



Student Assessment Book
AHCNSY208 Maintain Indoor Plants (Release 1)



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Claydon Brothers

Document Control

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Introduction

This unit describes the skills and knowledge required to AHCNSY208 Maintain Indoor Plants Release 1. This unit of competency describes the skills and knowledge required to maintain and care for indoor plants, including preparing for work, maintaining the growing environment and plants, and completing plant maintenance operations.

The unit applies to individuals who maintain indoor plants under general supervision with limited autonomy or accountability.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Learning Outcomes

1. Prepare for work
2. Maintain the growing environment
3. Maintain indoor plants
4. Complete indoor plant maintenance operations

Assessments Overview

This Assessment Booklet includes all your tasks for the assessment in this unit of competency and you must complete all assessment tasks.

Assessment Task	About this Task
Assessment Task 1: Written Questions	You must correctly answer all questions to show that you understand the knowledge required for this unit.
Assessment Task 2: Practical Project	You will demonstrate your performance in the skills listed in the Assessor Checklist by completing the three tasks presented.

How to submit your Assessments

When you have completed each assessment task, submit all evidence listed to your Assessor either in hardcopy, electronically by email or uploading to the RTO's Assessment Portal or as otherwise instructed by your Assessor.

Make sure you keep a copy of all submitted work as your Assessor will not return these to you. It is your responsibility to keep this copy until you have completed the course.

Assessment Cover Sheet

Each Assessment Task has a cover sheet that you need to complete and sign the declaration. Submit this with your evidence for each Assessment Task. Ensure you answer all questions and complete all details prior to submitting this form.

Feedback from your Assessor

Your Assessor will provide feedback on the Record of Outcome for each Assessment Task. This form will be provided to you and you must return this form to the Assessor for storage. Sign and Date this form. Provide any comments that you wish your Assessor to know.

Resubmission of any Assessment Task

If you get something wrong and have to resubmit a part of your evidence or re-do a task again, the Assessor will discuss this with you and provide a deadline for you to resubmit the evidence by.

Deadlines for submission of evidence

Your Assessor will notify you of the last possible date of submission of evidence. There are no extensions provided unless there are extenuating circumstances. You would need to apply for an extension with your Assessor stating the grounds for the request. Do not assume an extension will be approved. It rarely is.

Purpose of the Assessments

All assessments have been created for you to be able to demonstrate your competency levels in each area. When you are graded Satisfactory in each Assessment Task, this leads to a competent result in the entire unit.

Assessment decisions

Your Assessor will mark each assessment task against the performance and knowledge criteria in the unit. Each aspect of the criteria being tested is listed in the section of the assessment ***"You will be required to have a good understanding of the following areas"***.

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	AHCNSY208 Maintain Indoor Plants Release 1		
Assessors Name			
Assessment Task 1	Written Assignment		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 1: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 1: Written Assessment

Overview of Task

You are to answer all the questions in this task.

What resources do I need to complete this task?

- **Access to learning materials**
- **Access to a computer and the Internet**
- **Access to word processing software**
- **Access to the Resources Folder for documents from the Internet and Templates**

Instructions to Students:

- **This is an open book test which means you can use your learning materials as a reference.**
- **You need to answer all questions**
- **You must answer the questions by writing in the space provided or by word processing your answers. It is recommended that all evidence is word processed wherever possible.**
- **Note: If you hand write your answers and the Assessor cannot read your handwriting the evidence will be returned to you to word process.**
- **Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.**
- **Submit your evidence on time.**
- **Your evidence must be authentic (original, references, not plagiarised).**

You will be required to have a good understanding of the following areas:

1. workplace requirements applicable for indoor plant maintenance including health and safety requirements
2. **principles and practices of indoor plant maintenance, including:**
 - a. **acclimatisation techniques for indoor plants**
 - b. **risks associated with indoor plant maintenance in public spaces**
 - c. **common problems that may occur with indoor plants, and their treatment**
 - d. **growth requirements of indoor plants**
 - e. identification and characteristics of common indoor plants, and their culture
 - f. **methods of disposing of waste to minimise damage to the environment**
 - g. **methods used for watering indoor plants and displays.**

Grading

You must get all questions 100% correct and any supporting documentation requested is submitted to gain a satisfactory in this task.

Location

The assessment will take place in the classroom, a Computing Lab or as otherwise instructed by the Assessor.

Questions to respond to.

Q1

Describe the workplace requirements when maintaining indoor plants including health and safety requirements.

Q2

List the techniques to acclimatise for indoor plants.

Q3

What are the risks associated with indoor plant maintenance in public spaces?

Q4

From the five common problems that may occur with indoor plants as listed below, and what is the cause and the treatment for each?

Common problem**Cause and Treatment**

Leaves wilting despite being well watered. Leaves may turn yellow or brown and fall off.

Plants are 'stretched': stems seem thin and weak, long stretches of stem between leaves which tend to be small and pale in colour. Plant not located in a bright position.

Assessment Task 2: Practical Project 1-3

Overview of Task

You are to demonstrate your skills and abilities in maintaining indoor plants.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet and word processing software
- Access to Policies and Procedures
- Access to SDS'
- Access to the Resources Folder for learning resources
- Appropriate PPE
- Safety gear including first aid kit and water
- Access to a nursery or shade house with indoor plants
- Hand tools such as secateurs, spades, trowels and brooms
- Supplies such as bleach, fertilisers and herbicides

Instructions to Students:

You must demonstrate your understanding of the issues and procedures related to this task.

