

RTF20703

Certificate II in Horticulture (Parks and Gardens)

Course information and vocational outcomes

This is a nationally accredited course that is designed for those who have achieved Certificate I in Horticulture and others interested in the Horticulture – Parks and Gardens sector to obtain the necessary skills, knowledge and experience in this industry. A major component of this course will consist of on-the-job training that is necessary to show competency in each performance criteria of this course. Those involved in the industry and secondary school students who desire to a VET course be useful candidates for this qualification.

To complete this course, seventeen units must be completed. These units must consist of:

- nine units of competency from Group A (of which four are compulsory)
 - five additional units from Group A and/or B
 - three additional units from Group A, B and/or C.
- Units should be selected from Group A and Group B in accordance with local work undertaken and local industry advice.

For competency to be attained in this qualification at least thirteen units of competency presented for this qualification must relate to parks and gardens work procedures, activities or contexts. In addition, at least thirteen of the units selected to make up this qualification must be clearly aligned to a Certificate II outcomes.

The nominal hours for this course vary from 400-540 nominal hours, depending on the specific stream undertaken.

For competency to be attained in this qualification at least thirteen units of competency presented for this qualification must relate to parks and gardens work procedures, activities or contexts. In addition, at least thirteen of the units selected to make up this qualification must be clearly aligned to a Certificate II outcomes.

This course carries with it a Nationally Recognised Certificate.

Course content

Group A compulsory units:

- **RTC2701A - Follow OHS procedures (20 nominal hours)**

(This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazards identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work. Note: This unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.)

1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental; issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

- **RTC2705A - Work effectively in the Industry (20 nominal hours)**

(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)

1. Obtain information about the industry
2. Observe employment requirements
3. Accept responsibility for quality of own work
4. Plan own work.
5. Promote workplace co-operation
6. Contribute to a productive work environment
7. Undertake an activity to workplace requirements

- **RTC2801A - Participate in workplace communications (30 nominal hours)**

(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)

1. Follow routine spoken messages
2. Perform workplace duties following routine written notices
3. Obtain and provide information in response to workplace requirements
4. Complete relevant work related documents
5. Participate in workplace meetings and discussions

Group A elective units:

- **RTC2012A - Plant trees and shrubs (20 nominal hours)**

(This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation. Work is usually done under routine supervision and with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise guidelines.)

1. Prepare for planting operations
2. Prepare planting site
3. Prepare trees and shrubs for planting
4. Install trees, shrubs and/or other plants
5. Complete planting practices

- **RTC2016A - Recognise plants (40 nominal hours)**

(This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations, Recognising plants is likely to under routine supervision with intermittent checking by supervisor, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants and enterprise expectations about the range and number of plants to be recognised.)

1. Prepare for plant recognition
2. Recognise specified plants
3. Complete recognition of plants

- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**

(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)

1. Prepare for maintenance
2. Perform scheduled maintenance
3. Complete maintenance activities

- **RTC2401A - Treat weeds (40 nominal hours)**
(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)

 1. Prepare to treat weeds
 2. Treat weeds
 3. Carry out post treatment operations

- **RTC2404A - Treat plant pests, diseases and disorders (30 nominal hours)**
(This competency standard covers the process of treating plants pests, diseases and disorders using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common plant pests, diseases and disorders, monitoring and recording the severity of the plant pest or disease problem, applying a range of treatments, and recording relevant information.)

 1. Prepare to treat plant pests, diseases and disorders
 2. Apply treatments to plant pests, diseases and disorders
 3. Carry out post treatment operations

- **RTC2704A - Provide basic first aid (10 nominal hours)**
(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)

 1. Assess the situation
 2. Apply basic first aid techniques

- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**
(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)

 1. Follow instructions to check and maintain application and personal protective equipment
 2. Use application and personal protective equipment
 3. Apply chemicals
 4. Follow instructions to empty and clean equipment and containers according to directions
 5. Complete chemical records
 6. Transport, handle and store chemicals according to instructions and legislative requirements

- **RTE2308A - Operate ride-on vehicles (30 nominal hours)**
(This competency standard covers the process of maintaining and operating two and four wheel all terrain vehicles and ride-on machinery. This unit does not include tractors or motor vehicles, as they are covered by another unit of competency. It requires the application of basic skills and knowledge to safely utilise individual controls and features of ride-on vehicles, with or without attached equipment, and carry out the basic maintenance procedures. Competency requires an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)

 1. Prepare ride-on vehicle for operation
 2. Operate ride-on vehicle
 3. Complete and check ride-on vehicle operation

- **RTF2017A - Prune shrubs and small trees (35 nominal hours)**
(This competency standard covers the process of pruning shrubs and small trees. The work is likely to be undertaken from the ground. Aerial pruning from a ladder, an elevated work platform or from climbing ropes and rigging in a tree, are covered in separate units. Pruning work is likely to be carried out under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of pruning tasks and roles.)
 1. Identify pruning requirements
 2. Prepare for pruning
 3. Undertake pruning of shrubs and small trees
 4. Complete pruning shrubs and small trees

