



College of Agriculture,  
Food & Rural Enterprise

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2014

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# Grow your career

## Horticulture industry training brochure

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## Contents

This booklet gives you an overview of the courses normally available to people working in the horticulture sector.

In summary these include:

- Short courses (nationally accredited or bespoke)
- Apprenticeship programmes
- Work-based courses
- Part-time courses

04-06

08-11

12-13

14-15

If you have a specific education or training need please contact the Horticulture Training Team at CAFRE, Greenmount Campus for further information on Freephone **0800 028 4291**

or  
Email: [enquiries@cafre.ac.uk](mailto:enquiries@cafre.ac.uk)

If you want to apply for a course please visit our website: [www.cafre.ac.uk](http://www.cafre.ac.uk) and following the industry support link to the discipline area you are interested in.

## Foreword

Welcome to our industry training brochure for the horticultural sector.

Training and developing staff and practitioners in any business is of vital importance to ensuring competitiveness. Businesses who don't include such practices as part of their business model and culture run the real risk of losing both staff and custom to competitors who can make better use of new technologies, practices and achieve higher standards.

CAFRE recognises that in-service education and training is an essential tool for any successful business and therefore provides a suite of nationally accredited and bespoke education and training courses on a day release basis for people employed in the horticulture sector.

### Why CAFRE?

We are the biggest provider of horticulture education and training in Northern Ireland. The college offers a range of full-time, part-time and short courses at Greenmount Campus at educational Levels 2, 3, 4 and 5, from craft to management level. These courses cover garden design and construction; landscape and grounds maintenance; greenkeeping and groundsmanship; plant production and retailing.

CAFRE is ideally placed to deliver education and training to the horticulture sector. The campus is centrally located in Northern Ireland and has a unique range of learning resources to assist with learner development. The college grounds provide skills development opportunities for landscaping and garden maintenance; the Greenkeeping and Golf Academy allows greenkeepers and grounds staff to learn from practical activities as part of their studies, and the Horticulture Development Centre (HDC) allows candidates to work in an up-to-date realistic horticulture production environment.

The Greenmount horticulture team comprises professionally accredited teaching and support staff who have the ability to deliver the knowledge and skills required by industry. Teaching staff follow continuing professional development activities, ensuring students get the benefit of innovative industry practices and technical developments for any sub-sector.



## Short courses

CAFRE offers a variety of short courses, many of which are intended to deliver training to key horticultural workers who will be carrying out the operations normally associated with their areas of work. In many cases training is nationally accredited through assessment, rewarding the trainee with a certificate of competence. In some cases, certification is a requirement by law, for example in relation to applying pesticides.

Short courses have been developed by Awarding Bodies, or in some cases the college, to meet the needs of local landscapers, greenkeepers and horticulturists. Our courses are continually updated to reflect industry developments. They are usually delivered at Greenmount Campus, Antrim but on occasions may be offered in other locations.

There is generally a charge for short courses although selected courses may be free to students enrolled on Apprenticeships or part-time study where they contribute to the programme specification.

### ATV/Quad operation

This LANTRA course is aimed at operators who use four wheel sit-astride vehicles (quad bikes) as part of their normal working operations e.g. for road spraying. It covers the requirement for training operators and deals with personal protective equipment, as well as safe riding techniques. (1 day)

### Tractor driving

This LANTRA certificated course is aimed at operators who routinely drive agricultural tractors as part of their work. The Law now requires new operators to hold accreditation in safe tractor use. (2 days)

### Ride-on and pedestrian mowers including cylinder, rotary and flail

This suite of LANTRA courses is aimed at an operator who uses machinery to cut grass, whether it is a pedestrian-operated mower, or a ride-on machine. The course focuses on the safe and efficient operation of the machinery. It is an assessed course. (1 day)

### Brushcutter/trimmers maintenance and operation

This LANTRA certified course is aimed at operators of nylon cord trimmers and brushcutting implements. It covers the maintenance and safe operation of these tools, as well as site inspection and hazard identification. (1 day)

### Manual handling

This LANTRA course is aimed at all practical workers and supervisors in the landscape and amenity industry. It is not suitable for people involved in office-based activities. (1 day)

### Paving operations

This course is aimed at operatives carrying out simple hard surface construction schemes using pre-cast unit paving in a range of construction types and is aimed at landscapers working in the small domestic garden market. (2 days)

### Pesticide application, including knapsack or boom sprayer

Any operator applying pesticides in the course of their business is legally required to hold the appropriate certification. This NPTC suite of qualifications includes the basic foundation module (PA1), as well as knapsack (PA6) and boom-mounted sprayer (PA2a) modules, depending on individual requirements. PA1 is a prerequisite for both PA2a and PA6. (1 day each)

### Commercial Horticulture

The college delivers a range of training to meet the technical and business development needs of growers in commercial horticulture production.

