



Australian Government

Department of Education, Employment and Workplace Relations

SFLDEC303A Maintain floristry tools and equipment

Revision Number: 1

SFLDEC303A Maintain floristry tools and equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to complete and document regular maintenance activities for tools and equipment used for the preparation, construction and maintenance of floristry products. It requires the ability to maintain the cleanliness of tools and equipment, identify maintenance and repair requirements, complete basic non-specialist repairs and appropriately store all items. Complex repairs of equipment would be referred to specialist service technicians.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit describes a key workplace skill for those working in the floristry industry. It underpins effective performance for the design, construction and maintenance of a diverse range of floristry products and applies to the full range of industry sectors and environments. The floristry business could be a retail, studio or online floristry business.</p> <p>This unit applies to florists who operate with some level of autonomy or under limited supervision from others. It is undertaken by a diverse range of people such as retail and studio florists, florists employed by online floristry businesses floral designers, florists involved in corporate or special events and owner-operators of small floristry businesses.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean tools and equipment.	<p>1.1. Maintain the <i>cleanliness</i> of <i>tools and equipment</i> used when preparing for, constructing and maintaining floristry products.</p> <p>1.2. Remove residual flower and plant materials from tools and equipment using appropriate cleaning agents.</p> <p>1.3. Sterilise or disinfect tools to avoid <i>spoilage of flower and plant materials</i>.</p> <p>1.4. Use energy, water and other resources efficiently when cleaning, to reduce negative environmental impacts.</p>
2. Identify maintenance requirements for tools and equipment.	<p>2.1. Regularly check cutting tools for bluntness.</p> <p>2.2. Regularly check all electrical equipment for loose wires.</p> <p>2.3. Recognise and report on any unsafe or faulty equipment or rectify according the level of individual responsibility.</p> <p>2.4. Write and attach labels to faulty equipment in accordance with organisational procedures.</p> <p>2.5. Identify and comprehend scheduled maintenance requirements for tools and equipment.</p>
3. Maintain tools.	<p>3.1. Periodically undertake work to restore equipment to optimum working condition</p> <p>3.2. Complete <i>minor and non-specialist repairs</i> to tools and equipment in accordance with manufacturer's instructions.</p> <p>3.3. Regularly check tools and equipment and replace consumable items.</p> <p>3.4. Use the safety guards on any equipment and wear appropriate personal protective equipment when maintaining tools and equipment.</p> <p>3.5. Refer complex maintenance activities to technical specialists in consultation with <i>relevant personnel</i>.</p> <p>3.6. Organise technical specialists to complete scheduled maintenance of tools.</p> <p>3.7. Complete <i>maintenance documentation</i> according to organisational procedures and provide copies to the relevant personnel</p>
4. Store tools and equipment.	<p>4.1. Choose and prepare correct <i>conditions</i> for the storage of tools and equipment.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>4.2. Store in the <i>appropriate location</i> promptly, safely and according to the correct conditions.</p> <p>4.3. Use safe manual handling techniques when moving and storing tools and equipment to avoid any injury.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- safe manual handling techniques
- correct use of personal protective equipment
- safe handling of tools and equipment
- cleaning and basic non-specialist maintenance techniques for an extensive range of floristry tools used for the preparation, construction and maintenance of floristry products
- organisational skills to conduct maintenance activities as part of a logical and time-efficient work flow
- literacy skills to read and comprehend records of scheduled and completed maintenance, manufacturer's instructions, and organisational procedures
- writing skills to complete basic documents such as fault tags and reports, maintenance records and repair and maintenance requests or orders
- communication skills to make accurate verbal reports on faulty tools and equipment and to discuss maintenance requirements and problems.
- numeracy skills to calculate the dilution requirements for cleaning products and to identify tension measurements of tools.