- **RTF2504A - Determine basic properties of soil/growing media (20 nominal hours)**
(This competency standard covers the process of determining the basic properties of soil or soil-less growing media. It requires the ability to collect samples and perform basic tests. It requires knowledge of sample collection techniques, basic soil/growing media properties, and basic understanding of soil/plant relationships. Determining the basic properties of soil or soil-less growing media is likely to be under supervision from others, with checking related to overall progress. The work is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, and the achievement of outcomes within time and budgetary constraints.)
 1. Collect soil/media samples for testing
 2. Perform basic soil/media tests

Group B elective units:

- **RTC2203A - Conduct visual inspection of park facilities (20 nominal hours)**
(This competency standard covers the process of routine visual inspection of park and recreational facilities to identify visible hazards and existing and/or potential risks. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Inspection at this level is usually carried out according to establish guidelines.)
 1. Prepare for visual inspections
 2. Undertake visual inspection
 3. Submit report

- **RTC2210A - Maintain properties and structures (30 nominal hours)**
(This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not required the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.)
 1. Identify and confirm maintenance requirements
 2. Select and prepare tools, equipment and materials
 3. Carry out routine maintenance
 4. Complete maintenance activities

- **RTC2306A - Operate vehicles (20 nominal hours)**
(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licencing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)
 1. Prepare vehicle for use
 2. Drive vehicle
 3. Complete and record vehicle operation

- **RTC2307A - Operate machinery and equipment (30 nominal hours)**
(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, reports faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)

 1. Prepare machinery and equipment for use
 2. Operate machinery and equipment
 3. Check and complete machinery and equipment operation

- **RTC2309A - Operate tractors (30 nominal hours)**
(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licencing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)

 1. Prepare vehicle for operation
 2. Operate tractor
 3. Complete and check tractor operation

- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**
(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)

 1. Prepare for natural area restoration works
 2. Apply weed control measures
 3. Prepare the soil for natural area restoration
 4. Replace native vegetation on the natural area restoration site
 5. Complete natural area restoration

- **RTE2602A - Assist with the operation of pressurised irrigation (40 nominal hours)**
(This competency standard covers the process of assisting with the operation of pressurised irrigation systems under routine supervision. It requires the ability to handle and shift loads, follow enterprise policy and procedures relating to irrigation duties, identify adverse environmental impacts of gravity fed irrigation system and take appropriate remedial action, estimate water levels and volumes/flow, and follow OHS procedures. Assisting with the operation of pressurised irrigation systems requires knowledge of basic operation of pressurised irrigation system, irrigation times to deliver sufficient volume without over watering, manual handling procedures, and OHS procedures relating to pressurised irrigation systems.)

 1. Assist with setting up of movable irrigation components
 2. Carry out irrigation operations
 3. Clean and store irrigation equipment as required

- **RTE2606A - Maintain pressurised irrigation systems (20 nominal hours)**
(This competency standard covers the process of maintaining pressurised irrigation systems, including the repair and replacement of basic, simple components under routine supervision. It requires the ability to read and follow an operators manual and manufacturers specifications for pressurised irrigation systems, maintain selected irrigation system components, and record and report maintenance observations and activities. Maintaining pressurised irrigation systems require knowledge of major components of a pressurised irrigation delivery system, maintenance requirements and procedures for system components, and environmentally safe disposal procedures for chemicals.)

 1. Carry out pre- and post- season maintenance
 2. Carry out routine maintenance activities on pressurised irrigation delivery systems
 3. Maintain system components
 4. Record and report maintenance activities

- **RTE2607A - Install micro-irrigation systems (30 nominal hours)**
(This competency standard covers the process of installing micro-irrigation systems under routine supervision. It requires the ability to organise equipment and materials for installation work, set out and prepare site, install irrigation components, complete installation work, and communication with work team members, supervisors, contractors and consultants. Installing micro-irrigation systems requires knowledge of methods and techniques of micro-irrigation, components of a micro-irrigation system, characteristics and operation of joints, valves and sprinkler components, operations of pumps and water flow rates, behaviour of water on varying terrain and soil types, soil water retention testing techniques, and enterprise OHS procedures.)

 1. Prepare tools and materials for installation work
 2. Set out prepare site
 3. Install irrigation components
 4. Complete installation work

- **RTF2014A - Prepare and maintain plant displays (35 nominal hours)**
(This competency standard covers the process of preparing and maintaining plant displays, either indoors or as seasonal displays of annual and perennial plants in the garden beds. The preparation and maintenance of plant displays requires the application of basic horticultural knowledge including plant types, condition and requirements to maintain the plants in prime condition throughout the duration of the display. The preparation and maintenance of plant displays is likely to be under regular supervision from others. Some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.)

