

# Occupational standard

## Gardener's Assistant, level 3

**The occupational standard is a document**, that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

### Application areas of the occupational standard

- 1) Drafting of curricula and training programmes meeting the requirements of labour market.
- 2) Evaluation of competence of the people, incl self-evaluation and conformity evaluation upon awarding an occupational qualification.
- 3) Description and introduction of occupational qualifications.
- 4) Career planning and creation of a basis for lifelong learning.
- 5) Identification of personnel training needs and planning of training.
- 6) Drafting of job descriptions and recruitment of employees.
- 7) Comparison of occupational and educational qualifications.

<b>Occupational qualification title</b>	<b>Estonian qualifications framework (EstQF) level</b>
<i>Gardener's Assistant, level 3</i>	<b>3</b>

<b>Specialisations and titles on the occupational qualification certificate</b>	
<b>Specialisation</b>	<b>Title on the certificate</b>
Propagating foliage and growing cuttings	Propagator of foliage and grower of cuttings, level 4

## Part A JOB DESCRIPTION

### A.1 Job description

There are four occupational qualifications on the professional field of gardening: assisting gardener, level 2; gardener's assistant, level 3; gardener, level 4 and senior gardener, level 5.

Level 3 gardener's assistant is a skilled worker who understands basic work related facts and principles. They fulfil basic tasks in all fields of gardening - vegetable and fruit growing, arboretum, floriculture, etc. A gardener's assistant chooses and uses tools and methods suitable for garden work, acts according to a plan and in an economical and resourceful manner. Their main tasks are preparing sowing and planting ground, sowing and planting and caring for horticulture plants; harvesting crops/produce, preserving it and preparing it for sale. A gardener's assistant generally works in a delimited situation, under direct supervision and as part of a team. A gardener's assistant values ethical beliefs and ideas, follows good gardening practice and environmental- and work safety requirements.

### A.2 Units

- A.2.1 Preparing sowing and planting ground, and sowing and planting
- A.2.2 Caring for horticultural plants
- A.2.3 Harvesting crops or produce, preserving it and preparing it for sale

#### Optional units

- A.2.4 Propagating foliage and growing cuttings
- A.2.5 Planting and maintaining lawn
- A.2.6 Creating and maintaining greenery
- A.2.7 Installing paving (concrete stone, natural stones, wood- and sifting paths)
- A.2.8 Creating flower arrangements and compositions
- A.2.9 Establishing and maintaining indoor greenery

The occupational qualification of Gardener's Assistant, level 3, includes the following specialization: Propagator of foliage and grower of cuttings, level 4, which includes units A.2.1-A.2.4

The list of tasks connected to units has been specified in Annex 1 „Units and tasks“ of the occupational standard.

### A.3 Working environment and specific aspects of work

The work of a gardener's assistant has flexible working hours, if necessary, it also includes holidays. The work is diverse and takes place in both indoor and outdoor environment.

The health risks related to the work of an assisting gardener are lifting weights, noise, working with mechanisms, working in heights, varying of weather conditions and temperatures, humidity and contact with different allergens (e.g. plants, chemicals, pollen, etc.).

### A.4 Tools

Main tools of a gardener's assistant are:

gardening tools: substrates, packaging materials, fertilizers, pots, plant protecting agents, horticultural covering materials, supporting means, mulches, carts, shovels, rakes, spades, different cutting and other tools ;

machinery and devices: tractors, soil cultivation tools, sowing and planting machines, fertilizers, plant protection sprayers, harvesting machines, mowers, edgers, chainsaws, hedgecutters, loaders, watering

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systems, greenhouse automatics and other machines and devices;  
measuring tools: growth parameter indicators, measuring tape, scales and other measuring tools;  
means of communication: computer and phone, etc.;

other tools: cleaning and other equipment.

**A.5 Personal characteristics necessary for this job: abilities and personality traits**

The work of a gardener's assistant requires honesty, motivated attitude, co-ordination, laboriousness, resilience; good stress-, load- and environmental tolerance; ability to adapt, take responsibility, work in a team and learn from experience; correctness and social attitude.

**A.6 Occupational training**

The position of a gardener's assistant, level 3 is usually occupied by people who have passed a vocational training or have acquired their skill with practical work.

