>basic</b> range of tools, equipment and sundries are collected prior to constructing designs with some specific items not included or relevant for the construction methods stated, which may cause damage to fresh materials.	A <b>good</b> range of tools, equipment and sundries are collected prior to constructing designs with most items relevant for the construction methods stated, which will not cause damage to the fresh materials.	<b>Excellent</b> range of tools, equipment and sundries are collected prior to constructing designs with all items relevant for the construction methods stated, which will optimise the longevity of the fresh materials.		



	<p>Planning documents consider a <b>basic</b> range of requirements in preparation for a task/event. Information can be inaccurate and is often vague with no precautions to mitigate against delays, which does not give assurances the task/event will meet the requirements of the brief.</p>	<p>Planning documents consider a <b>good</b> range of requirements in preparation for a task/event. Information is sufficient and accurate with minimum planned precautions to mitigate against delays providing assurance the task/event will meet the requirements of the brief to a commercial standard.</p>	<p>Planning documents consider an <b>excellent</b> range of requirements in preparation for a task/event. Information is detailed and accurate with planned precautions to mitigate against all possible delays and gives assurances the task/event will meet the requirements of the brief to a high standard.</p>		
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## Assessment theme - Construct designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 3a:

- Assessor Observation of the construction designs
- Supporting photo evidence of outline shape, profile and mechanics for both designs

#### Task 6a:

- Assessor Observation on the construction of the obelisk secured into the container
- Supporting photo evidence showing the completed construction of the obelisk secured into the container

#### Task 6b:

- Assessor Observation of decorating the garland
- Supporting photo evidence showing the decorated garland

#### Task 6c:

- Assessor Observation of assembly and decoration of the structure
- Supporting photo evidence of the completed installation

#### Task 7:

- Assessor Observation of the construction of the tied design
- Supporting photo evidence showing outline shape, profile and mechanics of the design

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

## Indicative content

### Typical evidence or Task 3a may include:

#### Assessor observation of the candidate when constructing designs

- Preparation and management of the work area including:
  - adhering to current legislation and safe working practices when constructing the floral designs to reduce risks for themselves and others, to include Health & Safety at Work Act, PPE and Manual Handling
  - correct use of PPE when constructing floral designs to reduce risks for themselves and others. These may include:
    - general – gloves, apron, closed in shoes, face mask and eye protection
    - wired – eye protection when using wire cutters or scissors to cut thick wires
    - glued – gloves, mask and apron when using glue other than floral glue.
- Preparation and handling of fresh materials:
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Construction methods:
  - using the paperwork, which may include sketches, order form, buying list and delivery note, to create designs that are commercially viable, fit for purpose and meet industry standards
  - using tools and sundries correctly when constructing the floral designs, to include:
    - general – floristry knife, floristry scissors, ribbon scissors, secateurs, water mister
    - wired – floristry knife, floristry scissors, ribbon scissors, secateurs, wire cutters, wires and stem tape
    - glued – floristry knife, floristry scissors, glue gun and sticks, floral glue and self-adhesive tape.
- Using a range of techniques, which may include:
  - glued design – gluing, backing, taping, threading, weaving
  - wired design – wiring, taping, binding point, bow making, rolling, cupping, sheltering, threading, veiling, wrapping
  - during construction each design may be modified and adapted if necessary.
- Waste management:
  - be able to dispose of waste appropriately. This may include reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled, tissue paper, recycled empty boxes, towels, bubble wrap, and/or cellophane can be used for packaging and transportation).
- Packaging and after care requirements appropriate to the designs and fresh materials.
- Photo evidence showing packaging, outline shape, profile and mechanics for both designs.

**Typical evidence for Task 6a may include:**

**Assessor observation** on the construction of the container and obelisk including securing the obelisk into the container

- Health and Safety including:
  - adhering to current legislation and safe working practices when securing the obelisk into the container to reduce risks for themselves and others. This may include Health & Safety at work Act, PPE and Manual Handling
  - correct use of PPE which may include – gloves, apron, closed in shoes, face mask and eye protection
  - correct use of tools and equipment – taking care when mixing cement with solid stick in clean bucket and pouring into container.
- Management of workspace including:
  - bench is clean in preparation
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once complete.
- Assembly method:
  - securing the obelisk into the container by either sand or mixing of quick drying cement to pour into the container and secure the obelisk into the container with tape, until set.
- Waste management:
  - correctly disposed of waste, which may include, bucket containing left over cement to be placed in general waste and not washed out down drain.
- Working with others:
  - communication style
  - clarity of instructions.
- Photo evidence showing the completed construction of the obelisk secured into the container.

**Typical evidence for Task 6b may include:**

**Assessor observation** of decorating the garland

- Health and Safety:

- adhering to current legislation and safe working practices, when decorating the garland with fresh materials to reduce risks for themselves and others. These may include Health & Safety at work Act, PPE and Manual Handling
- correct use of PPE, which may include gloves, apron, closed in shoes, face mask and eye protection
- correct use of tools and equipment - when constructing the designs, to include: floristry knife, floristry scissors, secateurs, glue, wires and tape.
- Assembly methods, attaching methods and mechanics.
- Preparation and handling of fresh material.
- Management of workspace:
  - bench is clean in preparation
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once finished
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Using the sketch and buying list to create the garland that is commercially viable, fit for purpose and meet industry standards.
- Waste management:
  - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled, recycled empty boxes, and/or cellophane can be used for packaging and transportation).
- Packaging and after care requirements - design is to be placed in cardboard box with tissue paper, mist lightly before despatch.
- Photo evidence showing the decorated garland (full length and detail).

**Typical evidence for Task 6c may include:**

**Assessor observation** of decorating the structure

- Health and Safety:
  - adhering to current legislation and safe working practices, when decorating the structure with fresh materials to reduce risks for themselves and others. These may include Health & Safety at work Act, PPE and Manual Handling
  - correct use of PPE, which may include gloves, apron, closed in shoes, face mask and eye protection
  - correct use of tools and equipment - when constructing the designs, to include: – floristry knife, floristry scissors, secateurs, glue, wires and tape
  - assembly methods, attaching methods and mechanics
  - preparation and handling of fresh material.

- Management of workspace
  - bench is clean in preparation
  - tools returned to a safe place once used
  - clean and tidy area once finished
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Using the sketch and buying list to create the structure that is commercially viable, fit for purpose and meet industry standards:
  - assembly methods, attaching methods and mechanics – help will be needed to hold the garland whilst it is draped around the obelisk and secured into position
  - finishing touches – time allocated to perfect the installation. Gaps filled, wilting or damaged stock to be replaced and misted
  - storage and handling of fresh material without causing damage – onsite and offsite storage of fresh materials in correct environmental conditions and away from clients, or people at the venue.
- Waste management
  - waste disposed of safely and securely
  - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled).
- Photo evidence of the completed installation (showing the garland securely attached to the frame, any gaps showing and distribution of fresh materials).

