

<b>Title</b>	<b>Maintain a documented work record of horticultural activities and prepare an enterprise report</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to maintain a work record of horticultural activities and prepare an enterprise report.
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<b>Classification</b>	Horticulture > Production Horticulture
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 The work record will cover a 10 week period spent working in the horticultural industry, or attending a tertiary horticulture programme. The enterprise report is applicable to any horticultural enterprise.
- 2 The enterprise report should be not less than 1500 words and include evidence (photos and diagrams) demonstrating the horticulture enterprise procedures.
- 3 All practical evidence presented in this unit standard must be in accordance with workplace procedures.
- 4 Definition  
*Workplace procedures* refer to verbal or written instructions to staff on procedures for the worksite and equipment. Workplace procedures must comply with health and safety legislation and be consistent with the workplace health and safety plan.

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### Outcomes and performance criteria

#### Outcome 1

Maintain a work record of horticultural activities.

#### Performance criteria

- 1.1 Maintain daily work records of participation, observations and/or studies relating to horticultural activities.
- 1.2 Structure work record layout and presentation using appropriate format.
 

Range	format includes but is not limited to – legible, sketches labelled, photographs and samples identified.
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**Outcome 2**

Prepare an enterprise report.

**Performance criteria**

2.1 Prepare a report describing a range of factual information for a horticultural enterprise.

Range information may include but is not limited to:  
 physical – location, size, climate, topography, buildings, facilities, shelter, soil type, drainage, machinery, accessibility, water source;  
 production – plants or crops grown, growing methods, crop production schedules, varieties grown, pests and diseases, irrigation;  
 management – personnel, client base, trends in the future, new technology, marketing and packaging, type of business.

2.2 Report on features and activities, which are of special significance of the horticulture enterprise.

<b>Planned review date</b>	31 December 2027
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**Last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	14 March 1995	31 December 2023
Review	2	28 November 1997	31 December 2023
Revision	3	19 July 2001	31 December 2023
Review	4	25 July 2006	31 December 2023
Review	5	30 June 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0052
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Muka Tangata – People, Food and Fibre Workforce Development Council [qualifications@mukatangata.nz](mailto:qualifications@mukatangata.nz) if you wish to suggest changes to the content of this unit standard.