**A.7 Possible job titles**

Vegetable grower, fruit grower, gardener's assistant, arboretum gardener, arboretum worker, flower grower, agricultural worker, horticultural worker.

## Part B

### COMPETENCE REQUIREMENTS

#### B.1. The structure of the occupational qualification

When applying for the occupational qualification of gardener's assistant, level 3, certification of obligatory competences B.2.1-B.2.3 and B.2.10 (transversal competence) is required; in addition, one can choose to certify optional competences (optional competences B.2.4-B.2.9).

When applying for the occupational qualification it is possible to specialize on Propagating foliage and growing cuttings, which requires certification of competences B.2.1-B.2.3, B.2.4 and B.2.10.

#### B.2 Competences

##### Obligatory competences

B.2.1 Preparing sowing and planting ground, and sowing and planting	EstQF level 3
<u>Performance indicators:</u> 1) prepares the workplace and growing area of horticultural plants (installs necessary means, weeds, cleans, digs, flattens, etc.) according to instructions, by using manual tools if necessary; 2) sorts the nursery stock according to instructions; 3) sows seeds, prickles the ground and plants horticultural plants either manually or with a machine, according to specified sowing norm and planting diagram; 4) mulches according to instructions; 5) supports horticultural plants according to instructions.	
<u>Supporting knowledge:</u> 1) classification of nursery stock, qualities and quality requirements; 2) classification of most commonly grown plants and common weeds; 3) basics of the agrotechnology of horticultural plants (see Annex 2).	
<u>Assesment method(s):</u> Practical work.	

B.2.2 Caring for horticultural plants	EstQF level 3
<u>Performance indicators:</u> 1) fertilizes horticultural plants according to instructions; 2) waters horticultural plants according to instructions; 3) performs plant protection work according to instructions; uses plant protection agents that do not require a plant protection certificate, follows work- and environmental safety requirements; 4) performs weed-killing procedures by using relevant tools and methods according to instructions; 5) designs and cuts horticultural plants according to instructions.	
<u>Supporting knowledge:</u> 1) ergonomics, environmental- and work safety requirements; 2) work methods and tools for caring for horticultural plants; 3) classification of most commonly grown plants and common weeds; 4) basics of plant growth requirements; 5) classification of most common horticultural plant diseases and pests, basics of plant protection; 6) basics of the agrotechnology of horticultural plants.	
<u>Assesment method(s):</u>	

Practical work.

<b>B.2.3 Harvesting crops or produce, preserving it and preparing it for sale</b>	<b>EstQF level 3</b>
<u>Performance indicators:</u>	
1) harvests the crops, sorts out bad-quality crops and pieces out the produce according to given instructions;	
2) stores, sorts, packages and labels the crops or produce according to instructions.	
<u>Supporting knowledge:</u>	
1) quality requirements and –categories for crops and produce.	
<u>Assesment method(s):</u>	
Practical work and an interview.	

### Optional competences

<b>B.2.4 Propagation of foliage and growing cuttings</b>	<b>EstQF level 4</b>
<u>Performance indicators:</u>	
by taking into account propagation time, -conditions and -methods:	
1) grafts (buds, scion grafts, etc.);	
2) propagates foliage (ground shoots, stolons, etc.) by taking into account the propagation methods of plants;	
3) propagates with cuttings (leaf-, root-, brach cuttings, woody-stemmed cuttings, softwood cuttings, turion, etc.);	
4) prepares generatively (picks out plants and seeds, pollinates, etc.) depending on plants;	
5) grows cuttings by taking into account the growth requirements of different plant species;	
6) packages and labels the produce according to the specifics of foliage.	
<u>Supporting knowledge:</u>	
1) principles of vegetative propagation of foliage;	
2) principles of generative propagation of foliage;	
3) principles of arbotreum management.	
<u>Assesment method(s):</u>	
Practical work and a theoretical assignment.	