Required knowledge

- the visual recognition and general maintenance and repair requirements for an extensive range of floristry tools used for the preparation, construction and maintenance of floristry products
- applications of different types of cleaning products
- correct environmental conditions for the storage of various types of tools and equipment
- different systems used by the floristry industry and in the organisation in particular for organising storage of tools and equipment
- security systems and procedures
- types of maintenance documentation and scheduling systems that are used by the floristry industry and the organisation in particular
- manufacturer's instructions for cleaning and repairing of, and scheduling regular maintenance for, tools and equipment
- the essential features of, and safe practices for using and storing, common hazardous substances used by the floristry industry and in particular substances used by the organisation e.g. cleaning and oiling products
- the environmental impacts of cleaning tools and equipment and minimal impact practices to reduce these especially those that relate to resource, water and energy use
- correct and environmentally sound disposal methods for all types of waste and in

REQUIRED SKILLS AND KNOWLEDGE

particular for hazardous substances.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to safely handle, move and store floristry tools and equipment and hazardous substances
- visual recognition and knowledge of the general maintenance requirements for an extensive range of floristry tools and equipment
- ability to efficiently and safely maintain and repair multiple and diverse tools and equipment used for the preparation, construction and maintenance of floristry products. To ensure consistency of performance and ability to respond to different requirements, this must occur over a period of time and cover the repair and maintenance of tools and equipment of varying sizes and complexities using diverse repair and maintenance techniques
- completion of maintenance and storage activities within commercial time constraints.

Context of and specific resources for assessment

Assessment must ensure:

- the maintenance of floristry tools and equipment within a floristry design, preparation and product construction environment
- storage facilities for tools and equipment
- a diverse, comprehensive and commercial range of tools and equipment used for the preparation, construction and maintenance of floristry products
- access to cleaning and conditioning agents for tools and equipment
- access to manufacturer's cleaning, repair and maintenance instructions
- access to software programs or manual documentation systems currently used in the floristry industry to assist with the repair and maintenance function
- access to maintenance, storage and OHS procedures that relate to the maintenance of tool and equipment.

EVIDENCE GUIDE**Method of assessment**

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate repairing and maintaining tools and equipment
- evaluation of integrated project or work activities completed by the candidate, including preparing and caring for floristry stock and constructing floristry products
- written and oral questioning or interview to test knowledge of the maintenance and storage requirements of various tools and applications of various cleaning products
- review of workplace reports and records, prepared by the candidate, related to maintenance activities
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SFLDEC304A Construct hand tied floristry products
- SFLDEC305A Construct wired floristry products
- SFLDEC306A Construct floristry products with a base medium
- SIRXOHS001A Apply safe working practices
- SIRXRSK001A Minimise theft.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Maintaining the <i>cleanliness</i> of tools may involve:	<ul style="list-style-type: none"> • cleaning, sterilising or disinfecting all construction tools before and after use to avoid cross-contamination of flower and plant materials • cleaning and conditioning of all equipment to avoid corrosion and deterioration.
<i>Tools and equipment</i> may include:	<ul style="list-style-type: none"> • ladders • scaffolding • cutting tools including: <ul style="list-style-type: none"> • knives • scissors • rose de-thorner • secateurs • saws • guillotines • wire cutters • bus saws • tanin saws • hammers • pliers • power tools • twisting and wiring tools • staple gun and staples • glue gun and glue • measuring tapes • brushes • dyeing facilities • spray-guns • containers to mix cleaning agents • storage containers.
<i>Spoilage of flower and plant materials</i> may relate to:	<ul style="list-style-type: none"> • contamination with cleaning agents • cross-contamination of diseased or pest

RANGE STATEMENT	
	affected flowers and plant materials with healthy plants.
Minor and non-specialist repairs to tools and equipment may include	<ul style="list-style-type: none"> • sharpening of cutting tools • adjusting tension • removing rust • oiling equipment • replacing faulty or expended globes, blades, nozzles.
Relevant personnel may include:	<ul style="list-style-type: none"> • other florists • supervisor • manager • floral designer • studio designer • a more experienced florist • owner-operator of a small floristry business • production manager.
Maintenance documentation may include:	<ul style="list-style-type: none"> • tags to identify faulty equipment • fault reports • accident reports • maintenance reports • cleaning and repair reports • repair and maintenance requests or orders • maintenance schedules • testing and tagging reports.
Conditions for the storage of tools and equipment may include:	<ul style="list-style-type: none"> • clean dry storage areas • mid to lower shelves for heavy equipment • laying flat • stored upright.
The appropriate location for storage of tools and equipment may include:	<ul style="list-style-type: none"> • tool box • storage room or shed • a secured area • work benches • shelves • tool hooks.

Unit Sector(s)

Unit sector	Floristry
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Competency field

Competency field	Floristry Design and Construction
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Co-requisite units

Co-requisite units		