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Before graduating, you will need to complete a total of 44 weeks of Practical Work on least two different types of horticultural units. You must work for a minimum of 22 weeks consecutively on one of these properties.

The remaining weeks can be worked on one or more properties as long as you spend a minimum of four weeks in any workplace. You may use the same properties that you have worked on for the Diploma in Horticulture, as long as the total number of weeks is more than 56.

You must submit one satisfactory Practical Work report to the Practical Work Co-ordinator by 25 July, in the year that you complete the work period. An employer form verifying the work period is to be handed in with your report.

The guidelines for the report and the employer forms are included in this handbook.



Any appropriate work that you have completed since leaving secondary school may be used for the diploma. If you are unsure if the work you have done is suitable, please discuss it with the Practical Work Co-ordinator.

Practical work must take place on a commercial enterprise. Approved categories of Practical Work are:

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Where to Find Practical Work

To find out about available Practical Work positions, see the Practical Work page on your LEARN site or visit the Practical Work Office.



Professional conduct is expected from both employers and employees.

Please be aware at all times of privacy, confidentiality and professional ethics in relation to your employers and co-workers.



You must submit original Practical Work Record Sheets (see Appendix) that have been verified by your employer. You will need a separate sheet for each period of work.

Please make sure the record sheets are signed by both parties.

It is your responsibility to ensure that you present your Practical Work Record Sheets to the employer for completion and then return them to the Practical Work Co-ordinator.

Note: Check your Practical Work file with the office at least once each year, particularly during the last semester before final examinations, to make sure you have completed the necessary tasks.



The report is structured to ensure that you can:

- Describe and analyse the structure and processes of business, and
- Present a report in a format suitable for consideration by clients.

Present 625 for consideration by the Practical Work Co-ordinator.

Deadline

While you are studying, you must submit your completed report and employer record to the Practical Work Co-ordinator by 25 July each year.

Assessment

The criteria for assessment emphasises the importance placed on your ability to research, analyse and report. You will need to submit your reports to Turnitin on the LEARN Practical Work page, as well as hand in hard copies to the Practical Work office.

Unsatisfactory reports will need to be corrected and presented for reassessment.

Return of Reports

You will receive an email notification about when you can collect your report. Any reports not collected will be kept for six months and then confidentially disposed of.



If you have any outstanding reports, the final submission date for these is the 20 February in the year that you intend to graduate. However, if you would like an opportunity to resubmit a failed report, it must be received by 1 February of your intended graduation year.

Present 625 for consideration by the Practical Work Co-ordinator.

Note: If you submit your Practical Work documentation after 20 February in the year in which you are to graduate, you will not be able to attend the ceremony that year.

DESCRIPTION OF THE PROPERTY

1.1 Introduction
1.2 Climate
1.3 Land
1.4 Water
1.5 Trees
1.6 Buildings

1.1 Introduction

Include:

- The property/business name and ownership
- Total area and effective area
- Tenure
- Property location.

1.2 Climate

Describe:

- Rainfall and seasonal distribution
- Wind
- Temperature ranges
- Winter conditions.

1.3 Land

Describe:

- Topography, including aspect and altitude
- Soil types, water-holding capacities, fertility status, recommended maintenance for fertiliser and actual applications
- Land use and cover (tabulated if appropriate)
- Weeds and pests
- Subdivision and access.

1.4 Water

Describe:

- Domestic supplies (source and reticulation)
- Irrigation system/s and source of water (if applicable)
- Drainage (if applicable).

1.5 Trees

Describe the planted shelter, planted forestry and amenity plantings.

1.6 Buildings

Describe:

- The main buildings, with a description of their condition and adequacy
- Electricity, phone and broadband services.

3.3 Achieving an Objective

Choose one of the objectives described in 3.2 above and explain how this could be managed and achieved.

You could undertake a SWOT analysis as part of this, which needs to discuss the strengths, weaknesses, potential opportunities and threats to the enterprise and its development.

Include any issues that may restrict the enterprise in any way, both now and in the future, such as labour, climate, financial issues (availability of capital, profitability) etc.