### Course areas

**Cut flower/foilage:** establishment, husbandry, disease control, harvesting and marketing of new and existing cut flowers and foliage.

**Apple production:** general husbandry, growth control and tree shaping, storage and maintaining quality to meet market requirements.

**Ornamental crops:** producing and marketing quality plants.

**Vegetable and soft fruit production:** disease and pest control, nutrition, harvesting and quality control.

**Business management:** monitoring business performance, marketing and obtaining credit.

More details on all these courses can be found at: [www.dardni.gov.uk/index/farming/crops-and-horticulture.htm](http://www.dardni.gov.uk/index/farming/crops-and-horticulture.htm) or telephone 028 9442 6770.

The following courses are not accredited through assessment, but lead to the award of a certificate of attendance. Most have been specifically designed by CAFRE to support supervisors and managers in the industry.

#### Lawnmower and strimmer maintenance

This course is aimed at supervisors who have some responsibility for the routine maintenance of lawnmowers and strimmers and is intended to give an understanding of, and a level of proficiency in the safe maintenance of this equipment. (1 day)

NB It is expected that candidates for this course will already hold certificates of competence in the safe use of lawnmowers, such as those awarded by LANTRA or by NPTC.

#### Fencing erection

This course is aimed at supervisors who oversee the erection of fencing. The course is intended to give an understanding of and a level of proficiency in the erection of a range of commonly used fence types. (1 day)

#### Performance quality standards for sports turf surfaces

This course is aimed at supervisors and managers of natural sports turf surfaces for a range of sports. The course aims to develop skills in the measurement and evaluation of data collected from natural surfaces intended for sporting activity which in turn informs management practices. (1 day)

#### Jargon busting for greens convenors

This short course is aimed greens convenors at golf club and other officials who need to know what the technical terms in common use by greenkeeping professionals mean, and what impact these terms may have on the playability of a golf course. (1 day)

#### Tree, shrub and herbage recognition

This course is aimed at supervisors responsible for the management and maintenance of planted areas, hedges and natural vegetation areas. The course is intended to give participants an increased awareness of the range and diversity of plant material encountered, standard management practices as well as specific safety issues relating to commonly found plants. (1 day)

#### Level 3 Award in Managing Planted Areas for their amenity value

This course aims to develop the skills of supervisors and charge-hands working in the amenity horticulture industry, specifically those involved with the day-to-day maintenance of trees, shrubs and other plants in the landscape. It aims to develop skills in the planning of maintenance for planted areas, as well as the planned rejuvenation and renovation of over-grown or over-mature areas of landscape planting.

This course is only available to groups by specific arrangement and takes up to five days; four days of tuition with an additional day for the assessment.



# Apprenticeships for the horticultural industry

A new Apprenticeship programme at Level 2 (craft level) is now available to employers within the horticulture sector through DARD which is funded by the Department of Employment and Learning (DEL). The Apprenticeship scheme is not available to public sector organisations.

DEL and LANTRA (formally the Sector Skills Council for Horticulture), have produced an Apprenticeship framework, which will allow employees to gain valuable vocational qualifications and work related skills in the sports turf, landscaping and production sectors.



Private sector employers can use Apprenticeships to train both new and existing staff. The Apprenticeship makes use of nationally recognised qualifications as well as useful skills-specific short courses to provide on-the-job training for staff. Training generally takes place over two years. Individuals can sometimes complete sooner depending on the level of skill and experience of the apprentice and the opportunities available to learn in the workplace.

The college will provide the knowledge and skills training while the employer supports this by providing hands-on practical experience. Off-the-job technical training will be delivered on a day-release and sometimes block release basis at Greenmount Campus or other centres. Essential Skills training will be delivered at Greenmount Campus or more local to the workplace.

CAFRE will work with each interested employer to:

- explain the way that Apprenticeships will work and the funding available
- help recruit an Apprentice or support existing staff into Apprenticeships
- agree a training plan with the employer/apprentice
- manage the training and evaluation ensuring that National quality standards are met
- deliver training in line with the DEL framework.

