

skills and WORK

Horticulture



Everyday tasks for horticultural employees

- reading plans, drawings, manuals and labels
- following instructions
- measuring plots or gardens
- weighing seeds and fertilizer
- planning where, what and when to plant
- digging and preparing soil, propagating, planting and tending plants
- picking fruit, cutting flowers, mowing grass and harvesting vegetables
- operating and maintaining machinery and equipment
- communicating with people - members of the public and clients



What skills?



Speaking and listening

- listen carefully to follow verbal instructions, e.g. from supervisor, client, colleague
- ask sensible questions to find information, e.g. on clients' requirements, on details of plant care from colleagues or representatives
- offer advice to clients on plants and their care





Writing

- complete simple forms accurately, e.g. records of planting or use of chemicals, stock lists, receipts for clients
- write commonly used words and names clearly, e.g. on plant labels, notices, price tags



Reading

- obtain information from charts and tables, e.g. temperature graphs, calendars, diagrams of planting patterns, safety signs
- follow simple written instructions, e.g. on seed packets and labels, on machinery and equipment, on health and safety notices
- read straightforward information, e.g. in manuals, trade journals and catalogues



123 Number skills

- write numbers accurately, e.g. in stock lists, telephone numbers, prices
- measure out plots of given size and spaces between rows and plants
- weigh out given quantities, e.g. seeds, powder or granular fertilizer, potting compound
- measure liquid volume, e.g. for pesticides, fungicides, liquid fertilizers, watering plants
- schedule time using a calendar, e.g. for planning ground preparation, planting, pruning, harvesting

Communication skills needed to work in horticulture

- reading – understand short, straightforward pieces of written and graphical information, e.g. instructions on packets and labels, health and safety signs, diagrams
- writing – complete short simple records and labels
- speaking and listening – talk face-to-face with one person, e.g. colleagues, supervisors and clients



Numeracy skills needed to work in horticulture

- numbers – record numbers accurately, e.g. stock numbers, telephone numbers
- measurement – measure length, weight and liquid volume, e.g. plots, planting distances, seeds and chemicals
- time – plan using a calendar, e.g. planting, harvesting

To start work or undertake an NVQ in Horticulture the skills needed are:

NVQ 1 or 2 Horticulture			
Reading	Writing	Numeracy	Speaking and Listening
National Curriculum levels			
4	4	4	4
Adult Literacy and Numeracy Standards			
E3	E3	E3	E3

For more information, download the 'Skills and Work' user notes on www.basic-skills.co.uk/dep



A1910

For further information contact:
The Basic Skills Agency, Commonwealth House
1-19 New Oxford Street, London WC1A 1NU

Tel: 020 7440 6519

Email: dep@basic-skills.co.uk

www.basic-skills.co.uk/dep