

SELF-ASSESSMENT GUIDE

Qualification:	HORTICULTURE NC III	
Certificate of Competency 1:	PREPARE LAND FOR AGRICULTURAL CROPS PRODUCTION	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Prepare for cultivation*		
• Interpret work requirements from planting plan*		
• Prepare the vehicles and equipment for site cultivation*		
• Select, use and maintain Personal Protective Equipment (PPE)*		
• Cultivate soil*		
• Remove previous crop or land clearance debris*		
• Operate vehicles and equipment safely*		
• Prepare site for planting*		
• Apply weed and pest control measures, fertilizers, ameliorants and other pre-planting treatments*		
• Clean vehicles and equipment in accordance with manufacturer's specifications *		
• Dispose properly leftover fluids, waste and debris from the cleaning and maintenance work *		
• Complete records and documentation as per organizational requirements*		
• Communicate effectively with superior and co-workers		
• Identify the methods of cultivating a range of soil types*		
• Identify environmental issues of cultivating soil for planting*		

<ul style="list-style-type: none"> Identify occupational health and safety (OHS) guidelines, procedures and principles 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 2:	IMPLEMENT A POST-HARVEST PROGRAM	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Identify post-harvest operations to be performed according to farm work procedures, marketing plan and industry guidelines*		
• Prepare materials, tools, equipment and machinery for post harvest operations*		
• Use and maintain Personal Protective Equipment (PPE)*		
• Coordinate post harvest work to farm work team*		
• Select / implement post-harvest treatments*		
• Grade / label harvested produce*		
• Clean / maintain tools, equipment and machinery*		
• Collect / dispose wastes properly*		
• Package harvested produce as per marketing plan and industry practice*		
• Store / handle harvested produce*		
• Record packaging and storage processes*		
• Identify the relationship between the quality attributes of a produce and packing techniques and packaging*		
• Identify handling and cooling requirements, including appropriate temperature and humidity requirements for a range of produce*		
• Identify hygiene issues in the handling and storage of produce*		

<ul style="list-style-type: none"> Identify environmental effects of post harvest treatment and hazardous waste disposal methodologies, application and purpose* 		
<ul style="list-style-type: none"> Communicate effectively both orally and in writing with supervisor and team members 		
<ul style="list-style-type: none"> Participate in team and contributes to team objectives 		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 3:	IMPLEMENT A PLANT NUTRITION PROGRAM	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
<ul style="list-style-type: none"> • Identify goals and target site for the implementation of plant nutrition program including soils, crop and varieties* 		
<ul style="list-style-type: none"> • Analyze area and adjacent lands for soil composition / nutrients* 		
<ul style="list-style-type: none"> • Identify common nutrient deficiency and toxicity problems in plants through visual inspection * 		
<ul style="list-style-type: none"> • Identify materials for soil and plant treatments * 		
<ul style="list-style-type: none"> • Monitor soil pH * 		
<ul style="list-style-type: none"> • Assess product application methods in accordance with farm work procedures and environmental implications* 		
<ul style="list-style-type: none"> • Select fertilizer and application method to be used according to fertilizer type, soils and farm work procedures* 		
<ul style="list-style-type: none"> • Calibrate/Adjust and use tools, equipment and machinery * 		
<ul style="list-style-type: none"> • Apply fertilizer at correct rate, timing and method according to plant growing cycle and farm fertilizer calendar* 		
<ul style="list-style-type: none"> • Handle / store fertilizers* 		
<ul style="list-style-type: none"> • Record product applications according to farm work procedures 		
<ul style="list-style-type: none"> • Identify the main simple and compound fertilizer products available in the local market including analysis, solubility, salt index, application rates and costs 		
<ul style="list-style-type: none"> • Identify the environmental implications of soil ameliorants and fertilizer use 		

<ul style="list-style-type: none"> Communicate effectively with team members, supervisors, contractors and suppliers 		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 4:	CONTROL WEEDS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Recognize a range of weeds and beneficial organisms within a particular enterprise		
• Assess scope, density and size of weed infestation*		
• Plan the implementation of control measures		
• Select control measures and use appropriate tools, equipment and implements suitable for infestation		
• Use / maintain PPE *		
• Implement control measures according to IPM principles*		
• Clean and maintain safe work area *		
• Prepare land to ensure weed elimination *		
• Monitor control methods*		
• Assess effectiveness of control methods in reference to specified industry and enterprise standards, and make necessary adjustments		
• Maintain records in accordance with legislation and enterprise guidelines *		
• Identify the chemical, biological and cultural control methods and treatment available to enterprise within the parameters of IPM program		
• Identify OHS issues and legislative requirements associated with hazardous substances		

<ul style="list-style-type: none"> Communicate effectively with supervisor, contractors , consultants and work team members 		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 5:	PREPARE AND APPLY CHEMICALS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Observe the area as to evidence of pest and/or disease infestation*		
• Assess the requirements for chemical use*		
• Check label of chemicals to ensure chemicals meet user requirements and specifications*		
• Prepare appropriate chemicals*		
• Use / maintain PPE*		
• Prepare application equipment and tools*		
• Apply chemicals according to label and Material Safety Data Sheet (MSDS) *		
• Determine compatibility of chemicals*		
• Clean / maintain application equipment and tools*		
• Dispose properly unused chemicals, empty containers and spilled materials*		
• Follow procedures for reporting chemical spills *		
• Record application of chemicals, injury or poisoning associated with application of chemicals*		
• Measure quantities, timing, frequency, application rates and calibrate equipment		
• Identify OHS issues, legislative requirements and Codes of Practice relevant to chemical use and hazardous substances		
• Identify hazard and apply appropriate control and emergency response		

