

Overview

This standard is for those who co-ordinate the collection of plants for sale or dispatch. It applies to the manual or mechanical collection or lifting of plants for orders. This could include intermediate storage and preparation for dispatch or sale. The types of preparation activities will depend on the enterprise within which you are working. In certain circumstances it will include the preparation of dispatch documents including plant passports.

Plants may be in containers or pots, for example, bedding plants, shrubs or house plants. They may also be plants which have been grown in the ground, such as open ground trees, shrubs or roses.

The collection of plants for sale or dispatch is mainly appropriate to ornamental nurseries producing house plants, bedding plants and hardy ornamental nursery stock (trees, shrubs, herbaceous and alpine plants).

This standard covers the co-ordination of your own workload; in some instances it may involve co-ordinating the work of teams.

The standard is suitable for those who have significant personal responsibility for carrying out these duties, planning the process and possibly supervising other staff.

You must carry out your work in a way which will minimise the impact on the natural environment.

Co-ordinate the collection of plants for sale or dispatch

Performance criteria

You must be able to: **Co-ordinate the collection and preparation of plant orders for sale or dispatch:**

1. carry out risk assessments and check that relevant health and safety requirements are met within your area of responsibility
2. check and sort plant orders in a way which will assist the plant collection and preparation process
3. clarify specifications for the collection and preparation of plants
4. identify and co-ordinate the availability of resources required for the collection and preparation of plant orders for sale or dispatch
5. confirm that suitable clothing and personal protective equipment (PPE) is worn
6. confirm that tools and equipment are used and maintained in safely and correctly
7. co-ordinate plant collection and preparation methods in accordance with specifications
8. check that the working methods are communicated clearly with all those involved in, or affected by, the collection of plants for sale and dispatch
9. recognise and identify the required plants for collection
10. monitor the accuracy of the plant order collection against specifications
11. monitor and make any necessary adjustments to plant collection methods to improve the process and maintain the quality of the product
12. monitor the condition of the collected plants and take action when required in accordance with specifications
13. check plants are handled and transported in a way which maintains quality and minimises damage
14. identify any problems that arise during collection and take action when required
15. confirm that the collection of plant orders is completed within the required timescales and in accordance with specifications

Prepare collected plant orders for sale and dispatch:

1. monitor the preparation of the collected plant orders to confirm

Co-ordinate the collection of plants for sale or dispatch

- they meet specifications
2. confirm that plant order preparation is completed within the required timescales
 3. accurately identify any problems that arise during plant order preparation and take action when required
 4. store plant orders prior to dispatch or sale in accordance with specifications
 5. co-ordinate the processing of recycling or disposal of waste in accordance with relevant legal and organisational requirements
 6. check that records are completed in line with relevant legislative and organisational requirements
 7. carry out all work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and organisational requirements.

Co-ordinate the collection of plants for sale or dispatch

Knowledge and understanding

You need to know and understand: **Co-ordinate the collection and preparation of plant orders for sale or dispatch:**

1. how to identify hazards, assess risks and interpret risk assessments
2. the importance of checking customer requirements for the collection and preparation of plants
3. how to co-ordinate the collection and preparation of plant orders to ensure customer requirements are met
4. how to determine the human and physical resources required for the collection and preparation of plant orders
5. the types of clothing and personal protective equipment (PPE) suitable for the activity
6. the types of tools and equipment required for the collection and preparation of plants for sale or dispatch and how to prepare, use, maintain and store these safely and correctly
7. suitable methods for transporting the plants within the site
8. the importance of maintaining communication with those involved in, or affected by your work and how this should be done
9. the seasonal conditions which are suitable for collection and dispatch of plant orders
10. relevant species or varieties of plants produced by the enterprise and how to recognise them
11. sources of information on different species and varieties
12. relevant sizes and grades recognised within the trade for the plants grown by the enterprise
13. sources of information on sizes and grades
14. suitable methods for collecting or lifting the plants
15. characteristics which indicate a plant is fit for collection or lifting
16. how to maintain the quality of the collected plants and minimise damage
17. how to check the plant orders meet customer requirements
18. the importance of monitoring and making the necessary adjustments to plant collection methods to improve the process and maintain the quality of the product
19. how to recognise instances where the plant does not meet customer requirements and the action to take

Co-ordinate the collection of plants for sale or dispatch

20. timescales within which collection and preparation of plant orders must take place
21. the acceptable commercial rates of collection and preparation of plant orders which apply within the enterprise

Prepare collected plant orders for sale or dispatch:

1. how to ensure plant preparation meets customer requirements
2. suitable methods for preparing the plants
3. reasons why collected plants may not be of a suitable quality and how to identify this
4. factors which affect plant quality during dispatch and transport
5. methods for maintaining the health of plants ready for sale or dispatch
6. relevant methods of storing plants prior to sale or dispatch
7. the importance of maintaining records correctly for preparing plant orders for sale or dispatch relevant to legal and organisational requirements
8. correct methods for the safe disposal or recycling of waste and excess materials created by the collection and preparation of plant orders
9. the importance of following relevant environmental and ecological best practice to help minimise the impact of your work on the environment
10. your responsibilities under relevant health and safety legislation, codes of practice and organisational policies

Co-ordinate the collection of plants for sale or dispatch

Scope/range

- A. co-ordinate the following resources for the collection of plants for sale or dispatch:
1. people
 2. material
 3. equipment
- B. consider the following constraints on the collection operation:
1. customer requirements
 2. resource availability
 3. condition of plants
 4. health and safety
 5. environmental conditions
- C. make adjustments due to:
1. plants condition
 2. environmental conditions
 3. resources use
- D. use the following preparation methods:
1. pruning/trimming
 2. tying
 3. weeding
 4. grading
 5. bundling
 6. wrapping
 7. containerising/packing
 8. labelling
 9. watering
 10. loading

Co-ordinate the collection of plants for sale or dispatch

Glossary

Preparation is used to cover activities that take place following the identification and collection of plants i.e.:

- weeding
- grading
- bundling
- wrapping
- containering/packaging
- labelling
- watering
- loading
- storage

Specifications: drawings, schedules, method statements, Standard Operating Procedures (SOPs), manufacturers' guidelines, organisational policies.

Co-ordinate the collection of plants for sale or dispatch

Developed by Lantra

Version Number 3

Date Approved January 2019

Indicative Review Date January 2024

Validity Current

Status Original

Originating Organisation Lantra

Original URN LANPH12

Relevant Occupations Nursery Worker

Suite Horticulture

Keywords plants; collection; preparation; dispatch