- You must demonstrate your practical skills to be able to maintain indoor plants on at least three occasions.
- Your work for this project will also be observed over the semester by your Assessor.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

You will be required to have a good understanding of the following areas:

1. workplace health and safety requirements
2. prepared for indoor plant maintenance activities according to workplace instructions and procedures
3. selected, cleaned, used and maintained plant care tools and equipment
4. monitored indoor plant environment
5. inspected plant quality
6. monitored and maintained health of indoor plants
7. recognised common problems in indoor plants
8. applied water as directed
9. removed and disposed of waste material
10. recorded and reported indoor plant maintenance operations and unserviceable tools and equipment.

Grading

All supporting documentation requested must be submitted; and demonstrations to the Assessor must meet the criteria specified and to industry standards to gain a satisfactory in this task.

Location

The assessment will take place in the nursery or shade house or as otherwise instructed by the Assessor.

Client Brief/Scenario

Eden Indoor Gardens have been busier than ever in 2021 and 2022 with COVID-19 lockdowns and more people working from home. Their website has been inundated with requests for more indoor plants than can be delivered to the customers homes and a requirement is detailed instructions on how to care for the plants once they arrive.

You have been appointed to the Nursery as an assistant who helps to maintain the indoor plants and keep them healthy so they can be sold and transported to the client's homes.

Work Instructions for inspecting plants for quality

1. Ensure that the area is clean and free from risk of cross contamination or infection from surrounding plants.
2. Inspect the inside of the packaging for pests and contaminants.
3. Inspect the pot for pests and contaminants.
4. Inspect one plant at a time—starting from the bottom, at the root ball, and focusing on all external surfaces.
5. Examine the potting medium for signs of pests or disease.
6. Use a hand lens to inspect stems, branches, leaves (including the underside), buds and flowers.
7. Inspect for egg masses, larvae and small arthropods, as well as for symptoms of disease.

The Task

You are required to:

1. Confirm the activity to be undertaken with your supervisor. Record your notes on a separate sheet of paper.
2. Identify hazards in your nursery and complete the hazard checklist form – Template 1.
3. Select and use the appropriate tools and equipment in the Nursery and state what these are and why you chose to use those tools and equipment – complete Template 2 for this.
4. Select and use of PPE – record a video of you doing this and submit to your Assessor.
5. Inspect plant quality according to work instructions provided – complete Template 3 for this.
6. Recognise common problems with at least three plants and state what these are and how they can be treated. Use the Plant Information Card for this.
7. Measure quantities and calculate application rates of fertilisers, water requirements for each of your three plants you are maintaining. Use the Plant Information Card for this.
8. Monitor and maintain health of indoor plants on at least three occasions including checking the condition of media in plants, the water, nutrients, temperature and humidity on several occasions. Use the Plant Information Card for this.
9. Replace plants as required.
10. Maintain indoor plant environment
11. Accessing plants as directed
12. Use safe methods to transport tools and equipment
13. Ensuring cleaning is conducted in a hygienic manner
14. Clean pots, tools and equipment and store equipment effectively
15. Appropriate light, temperature, water and humidity maintained for plants and growing media is fit for purpose
16. Remove rubbish and waste as required and dispose of recyclable materials
17. Record workplace information on the plant maintenance cards.
18. Identify and report any unserviceable tools and equipment

Plant Information Card – Plant 3

Photo:	Common Name	
	Scientific Name	
	Plant Type	
	Purchase Date	
	Toxicity	
	Common Issues	

Plant Care Details

Water		Humidity	
Light		Soil	
Ideal Temperature		Fertilizer	

Growth Log

Date	Size	Details	Notes

Watering Schedule

Month: _____

Plant Name:																Period of watering				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

Observation Checklist

Student's Name				
Name of Assessor				
Unit of Competency	AHCNSY208 Maintain Indoor Plants Release 1			
Procedure	Observation in the nursery			
Instructions for students				
Observation of learner in their nursery in maintaining at least three indoor plants over a period of time.				
Instructions for the Assessor				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed. If they did tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.				
Criteria	Task #	Did the student meet the requirements below?	Yes/No	Comments
EL1.1 FDN OC1	1	Confirm the activity to be undertaken with your supervisor. Record your notes on a separate sheet of paper.		
EL1.2,PE1	2	Identify hazards in your nursery and complete the hazard checklist form – Template 1.		
EL1.3 PE2,3	3	Select and use the appropriate tools and equipment in the Nursery and state what these are and why you chose to use those tools and equipment – complete Template 2 for this.		
EL1.4 PE1	4	Select and use of PPE – record a video of you doing this and submit to your Assessor.		
PE5	5	Inspect plant quality according to work instructions provided – complete Template 3 for this.		
EL3.1 PE7	6	Recognise common problems with at least three plants and state what these are and how they can be treated. Use the Plant Information Card for this.		

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	AHCNSY208 Maintain Indoor Plants Release 1		
Assessors Name			
Assessment Task 1	Practical Project 1		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
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Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Practical Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	AHCNSY208 Maintain Indoor Plants Release 1		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	

Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: sales@claydonbrothers.com.au.

Thank you for your time.

Qualification code and name					
Unit code and name	AHCNSY208 Maintain Indoor Plants Release 1				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.