



**SURVIVAL  
SKILLS**  
in the Workplace

**HORTICULTURE**



## Everyday tasks for horticultural employees

- Reading plans, drawings, manuals and labels
- Following instructions
- Measuring plots or gardens
- Weighing seeds and fertilizer
- Planning where, what and when to plant



- Digging and preparing soil, propagating, planting and tending plants
- Picking fruit, cutting flowers, mowing grass and harvesting vegetables
- Operating and maintaining machinery and equipment
- Communicating with people as members of the public and clients

# WHAT SKILLS?



## Speaking and Listening

- Listen carefully to follow verbal instructions, e.g. from supervisor, client, colleague
- Ask sensible questions to find information, e.g. on clients' requirements, on details of plant care from colleagues or representatives
- Offer advice on plants and their care to clients

## Writing

- Complete simple forms accurately, e.g. records of planting or use of chemicals, stock lists, receipts for clients
- Write commonly used words and names clearly, e.g. on plant labels, notices, price tags

## Reading

- Obtain information from charts and tables, e.g. temperature graphs, calendars, diagrams of planting patterns, safety signs
- Follow simple written instructions, e.g. on seed packets and labels, on machinery and equipment, on health and safety notices
- Read straightforward information, e.g. in manuals, trade journals and catalogues





## Number Skills

- Write numbers accurately, e.g. in stock lists, telephone numbers, prices
- Measure out plots of given size and spaces between rows and plants
- Weigh out given quantities, e.g. seeds, powder or granular fertilizer, potting compound
- Measure liquid volume, e.g. for pesticides, fungicides, liquid fertilizers, watering plants
- Schedule time using a calendar, e.g. for planning ground preparation, planting, pruning, harvesting



## **Communication skills needed to work in horticulture**

- Reading – understand short, straightforward pieces of written and graphical information, e.g. instructions on packets and labels, health and safety signs, diagrams
- Writing – complete short simple records and labels
- Speaking and Listening – talk face-to-face with one person, e.g. colleagues, supervisors and clients

## **Numeracy skills needed to work in horticulture**

- Numbers – record numbers accurately, e.g. stock numbers, telephone numbers
- Measurement – measure length, weight and liquid volume, e.g. plots, planting distances, seeds and chemicals
- Time – plan using a calendar, e.g. planting, harvesting

To start work or undertake an NVQ in horticulture, the basic skills levels needed are:

- communication at Entry 3;
- numeracy at Level 1.

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