<b>B.2.5 Planting and maintaining lawn</b>	<b>EstQF level 4</b>
<u>Performance indicators:</u>	
1) prepares the ground by taking into account its special characteristics, if necessary, performs chemical weed-killing by using relevant technical means and following environmental- and work safety requirements;	
2) lays down the grass area according to the project (work description);	
3) sows grass seed and fertilizer either manually or with a sower and compresses the soil while considering sowing norms;	
4) installs transplant grass, by taking account the specifics of the ground and weather conditions;	
5) waters the grass after sowing, assesses the periodical need for watering and waters it as necessary in the whole extent of the lawn;	
6) assesses the need for mowing and mows the lawn by using mechanisms (lawnmower, edger) and following work safety requirements;	
7) assesses the need for fertilization and fertilizes the lawn either manually or with a sower as necessary;	
8) performs other maintenance tasks (mulching, aerating, erect cutting, killing moss, correction- and	

supplementary sowing, etc.). <u>Supporting knowledge:</u> 1) lawn types; types and sorts of grass seeds and their suitability for seed mixes; 2) basics of manual and mechanical soil cultivation; 3) principles of use of tools for soil cultivation and grass grooming; 4) principles of creating different types of lawn; 5) principles of laying down a lawn area; 6) principles of watering and fertilizing horticultural plants; 7) principles of maintenance work.
<u>Assesment method(s):</u> Practical work.

<b>B.2.6 Establishing and caring for greenery</b>	<b>EstQF level 4</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) according to the project (work description) marks planting areas, their height and location of plants;</li> <li>2) prepares the growth base by taking into account the project, existing ground and plants to be planted and, if necessary, kills weed;</li> <li>3) installs the edges of the planting area according to the vertical planning of the location;</li> <li>4) installs geotextiles according to the project (work description) and specifics of the location;</li> <li>5) sows seeds; plants, waters, supports and cuts back plants according to the project (work description) and by taking into account the type and size of the cutting, its species, growth requirements, weather- and soil conditions;</li> <li>6) plants large trees/brushes according to the project (work description) and by following work safety requirements;</li> <li>7) mulches according to the project (work description) and growth requirements of plants;</li> <li>8) clips or rejuvenates hedges by using proper hedge cutters and –trimmers, and by following work- and workplace safety requirements and good gardening practice;</li> <li>9) maintains (supports, cuts, waters, mulches, aerates, weeds, prepares for winter) plants and planting areas, while following good gardening practice;</li> <li>10) performs plant protection tasks by using plant protection agents according to established requirements;</li> <li>11) fertilizes according to the fertilization system and by considering fertilization norms;</li> <li>12) performs maintenance-, shaping- and rejuvenation cutting of fruit- and decorative trees and berry- and decorative brushes while following good gardening practice;</li> <li>13) composts plant waste in order to create an organic circulation and assure ecological strengthening of plant health.</li> </ol>	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> <li>1) classification and growth requirements of garden plants;</li> <li>2) classification of common weeds;</li> <li>3) planting requirements of plants arising from the growth environment at the location;</li> <li>4) types of cuttings;</li> <li>5) categorization of geotextiles, mulches and different edge materials;</li> <li>6) categorization and work- and maintenance principles of measuring instruments used for laying down horticultural plants and greenery (horizontal and vertical);</li> <li>7) principles of laying down horticultural plants and greenery;</li> <li>8) categorization of plant protection agents and principles of plant protection tasks;</li> <li>9) basics of fertilizing horticultural plants;</li> </ol>	

- 10) caring principles of greenery;
- 11) work- and maintenance principles of tools used in caring for greenery;
- 12) principles of maintenance cutting and shaping of horticultural plants;
- 13) principles of composting (or compost management) and waste handling.

Assesment method(s):

Practical work, an interview.

**B.2.7 Installing paving (concrete stone, natural stones, wood- and sifting paths)**

**EstQF level 4**

Performance indicators:

- 1) lays down paths and sites according to the project (work description) and, if there is no project, taking into account the specifics of the location;
- 2) hollows out the path and installs base layers (filling layer, cold protection layer, carrying layer, leveling layer), by using suitable techniques and following legislation concerning landscaping and work safety requirements;
- 3) installs path edges and paving, performs necessary concrete works according to the project (work description), and by using grinder or stone cutting guillotine if necessary, and by following work safety requirements;
- 4) finishes different types of paving while following quality requirements and project (work description).

Supporting knowledge:

- 1) principles of hollowing out paths and building base layers;
- 2) principles of laying down paths and sites;
- 3) construction requirements of paths and sites;
- 4) principles of use of simpler mechanisms (grinder, stone cutting guillotine, tamper and concrete mixer);
- 5) principles of mixing concrete.