• Identify environmental effects of chemical use		
• Identify cost effective use of chemicals		
• Communicate effectively with supervisor, contractors , consultants and work team members		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 6:	ESTABLISH HORTICULTURAL CROPS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Prepare machinery and equipment for use in accordance with the work plan and the manufacturers specifications*		
• Prepare for horticultural crop establishment*		
• Monitor soil and weather conditions*		
• Confirm seeding, fertilizer and pest and disease control requirements against the work plan*		
• Prepare the soil (planting) medium*		
• Prepare planting materials, ensuring optimum range of depth and density*		
• Sow the crop*		
• Select, use and maintain appropriate personal protective equipment*		
• Assess and calculate the application of fertilizer / pesticide requirements, timing and application rates*		
• Carry out fertilization in line with work plan*		
• Coordinate pest and weed control treatment with seeding and fertilizer applications as required*		
• Apply fertilizer, herbicides, insecticides, other pesticides and hazardous substances safely *		
• Complete the seeding operation*		
• Report machinery and equipment damage, malfunctions and irregular performance*		
• Cleans, secures and stores machinery and equipment*		

<ul style="list-style-type: none"> • Complete records and documentation as per organizational requirements* 		
<ul style="list-style-type: none"> • Communicate effectively with supervisor, contractors , consultants and work team members 		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 7:	COORDINATE A HORTICULTURAL MAINTENANCE PROGRAM	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Interpret site plans and crop maintenance specifications*		
• Prepare for crop maintenance activities*		
• Coordinate work groups, contractors and own activities		
• Select, calibrate, use and maintain tools, equipment and machinery*		
• Carry out pre-operational and safety checks on tools, equipment and machinery*		
• Implement crop maintenance activities in an efficient, timely and coordinated manner*		
• Monitor crop maintenance activities and undertake remedial action where necessary*		
• Dispose/ Remove waste materials in an environmentally aware and safe manner and in accordance with the farm work procedures*		
• Prepare report and work procedure documentation using prescribed format*		
• Identify the principles and methods of thinning and pruning, including effects on plant growth and production levels*		
• Measure quantities, calculate material requirements, area, volume, ratios and applications rates*		
• Monitor farm plants for quality*		
• Communicate effectively with supervisor, contractors , consultants and work team members		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 8:	COORDINATE A HORTICULTURAL CROP HARVESTING	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Identify maturity parameters for a range of crops*		
• Identify crop to be harvested , timing, requirements and procedures for harvest to assure crop quality*		
• Select, use and maintain tools, equipment , machinery and personal protective equipment in accordance with harvest requirements and farm work procedures*		
• Coordinate work group, contractors and own activities to sequentially and effectively complete harvest in a timely and cost effective manner*		
• Monitor crop quality throughout harvest*		
• Deliver the crop according to client, farm and industry quality assurance specifications*		
• Identify and assess the effect of adverse climatic conditions which may prevent or impede crop harvesting operations or severely influence the time taken to complete the tasks necessary to fulfill the operation*		
• Interpret and apply test results, calculate tallies, yield and quality results and working hours *		
• Prepare report and work procedure documentation using prescribed format*		
• Communicate effectively with supervisor, contractors , clients and work team members		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 9:	UNDERTAKE FIELD BUDDING AND GRAFTING	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Identify grafting requirements*		
• Select appropriate crop, variety, and materials for budding/grafting*		
• Prepare materials for budding/grafting*		
• Select, use and maintain tools, equipment, machinery and personal protective equipment for budding / grafting*		
• Perform budding / grafting of plants according to prescribed procedures*		
• Apply labels according to enterprise guidelines*		
• Dispose or store unused grafting material according to company procedures*		
• Take appropriate action in response to out-of-specification results or non-compliance*		
• Sort, collect, treat, recycle or dispose waste in accordance with environmental and industry procedures*		
• Identify basic plant physiology, parts of the plants, rootstock and scion stock, including the methods of budding/grafting and their purpose*		
• Prepare report and work procedure documentation using prescribed format*		
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Qualification:	HORTICULTURE NC III	
Certificate of Competency 10:	UNDERTAKE PROPAGATION ACTIVITIES	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Prepare for plant propagation*		
• Collect propagation materials using appropriate method for the crop and variety, and according to enterprise guidelines*		
• Maintain and store propagation material to ensure maximum viability*		
• Select, use, clean and maintain tools, equipment, machinery and personal protective equipment for propagation activities*		
• Apply / carries out pre-treatment to appropriate propagation methods and species*		
• Perform propagation activities according to instructions and OHS requirements*		
• Apply labels according to enterprise guidelines*		
• Monitor plant health and take remedial actions, when necessary*		
• Remove / dispose waste in accordance with environmental and industry procedures*		
• Observe and follow hygiene practices as per OHS requirements*		
• Prepare report and work procedure documentation using prescribed format*		
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