**Typical evidence for Task 7 may include:**

**Assessor Observation** of the construction of the presentation bouquet

- Health and Safety:
  - adhering to current legislation and safe working practices, when creating the presentation bouquet to reduce risks for themselves and others. These may include Health & Safety at work Act, PPE and Manual Handling
  - correct use of PPE, which may include gloves, apron, closed in shoes, face mask and eye protection
  - correct use of tools and equipment – when constructing the designs, to include: floristry knife, floristry scissors, secateurs, glue, wires and tape
  - assembly methods, attaching methods and mechanics
  - preparation and handling of fresh material.
- Management of workspace:
  - bench is clean in preparation

- tools returned to a safe place once used
- clean and tidy area once finished
- taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Using the sketch and buying list to create a tied design that is commercially viable, fit for purpose and meet industry standards:
  - use a range of techniques, which may include tied design – spiralling, binding, bow making, stapling, rolling, tying and knotting
  - during construction the design may be modified and adapted if necessary
  - use of tools and sundries correctly when constructing the tied design, to include: – floristry knife, floristry scissors, secateurs, ribbon scissors, ribbon and string
  - finishing touches – time allocated to perfect the design, gaps filled, wilting or damaged stock to be replaced and misted.
- Waste management - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled, tissue paper, recycled empty boxes, and/or cellophane can be used for packaging and transportation.)
- Packaging and after care requirements - design is to be place in container with shallow water, until it is to be transported. Dry stems, attach ribbon and place in cardboard box with tissue paper, mist lightly before despatch.
- Photo evidence showing outline shape, profile and mechanics of the design.

Assessment theme: Construct designs (hand tied)	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>9</b>	<b>36</b>
	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>minimal</b> workspace management and minimal precautions.	Safe use of PPE, tools, equipment fresh materials and sundries with <b>good</b> workspace management and good precautions	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>excellent</b> workspace management and comprehensive precautions.		

	Construction techniques are <b>inconsistently</b> applied and not always appropriate which results in a design to a basic commercial standard.	Construction techniques are <b>consistently</b> applied but lack finesse, which results in a design to a good commercial standard.	Construction techniques are <b>meticulously</b> applied, which results in a design to an excellent commercial standard.		
	Designs are maintained, stored and packaged correctly but <b>some</b> are placed in wrong environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged correctly with <b>most</b> placed in the correct environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged and <b>all</b> correctly placed in environmental conditions to maintain the condition of the design.		

<b>Assessment theme:</b> Construct designs (glued design)	<b>Band 1 descriptor</b>	<b>Band 2 descriptor</b>	<b>Band 3 descriptor</b>	<b>Total marks per sub-theme</b>	<b>Total marks for assessment theme</b>
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>9</b>	<b>36</b>
	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>minimal</b> workspace management and minimal precautions.	Safe use of PPE, tools, equipment fresh materials and sundries with <b>good</b> workspace management and good precautions	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>excellent</b> workspace management and comprehensive precautions.		



	Construction techniques are <b>inconsistently</b> applied and not always appropriate which results in a design to a basic commercial standard.	Construction techniques are <b>consistently</b> applied but lack finesse, which results in a design to a good commercial standard.	Construction techniques are <b>meticulously</b> applied, which results in a design to an excellent commercial standard.		
	Designs are maintained, stored and packaged correctly but <b>some</b> are placed in wrong environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged correctly with <b>most</b> placed in the correct environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged and <b>all</b> correctly placed in environmental conditions to maintain the condition of the design.		

<b>Assessment theme:</b> Construct designs (wired)	<b>Band 1 descriptor</b>	<b>Band 2 descriptor</b>	<b>Band 3 descriptor</b>	<b>Total marks per sub-theme</b>	<b>Total marks for assessment theme</b>
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>9</b>	<b>36</b>
	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>minimal</b> workspace management and minimal precautions.	Safe use of PPE, tools, equipment fresh materials and sundries with <b>good</b> workspace management and good precautions	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>excellent</b> workspace management and comprehensive precautions.		

	Construction techniques are <b>inconsistently</b> applied and not always appropriate which results in a design to a basic commercial standard.	Construction techniques are <b>consistently</b> applied but lack finesse, which results in a design to a good commercial standard.	Construction techniques are <b>meticulously</b> applied, which results in a design to an excellent commercial standard.		
	Designs are maintained, stored and packaged correctly but <b>some</b> are placed in wrong environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged correctly with <b>most</b> placed in the correct environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged and <b>all</b> correctly placed in environmental conditions to maintain the condition of the design.		

Assessment theme: Construct designs (medium)	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–3</b>	<b>4–6</b>	<b>7–9</b>	<b>9</b>	<b>36</b>
	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>minimal</b> workspace management and minimal precautions.	Safe use of PPE, tools, equipment fresh materials and sundries with <b>good</b> workspace management and good precautions	Safe use of PPE, tools, equipment, fresh materials and sundries with <b>excellent</b> workspace management and comprehensive precautions.		

	Construction techniques are <b>inconsistently</b> applied and not always appropriate which results in a design to a basic commercial standard.	Construction techniques are <b>consistently</b> applied but lack finesse, which results in a design to a good commercial standard.	Construction techniques are <b>meticulously</b> applied, which results in a design to an excellent commercial standard.		
	Designs are maintained, stored and packaged correctly but <b>some</b> are placed in wrong environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged correctly with <b>most</b> placed in the correct environmental conditions to maintain the condition of the design.	Designs are well maintained, stored and packaged and <b>all</b> correctly placed in environmental conditions to maintain the condition of the design.		

## Assessment theme - Evaluate designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 3b:

- Written evaluation for each design:
  - one to hold (wired)
  - one to wear (glued)

#### Task 6e:

- Written evaluation

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

#### Typical evidence for Task 3b may include:

##### Written evaluation

- Justifications for choices made considering:
  - Principles:
    - balance – actual – the wired cascading bouquet sits comfortably in the hand and due to the correct proportions and return end does not fall forward
    - balance – visual – correct scale of materials and proportion to the catwalk model. Colour harmony matches with the charity logo
    - dominance – the cerise spray roses create an area that stands out adding a ‘pop’ of warm colour against the cool colours of the violet *Eustoma* and blue *Eryngium*
    - harmony – the design includes correct scale of materials and excellent placement of materials in 3-5-8 proportions making the eye travel and then rest on the full stops

- proportion – the design is slightly larger in size for the catwalk model to stand out for the show. Normally it would be slightly smaller
- rhythm – with 3-5-8 placements of the focal flowers, they allow the eyes to travel round and rest due to the visual weight of the focal flowers
- scale – all the materials are in scale with each other and the most expensive stand out because of the size and visual weight of the colour and flower placements.
- Elements:
  - form – the circular form of the design is similar to the floral materials giving the design cohesion
  - colour – the colours used are similar to the charity logo which gives the design some structure
  - texture – various textures are placed next to each other to give the design an interesting juxtaposition
  - space – the use of negative space around the placement of the focal flowers enhances the visual weight of them
  - line – the design has been wired close to the flowers and stems removed for excellent workmanship. The materials used are suitable for the duration of the event and the techniques used; foliage can be wired first and then flowers, but most importantly condition them correctly and for a good 24/48 hours in water to re-hydrate them.
- Any modifications made and the implications of any changes, which may include costing of design, profitability, commercially viable and ‘fit for purpose.’
- Any improvements that you would make if made again – example the handle could have been made thicker so that it is more comfortable to hold and give a better ‘perceived value.’