Assesment method(s):

Practical work.

**B.2.8 Selling garden goods**

**EstQF level 4**

Performance indicators:

- 1) designs the interior and display of the sales location, if necessary, by co-operating with specialists and taking into account the specifics of the sales location;
- 2) prepares goods for sale and puts them out in the salesroom;
- 3) compiles and handles accompanying documents and sales reports of the goods and checks the product volume in stock as required;
- 4) finds out the needs of clients by asking guiding questions and taking into account the opportunities and wishes, cultural background and traditions of the customer;
- 5) formalises orders received from customers and arranges it to be fulfilled by taking into account the specifics of the order;
- 6) counsils the customer and introduces goods by recommending different options and opportunities;
- 7) sells products and offers an opportunity to make additional purchases, assuring the satisfaction of the customer;
- 8) handles customer accounts by using different payment methods (cash, payment terminal, invoice);
- 9) packages goods by taking into account the specifics of work, weather conditions and means of transportation;
- 10) solves problems and customer complaints within their sphere of competence, if necessary, forwards the problem to a more experienced colleague.

<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> <li>1) classification and qualities of foliage and garden goods;</li> <li>2) basics of sales work and client service and good practice;</li> <li>3) company's requirements;</li> <li>4) principles of placement of goods;</li> <li>5) understanding goods and accompanying documents;</li> <li>6) principles of stock accounting;</li> <li>7) basics of the seasonality of garden goods;</li> <li>8) basics of cashier work;</li> <li>9) basics of packaging garden goods.</li> </ol>
<p><u>Assesment method(s):</u></p> <p>Practical work, interview, observation, combined method.</p>

<b>B.2.9 Creating flower arrangements and compositions</b>	<b>EstQF level 4</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) chooses the best arrangement or composition for the idea or composition requirements;</li> <li>2) establishes a work goal and chooses appropriate work methods, materials and techniques, by taking into account the requirements of specific task (size, heaviness, volume, steadyness, durability, conditions);</li> <li>3) plans their time by considering the size, difficulty and volume of the task;</li> <li>4) co-ordinates the distribution of work of their subordinates according to the task in hand;</li> <li>5) establishes the price of work by considering its size, materials used, level of difficulty, volume, conditions and time cost;</li> <li>6) packages flower arrangements by taking into account the specifics of the work and weather conditions;</li> <li>7) if necessary, organises the transportation of flower arrangements according to the order.</li> </ol>	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> <li>1) rules of composition;</li> <li>2) different flower arrangements;</li> <li>3) placement methods and techniques;</li> <li>4) tools and materials;</li> <li>5) work methods;</li> <li>6) packaging principles;</li> <li>7) principles of transport management;</li> <li>8) principles of price design.</li> </ol>	
<p><u>Assesment method(s):</u></p> <p>Practical work, interview, observation, study map, combined method.</p>	

<b>B.2.10 Establishing and caring for greenery</b>	<b>EstQF level 4</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) analyses the condition at the location of indoor greenery by taking into account the specifics of the location and project goal;</li> <li>2) creates project (work description) budgets by considering materials used for establishing and caring for indoor greenery and their volumes;</li> <li>3) establishes indoor greenery according to the project (work description) and specifics of the location;</li> <li>4) decides on the caring requirements of indoor greenery and performs maintenancy by considering the project (work description) and specifics of the location;</li> </ol>	



5) establishes a maintenance schedule.
<u>Supporting knowledge:</u> 1) classification and caring principles of foliage and garden goods; 2) growth requirements of house plants; 3) growth systems of plants (pots, watering systems, etc.); 4) classification of most common plant diseases and pests, principles of plant protection; 5) basics of creating a maintenance schedule for indoor greenery; 6) principles of creating a budget.
<u>Assesment method(s):</u> Practical work.