## The main requirements

An apprentice must be in employment for at least 21 hours a week from the start of the Apprenticeship programme. Any training must take place within this paid time.

The candidate must be aged between 16 and 24 years old at the start of the programme.

The employer must give the apprentice an induction into their work role and provide ongoing and varied on-the-job training. The employer must fully support the training process and release the worker as required for formal education and training. This includes the requirement to assist with mentoring the apprentice throughout the programme, for example discussing, setting and monitoring performance targets and skills attainment challenges every six weeks.

## Paying apprentices

The employer is responsible for paying the apprentice. Wages are set for amenity horticulture by the Agricultural Wages Board and there is an Apprenticeship wages rate which can be paid to all apprentices. Employers are advised to check this rate which currently starts at £2.68 per hour. As the pay rate is substantially lower than the appropriate minimum wage based on age it generally compensates the employer for any work time 'lost' to training. For example the apprentice rate would be approximately 70% of the 16-17 year old hourly rate and 50% of 18-20 year old rate.

However it is important to note that once apprentices are over 18 years old and have

completed a year of their programme, they must be paid at least the National Minimum Wage for their age.

## Benefits to the Apprenticeship scheme to employers

- Fully supported and mentored apprentices undertaking training are likely to be enthusiastic, motivated and loyal
- The apprentice will develop the practical skills and gains national qualifications a business needs
- The mixture of on and off-the-job learning ensures apprentices learn the skills that work best for each employer
- Employer participation in the scheme helps to develop a more competent workforce which leads to increased productivity and competitiveness
- Training by the apprentice route is likely to be far more cost effective than trying to hire staff with the skill set required initially
- Staff developed through the Apprenticeship programme are more likely to stay with an employer
- Financial benefits/employer incentives are available to the employer.

## Level 2 Apprenticeship Programme in Horticulture

The DEL specified programme comprises:

- Introduction/induction to employment
- Level 2 Work-based Diploma in Horticulture
- Emergency First Aid training and certification (current at completion)
- One additional vocational training course from the course list opposite
- Training and certification in Essential Skills to Level 1

Candidates must have attained at least Level 1 in Essential Skills in Communication and Application of Number by the time they finish the framework. If candidates already have achieved a Grade D or above at GCSE in Mathematics or English, they do not have to undertake this part of the framework qualification.

In addition to the basic Apprenticeship requirements outlined above which includes at least one of the courses listed, CAFRE may provide up to four additional training courses. Each approval will be subject to funding availability, satisfactory attendance, application and sufficient progress by the apprentice for the college to secure DEL stage funding.

### Additional training courses

- Brushcutters and strimmers
- Chainsaw safe use
- Competence in the safe use of hedge trimmers
- CSR Card (visitor's card)
- Manual handling
- Pedestrian cylinder and rotary mowers
- Pedestrian two-wheeled tractors and cultivators
- Ride-on mowers
- Tractor driving and related operations - two day
- Tractor driving and related operations - four day
- Training and certification in the safe use of pesticides PA1
- Training and certification in the safe use of pesticides PA2 (Tractor Sprayer)
- Training and certification in the safe use of pesticides PA6 (Knapsack Sprayer)

Many of these short courses carry national accreditation. The cost of these courses would normally fall to the employer to provide for a new employee.

### Travel allowance

CAFRE apprentices under the age of 25 can submit receipt based claims of up to £20 per week for a maximum of 50 weeks to cover travel costs to and from the college or out-centre on required days of attendance. The college will review claims and will only pay for travel expenses deemed reasonable.

### Bonus on completion

Once an apprentice has successfully completed the Apprenticeship programme with CAFRE, the employer will be entitled to a bonus payment of £500 from DEL.

### Detail of Work-based Diploma encompassed within the Apprenticeship

The units that make up the Work-based Diploma that an apprentice will undertake depend on which sub-sector of the industry they are working in and the viability of numbers to facilitate group training. The college is keen to work with industry to facilitate delivery tailored to individual subsectors.

Examples of possible unit combinations are listed on page 17 onwards.



## Work-based courses

Greenmount Campus offers work-based courses which provide invaluable in-service training for those already employed in the horticulture sector. Students attend the college on a day-release basis and have the opportunity to complete formally recognised qualifications with no course expenses incurred by the student or employer.

### Level 2 Work-based Diploma in Horticulture (Parks, Gardens and Green Spaces)

The Level 2 Work-based Diploma is accredited by City and Guilds and is available to public sector workers and those involved in landscape work from the private sector that are not eligible for enrolment onto the Apprenticeship programme.

