

RTF40703

Certificate IV in Horticulture (Parks and Gardens)

Course Information and Vocational Outcomes

This is a nationally accredited course. This course is designed for those wanting to become parks and gardens supervisors who manage and direct team/s of parks and gardens workers and tradespersons. They may also manage a public parks and gardens like local government or botanical gardens, private parks or garden areas. It also extends out to those people who would like to be involved in other areas of horticulture where the parks and gardens focus may be required. People who have completed previous Certificates in Horticulture, primarily in Parks and Gardens qualifications, but where a change of vocational direction is required this may be a stream of study that would suit student. This course is also focused on those people who have experience in the field and would like to further their education.

To complete this course, 12 units must be completed. 5 units of competency from Group A must be completed, 5 additional units from Group B, and 2 additional units from Group B of C.

The nominal hours for this course vary from 620 - 1080 nominal hours, depending on the units selected undertaken.

This course carries with it a Nationally Recognised Certificate.

Course Content Units (with Elements)

Group A Units

- **BSBCM413A - Implement and monitor environmental policies (40 nominal hours)**
(This unit covers the implementation and monitoring of the organisation's environmental policies and procedures as an integral part of the organisation's business program. Those who work or who expect to work in a supervisory capacity would be advised to undertake this unit. It could also be useful for small business. This unit is related to BSBCM313A 'Maintain environmental procedures' and BSBMGT506A 'Manage environmental performance'. Consider co-assessment with BSBCM411A 'Monitor a safe workplace')

 1. Provide information to the work team
 2. Implement and monitor operational procedures
 3. Implement and monitor change and continuous improvement
 4. Implement and monitor recording procedures
 5. Implement and monitor an environmental management training program

- **RTC4024A - Recommend plants and cultural practices (80 nominal hours)**
(This competency standard covers the process of providing recommendations of plant and their cultural requirements for specific situations and uses. Recommending plants is likely to be undertaken without supervision. Responsibility for and organisation of the work of others involved in providing information on plants may be required. Recommending plants requires knowledge of principles and practices of plant establishment and maintenance, plant nomenclature, botanical features of plant, plant physiology, soil characteristics, customer service and communication skills.)

 1. Identify client preferences and requirements
 2. Select plants to suit specific situations
 3. Advise on plants for specific situations

- **RTC4306A - Supervise maintenance of machinery and equipment (80 nominal hours)**
(This competency standard covers the functions involved in supervising the maintenance of property, machinery and equipment. It requires the application of skills and knowledge to develop and implement a maintenance plan which is cost efficient, and causes minimal disruption to enterprise operations. It involves determining and scheduling staff and resources and maintaining relevant legislative requirements, safe workplace and positive environmental practices. The work functions in this standard are likely to be carried out independently within enterprise guidelines.)

 1. Prepare maintenance plan
 2. Implement maintenance plan
 3. Monitor maintenance plan

- **RTC4701A - Implement and monitor the enterprise OHS program (70 nominal hours)**

(This competency standard covers the process of implementing and monitoring the enterprise OHS program. It requires the ability to provide information to the work group about OHS, facilitate the participation of workers, implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks, dealing with emergencies and hazardous events, and maintain occupational health and safety records. Implementing and monitoring the enterprise OHS program requires knowledge of hazards in the workplace, relevant OHS legislation and Codes of Practice, risk control measures, hierarchy of risk control, and relevant enterprise management systems and procedures.)

1. Provide information about occupational health and safety
2. Facilitate the participation on workers in OHS observance and decision-making
3. Implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks
4. Implement workplace procedures for dealing with emergencies and hazardous events
5. Implement and monitor enterprise procedures for providing OHS training
6. Implement and monitor enterprise procedures for maintaining occupational health and safety records

- **RTC4702A - Minimise risks in the use of chemicals (60 nominal hours)**

(This competency standard covers the process of developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used. It requires knowledge of legislation and regulations surrounding chemical use, the ability to develop and implement procedures to ensure minimum risk users, the environment and the produce, and the ability to carry out risk assessment. 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. Identify hazards involved in chemical use
2. Assess risk and develop control procedures
3. Implement and monitor procedures to ensure correct and safe use and application of chemicals
4. Record risk assessments
5. Evaluate risk control measures