**Typical evidence for Task 6e may include:**

**Written evaluation**

- Client requirements – interpret clients written and/or verbal communication to satisfy design requirements to create designs that are commercial, suitable for the occasion, durable for the duration of the event and ‘fit for purpose.’
- Suitability of the design – design can be constructed prior to the event and assembled in situ to allow for easy transportation. Design in a medium suitable for the catwalk show as garland will hold a small amount of water to keep materials fresh for the duration of the event.
- Areas of improvement – time allowed for finishing touches to fill in any gaps, make sure the garland is secure, misted, and general tweaking, attention to detail and perfection.

Assessment theme: Evaluate designs	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	A <b>basic</b> evaluation against principles and elements of design, with gaps in the understanding of client requirements, suitability of chosen materials and techniques.	A <b>good</b> evaluation against principles and elements of design, with a sound understanding of the client requirements, suitability of chosen materials and techniques.	An <b>excellent</b> evaluation against principles and elements of design, with a comprehensive understanding of client requirements, suitability of chosen materials and techniques.		
	Justifications are <b>basic</b> on the suitability of materials, techniques used and the designs commercial viability.	Justifications are <b>good</b> on the suitability of materials, techniques used and the designs commercial viability.	Justifications are <b>excellent</b> on the suitability of materials, techniques used and the designs commercial viability.		

## Performance Outcome 5 - Create event-based structures decorated with floral designs

### Assessment theme - Health and Safety

#### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 4a:

- Risk Assessment

#### Task 6a:

- Assessor Observation on the construction of the container and obelisk including cementing the obelisk into the container
- Supporting photo evidence showing the completed assembly construction of the obelisk secured into the container

#### Task 6b:

- Assessor Observation of decorating the garland
- Supporting photo evidence showing the decorated garland

#### Task 6c:

- Assessor Observation of assembly and decoration of the structure
- Supporting photo evidence of the completed installation

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

#### Indicative content

**Typical evidence for Task 4a may include:**

#### Risk assessment

- Apply current legislation and safe working practices; these may include Health & Safety at work Act, PPE and Manual Handling (bending knees when manual lifting and the correct disposal of waste, also wearing gloves when handling irritant materials).

- Types of PPE, to include:
  - general - gloves, apron, closed in shoes, face mask and eye protection
  - installation – Hi-Viz jacket, steel toe cap boots, security passes.
- Types of tools and sundries you would expect to see for the installation and how to use them correctly.
- Equipment to be used:
  - general – floristry scissors, floristry knife, secateurs, water mister
  - construction - power tools, ladder, tape measure, screwdriver, hammer
  - installation – cable ties, ladder, screwdriver, tape measure, bucket, sand, cement, and water.

**Typical evidence for Task 6a may include:**

**Assessor observation** on the construction of the container and obelisk including securing the obelisk into the container

- Health and Safety including:
  - adhering to current legislation and safe working practices when securing the obelisk into the container to reduce risks for themselves and others. This may include Health & Safety at work Act, PPE and Manual Handling.
  - correct use of PPE which may include - gloves, apron, closed in shoes, face mask and eye protection
  - correct use of tools and equipment - taking care when mixing cement with solid stick in clean bucket and pouring into container.
- Management of workspace including:
  - bench is clean in preparation
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once finished.
- Assembly method:
  - securing the obelisk into the container by either sand or mixing of quick drying cement to pour into the container and secure the obelisk into the container with tape, until set.
- Waste management:
  - correctly disposed of waste, which may include, bucket containing left over cement to be placed in general waste and not washed out down drain.
- Working with others:
  - clarity of instructions to reduce risks to themselves and others.



- Photo evidence showing the completed construction of the obelisk secured into the container.

**Typical evidence for Task 6b may include:**

**Assessor observation** of decorating the garland

- Health and Safety:
  - adhering to current legislation and safe working practices, when decorating the garland with fresh materials to reduce risks for themselves and others. These may include Health & Safety at work Act, PPE and Manual Handling.
  - correct use of PPE, which may include gloves, apron, closed in shoes, face mask and eye protection
  - correct use of tools and equipment - when constructing the designs, to include: – floristry knife, floristry scissors, secateurs, glue, wires and tape
  - assembly methods, attaching methods and mechanics
  - preparation and handling of fresh material.
- Management of workspace:
  - bench is clean in preparation
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once finished
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Using the sketch and buying list to create the garland that is commercially viable, fit for purpose and meet industry standards.
- Waste management:
  - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled, recycled empty boxes, and/or cellophane can be used for packaging and transportation).
- Photo evidence showing the decorated garland (full length and detail).

**Typical evidence for Task 6c may include:**

**Assessor observation** of decorating the structure

- Health and Safety:
  - adhering to current legislation and safe working practices, when decorating the structure with fresh materials to reduce risks for themselves and others. These may include Health & Safety at work Act, PPE and Manual Handling.

- correct use of PPE, which may include gloves, apron, closed in shoes, face mask and eye protection
- correct use of tools and equipment - when constructing the designs, to include: – floristry knife, floristry scissors, secateurs, glue, wires and tape
- assembly methods, attaching methods and mechanics
- preparation and handling of fresh material.
- Management of workspace:
  - bench is clean in preparation
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once finished
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged.
- Decorate the structure:
  - assembly methods, attaching methods and mechanics – help will be needed to hold the garland whilst it is draped around the obelisk and secured into position
  - finishing touches - wilting or damaged stock to be replaced and misted
  - storage and handling of fresh material without causing damage.
- Waste management:
  - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled).
- Photo evidence of the completed installation (showing the garland securely attached to the frame, any gaps showing and distribution of fresh materials).

Assessment theme: Health and Safety	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	n/a	<b>6</b>
	Demonstrates a <b>basic</b> understanding of health and safety legislation, correct tools and PPE selected when planning event structures decorated with floral designs.	Demonstrates a <b>good</b> understanding of health and safety legislation, correct tools and PPE selected when planning event structures decorated with floral designs.	Demonstrates an <b>excellent</b> understanding of health and safety legislation, correct tools and PPE selected when planning event structures decorated with floral designs.		
	Works safely when carrying out the event installation but <b>some</b> low-risk hazards are missed, and work areas are left untidy	Works safely when carrying out the event installation with all potential hazards addressed and untidiness is addressed <b>most</b> of the time.	Works safely when carrying out the event installation, precautions adhered to so that <b>all</b> hazards are addressed, and work areas are kept clean.		

## Assessment theme - Plan and prepare event based designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 4a:

- Schedule of work

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

Typical evidence for Task 4a may include:

#### Schedule of work for one structure

- Appropriate tools and equipment:
  - correct PPE, which may include gloves, apron, high visibility jackets, steel toe cap boots, face mask and/or eye protection
  - tape, to cordon off work areas to stop footfall hurting themselves
  - correct signage for either directions or spillages
  - tools - power tools, ladder, manual handling/lifting of structure, props, buckets of fresh materials and designs
  - towels, dustpan and brush for slips, trips and falls on spilt water, electric cables
  - fresh materials and sundries.
- Staffing requirements:
  - help of the delivery driver and the junior florist to assist packing, delivery, unpacking and help with the structure, equipment, tools, sundries, and fresh materials to the venue in good time to place the structure in situ, then to assemble the garland, and clean up for the catwalk show.
- Logistics including timings:
  - delivery of equipment and sundries in time to construct the structure
  - delivery of fresh materials and sundries are delivered and conditioned in time to decorate the structure
  - loading transportation and driving to venue in time to assemble structure in situ
  - access to venue through gates, fire doors, help with key codes or security passes.