 1. Prepare the display site
 2. Install plants
 3. Maintain plants

- **RTF2015A - Prepare turf surfaces for play (40 nominal hours)**
(This competency standard covers the process of work undertaken by greenkeepers and sports turf curators in preparing turf surfaces for match play. Preparation of turf surfaces is likely to be carried out under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of turf surface preparation tasks. Preparation of turf surfaces is usually within established routines, methods and procedures.)

 1. Prepare the site to be mown
 2. Prepare equipment for mowing
 3. Mow playing surface
 4. Undertake final preparation of playing surface

- **RTF2019A - Renovate grassed areas (30 nominal hours)**

(This competency standard covers the process of basic renovation practices that are used to restore turf health and condition on a range of grassed areas. renovation work is likely to be carried out under routine supervision with intermittent checking. Responsibility for some roles and co-ordination within a team may be required. Competency is demonstrated by the application of knowledge and skills to a range of turf renovation tasks. Turf renovation is usually within established routines, methods and guidelines.)

1. Prepare turf area for renovation
2. Prepare equipment for turf renovation
3. Undertake turf renovation
4. Complete turf renovation

- **RTF2023A - Support turf establishment (40 nominal hours)**

(This competency standard covers the process of supporting the establishment of turf by seed or sod for sporting, recreational, landscaping, community and private use. Supporting turf establishment is likely to be carried out under routine supervision with intermittent checking. Responsibility for some roles and co-ordination within a team may be required. Competency required the application of knowledge and skills to a range of turf establishment tasks. Turf establishment is usually within established routines, methods and guidelines.)

1. Prepare to establish a planted area
2. Prepare the planting area
3. Plant turf
4. Provide post-planting care
5. Monitor turf health
6. Complete establishment of the planted area

- **RTF2211A - Prepare a grave site (20 nominal hours)**

(This competency standard covers the process of preparing a gravesite. This includes assisting with the excavation of the grave, backfilling the grave and enhancing the gravesite following burial. Preparing a gravesite is likely to be done in association with a fellow worker or work team, under routine supervision and with intermittent checking. An individual involved in excavation work at this level would not be required to operate earth-moving machinery. Competency is demonstrated by the application of knowledge and skills to a range of grave preparation task and roles usually within established enterprise policy.)

1. Prepare site for excavation
2. Assist with excavation
3. Backfill and enhance the gravesite following burial

Group C units:

This group consists of the units of competence listed below plus any units of competency from RTE03 – Rural Production; RTF03 – Amenity Horticulture and/or other endorsed Training Packages. Units selected must be aligned to Certificate 1, II or III outcomes. These units must be relevant to work undertaken in the rural sector.

Conservation and Land Management (imported units):

- **RTD1501A - Support natural area conservation (15 nominal hours)**

(This unit covers the process of supporting conservation under supervision in parks, natural areas, agricultural lands, or areas undergoing rehabilitation. It requires the ability to prepare materials, tools and equipment for conservation work, undertake conservation activities, store and stockpile materials, and clean up of conservation work. Supporting conservation work required knowledge of tools and equipment used in conservation work, revegetation techniques including planting, direct seeding, assisted natural revegetation, protection of remnant vegetation, maintenance tasks for conservation area, common bushland weeds, personal protective equipment, team work, and following instruction and techniques for cleaning a site and disposing of debris.)

1. Prepare materials, tools and equipment for conservation work
2. Undertake conservation work as directed
3. Store and stockpile materials
4. Clean up on completion of conservation work

- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**

(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)

1. Prepare for natural area restoration works
2. Apply weed control measures
3. Prepare the soil for natural area restoration
4. Replace native vegetation on the natural area restoration site
5. Complete natural area restoration

- **RTD2206A - Install aggregate paths (20 nominal hours)**

(This competency standard covers the process of installing aggregate paths. It requires the ability to plan and prepare for installation, set out the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregate paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.)

1. Plan and prepare for installation
2. Set out the path for site construction
3. Undertake ground preparation
4. Lay surface aggregate materials
5. Make the site good

- **RTD3034A - Implement revegetation works (80 nominal hours)**

(This competency standard covers the process of implementing revegetation works. It requires the ability to prepare equipment and materials for revegetation, prepare a planting site, undertake revegetation works, and maintain a revegetated site. Implementing revegetation works requires knowledge of factors affecting the timing and method of planting, identification of plant pests and diseases, revegetation techniques, physiology of plant growth, plant selection and culture, soils and plant nutrition, and calculations for materials.)

1. Prepare equipment and materials
2. Prepare the revegetation site
3. Effect revegetation works
4. Maintain revegetated site