

U16402

Identify, collect and prepare plants for dispatch

Unit Descriptor:

This unit describes the work expectations associated with collecting plants for orders, and is mainly relevant to anyone in ornamental nurseries producing houseplants, bedding plants, trees and shrubs, for example. The plants may be container grown or grown in the field. You will have significant personal responsibility in carrying out these activities, but will not be involved in planning or supervising the collection and preparation of plants.

The unit covers the preparation of plants for dispatch as well as the collection of plants. The term 'preparation' is used to cover activities which take place following the identification and collection of plants. Preparation includes: handling, removal of unsuitable plants, packing, containerising and labeling. The types of preparation activities will depend on the enterprise within which you are working. You will need to provide performance evidence for those preparation activities which are relevant to the enterprise.

The term 'customer requirements' is used within the unit and may be verbal instructions via supervisors or managers, or written requirements or specifications.

ELEMENTS**PERFORMANCE CRITERIA**

To be competent you must achieve the following:

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| 1. Identify and collect plants for dispatch | 1.1 Maintain equipment in a safe, clean and effective condition throughout. |
| | 1.2 Correctly identify the plants which are to be collected and check their condition against customer requirements. |
| | 1.3 Correctly handle and transport plants in a manner which maintains quality and minimises damage. |
| | 1.4 Identify any problems that arise during the collection of plants and take the appropriate action . |
| | 1.5 Ensure the collection of the plants takes place within the appropriate timescales and in accordance with customer requirements. |

- 1.6 Ensure records are accurate, legible and complete.
- 1.7 Ensure working methods promote health and safety, and are consistent with relevant legislation and codes of practice.
- 2. Prepare plants for dispatch
 - 2.1 Use and maintain equipment in a safe, clean and effective condition throughout.
 - 2.2 Correctly **prepare** and maintain the plants for dispatch.
 - 2.3 Identify and replace plants that do not meet customer requirements.
 - 2.4 Ensure the plants meet customer requirements and are ready for dispatch at the correct time.
 - 2.5 Maintain the health of plants that require intermediate storage prior to dispatch.
 - 2.6 Ensure working methods promote health and safety, and are consistent with relevant legislation and codes of practice.
 - 2.7 Ensure records are accurate, legible and complete.

RANGE STATEMENT

You must cover the items below:

Element 1: Identify and collect plants for dispatch**A. Maintain equipment through:**

- (i) preparation
- (ii) cleaning
- (iii) storage

B. Take the necessary steps to carry out one of the following appropriate actions in response to problems:

- (i) solve the problem
- (ii) report the problem to the appropriate person

Element 2: Prepare plants for dispatch**A. Prepare plants for dispatch using the following methods relevant to the enterprise within which you are working:**

- (i) handling
- (ii) removal of unsuitable plants
- (iii) packing, containerising and labeling

UNDERPINNING KNOWLEDGE AND SKILLS

1. The correct methods for maintaining and using equipment.
2. Relevant species or varieties of plants produced by the enterprise and how to recognize them.
3. Sources of information in relation to different species or varieties of plants.
4. Customer requirements.
5. Conditions which indicate the plant(s) is/are not suitable for customer requirements.
6. The reasons why it is important to recognize instances where the plant does not meet customer requirements.
7. Methods of maintaining the quality of the plant(s) during handling and transportation.
8. Methods of transporting the plants within the site relevant to the enterprise.

9. Problems which may arise during the collection of plants and what actions to take.
10. Limits of responsibility and competence in relation to solving problems which may occur.
11. Reasons and systems for keeping records of the collection of plants.
12. Health and safety requirements and good practice in relation to the collection of plants for dispatch.
13. Methods of preparing the plants ready for dispatch.
14. Methods of maintaining the health of the plants ready for dispatch.
15. The identification of plants which do not meet customer requirements and are not of sufficiently good quality for dispatch.
16. Any relevant storage arrangements for plants prior to dispatch.
17. The records which must be completed and the system of record keeping within the enterprise.

EVIDENC GUIDE

For assessment purposes:

(1) Critical Aspects of Evidence

- Assessment should involve observation of you identifying and collecting plants for dispatch and preparing plants dispatch.
- In demonstrating competence in identifying and collecting plants for dispatch and preparing plants for dispatch you should:
 - A. Maintain **equipment** through:
 - (i) preparation
 - (ii) cleaning
 - (iii) storage
 - B. **Prepare** plants for dispatch using the following methods relevant to the enterprise within which you are working:
 - (i) handling
 - (ii) removal of unsuitable plants
 - (iii) packing, containerising and labeling

C. Take the necessary steps to carry out one of the following **appropriate actions** in response to problems:

- (i) solve the problem
- (ii) report the problem to the appropriate person

(2) Methods of Assessment

Observation by your assessor of you:

- Maintaining equipment in a safe, clean and effective condition throughout.
- Correctly identifying the plants which are to be collected and checking their condition against customer requirements
- Identifying any problems that arise during the collection of plants and take the appropriate action
- Ensuring the collection of the plants takes place within the appropriate timescales and in accordance with customer requirements.
- Preparing correctly and maintaining the plants dispatch
- Identifying and replacing plants that do not meet customer requirements
- Maintaining the health of plants that require intermediate storage prior to dispatch

Answer to written or oral questions from your assessor.

(3) Context of Assessment

Evidence from simulations is **not** acceptable for this unit.