

Title:	Planning Routine Maintenance Tasks
Level:	Level 1
Credit value:	2
GLH:	18
Unique Reference Number:	T/652/0075
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to provide learners with the knowledge and skills to plan routine horticultural maintenance tasks effectively and safely. Learners will understand how to organise work activities, select appropriate resources, and sequence tasks logically. This unit supports progression into horticultural roles by developing planning, organisation, and independent working skills within planted environments.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	<p>Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity.</p> <p>Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.</p> <p>Evidence must confirm that the learner can explain the purpose of maintenance planning, demonstrate sequencing of routine tasks, select appropriate tools and materials, and apply safe working practices with limited supervision.</p> <p>Assessment must reflect realistic horticultural contexts.</p>

Learning outcomes

The learner will:

1. Understand the importance of maintenance planning.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to explain why planning is necessary in horticultural maintenance work.

The learner must:

- 1.1 Explain the purpose of **maintenance planning**.
- 1.2 Describe how planning supports efficiency and safety.

1.3 Identify factors that influence maintenance schedules.
2. Demonstrate planning of routine maintenance tasks.
<p>Delivery content:</p> <p>The aim of this learning outcome is to provide the learners with the knowledge and skills to organise and sequence routine horticultural tasks appropriately.</p> <p>The learner must:</p> <ul style="list-style-type: none"> 2.1 Demonstrate sequencing of routine tasks logically. 2.2 Identify appropriate tools and materials for planned tasks. 2.3 Demonstrate allocating time for tasks appropriately.
3. Demonstrate preparation for maintenance activities.
<p>Delivery content:</p> <p>The aim of this learning outcome is to provide learners with the knowledge and skills to prepare effectively before beginning maintenance work.</p> <p>The learner must:</p> <ul style="list-style-type: none"> 3.1 Demonstrate checking tools before use. 3.2 Demonstrate preparing the working area safely. 3.3 Demonstrate readiness to begin tasks safely and efficiently.
4. Demonstrate safe and responsible working during planned tasks.
<p>Delivery content:</p> <p>The aim of this learning outcome is to provide learners with the knowledge and skills to apply safe working practices while carrying out planned horticultural tasks.</p> <p>The learner must:</p> <ul style="list-style-type: none"> 4.1 Demonstrate following a planned sequence of work. 4.2 Maintain a safe and organised working area during tasks. 4.3 Follow safe working practices with limited supervision.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas,

<p>knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.</p>	
<p>Requirements</p>	
<p>Maintenance planning:</p>	<p>Definition: Organising and preparing horticultural tasks in advance to ensure effective and safe completion.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Identifying tasks required. • Considering safety before starting. • Organising tasks in logical order. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Simple written task lists. • Visual plans or diagrams. • Considering weather conditions.
<p>Routine tasks:</p>	<p>Definition: Regular horticultural maintenance activities carried out to support plant health.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Weeding. • Watering. • Removing dead plant material. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Light pruning (basic level). • Mulching. • Seasonal tasks.
<p>Tools and materials:</p>	<p>Definition: Equipment and resources required to complete horticultural maintenance tasks.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Selecting correct hand tools. • Checking equipment condition. • Gathering materials before starting.

	<p>Teaching could include:</p> <ul style="list-style-type: none"> • Comparing tool suitability. • Considering resource availability. • Safe storage before and after use.
<p>Working area:</p>	<p>Definition: The designated space in which horticultural maintenance tasks are carried out.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Keeping pathways clear. • Safe tool positioning. • Removing waste materials promptly. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Shared working areas. • Allocated zones of responsibility. • Safe movement around others.
<p>Safe working practices:</p>	<p>Definition: Procedures and behaviours that reduce risk during horticultural tasks.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Following instructions. • Safe tool handling. • Reporting hazards. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Wearing appropriate clothing. • Manual handling awareness. • Working independently within supervision limits.