

RTC1006A
Unit Descriptor
Unit Sector

Support nursery work
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No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Prepare materials, tools and equipment for nursery work	<p>1.1 The required materials , tools and equipment are identified according to lists provided and/or supervisor's instructions.</p> <p>1.2 Checks are conducted on all materials, tools and equipment, with insufficient or faulty items reported to the supervisor.</p> <p>1.3 Techniques used when loading and unloading materials demonstrate correct manual handling, and minimise damage to the load and the vehicle.</p> <p>1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use.</p> <p>1.5 Nursery support is provided according to OHS requirements and workplace information.</p> <p>1.6 OHS hazards are identified and reported to the supervisor.</p>
2. Undertake nursery work as directed	<p>2.1 Instructions and directions provided by supervisor are followed, and clarification sought when necessary.</p> <p>2.2 Nursery work is undertaken in a safe and environmentally appropriate manner according to nursery guidelines.</p> <p>2.3 Interactions with other staff and customers is carried out in a positive and professional manner.</p> <p>2.4 Nursery policy, procedures and OHS requirements in relation to workplace hygiene practices, handling and disposal of materials is observed.</p> <p>2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.</p>
3. Store and stockpile materials	<p>3.1 Plant debris and waste material produced during nursery activities are stored according to supervisors instructions.</p> <p>3.2 Plant debris and waste materials are prepared and processed in an appropriate and safe manner according to supervisor's instructions.</p> <p>3.3 Surplus materials are stockpiled for removal according to supervisor's instructions.</p> <p>3.4 A clean and safe work site is maintained while completing nursery activities.</p>
4. Clean up on completion of nursery work	<p>4.1 Plants and materials are stored according to supervisor's instructions and OHS requirements.</p> <p>4.2 Tools and equipment are cleaned, maintained and stored according to manufacturers specifications and supervisors instructions.</p> <p>4.3 Work outcomes are reported to the supervisor.</p>

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information about the job, tasks and problems should be discussed with other members in the work team and the supervisor.	1
Collecting analysing and organising information	Workplace and supervisors instructions should be located, interpreted and applied with further clarification sought as necessary.	1
Planning and organising activities	Discussions with the supervisor and other team members may be required in order to complete tasks efficiently and safely in a logical sequence and in a timely manner.	1
Working with others and in teams	Good communication and co-operation with other staff in completing nursery tasks.	1
Using mathematical ideas and techniques	Skills in counting, tallying and estimation are required when handling plants or other nursery materials.	1
Solving problems	Problems will require corrective action or consultation with supervisor.	1
Using technology	Technology may be applied in the use of nursery equipment and communication systems.	1

RANGE STATEMENT

What tasks may be included under nursery work?

- Assisting with the display of nursery products (e.g., plant, goods and supplies) including unpacking, placing where directed, replenishing as required, preparing and placing price tickets, labels and other display materials.
- Provide nursery plant care including watering, weeding, removing dead materials, staking, trimming, and potting on of plants as directed.
- Load and unload nursery stock including preparing stock for dispatch, and checking stock on receipt or at dispatch against documentation.
- Supporting propagation activities including assisting with preparing planting media, collecting propagating materials, and blocking up plants in correct patterns and spacing.

What instructions may be relevant to this standard?	Instructions may include Standard Operating Procedures (SOPs), company policy and procedures in regard to product merchandising and displays, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, product labels, or verbal directions from manager, supervisor, or senior operator.
What tools and equipment may be required for nursery work?	Tools and equipment may include manual or electronic ticketing/labelling equipment, wheelbarrows, trolleys, motorised trolleys, scissors, cleaning equipment, secateurs, knives, media trays, water spray container, dibblers, and rubbish bins.
What workplace information might be required for this standard?	Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor, OHS legislative requirements and relevant Codes of Practice.
What OHS hazards may be associated with nursery support?	Hazards may include heavy materials and equipment, slippery or uneven surfaces, moving machinery and vehicles, solar radiation, and potential dangers from handling potting media, fertilisers, watering systems, and spider and insect bites.
What are the personal protective clothing and equipment requirements associated with nursery support?	Personal protective clothing and equipment may include steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
What hygiene practices may apply to this standard?	Hygiene practices which may be applied include disinfestation and storage of planting media, disinfestation of contaminated plants and materials, hand washing, footbaths, sanitising/sterilising tools, equipment and benching, access restrictions, and handling practices which minimise cross contamination.
What environmental waste disposal considerations may apply to this standard?	Environmental considerations for waste disposal may include prompt removal and/or disinfestation of organic waste, use of mixing site, neutralising pits for disposal of chemicals and cleaning products, recycling seed trays, poly trays, bags, and recycling waste water or disposing using approved discharge system.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

- Safe work practices.
- Nursery hygiene and quality control.
- Nursery plant maintenance activities.
- Basic stock control procedures.
- Propagation techniques.
- OHS legislative requirements and Codes of Practice.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Prepare materials, tools and equipment for **nursery work**.
- Undertake nursery work as directed.
- Store and stockpile materials.
- Clean up on completion of nursery work.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.