- Decorating the structure in a sequenced/logical order:
  - preparing the work area, which will need to be cordoned off from public, models and/or venue staff, with a tarpaulin laid down to stop any spillage, marking or damage to the flooring and/or carpet
  - using appropriate tools and equipment correctly to position and secure mechanics to decorate structure
  - handling of fresh material without causing damage and the storage of fresh materials in correct environmental conditions and away from clients, or people at the venue
  - items for the correct disposal of waste, for reduce, reuse, recycle, and compost (to include dustbin bags, dustpan and brush, cleaning equipment) so that fresh material can be compostable, elastic bands can be reused, cellophane can be used for packing vases in Dutch buckets for delivery, cardboard boxes can be reused for the delivery of wedding designs).

Assessment theme: Plan and prepare event-based designs	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	Plans are <b>basic</b> with gaps in the schedule, whilst interpreting client requirements to design and plan event-based structures to a basic standard.	Plans are <b>good</b> with no gaps in schedule but some actions in the wrong order whilst interpreting client requirements to design and plan event-based structures to a good standard.	Plans are <b>excellent</b> with no gaps and actions in the correct order, interpreting client requirements to design and plan event-based structures to a high standard.		
	Preparation of PPE, tools, equipment and the work area is <b>basic</b> and demonstrates some gaps in knowledge in the sequencing, logistics and techniques of an event installation, potentially causing damage to the event installation.	Preparation of PPE, tools, equipment and the work area is good and demonstrates minimal gaps in knowledge about the sequencing, logistics and techniques of an event installation.	Preparation of PPE, tools, equipment and of the work area is <b>excellent</b> and demonstrates detailed knowledge in the sequencing, logistics and techniques of an event installation.		

## Assessment theme – Construct and dismantle event-based designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 6a:

- Assessor Observation on securing the obelisk into the container
- Supporting photo evidence showing the completed construction of the obelisk secured into the container

#### Task 6b:

- Assessor Observation of decorating the garland
- Supporting photo evidence showing the decorated garland

#### Task 6c:

- Assessor Observation of assembly and decoration of structure
- Supporting photo evidence of the completed installation

#### Task 6d:

- Assessor Observation of dismantling the structure
- Supporting photo evidence of the disassembly of the installation

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

**Typical evidence for Task 6a may include:**

**Assessor observation** on the construction of the structure; securing the obelisk into the container

- Health and Safety including PPE and manual handling:

- adhering to current legislation and safe working practices, these may include Health & Safety at work Act, PPE and Manual Handling.
- correct using of PPE, these may include gloves, apron, closed in shoes, face mask and eye protection.
- Management of workspace:
  - clean bucket to mix cement buckets before transferring into container
  - area covered appropriately to stop cement setting on floorspace
  - waste disposed of safely and securely
  - tools returned to a safe place once used
  - clean and tidy area once complete.
- The candidate gives clear instructions to the junior florist to aid and assist in the construction of the obelisk and container. Instructions consider working and handling materials safely for themselves and others using an effective communication style.
- Waste management:
  - correctly disposed of waste, which may include, bucket with extra cement should be placed in the general waste and not poured down the drain.
- Photo evidence showing the completed construction of the obelisk secured into the container.

**Typical evidence for Task 6b may include:**

**Assessor observation** of decorating the garland

- Health and Safety including PPE and manual handling:
  - adhering to current legislation and safe working practices, these may include Health & Safety at work Act, PPE and Manual Handling. Correct using of PPE, these may include gloves, apron, closed in shoes, face mask and eye protection.
- Management of workspace – Bench is clean in preparation, buckets have been cleaned, water and flower food added. Waste disposed of safely and securely and tools returned to a safe place once used. Clean and tidy area once finished.
- Assembly methods, attaching methods and mechanics.
- Preparation and handling of fresh materials:
  - taking care when handling fresh materials to ensure the quality of the product is not bruised, broken or damaged
  - using the sketch and buying list to create the garland that is commercially viable, fit for purpose and meet industry standards.
- Waste management:
  - correctly disposed of waste, which may include, reuse, recycle, and compost. (Fresh material can be compostable, plastic to be re-cycled, recycled empty boxes, and/or cellophane can be used for packaging and transportation).



- Packaging and after care requirements - design is to be placed in cardboard box with tissue paper, mist lightly before despatch.
- Photo evidence showing the decorated garland (full length and detail).

**Typical evidence for Task 6c may include:**

**Assessor observation** of decorating the structure with the garland

- Health and Safety including PPE and manual handling
  - adhering to current legislation and safe working practices, these may include Health & Safety at work Act, PPE and Manual Handling
  - correct using of PPE, these may include gloves, apron, closed in shoes, face mask and eye protection.
- Construction of structure:
  - preparation of work area to not get cement or water everywhere
  - using appropriate tools and equipment correctly to create the free-standing event.
- Management of workspace - decorating the structure:
  - preparing the work area, which will need to be cordoned off from public, models and/or venue staff, with a tarpaulin laid down to stop any spillage, marking or damage to the flooring and/or carpet
  - using appropriate tools and equipment correctly to position and secure mechanics to decorate structure
  - handling of fresh material without causing damage and the storage of fresh materials in correct environmental conditions and away from clients, or people at the venue.
- Working with others:
  - the candidate gives clear instructions to the junior florist to aid and assist in the construction of the obelisk and container. Instructions consider working and handling materials for themselves and others using an effective communication style.
- Photo evidence of the completed installation (showing the garland securely attached to the frame, any gaps showing and distribution of fresh materials).

**Typical evidence for Task 6d may include:**

**Assessor observation** of dismantling the structure

- Management of workspace:
  - preparing the work area, which will need to be cordoned off from public, models and/or venue staff, with a tarpaulin laid down to stop any spillage, marking or damage to the flooring and/or carpet

- using appropriate tools and equipment correctly to dispose of waste according to company policy, either by reuse, recycle, and compost. (Fresh material can be compostable, cellophane can be used for packing vases in Dutch buckets for returning back to the shop).
- Packaged and stored safely and correctly.
- Photo evidence of the disassembly of the installation (disassembly of garland and structure).

<b>Assessment theme:</b> Construct and dismantle event-based designs	<b>Band 1 descriptor</b>	<b>Band 2 descriptor</b>	<b>Band 3 descriptor</b>	<b>Total marks per sub-theme</b>	<b>Total marks for assessment theme</b>
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	n/a	<b>6</b>
	Assembly of the event structure and decoration of floral designs on their own and with others are carried out with a <b>basic</b> level of practical skills used. Resulting in assembly methods being repeated.	Assembly of the event structure and decorate with floral designs on their own and with others was carried out with a <b>good</b> level of practical skills used. Resulting in most assembly methods being completed first time.	Assembly of the event structure and decorate with floral designs on their own and with others was carried out with an <b>excellent</b> level of practical skills used. Resulting in assembly methods being completed first time.		
	Dismantling the event structure and floral designs was carried out with a <b>basic</b> level of practical skills used and limited consideration of correct disposal of waste methods.	Dismantling the event structure and floral designs was carried out with a <b>good</b> level of practical skills used with some application of correct disposal of waste methods.	Dismantling the event structure and floral designs was carried out with an <b>excellent</b> level of practical skills with a consistent application of correct disposal of waste methods.		

