



Australian Government

FDFWGG2002A Carry out potting operations

Release: 2

FDFWGG2002A Carry out potting operations

Modification History

This unit supersedes and is equivalent to FDFWGGCPOB Carry out potting operations.
April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This specialised unit has been developed for wine grape nurseries. It covers the skills and knowledge required to carry out potting operations under supervision.
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Application of the Unit

Application of the unit	This unit applies to wine grape growing and covers the potting of calloused cuttings. The unit includes preparation of cuttings and potting media, sterilisation of pots and work areas, potting of cuttings and transfer to glasshouses.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for potting operations	1.1 Work instructions on potting operations are confirmed and understood 1.2 Materials are confirmed as available and ready to meet potting requirements 1.3 Potential and existing hazards are identified, rectified and/or reported according to workplace procedures 1.4 Potting media is blended to according to workplace procedures 1.5 Pots and work areas are cleaned and sterilised to minimise risk of contamination 1.6 Grafted cuttings are prepared according to instructions
2. Pot on propagated material	2.1 Callused cuttings requiring potting are identified and collected according to instructions 2.2 Soil is placed in pots according to workplace procedures 2.3 Cuttings are planted according to instructions 2.4 Trays are labelled according to instructions 2.5 Safe work practices are implemented to minimise risk of hazards
3. Carry out post-potting treatments	3.1 Potted cuttings are transferred to the glasshouse according to instructions 3.2 Potted cuttings are watered according to instructions 3.3 Waste is collected and disposed of according to workplace procedures 3.4 Work is conducted in accordance with workplace environmental guidelines
4. Record information	4.1 Workplace information is recorded in the appropriate format

Required Skills and Knowledge

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

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information to identify potting requirements
- confirm supply of necessary materials
- liaise with other work areas and customers
- select, fit and use appropriate personal protective clothing and/or equipment
- select, operate, maintain and store required equipment according to instructions
- maintain work area and equipment to meet workplace housekeeping standards
- maintain work area and equipment to meet workplace hygiene standards
- use appropriate cleaning techniques
- recognise problems and anomalies and correct and/or report them as instructed
- implement safe work practices to minimise risk of hazard
- identify, rectify and/or report environmental non-compliance
- maintain workplace records
- prepare chemical treatments to required concentration and ensure a homogenous mix
- prepare cuttings as instructed. This may include:
 - grading
 - waxing
 - dipping in hormones
 - hydrating
- plant cuttings as instructed. This may include:
 - putting correct amount of media into the pots
 - placing cuttings with nodes facing upwards
- label trays as instructed
- transfer potted cuttings as instructed
- water potted cuttings as instructed
- collect and dispose of waste as instructed
- use oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce.

Required knowledge includes:

Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Knowledge of:

- Occupational health and safety (OHS) hazards and controls
- purpose and application of protective clothing and/or equipment
- correct operating procedures of equipment
- safe and effective handling of equipment
- safe preparation and handling of potting media
- cleaning requirements and procedures for work area and equipment
- eEnvironmental issues and controls
- reporting and recording requirements and procedures
- procedures and responsibilities for reporting problems and anomalies
- waste disposal requirements and procedures
- safe preparation and handling of chemicals
- commonly occurring problems with potted cuttings
- principles of nursery hygiene.

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	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • use personal protective equipment, MSDS and follow other specified OHS procedures • correctly handle potting media and chemicals and disinfectants • select and mix chemical treatments to required concentrations • sterilise pots and work surfaces to instructions • select or blend potting media according to instructions and placed into pots • correctly carry out grading, waxing or other preparations of cuttings before potting • plant cuttings correctly and label trays • dispose of waste according to procedures • complete records correctly.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • personal protective clothing and equipment as required • work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements • instructions, information, specifications and schedules as required • equipment, services and corresponding information as required • products and materials as required • internal and external customers and suppliers as required • cleaning procedures, materials and equipment as required

EVIDENCE GUIDE	
	documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with and other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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.	
Policies and procedures	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements
Workplace information	Workplace information can include: - Standard Operating Procedures (SOPs) - specifications - production schedules - instructions - routine maintenance schedules - work notes - Material Safety Data Sheets (MSDS) - manufacturer instructions - verbal direction from manager, supervisor or senior operator
Equipment	Equipment may include: - potting machines - front-end loader

RANGE STATEMENT	
	• forklift
Materials	Materials may include: • potting mix • pots • cuttings • trays • pallets
Waste	Waste may include: • rejected cuttings • spilled potting media • damaged pots • boxes
Hazards	Hazards may include: • inhaling potting media • use of chemicals and disinfectants • moving machinery • transferring pots • exposure to sun • dust • using fungicide and hormone dips • operating potting equipment
Media components	Media components may include: • sand • potting mix • gravel • gro-wool • sawdust • pine bark • perlite • vermiculite • foam • peat • amendments • nutrients • ameliorants • ash • rice hulls • sphagnum moss

RANGE STATEMENT	
	• commercial mixes
Contamination	Contamination may include: • pests • diseases • viruses
Problems and anomalies	Problems and anomalies may include: • evidence of nematodes • crown gall • dehydration • infection • physical damage • graft union failure
Treatments	Common treatments may include: • waxing • fungicide dips or drench • watering in
Labelling	Labelling may include: • variety • clone • batch number • date potted • number potted
Records	Records will include: • batch number • clone variety • date potted • number potted • treatments administered

Unit Sector(s)

Unit sector	Wine operations
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