This analysis may be summarised on one page but you must provide elaborating explanations and comments to show that you have a comprehensive understanding of the various issues.

Property Map

You must supply a property map with this report.

You can draw the map yourself, produce it using internet-based technology or base it on aerial photography.

The map must include buildings, property boundaries, significant physical features and anything else directly relevant to operating the business.

It must also show road access to the property and the location in relation to the district and nearest business centre.

Any supporting information for your report may be included in the Appendices.

Appendix I General Description

1. The General Description section should include:

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In the first part of this section you should illustrate the nature of the work you have undertaken through the following:

- A brief description of the major activities or tasks that you have performed during your time at work
- Choose two significant activities or tasks that you have carried out, describe each activity or task and your contribution, provide relevant dates, e.g. daily, every other week, or a one off activity or task
- Provide evidence of the personal attributes and employability skills acquired/developed during your employment referring to your two chosen activities or tasks previously described.

The personal attributes and employability skills fit within six core competencies defined below:

- Communication – written, verbal, group discussion, oral presentation, ability to read, synthesise and, if necessary, disseminate information
- Working with others – team working, planning a complex task with others, reviewing work with others, establishing and maintaining effective working relationships
- Using and applying numbers – ability to collect and interpret data, perform calculations, interpret results and justify methods
- Problem solving – explore a complex problem and produce options for solving it, plan and implement at least one option for solving the problem, review progress and revise approach, solve the problem
- Using IT – plan and use different resources, explore, develop and exchange information, present the task using IT methods
- Improving own learning and performance and professionalism – demonstrate time management,

agree task targets and plan meeting targets, meet targets by planning and seeking feedback and support, review progress; work independently, demonstrate motivation, demonstrate reliability, demonstrate accuracy, demonstrate flexibility, show integrity, demonstrate self-development.

In the second part of this section, you should reflect upon your workplace experience by answering the following questions:

- What did you learn from your employment and how useful was the employment to your future career plans?
- What was your personal contribution to the business?
- How have the different activities and tasks undertaken contributed to your knowledge, skills, attitudes, and personal attributes? In relation to these what attributes and skills have you gained or developed and of these which do you perform well? What do you need to do to develop these further and develop new skills?
- What advice or suggestions would you give to this business? This may be something to change in terms of day-to-day operations, or a longer term strategic change.

Include any supporting information for your report as a section of the appendices.

Final Report

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- The assets of the business (if machinery based), list and describe and comment on condition, adequacy.

The General Description section should include:

- The name and location of the business you worked in.
- A description of the type of business and nature of the work conducted.
- An outline of the ownership structure of the business (diagram where appropriate).
- The objectives of the business (mission statement, goals and objectives).
- A description and illustration of the chain of command of the business (i.e. the management structure).
- Describe the type of farms you typically worked on and the climatic conditions influencing them (such as rainfall, altitude, aspect, soils etc.). Discuss if these factors had any impact on the contracting business e.g. timing of work, speed of work etc.

Production and Marketing Activities
Describe:

- The role the business plays in the agricultural industry.
- The activities, products and services provided by the business, and their contribution to the business portfolio.
- How the business meets the market's needs.

- Provide evidence of the personal attributes and employability skills acquired/developed during your employment referring to your two chosen activities or tasks previously described.

The personal attributes and employability skills fit within six core competencies defined below:

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- Working with others – team working, planning a complex task with others, reviewing work with others, establishing and maintaining effective working relationships.
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- Improving own learning and performance and professionalism – demonstrate time management, agree task targets and plan meeting targets, meet targets by planning and seeking feedback and support, review progress; work independently, demonstrate motivation, demonstrate reliability, demonstrate accuracy, demonstrate flexibility, show integrity, demonstrate self-development.

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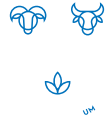
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Student ID Number	
Student Name	
Telephone	()
Home Address	
Postcode	

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Name of Farm/Business/Enterprise	
Full Name of Employer/Owner	
Telephone	()
Email	
Employer Address	
Postcode	

