



Australian Government

Department of Education, Employment and Workplace Relations

THTGTM02B Carry out grounds maintenance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit deals with the skills and knowledge required to carry out general routine grounds and garden maintenance in tourism and hospitality enterprises. Where gardening forms a major part of the job role, please refer to the standards within the Horticulture Training Package.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Perform routine gardening activities	1.1 Carry out routine gardening activities, following any directions from a supervisor or other designated person. 1.2 Select and use appropriate equipment safely and according to manufacturer's instructions. 1.3 Follow proven gardening techniques. 1.4 Wear correct/required clothing according to type of work being completed and prevailing conditions. 1.5 Carry out tasks according to schedules. 1.6 Cause minimum disruption to customers and colleagues. 1.7 Meet quality requirements for completed work. 1.8 Clean work areas following completion of work. 1.9 Identify problems requiring specialist assistance and seek help from the appropriate person. 1.10 Observe safe workplace practices.
2 Monitor the appearance and quality of grounds and gardens	2.1 Identify sickly and unsightly plants and either treat or remove them. 2.2 Keep grounds free of litter. 2.3 Maintain lawns in the condition specified by the enterprise. 2.4 Keep garden beds and lawns free of weeds. 2.5 Identify hazards and take action promptly within the scope of individual responsibility. 2.6 Identify ways of improving grounds and gardens presentation and make suggestions to the appropriate supervisor or other person.

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|---|--------------------------------------|---|
| 3 | Perform administrative tasks | 3.1 Interpret grounds maintenance requests accurately. |
| | | 3.2 Clarify instructions with persons making a request, when required. |
| | | 3.3 Complete work report forms and other required documentation accurately. |
| | | 3.4 Forward documentation to the appropriate person, as required. |
| 4 | Maintain and store equipment | 4.1 Identify equipment problems or faults and report them to the appropriate person. |
| | | 4.2 Carry out basic maintenance on gardening equipment, according to manufacturer's recommendations and enterprise practice. |
| | | 4.3 Store equipment in the designated area. |
| | | 4.4 Store equipment in accordance with manufacturer's specifications, enterprise requirements and occupational health and safety standards. |
| 5 | Assist in special gardening projects | 5.1 Carry out work on special projects correctly, under direction from the appropriate specialist or supervisor. |
| | | 5.2 Liaise with other project members to ensure effective co-ordination of tasks within the total project. |
| 6 | Liaise with contractors | 6.1 Establish and maintain contact with appropriate contractors to ensure effective co-ordination of contract work. |
| | | 6.2 Provide assistance and information to contractors when required. |
| | | 6.3 Relay accurate information between contractors and maintenance supervisors when required. |

Required Skills and Knowledge

Not applicable.

Evidence Guide

Essential Knowledge and Skills to Be Assessed

The following skills and knowledge must be assessed as part of this unit:

- occupational health and safety/emergency procedures in relation to grounds maintenance
- technical procedures for commonly used equipment in grounds maintenance
- chemical usage in grounds maintenance
- basic gardening techniques
- basic plant knowledge
- environmental issues and legislation affecting grounds maintenance.
- principles of planned, preventative maintenance
- customer service skills.

Linkages to Other Units

There is a link between this unit and the following units and combined training and assessment may be appropriate:

THTGTM01B Carry out general maintenance

Critical Aspects of Assessment

Evidence of the following is critical:

- ability to operate and use all equipment correctly and safely
- ability to perform a range of routine ground maintenance tasks within timeframes acceptable to the enterprise
- ability to document grounds maintenance
- ability to liaise with contractors
- knowledge of general procedures and requirements that apply to routine grounds maintenance work.

Context of Assessment and Resource Implications

Assessment must ensure:

- project or workplace activities that allow access to all equipment required for routine ground maintenance and completion of real grounds maintenance activities
- completion of ground maintenance activities within timeframes acceptable to the enterprise and which reflect standard workplace practice.

Assessment Methods

Assessment methods must be chosen to ensure that grounds maintenance skills can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

- direct observation of the candidate undertaking grounds maintenance activities
- evaluation of work completed by the candidate
- oral or written questions about selection, use and maintenance of tools and equipment; plants and chemicals
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Key Competencies in this Unit

Key Competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key Competencies

Collecting, Organising and Analysing Information

For example:

Responding to instructions and requests for grounds maintenance

Seeking out and reviewing information related to work activities

Reading and following manuals, labels and instruction sheets (1)

Communicating Ideas and Information

For example:

Receiving, following and giving instructions to others

Completing documentation (1)

Planning and Organising Activities

For example:

Planning, organising and prioritising work tasks and responsibilities according to standard schedules and timeframes

Making arrangements with specific customers, colleagues and departments or sections (1)

Working with Others and in Teams

For example:

Working co-operatively with colleagues in completing grounds maintenance activities

Clarifying personal responsibilities (1)

Using Mathematical Ideas and Techniques

For example:

Calculating quantities of chemicals required and dilution rates.

Calculating numbers of plants required for a given area given growth rate and mature size (1)

Solving Problems

For example:

Dealing with hazards

Assessing routine and non-routine cleaning and equipment maintenance (1)

Using Technology

For example:

Using maintenance equipment requiring adjustment and modulation (1)

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Range Statement

This unit may apply to any sector of the tourism and hospitality industry but has particular relevance for attractions and theme parks, hotels, motels, resorts and caravan parks. The following explanations identify how this unit may be applied in different workplaces and circumstances.

Routine gardening tasks may include:

- mowing
- weeding
- pruning
- trimming
- feeding plants and lawns
- planting and sowing
- spraying
- edging.

Gardening projects may include:

- creation of new beds
- refurbishment and replanting of existing beds
- landscaping
- planting
- removal of unsuitable plants
- moving plants and trees.

Appropriate equipment may include:

- hand tools and implements
- electrical tools and equipment
- earthmoving machinery
- lawn mowers, including hand-operated, petrol-operated, ride-on
- edgers
- rotary hoes
- hedge and tree/shrub trimmers
- leaf blasters and vacuums
- whipper snippers
- mulching machines.

Problems requiring specialist assistance may include:

- major breakdowns in plant and equipment
- rock blasting
- drilling
- servicing of specialist equipment
- tree removal or surgery.

Work report forms and other required documentation may include:

- job sheets
- maintenance books/sheets and schedules
- sign-off sheets
- requisitions and orders
- audits and reports.

Contractors may include:

- tradespeople such as tree surgeons, electricians, engineers, carpenters, plumbers, landscape architects, architects

labourers
gardeners
lawn mowers.

Basic maintenance may include:

cleaning of tools equipment
sharpening blades and bits
routine replacement of worn parts
lubrication
checking operation against manuals.

Quality requirements may include:

standards and guidelines for external accreditation or certification
enterprise standards and requirements
audits and reports on quality and compliance.

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Unit Sector(s)

Not applicable.