- **RTC4703A - Plan and implement a chemical use program (90 nominal hours)**

(This competency standard covers the process of planning and implementing a program for the use of chemicals in a workplace. It involves using chemicals as well as supervising others in the use of chemicals concerned, and the ability to modify application requirements as needed. It involves decision making in regards to the risk control measures to be applied when using chemicals in different situations, monitoring safety procedures, and ensuring that others are trained sufficiently in the use of chemical concerned. It involves the selection and management of chemical application systems. 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. Identify the requirements of chemical use
2. Monitor the implementation of safety requirements
3. Plan and implement a maintenance program for chemical use equipment
4. Determine suitability of a chemical for use in a control program
5. Ensure the correct selection and application of the chemical
6. Ensure personnel are adequately trained in chemical use
7. Supervise clean up following chemical application
8. Implement recording systems for chemical storage and use

- **RTC4905A - Cost a project (50 nominal hours)**
(This competency standard covers the process of obtaining, calculating, summarising and presenting the costs of materials, equipment and labour for a project to the best financial advantage of a rural, horticultural or land management enterprise. Costing a project is likely to be undertaken without supervision with only general guidance on progress sought by managers. Costing a project requires a broad range of analytical skills and involves the application of extensive underpinning knowledge that includes pricing structures and project financial requirements.)

 1. Obtain current prices for project resources
 2. Calculate individual itemised cost of the project
 3. Prepare a summary of the cost of the project

- **RTC4908A - Supervise work routines and staff performances (50 nominal hours)**
(This competency standard covers the functions associated with the coordination and direction of staff. It requires the application of skills and knowledge to provide information and guidance to personnel in the conduct of their duties, facilitate staff discussions and agreements, and provide constructive evaluation to staff members. The work functions associated with this standard would usually be undertaken independently and with minimal reporting requirements.)

 1. Communicate work roles
 2. Coordinate activities
 3. Maintain effective working relations
 4. Provide feedback

- **RTC4911A - Operate within a budget framework (50 nominal hours)**
(This competency standard covers the process of operating within an allocated cash flow budget in a rural, horticultural or land management setting. It requires the ability to participate in formulation of a budget, and supervise and monitor financial transactions. Operating within a budget framework requires knowledge of banking routines, record keeping systems for receipts and expenditure, cash flow analysis, and costing and forecasting mechanisms.)

 1. Participate in formulation of a cash flow budget
 2. Supervise financial transactions

- **RTF4023A - Promote plant health (120 nominal hours)**
(This competency standard covers the process of promoting and maintaining plant and crop health. Promoting plant health is likely to be undertaken without supervision, with only general guidance on progress by managers. Responsibility for and limited organisation of the work of others involved in the promotion and maintenance of plant health may be required. Promoting plant health requires a broad range of skills and requires the application of extensive knowledge about weed, pest and disease recognition and control, irrigation systems and scheduling, soil management practices, and plant nutrition requirements.)

 1. Monitor factors that influence plant health
 2. Diagnose plant health problems
 3. Remedy plant health problems
 4. Evaluate treatment programs

- **RTF4514A - Develop soil survey maps (90 nominal hours)**
(This competency standard covers the process of surveying soil characteristics and developing maps to identify any areas of concerns and to assist in decision-making about plants/crops, irrigation and drainage. This is usually without supervision but with general guidance on progress, It requires knowledge of soil testing, the environmental impact of irrigating and the ability to use soil and water testing techniques.)
 1. Determine soil characteristics by performing a soil survey
 2. Interpret soil analysis results
 3. Plot topography and soil survey data on property map

Group B Units

- **BSBCM405A - Analyse and present research information (40 nominal hours)**
(This unit covers the skills and knowledge required to gather, organise and present workplace information using available systems. This unit is related to BSBCM305A 'Organise workplace information' and BSBCM306A 'Produce business documents'.)
 1. Gather and organise information
 2. Research and analyse information
 3. Present information
- **RTC4206A - Supervise landscape project works (80 nominal hours)**
(This competency standard covers the process of supervising landscape project works across a range of situations and environments including amenity and natural resource areas. Such project works may include a planting program, construction of landscape features such as structures, paving, installation of drainage of irrigation, building retaining walls, landscaping and stabilising or a combination of these. Work is likely to be under limited supervision with only general guidance on progress sought by management and/or the client. Responsibility for the work of others may be required. The supervision of landscape project works requires a broad range of skills and knowledge and an ability to coordinate and monitor activities efficiently and effectively.)
 1. Identify scope of landscape project works
 2. Coordinate the supply of materials/equipment
 3. Monitor landscape project works
 4. Prepare site for completion
- **RTD4020A - Plan the implementation of revegetation works (80 nominal hours)**
(This competency standard covers the process of supervising landscape project works across a range of situations and environments including amenity and natural resource areas. Such project works may include a planting program, construction of landscape features such as structures, paving, installation of drainage of irrigation, building retaining walls, landscaping and stabilising or a combination of these. Work is likely to be under limited supervision with only general guidance on progress sought by management and/or the client. Responsibility for the work of others may be required. The supervision of landscape project works requires a broad range of skills and knowledge and an ability to coordinate and monitor activities efficiently and effectively.)
 1. Carry out preliminary planning activities for revegetation work
 2. Prepare a staged plan of works