## Assessment theme - Evaluate event designs

### Guidance for markers

The following evidence must be used to assess performance against this assessment theme, within the context of the performance outcome:

#### Task 6a:

- Question and answer responses

#### Task 6e:

- Written evaluation

**Note: where there is insufficient evidence to award a mark, a zero mark may be given.**

### Indicative content

#### Typical evidence for Task 6a may include:

##### Response to the question

- Moving the structure with the use of two people, bending knees, and making sure you abide by manual handling.
- Using aids where necessary (trolley, lifting straps or sack barrow).
- Load into vehicle with the help of the delivery driver and/or junior florist.
- Secure into vehicle with rope, cable ties or ratchet straps to stop it moving and damaging the designs.
- Unload from vehicle and move into position to decorate with the help of others and/or equipment.

#### Typical evidence for Task 6e may include:

##### Written evaluation for the event-based design

- The candidate will be able to draw on knowledge, skills and experience to evaluate the construction, installation and dismantling of the structure decorated with a floral garland.
- The evaluation must consider:

- client requirements and the suitability of the design; the structures either side of the archway would make a big impact due to the colours matching the charity logo
- construction method, including how structural science impacts on the design
- construction method was sound and secure; however, the mixing of the cement was hit and miss because the water was not measured out correctly. Measuring and estimation should be considered in relation to the proportions of the obelisk to the container needs to measure 2/3 to 1/3. Otherwise, it throws the visual balance off, and the container looked too dominant
- the structure was easy to assemble, transport (remember to put in polystyrene blocks before cementing otherwise it will become too heavy) and decoration with fresh materials. The garland draped around the obelisk and made it transparent, filling the negative space with recession so that the eye is drawn in before following the line of the garland until another full stop, making the design interesting, yet harmonious with the juxtaposition of the negative and positive space
- suitability of the design:
  - the suitability of fresh materials were perfect for decorating the garland that adorned the installation. Great colours that match the charity logo, with bright cerise roses being the focal flower popping brightly against the cool colours of the violet Eustoma and blue Eryngium. The silver Eucalyptus is a fantastic backdrop against the brightly colour flowers and match perfectly with the silver framework
  - there were a few factors that affected the designs; a combination of polystyrene blocks and cement in the container will make the structure lighter to carry and transport. To purchase the obelisk first and then find a container, which should be plastic and sprayed silver as this would be easier to source.
- areas of improvement:
  - I would have liked to make the structures either side of the archway slightly taller and look into a flower cloud hanging overhead at the end of the catwalk which would look stunning in photos when the models pause and then turn.
- loading of the installation to transport to a venue and how this can be achieved:
  - moving structure with the use of two people, bending knees and making sure you abide by manual handling
  - using aids where necessary (trolley, lifting straps or sack barrow)
  - load into vehicle with the help of the delivery driver and/or junior florist
  - secure into vehicle with rope, cable ties or ratchet straps to stop it moving and damaging the designs
  - unload from vehicle and move into position to decorate with the help of others and/or equipment.
- how legislation and safe working practices have been adhered to:
  - adhering to the risk assessment, to avoid any hazards prior to any accidents occurring
  - all staff have a duty of care for themselves and others to be aware of any risks that might happen
  - abiding by the appropriate Health & Safety at work regulations, including Manual Handling, Working at Height and Risk Assessment.

Assessment theme: Evaluate event designs	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub-theme	Total marks for assessment theme
<b>Marks per band</b>	<b>1–2</b>	<b>3–4</b>	<b>5–6</b>	<b>n/a</b>	<b>6</b>
	Application of knowledge is <b>basic</b> and demonstrates gaps in the requirements of event design including meeting client’s brief, suitability of design, legislation and safe working practices, including transportation, and any areas for improvement.	Application of knowledge is <b>good</b> and demonstrates sound understanding of the requirements of event design including meeting client’s brief, suitability of design, legislation and safe working practices, including transportation, and any areas for improvement.	Application of knowledge is <b>excellent</b> and demonstrates comprehensive understanding of the requirements of event design including meeting client’s brief, suitability of design, legislation and safe working practices, transportation, and any areas for improvement.		
	Demonstrates <b>basic</b> knowledge and understanding of structural properties and the impact it may have on the design.	Demonstrates <b>good</b> knowledge and understanding of structural properties and the impact it may have on the design.	Demonstrates <b>excellent</b> knowledge and understanding of structural properties and the impact it may have on the design.		

## 8. Links to Maths, English and Digital Skills

The table below indicates where each of the General Maths, English and Digital Competencies have been integrated into the assignment tasks.

Task	Skills
<b>1 Research</b>	EC1, EC2, EC3, EC4, EC5, EC6 MC2, MC3, MC4, MC5, MC6, MC7, MC8, MC9, MC10 DC1, DC2, DC4, DC5
<b>2 Designs</b>	EC5, EC6 MC1, MC2, MC3, MC4, MC5, MC6, MC7 DC1, DC4, DC6
<b>3 Construct and evaluate designs</b>	EC1, EC2, EC3, EC4, EC5, EC6 MC2, MC5, MC7, MC8, MC10 DC1, DC2, DC3, DC4, DC5, DC6
<b>4 Planning for an event installation</b>	EC1, EC2, EC3, EC4, EC5, EC6 MC10 DC1, DC2, DC3, DC4, DC5
<b>5 Preparing for an event installation</b>	EC1, EC2, EC3, EC5 MC1, MC2, MC5, MC6, MC10 DC1, DC2
<b>6 Assemble, dismantle, and evaluate an event installation</b>	EC1, EC2, EC3, EC4, EC5, EC6 MC1, MC2, MC3, MC6, MC7, MC10 DC1, DC2
<b>7 Order amendment</b>	MC3, MC10

## 9. Declaration of authenticity

<b>Assessment ID</b>	<b>Qualification number</b>
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Centre number</b>

### Additional Support

Has the candidate received any additional support in the production of this work?

**No**  **Yes**  (Please tick appropriate)

If yes, give details below (and on a separate sheet if necessary).

--

### Candidate:

*I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.*

<b>Candidate signature</b>	<b>Date</b>

### Assessor:

*I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.*

<b>Assessor signature</b>	<b>Date</b>

Note: Where the candidate and/or assessor is unable to or does not confirm authenticity through signing this declaration form, the work will be returned to the centre and this will delay the moderation process. If any question of authenticity arises, the assessor may be contacted for justification of authentication.



## 10. Candidate Record Form (CRF)

(T level Technical Qualification – Floristry Occupational Specialism)

<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Centre number</b>

**Marker Notes** – Please always refer to the relevant marking grid for guidance on allocating marks and make notes which describe the quality of the evidence and justification of marks.

Please record any guidance, intervention (including Health and Safety) or feedback that is given to a candidate.

Expand boxes as required.