Taught at Greenmount Campus on a day-release basis the course normally lasts for two academic years, beginning in September of each year. Students undertake a programme of instruction and gather evidence of competence from their workplace and complete a comprehensive portfolio of evidence to demonstrate their ability to do the job.

The main areas of study include:

- Clearing horticultural and landscaping sites
- Control of pests, diseases and disorders
- Effective working relationships
- Health and safety
- Maintenance of amenity turf
- Personal development
- Plant identification
- Site preparation, seeding and planting
- Use of tools and equipment



### Level 2 Work-based Diploma in Sports Turf Management

This Level 2 Work-based Diploma is accredited by City and Guilds and is available to public sector workers and those involved in sports turf work from the private sector that are not eligible for enrolment onto the Apprenticeship programme.

Taught at Greenmount Campus on a day-release basis the course normally lasts for two academic years, beginning in September of each year. Students undertake a programme of instruction and gather evidence of competence from their workplace and complete a comprehensive portfolio of evidence to demonstrate their ability.

The main areas of study include:

- Effective working relationships
- Health and safety
- Maintain the health and condition of sports turf surfaces
- Personal development
- Repair of sports turf surfaces
- Site preparation, seeding and planting
- Tractor operation
- Use of machinery and equipment



## Part-time courses

### Level 3 Subsidiary Diploma in Horticulture

This two year part-time course is specifically aimed at people maintaining parks, gardens and landscapes and those maintaining sports turf facilities. On completion of this course, students receive a City and Guilds Level 3 Subsidiary Diploma in Horticulture and may have the opportunity to progress onto appropriate higher education courses.

Landscape maintenance main areas of study are:

- Constructing hard landscape features
- Investigative project
- Machinery operations
- Plant and soil science (core subject)
- Pruning trees and shrubs

Sports turf management main areas of study are:

- Investigative project
- Irrigation and soil drainage
- Machinery operations
- Management of golf surfaces or winter games surfaces
- Plant and soil science (core subject)
- Sports turf construction

### Entry requirements

Entrants to this course must be working in the sports turf or landscape sector for a minimum of one day a week and normally have four GCSE passes at Grade C or above including English and Mathematics. Applicants who can demonstrate significant relevant industry experience will also be considered. These applicants may be required to submit work-based evidence and undertake written assessments and/or practical competence tests as part of the assessment.



### Foundation Degree in Horticulture

The Foundation Degree (FdSc) in Horticulture is validated by the University of Ulster and offers three pathways within the programme; Landscape, Amenity and Sports turf which can be completed on a part-time study basis. Students are able to choose from a range of optional modules to best suit their individual needs. This course is delivered over three to five years (depending on how many modules are studied each semester).

### Core modules

- Horticulture principles and practices
- Human resource management
- Improving business opportunities
- Introduction to business management
- Plant and soil science
- Plant health
- Professional work placement
- Soft landscaping

Plus options (to the value of 90 credits) from the following:

### 10 credit points:

- Amenity tree management
- Contract documentation
- Design and planning of sports turf facilities
- Development of gardens through time
- Garden centre retailing and customer service
- Horticulture technology
- Principles of organic horticulture

### 20 credit points:

- Construction, design and performance of sports turf surfaces
- Design project
- Garden and planting design principles
- Public event management
- Sports turf management project
- Sustainable enterprise management
- Turf mechanisation and irrigation
- Urban conservation management

### Entry requirements

Students should normally have 100 UCAS tariff points, plus four GCSE subjects at Grade C including English and Mathematics and preferably Double Award Science. Industrial experience and prior qualifications of applicants who have worked for a minimum of three years are taken into account. For some modules it may be possible to apply for Accreditation of Prior Learning (APL).



## Appendix 1 Level 2 Work-based Diploma in Horticulture units

The following tables indicate the possible choices of units available for each sector. CAFRE retains the right to offer alternative selections where there are insufficient candidates in a cohort from individual sectors. Units which must be completed (mandatory units) are marked with an asterisk (\*).