- **RTD4510A - Supervise natural area restoration works (80 nominal hours)**
(This competency standard covers the process of supervising natural area restoration works. It requires the ability to read and interpret documentation, calculate material and resource requirements, coordinate a team to achieve optimum performance, communicate with personnel at all levels, and minimise environmental disturbance. Supervising natural area restoration works requires knowledge of strategies to achieve natural area restoration and avoid negative environmental impacts, work programming, responsibilities and requirements of contracts, OHS and team leadership.)

 1. Identify scope of natural area restoration works
 2. Coordinate the supply of materials/equipment
 3. Monitor restoration works
 4. Prepare site for completion

- **RTD4811A - Provide information on environmental issues and policies (60 nominal hours)**
(This competency standard covers the process of researching, extracting and providing information on environmental issues and policies. It requires the ability to process a request for information on environmental issues and policies, identify information sources, organise self or others, ensure information meets request, prepare and finalise reports. Researching, extracting and providing information on environmental issues and policies requires knowledge of environment issues and environment policies, international treaties, agreements and charters, and researching and accessing data.)

 1. Process a request for information on environmental issues and policies
 2. Identify information sources
 3. Organise self or others to extract information on environmental issues and policies
 4. Ensure information meets request
 5. Prepare report/correspondence
 6. Finalise report/correspondence

- **RTD4910A - Report on project (60 nominal hours)**
(This competency standard covers the process of preparing a report on a community project for future group and program reference. It requires the ability to identify project processes and outcomes, prepare report and revise report for distribution. Reporting on projects requires knowledge of program objectives and guidelines, group procedures and recording, monitoring approaches, project background, processes and outcomes, agency procedures and knowledge of capability of work processing packages.)

 1. Identify project processes and outcomes
 2. Prepare report
 3. Revise report for distribution

- **RTE4606A - Supervise on-site irrigation installation and construction work (80 nominal hours)**
(This competency standard covers the process of supervising on-site irrigation installation and construction work, which includes organisation of supply and installation of materials and equipment, supervising on-site operations, and administering progress claims/payments. Effective communication with on-site labour, suppliers and the client, and the implementation and monitoring of relevant OHS and risk management procedures are also required.)

 1. Implement effective communication
 2. Implement and monitor OHS and risk management procedures
 3. Organise the supply and installation of materials and equipment
 4. Supervise on-site operations
 5. Administer progress claims/payments

- **RTE4609A - Implement, monitor and adjust irrigation schedules (80 nominal hours)**
(This competency standard covers the process of implementing watering shifts, monitoring factors that influence water requirements and adjusting the irrigation schedule to accommodate changes in those factors, without supervision but with general guidance on progress. It requires the ability to use enterprise monitoring equipment, access irrigation data, plot and read graphic data, measure and interpret environmental data, estimate water availability for plans/crops, and read and apply map data to property features. Implementing, monitoring and adjusting irrigation schedules requires a knowledge of crop and plant health, weather patterns, irrigation monitoring procedures, soil water retention testing techniques, monitoring irrigation surface runoff and infiltration due to soil type and terrain, water quality monitoring methods and techniques, and water authority standards and procedures.)

 1. Monitor plant or crop environment for irrigation requirement
 2. Check water supply and availability
 3. Implement irrigation shifts
 4. Evaluate effectiveness of irrigation activities
 5. Monitor irrigation system process as specified by enterprise policy and procedures
 6. Record irrigation information and activities as specified by enterprise policy

- **RTE4812A - Co-ordinate customer service and networking activities (80 nominal hours)**
(This competency standard covers the skills and knowledge required to implement customer service policies and procedures. This unit might be appropriate for merchandise or department managers who have responsibility for customer service delivery by others in an agricultural or horticultural setting. This unit in a combination of GCST05A 'Co-ordinate Customer Service Activities' and element 3 is element S20 from the 'Customer Service Generic Guideline' competencies. This unit still achieves the outcome of GCST05A but includes an additional element on networking.)