### Transversal competences

<b>B.2.10 Gardener's assistant, level 3 transversal competence</b>	<b>EstQF level 3</b>
<u>Performance indicators:</u> 1) values good gardening practices and gardener's ethics; 2) demonstrates necessary physical coordination and resilience, hand skills, etc.; 3) fulfils responsibilities taken and achieves work goals within the specified time period, acts independently according to instructions; 4) is open to co-operation, participates in teamwork, shares necessary and useful information with teammates, acts towards achieving the best common result; 5) assesses risk factors and environmental risks connected to the job and implements measures for dampening such risks, takes into account environmental- and work safety requirements; 6) keeps their workplace and equipment clean; 7) in case of an accident, provides first aid, calls for professional help and notifies the location manager or their employer of the situation; 8) language skills: proficiency level A2 in Estonian language (see Annex 3); 9) uses computer on level Module 2, Module 3 and Module 7 (see Annex 4).	
<u>Supporting knowledge:</u> 1) ergonomic work methods; 2) environmental- and work safety requirements and waste handling; 3) basics of first aid; 4) definition of terms used in relevant manuals 5) plant names in Latin.	
<u>Assesment method(s):</u> integrated with assessment of other competences specified in the occupational standard.	

## Part C

### GENERAL INFORMATION AND ANNEXES

<b>C.1 Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications</b>	
1. Designation of the occupational standard in the register of occupational qualifications	11-09042014-2.1/7k
2. <i>The occupational standard is compiled by:</i>	Madis Kahu, <i>AS Sagro</i> Leo-Kaupo Kivirand, <i>FIE Lillekasvatus</i> Tiina Paasik, <i>Räpina School of Horticulture</i> Mihkel Saar, <i>Hansaplant</i> Aita Sauemägi, <i>SA Innove</i> Indrek Teder, <i>Baltic Agro AS</i> Elmar Zimmer, <i>Seedri Puukool</i>
3. The occupational standard is approved by:	Toiduainetööstuse ja Põllumajanduse Kutsenõukogu
4. No. of the decision of the Sectoral Council:	23
5. Date of the decision of the Sectoral Council:	09.04.2014
6. The occupational standard is valid until (date)	08.04.2019
7. Occupational standard version No.	7
8. Reference to the Classification of Occupations (ISCO 08)	611 Field crop and vegetable growers
9. Reference to the level in the European Qualifications Framework (EQF)	3
<b>C.2 Title of occupational qualification in foreign languages</b>	
In Estonian Nooremaednik	
In Finnish Nuorempi puutarhuri	
In Russian Младший садовод	
<b>C.3 Annexes</b>	
Annex 1 <a href="#">Units and tasks</a>	
Annex 2 <a href="#">Terms related to the professional field of a gardener</a>	
Annex 3 <a href="#">Language skills</a>	
Annex 4 <a href="#">Computer skills</a>	
Annex 5 <a href="#">List of foliage</a>	

## Annex 1

### Units and tasks

Gardener's assistant, level 3 is a skilled worker who understands work related facts and principles. They fulfil basic tasks in all fields of gardening – vegetable- and fruit husbandry, arboretum, floriculture etc. A gardener's assistant will choose and use most suitable tools and methods for gardening, acts according to a plan, economically and resourcefully. Their main tasks are preparing the sowing and planting ground, and sowing and planting, caring; harvesting the crop/produce, preservation and preparation for sale. A gardener's assistant will generally work in a stable situation, according to given instructions and successfully participates in teamwork. A gardener's assistant will value ethical ideas and values, by following good gardening practices and environmental- and work safety requirements.

1	Planning work and tools	Gardener's assistant, EQF level 3	Gardener, EQF level 4	Senior Gardener, EQF level 5
1.1	calculating production plan and –volume and putting together procedures for sowing		X	X
1.2	calculating material volume			X
1.3	selecting and acquiring materials		X	X
1.4	assessing the growth substrate and location		X	X
1.5	organizing plant protection procedures			X
1.6	organizing fertilizing			X
1.7	planning the demand for labor		X	X
1.8	planning the demand for mechanisms			X
1.9	planning the work time and -volumes		X	X
1.10	creating a budget of expenditures			X
2	<b>Preparing the sowing and planting area, and sowing and planting</b>			
2.1	preparing the workplace (depending on field)	X	X	X
2.2	fertilizing		X	X
2.3	assessing the quality of nursery stock	X	X	X
2.4	sowing, prickling and planting	X	X	X
2.5	mulching	X	X	X
2.6	supporting	X	x	X
2.7	instructing colleagues		X	x
3	<b>Caring for horticultural plants</b>			
3.1	assessing the need for care procedures		X	X
3.2	fertilizing	X	X	X
3.3	watering	X	X	X
3.4	performing mechanical (furrow harrowing, cultivation, etc.) care		X	X