### Sector: Parks, gardens and green spaces

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 204	Levelling and preparing sites for landscaping	4
Unit 205*	Preparing ground for seeding and planting	4
Unit 206*	Establishing plants and or seeds in soil	4
Unit 207*	Identify the health and maintain the condition of general amenity turf	5
Unit 224	Use and maintain non-powered and hand held powered tools and equipment	3
Unit 235	Clearing horticultural and landscaping sites	3
Unit 244*	Plant nomenclature, terminology and identification	5
Unit 263*	Identify and report the presence of pests, diseases and disorders	3

Candidates following this pathway must complete at least 37 credits from a combination of 17 credits from mandatory units (marked with \*), and 20 credits from optional units.

## Sector: Sports turf green-keeper

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 205*	Preparing ground for seeding and planting	4
Unit 206*	Establishing plants and or seeds in soil	4
Unit 210*	Maintain the health of sports turf	5
Unit 211*	Maintain the condition of sports turf surfaces	7
Unit 212*	Renovate and repair sports surfaces	3
Unit 213	Maintain and renovate artificial sports surfaces	6
Unit 224*	Use and maintain non-powered and hand held powered tools and equipment	3
Unit 225*	Use and maintain pedestrian controlled powered equipment	3
Unit 226*	Use and maintain ride-on powered equipment	3
Unit 250*	Prepare and operate a tractor and attachments	5

Candidates from the greenkeeping sector following this pathway must complete 44 credits from mandatory units (marked with \*), and 9 credits from optional units.

## Sector: Fruit production

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 244*	Plant nomenclature, terminology and identification	5
Unit 263*	Identify and report the presence of pests, diseases and disorders	3
Unit 346*	Communicate information within the workplace	2
Unit 224	Use and maintain non-powered and hand held powered tools and equipment	3
Unit 235	Clearing horticultural and landscaping sites	3
Unit 236	Establishing crops or plants in growing medium	4
Unit 240	Remove unwanted plant growth to maintain development	5
Unit 241	Carry out harvesting operations	4
Unit 243	Store harvested crops	4
Unit 278	Transport harvested crop	4

Candidates following this pathway must complete at least 37 credits from a combination of 17 credits from mandatory units (marked with \*), and 20 credits from optional units.

## Sector: Garden centre retail

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 244*	Plant nomenclature, terminology and identification	5
Unit 263*	Identify and report the presence of pests, diseases and disorders	3
Unit 346*	Communicate information within the workplace	2
Unit 218	Preparing and transporting plants and resources	2
Unit 244	Plant nomenclature, terminology and identification	5
Unit 245	Merchandise plants and other relevant products	6
Unit 246	Provide customer service when selling plants	4
Unit 262	Monitor and maintain watering systems	2
Unit 263	Identify and report the presence of pests, diseases and disorders	3
Unit 273	Process payments for purchases in a retail environment	5

Candidates following this pathway must complete at least 37 credits from a combination of 17 credits from mandatory units (marked with \*), and 20 credits from optional units.

## Sector: Nursery stock

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 244*	Plant nomenclature, terminology and identification	5
Unit 263*	Identify and report the presence of pests, diseases and disorders	3
Unit 346*	Communicate information within the workplace	2
Unit 237	Monitor and report on the growth and development of crops and plants	3
Unit 238	Maintain moisture levels for crops or plants	2
Unit 239	Provide nutrients to crops or plants	2
Unit 240	Remove unwanted plant growth to maintain development	5
Unit 256	Collect and prepare propagation material	4
Unit 257	Establish propagation material	3
Unit 258	Propagate plants from seed	4

Candidates following this pathway must complete at least 37 credits from a combination of 17 credits from mandatory units (marked with \*), and 20 credits from optional units.

## Sector: Protected cropping

Unit	Title	Credit Value
Unit 201*	Monitoring and maintaining health and safety	3
Unit 202*	Maintain and develop personal performance	2
Unit 203*	Establish and maintain effective working relationship with others	2
Unit 244*	Plant nomenclature, terminology and identification	5
Unit 263*	Identify and report the presence of pests, diseases and disorders	3
Unit 346*	Communicate information within the workplace	2
Unit 206	Establishing plants and or seeds in soil	4
Unit 218	Preparing and transporting plants and resources	2
Unit 225	Use and maintain pedestrian controlled powered equipment	3
Unit 237	Monitor and report on the growth and development of crops and plants	3
Unit 238	Maintain moisture levels for crops or plants	2
Unit 239	Provide nutrients to crops or plants	2
Unit 241	Carry out harvesting operations	4
Unit 242	Prepare harvested crops	3
Unit 243	Store harvested crops	4

Candidates following this pathway must complete at least 37 credits from a combination of 17 credits from mandatory units (marked with \*), and 20 credits from optional units.





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