 1. Contribute to quality customer standards
 2. Implement customer service systems
 3. Manage networks to ensure customer needs are addressed

- **RTE4915A - Implement and monitor quality assurance procedures (100 nominal hours)**
(This competency standard covers the process of implementing and monitoring quality assurance procedures in an agricultural or horticultural enterprise. It requires the ability to establish quality specifications for products, identify hazards and critical control points in production, and assist in planning and implementation of quality assurance procedures. Implementing and monitoring quality assurance procedures required knowledge of market requirements for products, enterprise and industry quality assurance systems, HACCP techniques, strategies for control of hazards, work place training strategies, delegation and empowerment, and contingency management.)

 1. Establish quality specifications for products
 2. Identify hazards and critical control points in the production of quality product
 3. Assist in the planning of quality assurance procedures
 4. Implement quality assurance procedures

- **RTF4001A - Design plant displays (90 nominal hours)**
(This competency standard covers the process of the design and preparation of plant displays for special occasions. This work required the selection of plants and garden features, design of the display, and implementation of works. The design and installation of the display is likely to be undertaken without supervision. Responsibility for the work of others installing and maintaining the displays may be required. Designing plan displays requires detailed knowledge of plant recognition and selection and garden design principles.)

 1. Carry out preliminary planning activities
 2. Determine requirements for the display
 3. Supervise installation of display

- **RTF4003A - Plan a plant establishment program (80 nominal hours)**
(This competency standard covers the process of developing a plant establishment program and a relevant site plan and specifications. Developing a plant establishment program will require consideration of client needs, site factors, growing requirements of plant species and cultivars, resources and equipment for planting and maintenance, and may also include preparation of plans, specifications, quotations and associated documents. Planning is likely to be undertaken without supervision, with only general guidance on progress sought by managers. Responsibility for and limited organisation of the work of others involved in the plant establishment program may be required. Developing a plant establishment program requires a broad range of horticultural skills, and involves the application of underpinning knowledge with depth in some areas such as plant selection and planting techniques.)

 1. Carry preliminary planning activities for the plant establishment program
 2. Determine requirements of the plant establishment program
 3. Prepare and document the plant establishment program and specifications

- **RTF4004A - Develop a plant nutrition program (90 nominal hours)**
(This competency standard covers the process of developing a plant nutrition program in the horticultural or agricultural industry. Planning required consideration of site factors, plant species requirements, soil and plant tissue analysis, nutrient application procedures, and monitoring OHS hazards and environmental impacts. Developing a plant nutrition program is likely to be undertaken without supervision, with only general guidance on progress sought by managers. Responsibility for and limited organisation of the work of others involved in the program may be required. Developing a plant nutrition program requires a broad range of skills and involves the application of extensive knowledge including plant biology, plant nutrition requirements, and soil and other growing media properties.)

 1. Determine additives required by performing soil and plant testing
 2. Identify then requirements of a plant nutrition program
 3. Prepare and document the plant nutrition program and specifications
 4. Monitor the plant nutrition growth

- **RTF4006A - Plan a tree pruning program (100 nominal hours)**
(This competency standard covers the process of planning a tree pruning program. Planning includes planning the program, communication its intent to other personnel, and monitoring the implementation of the program. The planning of a tree pruning program is likely to be undertaken without supervision, with only general guidance on progress sought by management and/or the client. Responsibility for and limited organisation of the work of others engaged in the pruning program may be necessary. The planning of a tree pruning program requires a broad range of horticultural skills and the application of extensive knowledge in tree identification, tree physiology, CODIT principles and tree pruning techniques.)
 1. Undertake site assessment
 2. Plan a pruning program
 3. Monitor a pruning program

- **TDTR298B - Source goods/services and evaluate contractors (30 nominal hours)**
(This unit involves the skills and knowledge required to source goods/materials/services and evaluate contractors including analysing supply requirements, and evaluating and selecting appropriate potential contractor(s).)
 1. Analyse supply requirements
 2. Evaluate potential contractors

Group C Units

Any units of competency from RTD02 Conservation and Land Management; RTE03 Rural Production; RTF03 Amenity Horticulture and/or other endorsed Training Packages.