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3.5	performing plant protection tasks (chemical and biological)	X	X	X
3.6	weed repellence (hoeing, weeding)	X	X	X
3.7	protecting the plantation		X	
3.8	design and cutting		X	X
<b>4</b>	<b>Harvesting crops / produce, its preservation and preparation for sale</b>			
4.1	assessing the quality of crops / produce		X	X
4.2	selective and bulk harvesting and piecing out the produce	X	X	X
4.3	determining and managing the storage conditions			X
4.4	storage	X	X	X
4.5	sorting and determination of quality categories for the produce		X	X
4.7	packaging and labelling		X	X
<b>5</b>	<b>Propagating foliage and growing cuttings</b>			
5.1	grafting			X
5.2	propagating foliage			X
5.3	propagating cuttings			X
5.4	generative propagation			X
5.5	growing cuttings			X
5.6	packaging and labelling produce			X
<b>6</b>	<b>Management (level 4)/Management and budgeting (level 4)</b>			
6.1	creating business plan			X
6.2	calculating the profitability of the organization			X
6.3	supervising one gardener or a small workgroup		X	X
6.4	counselling colleagues		X	X
6.5	creating a budget and work schedule and making sure that it will be fulfilled			X
6.6	checking if quality requirements are being followed		X	X
6.7	compiling and presenting reports			X
	<b>Optional competences</b>			
<b>7</b>	<b>Propagating foliage and growing cuttings</b>			
7.1	grafting	X	X	
7.2	propagating foliage	X	X	
7.3	propagating cuttings	X	X	
7.4	generative propagation	X	X	
7.5	growing cuttings	X	X	
7.6	packaging and labelling produce	X	X	
<b>8</b>	<b>Planting and maintaining lawn</b>			

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8.1	ground preparation	X	X	X
8.2	laying down the grass surface	X	X	X
8.3	sowing	X	X	X
8.4	installing transplant grass	X	X	X
8.5	watering the grass	X	X	X
8.6	evaluating the need for mowing, and mowing grass	X	X	X
8.7	evaluating the need for fertilization, and fertilizing	X	X	X
8.8	caring for lawn	X	X	X
<b>9</b>	<b>Creating and maintaining greenery</b>			
9.1	marking planting areas, their height and location of plants	X	X	X
9.2	preparing growth base	X	X	X
9.3	installing the edges of the planting area	X	X	X
9.4	installing geotextiles	X	X	X
9.5	sowing seeds	X	X	X
9.6	planting large trees/brushes	X	X	X
9.7	mulching	X	X	X
9.8	clipping or rejuvenating the hedge	X	X	X
9.9	caring for plants and planting areas	X	X	X
9.10	performing plant protection activities	X	X	X
9.11	fertilizing	X	X	X
9.12	taking care of and styling fruit trees and berry bushes, rejuvenation clipping	X	X	X
9.13	composting plant clippings	X		
<b>10</b>	<b>Installing paving (concrete stone, natural stones, wood- and sifting paths)</b>			
10.1	laying down paths and sites	X	X	X
10.2	hollowing out the path and building a ground layer	X	X	X
10.3	installing path borders and paving	X	X	X
10.4	finishing different types of paving	X	X	X
<b>11</b>	<b>Selling garden goods</b>			
11.1	designing the interior and exposition at the sales location	X	X	X
11.2	preparing goods for sale and placing them to the sales area	X	X	X
11.3	compiling and handling accompanying documents and parcel reports	X	X	X
11.4	finding out the needs of customers	X	X	X
11.5	formalizing orders received from customers	X	X	X
11.6	counselling customers and introducing products	X	X	X
11.7	selling products and offering an opportunity to	X	X	X