### PO2 Design all floral work to meet client requirements for special events

<b>Health and safety</b>												
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>						
Mark	Notes and justification											
<b>Plan and prepare for designs</b>												
<b>Planning</b>												
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Mark	Notes and justification											
<b>Present designs</b>												
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>						
Mark	Notes and justification											

### PO3 Coordinate the care and conditioning of fresh floral materials and plants

<b>Health and safety</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Mark	Notes and justification								
<b>Plan and prepare for conditioning</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								
<b>Condition materials</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								

**PO4 Assemble all commercial flower, foliage and plant arrangements**

<b>Prepare materials</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>6</b>
Mark	Notes and justification								
<b>Construct designs (tied)</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								
<b>Construct designs (glued)</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								
<b>Construct designs (wired)</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								
<b>Construct designs in a medium</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Mark	Notes and justification								

<b>Evaluate designs</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mark	Notes and justification					

**PO5 Create free-standing event-based structure decorated with floral designs**

<b>Health and safety</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mark	Notes and justification					

<b>Plan and prepare event-based designs</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mark	Notes and justification					

<b>Construct and dismantle event-based designs</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mark	Notes and justification					

<b>Evaluate event designs</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mark	Notes and justification					

<b>Internal assessor signature</b>	<b>Date</b>

<b>Total</b>

## 11. Assessor observation forms

## Assessor Observation Form Task 2c

<b>Task</b>	<b>Assessment component number</b>
2c) Present design proposals A maximum of <b>10 minutes</b> to deliver the presentation	8717-401
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Assessment themes</b>
	PO2: Present designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

<b>Assessor observation</b>	<b>Notes</b> – <i>detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.</i>
<ul style="list-style-type: none"> <li>• Sources of inspiration.</li> <li>• Suitability of materials and sundries.</li> <li>• Techniques used in the design.</li> <li>• Factors that can affect the design.</li> <li>• Communication style, language used and appropriateness of communication style in relation to the audience.</li> </ul>	

<b>Assessor signature</b>	<b>Date</b>

## Assessor Observation Form Task 3a

Task	Assessment component number
3a) Safely construct and package for transportation two wedding designs planned for in task 2: <ul style="list-style-type: none"> <li>• one wired design to hold</li> <li>• one glued design to wear</li> </ul>	8717-401
Candidate name	Candidate number
Centre name	Assessment themes
	PO4: Construct designs (wired)

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.
<ul style="list-style-type: none"> <li>• Preparation and management of the work area, including health and safety of self and others, space requirements.</li> <li>• Preparation and handling of fresh materials.</li> <li>• Construction methods.</li> <li>• Waste management.</li> <li>• Packaging and after care requirements.</li> </ul>	

Assessor signature	Date

## Assessor Observation Form Task 5b

<b>Task</b>	<b>Assessment component number</b>
5b) Condition the fresh materials	8717-401
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Assessment themes</b>
	PO3: Health and Safety PO3: Condition materials

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

<b>Assessor observation</b>	<b>Notes</b> – <i>detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.</i>
<ul style="list-style-type: none"> <li>• Health and Safety including PPE and manual handling.</li> <li>• Management of workspace.</li> <li>• Conditioning methods.</li> <li>• Disposal of waste.</li> </ul>	

<b>Assessor signature</b>	<b>Date</b>

## Assessor Observation Form Task 6a

Task	Assessment component number
6a) Work with a junior florist to construct the parts of the installation. This structure must include container & obelisk	8717-401
Candidate name	Candidate number
Centre name	Assessment themes
	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs. PO5: Evaluate event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.
<ul style="list-style-type: none"> <li>Health and Safety including PPE and manual handling.</li> <li>Management of workspace.</li> <li>Assembly method, attaching methods and mechanics.</li> <li>Working with others.</li> </ul>	
<p>Record any answers as advised in the task specific guidance for task 6a.</p> <p>Question asked (delete others):</p> <ul style="list-style-type: none"> <li>How would you securely load the installation into a vehicle for transport to the venue?</li> <li>How would you package the installation to be transported to the venue?</li> <li>How would you safely unload the installation from the transport?</li> </ul>	Candidate's response:

Assessor signature	Date



## Assessor Observation Form Task 6b

<b>Task</b>	<b>Assessment component number</b>
6b) Decorate the garland with fresh materials	8717-401
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Assessment themes</b>
	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

<b>Assessor observation</b>	<b>Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.</b>
<ul style="list-style-type: none"> <li>• Health and Safety including PPE and manual handling.</li> <li>• Management of workspace.</li> <li>• Appropriate use of tools and equipment.</li> <li>• Assembly methods, attaching methods and mechanics.</li> <li>• Packaging and after care requirements.</li> </ul>	

<b>Assessor signature</b>	<b>Date</b>

## Assessor Observation Form Task 6c

Task	Assessment component number
6c) Assemble the installation	8717-401
Candidate name	Candidate number
Centre name	Assessment themes
	PO4: Construct designs (medium) PO5: Health and Safety PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Assessor observation	Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.
<ul style="list-style-type: none"> <li>• Health and Safety including PPE and manual handling.</li> <li>• Management of workspace.</li> <li>• Appropriate use of tools.</li> <li>• Use and handling of appropriate floral materials.</li> <li>• Assembly methods, attaching methods and mechanics.</li> <li>• Working with others.</li> <li>• Finishing touches.</li> </ul>	

Assessor signature	Date

## Assessor Observation Form Task 6d

<b>Task</b>	<b>Assessment component number</b>
6d) Dismantle the structure and dispose of waste appropriately	8717-401
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Assessment themes</b>
	PO5: Construct and dismantle event designs

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

<b>Assessor observation</b>	<b>Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.</b>
<ul style="list-style-type: none"> <li>• Health and Safety including PPE and manual handling.</li> <li>• Management of workspace.</li> <li>• Appropriate use of tools.</li> <li>• Use and handling of appropriate floral materials.</li> <li>• Methods of waste disposal.</li> </ul>	

<b>Assessor signature</b>	<b>Date</b>

## Assessor Observation Form Task 7

<b>Task</b>	<b>Assessment component number</b>
7) Create the presentation bouquet	8717-401
<b>Candidate name</b>	<b>Candidate number</b>
<b>Centre name</b>	<b>Assessment themes</b>
	PO4: Construct designs (hand tied)

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

<b>Assessor observation</b>	<b>Notes</b> – <i>detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.</i>
<ul style="list-style-type: none"> <li>• Health and Safety including PPE and manual handling.</li> <li>• Management of workspace.</li> <li>• Preparation and handling of fresh materials.</li> <li>• Use of tools.</li> <li>• Waste management.</li> <li>• Packaging and after care requirements.</li> </ul>	

<b>Assessor signature</b>	<b>Date</b>

## 12. Annex

### **Charity (Figure 1)**

To be issued to the candidate with the Assignment brief and used in Tasks 1 and 2c

### **Wedding outfits (Figures 2a and 2b)**

To be issued to the candidate with the Assignment brief and used in Tasks 1, 2a, 2c and 3a

### **Sundries and fresh materials price list (Figure 3)**

To be issued to the candidate with the Assignment brief and used in Tasks 1, 2a, 2b and 2c

### **Site plan (Figure 4)**

To be issued to the candidate with the Assignment brief and used in Tasks 4a and 6e

### **Site visit (Figure 5)**

To be issued to the candidate with Tasks 4a and 6e

### **Buying list for one event installation (Figure 6)**

To be issued to the candidate with Tasks 4a, 4b, 5a, 5b, and 6e

### **Sketch of the event installation (Figure 7)**

To be issued with Tasks 4a, 4b, 6a, 6b, 6c, and 6e

### **Sketch of presentation bouquet (Figure 8)**

To be issued to the candidate with Task 7

### **Order form (Figure 9)**

To be issued to the candidate with Task 7

### **Costing up template (Figure 10)**

To be issued to the candidate with Task 2b

### **Buying list for fresh materials and sundries template (Figure 11)**

To be issued to the candidate with Task 2b

### **Buying list for fresh materials and sundries template (Figure 12)**

To be issued to the candidate with Task 4b

### **Risk assessment template (Figure 13)**

To be issued to the candidate with Tasks 4a and 5a

## Figure 5 Site visit

(To be issued to candidates for Tasks 4a and 6e)

# Guilds Supplies Floral Design

Venue:	The Atrium, Historic Dockyard,
Contact name:	Mr F Flowers - Events Director
Date of event:	Thursday 27 <sup>th</sup> April 2023
Time of event:	Opens at 5:30pm for pre-drinks Catwalk show starts at 6:30pm Venue is a half an hour drive from the shop. Need to be at the venue 2 hours to set up before it opens.
Design required:	2 structures, either side of the opening with fresh materials in a medium to decorate structure. Needs to compliment show and charity
Position:	To be placed in either side of the opening to the runway of the catwalk
Size:	Opening to catwalk = 2.5m width & 3m height Catwalk is 3m width, enough for 2 models to pass
Colours:	To compliment CANCER RESEARCH UK logo
Lighting:	Direct spotlights on runway especially opening
Water:	Access in stairwell, on ground floor
Access:	Exit doors situated round the back of the carpark
Parking:	Access to parking area near exit doors via gate (coded)
Working area:	See floor plan Pictures of stage and venue included
Anything else:	2 x Structures to be made in shop and transported to venue (each installation will consist of a garden obelisk, secured in a container and then a garland to be attached with cable ties) Garland and fresh material to be added at venue; client would like Roses, Eustoma, Eryngium, Hypericum, Eucalyptus, and moss. Not allowed in the models dressing room Need to get mobile number for guard & code for gate Need to be completed and cleared away by 4pm Check PPE needed Don't forget ladder, black bin liners, dustpan, and brush Find out when we can break down

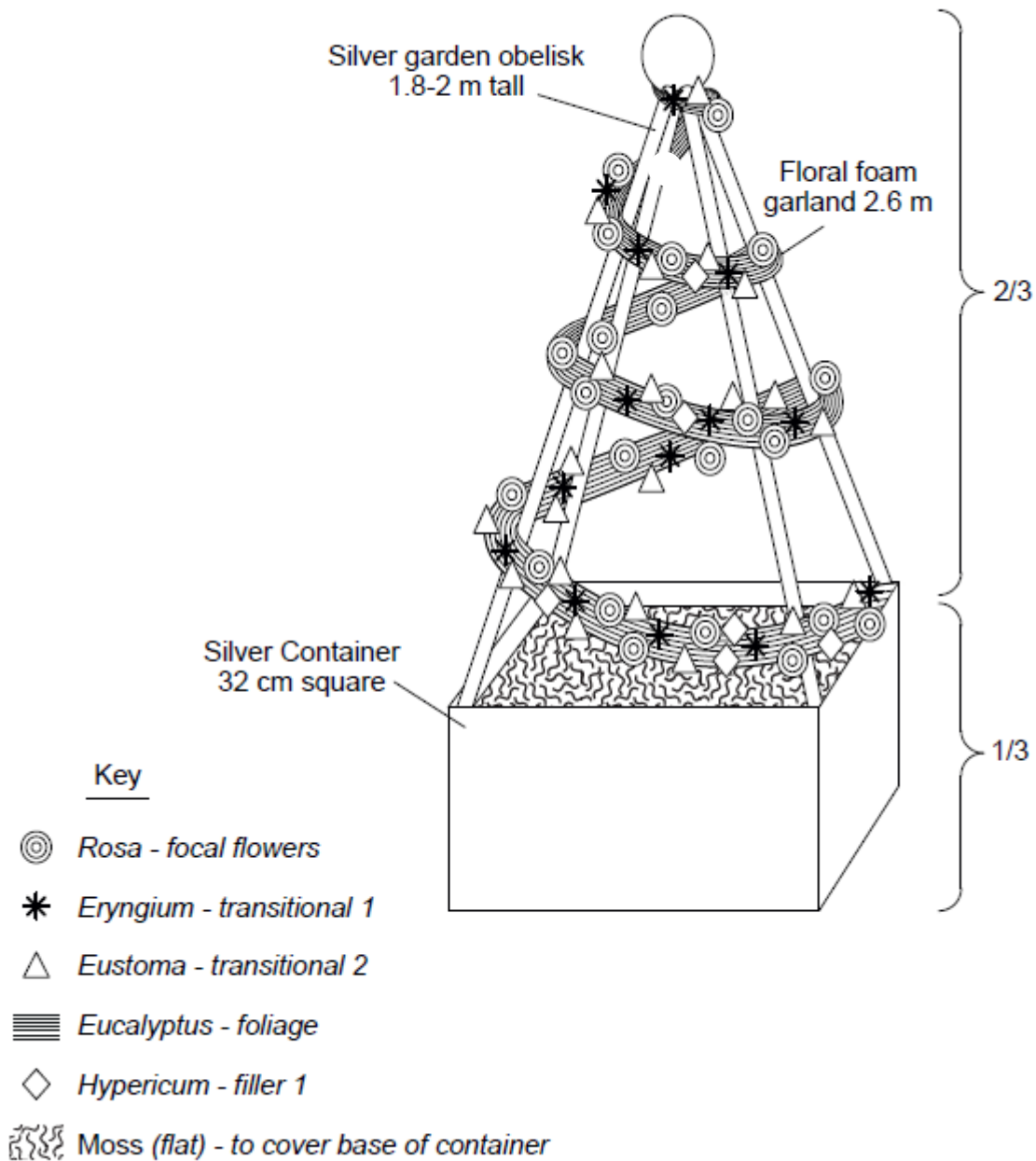
## Figure 6 Buying list for one event installation

(To be issued to candidates with Tasks 4a, 4b, 5a, 5b, and 6e)

Item	Colour	Number needed	Wrap sizes	Wraps needed	NOTES
<b>Fresh materials</b>					
<i>Rosa sp</i>	Pink	20	20	1	
<i>Eustoma russellianum</i>	Violet	20	10	2	
<i>Eryngium planum</i>	Blue	10	10	1	
<i>Hypericum x inodorum</i>	Pink	20	10	2	
<i>Eucalyptus cinerea</i>	Green/grey/silver	4 bunches	weight	bunches	
Moss	Green	½	box	1	
<b>Sundries</b>					
Obelisk (1.8m)	Silver	1	1	1	
Container to fit obelisk	Silver or to be sprayed	1	1	1	
Cement or sand	n/a	½	1	1	
Garland (foam) (2.6m)	n/a	1	n/a	1	
Cable ties	White	10	n/a	n/a	