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	perform additional purchases			
11.8	billing customers	X	X	X
11.9	packaging goods	X	X	X
11.10	solving problems and customer complaints	X	X	X
<b>12</b>	<b>Creating flower arrangements and compositions</b>			
12.1	picking the best solution	X	X	X
12.2	establishing a goal	X	X	X
12.3	planning time	X	X	X
12.4	coordinating the distribution of work of subordinates	X	X	X
12.5	establishing the price of work	X	X	X
12.6	packaging flower arrangements	X	X	X
12.7	organizing the transportation of flower arrangements	X	X	X
<b>13</b>	<b>Creating and maintaining indoor greenery</b>			
13.1	analyzing the condition of the object of indoor greenery	X	X	X
13.2	creating a project budget (work description)	X	X	X
13.3	establishing indoor greenery	X	X	X
13.4	deciding on the maintenance requirements of indoor greenery and performing maintenance	X	X	X
13.5	establishing a maintenance schedule	X	X	X
	<b>Transversal competences</b>			
<b>14</b>	<b>Transversal competences of a gardener's assistant</b>			
14.1	values ethical beliefs	X	X	X
14.2	long-term planning of work and instructing colleagues			X
14.3	showing physical co-ordination and resilience	X		
14.4	fulfilling obligations taken and carrying out work goals within specified time period	X	X	X
14.5	creating an internal contact network within the company			X
14.6	participating in teamwork	X	X	
14.7	voicing and defending their opinion		X	X
14.8	developing work-related knowledge and using field-specific knowledge			X
14.9	analyzing, using and collecting information			X
14.10	learning from success, failures and criticism			
14.11	following long-term goals and interests of the company in their activities			X

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14.12	using resources efficiently, keeping up with deadlines			X
14.13	is familiar with activities of competitors and colleagues and economy			X
14.14	assessing risk factors and environmental risks	X	X	X
14.15	keeping workplace and tools in good order	X		
14.16	providing first aid	X	X	X
14.17	language skills	X	X	X
14.18	using a computer	X	X	X

## Terms related to the professional field of a gardener

### FUNDAMENTALS OF AGROTECHNOLOGY (including floriculture)

1. Selecting site
2. Cultivating in crop rotations
3. Cultivating in monoculture
4. Intermediate crops
5. Preparing seeds
  - 5.1 Sorting
  - 5.2 Processing seeds / sets before sowing / planting
  - 5.3 Stratification
6. Sowing seeds / planting sets
  - 6.1 Sowing and planting period
  - 6.2 Sowing methods, depth and nearness
  - 6.3 Planting depth
  - 6.4 Machinery
7. Growth time care
  - 7.1 Goals and care systems
  - 7.2 Weed-killing systems, chemical weed-killing
  - 7.3 Agricultural machinery and minimizing care procedures
8. Watering
  - 8.1 Water consumption and factors affecting it
  - 8.2 Optimal moisture and defining the watering time
  - 8.3 Watering norms-, intensity, -systems
  - 8.4 Machinery
9. Cultivation tools
10. Harvesting
  - 10.1 Harvesting times and methods
  - 10.2 Harvesting machinery, loss of harvest during harvesting
11. Different growing technologies / according to the specifics of product use
  - a) mechanization options and their economic analysis
  - b) diseases and repellents
  - c) pests and repellents
  - d) seed cultivation



e) preservation:

- 1) preparation for preservation
- 2) factors affecting preservation, loss on preservation,
- 3) storage, equipment

OTHER TERMS

1. Vegetables – vegetables and fruits and garden berries (Source:ÕS)
2. Horticultural products (vegetables, flowers, sets)
3. Dendrology – science of trees and shrubs (Source:ÕS)
4. Plantation – plot where perennial crops have been planted together (Source:ÕS)
5. Clone sorts and crops reproduced by seeds (population and line sorts) (Source: Puuviljad ja marjad Eestis 2010. 1.4.3)
6. Culture (garden, agricultural, etc.) – a plant culture growing in the garden or field (Source:ÕS)
7. Microreproduction (shoot-tip grafting and microcloning) (Source:Taim ja aednik, 8.2.5)
8. Cuttings and green cuttings (Source: Taim ja aednik, 8.2.5)
9. Seedling- and clone stock (Source: Puuviljad ja marjad Eestis 2010. 7.1)



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## Annex 5

### **List of foliage**

The list of foliage (including designations in Latin) have been defined on threshold level by Estonian Gardening Association. The list of plants specified by Estonian Gardening Association is available on their website [www.aiandusliit.ee](http://www.aiandusliit.ee) and will be the grounds for the creation of curricula and training programs and professional evaluation.