## Figure 7 Sketch of the event installation

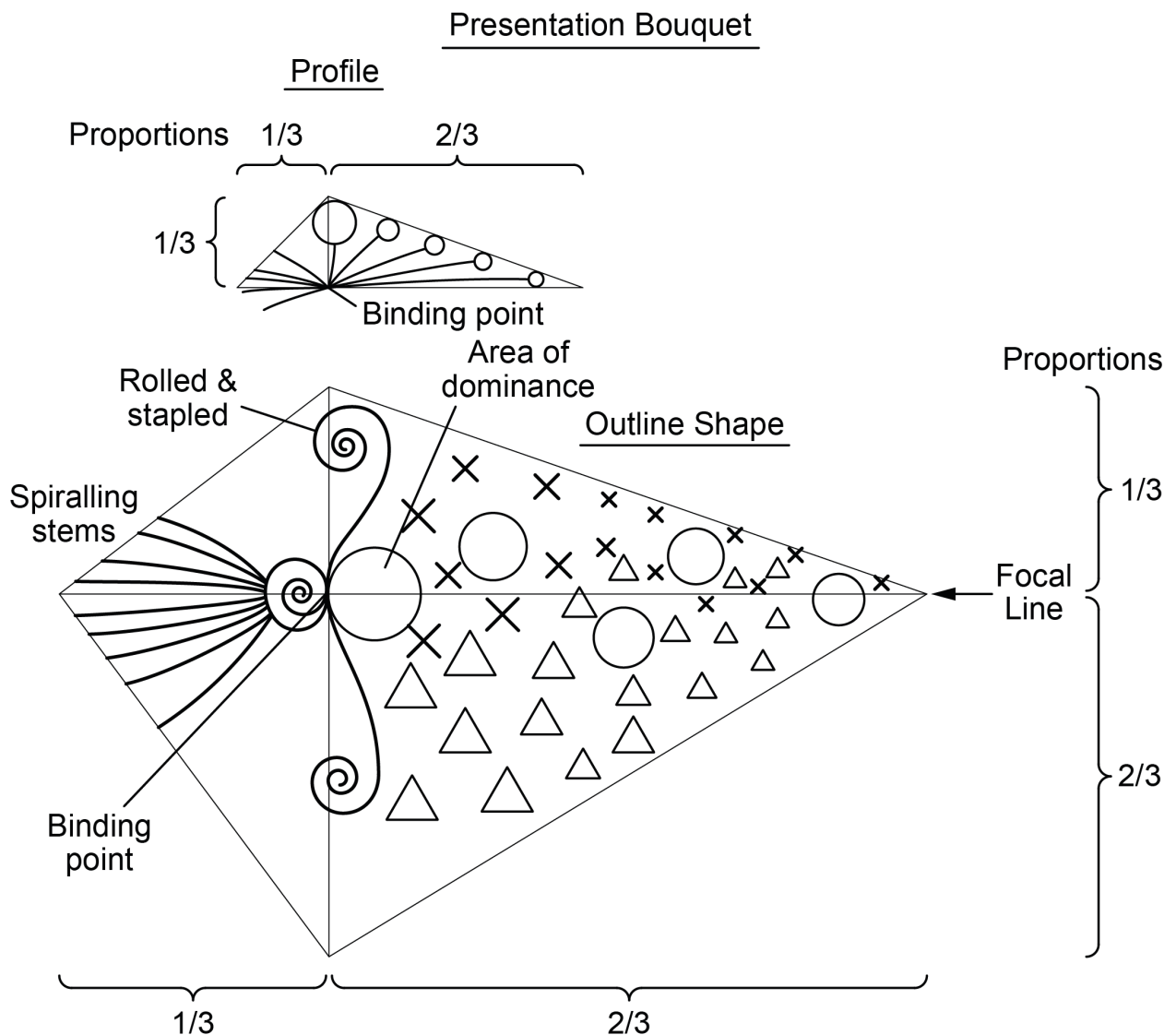
(To be issued to candidates with Tasks 4a, 4b, 6a, 6b, 6c, and 6e)





## Figure 8 Sketch of presentation bouquet

(To be issued to candidates with Task 7)



- Zantedeschia - focal
- × Eustoma - transitional 1
- △ Chrysanthemum - transitional 2
- ⊙ Aspidistra elator

**Evenly distributed materials:**

- Limonium sinuatum
- Asparagus setaceus plumosus
- Danae racemose
- Xerophyllum tenax

## Figure 9 Order form

(To be issued to candidates with Task 7)

ORDER FORM			
Day: <b>Thursday</b>		Time: <b>3.30pm</b>	
Date: <b>27<sup>th</sup> April 2023</b>			
To Pay: Invoice 'Accounts Department' for Cancer Research Charity			
Deliver to:			Account to:
To be delivered with the catwalk designs to the Atrium, Historic Dockyard			Cancer Research Charity
Design Style:			£ 60.00
Bouquet to be presented to fashion designer at the end of the show			
Flower Preferences:			
<u>Fresh flowers</u>	<u>Quantity</u>	<u>Sundries</u>	<u>Quantity</u>
<i>Chrysanthemum indicum</i>	3 stems	pot tape	½ metre
<i>Eustoma russellianum</i>	3 stems	Ribbon	1 metre
<i>Limonium sinuatum</i>	5 stems	Pearl headed pins	5
<i>Zantedeschia</i>	5 stems	Labour	½ hour
<i>Asparagus setaceus plumosus</i>	5 stems		
<i>Aspidistra elatior</i>	3 stems		
<i>Danae racemose</i>	4 stems		
<i>Xerophyllum tenax</i>	¼ bunch		
Colour Preferences:			
Would prefer white and green			
			<b>Total</b>
			<b>£ 60.00</b>
Message on card:			
Design to be placed in water – take out and dry before presenting to the designer			
Ordered by: <b>Mr F Flowers – Events Director</b>			
Order taken by: <b>Mary Moore</b>			

**Figure 10 Costing up template**  
 (To be issued to candidates with Task 2b)

Design:	Date:			Ref:
Materials Used (inc. 20% VAT):	Quantity:	Cost per item:	Sub Total:	Total:
			Materials Sub Total:	£
Sundries (inc. 20% VAT):				
			Sundries Sub Total:	£
Labour Charge: (Skill and make-up)				£
Delivery:				£
			Sub total	£
Retail Price:			Total price inc. 20% VAT:	£

**Figure 11 Buying list for fresh materials and sundries template**

(To be issued to candidates with Task 2b)

Item	Colour	Number needed	Wrap sizes	Remaining stems	NOTES
<b>Fresh materials</b>					
<b>Sundries</b>					

## Figure 12 Buying list for fresh materials and sundries template

(To be issued to candidates with Task 4b)

Item	Colour	Number needed	Wrap sizes	Wraps needed	NOTES
<b>Fresh materials</b>					
<b>Sundries</b>					

## Figure 13 Risk Assessment template

(To be issued to candidates with Tasks 4a and 5a)

This template may be modified by adding items/rows only.

<b>Candidate's name</b>	_____	<b>Enrolment number</b>	_____
Task / Activity	_____	Location	_____
Assessor's name	_____	Date	_____

Item no.	What are the hazards?	Who might be harmed and how?	What precautions are already in place?	Risk rating (High/Medium/Low)	What further action is necessary?	Action by who and when?	Residual risk rating (High/Medium/Low/Trivial)

Date:	Risk assessment carried out by:
-------	---------------------------------

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