



# Horticulture or Landscaping Supervisor

## Key information

**Reference:** ST0226

**Version:** 1.1

**Level:** 3

**Typical duration to gateway:** 30 months

**Typical EPA period:** 5 months

**Maximum funding:** £10000

**Route:** Agriculture, environmental and animal care

**Integration:** None

**Date updated:** 04/10/2024

**Approved for delivery:** 12 December 2018

**Lars code:** 392

**EQA provider:** Ofqual

**Review:** this apprenticeship will be reviewed in accordance with our change request policy.

This apprenticeship has options. This document is currently showing the following option:

All



## Details of the occupational standard

### Occupation summary

This occupation is found in a wide range of outdoor spaces. This may include public parks and gardens, green spaces, schools, tourist attractions, business and retail parks, historic gardens, private gardens, and estates. The horticultural spaces may be privately or publicly owned.

Work may be carried out on a variety of locations that might include domestic gardens, construction sites, retail and business parks.

Employers will vary in size and type and can include charities, commercial businesses or governmental organisations. Many organisations will be specialised in their activities, such as grounds maintenance or landscape construction.

The broad purpose of the occupation is to plan, oversee and carry out horticultural or landscaping operations to create and maintain horticultural spaces. The work involves both the soft landscaping aspects (plants and soil) and the hard landscaping (surfaces, features, and structures).

Horticulture or Landscaping Supervisors will be employed in an occupation that specialises in either horticulture or landscaping.

Horticultural Supervisors plan the maintenance of established horticultural areas. They oversee and carry out hard and soft landscaping maintenance operations and ensure that the site is maintained in line with the design, purpose and business objectives. They will have an advanced skill set, enabling them to undertake a wide range of horticultural operations.

Landscaping Supervisors will plan, oversee and undertake activities required to install landscapes to meet customer specifications. This might be complex landscapes with high values and a range of features including ornamental, horizontal and vertical structures, or smaller scale domestic gardens such as patios, retaining walls, water features, decking or pergolas.

Horticulture or Landscaping Supervisors frequently work outdoors, year-round and in all weathers. They sometimes work at heights, for example pruning taller plants and hedges.

Horticulture or Landscape Supervisors will require certificates of competence and or training to undertake particular activities and use specialist machinery.

### Typical job titles include:

Botanical horticulturist 

Horticulture supervisor 

Horticulture team leader 

Landscape supervisor 

Senior gardener 

### Core occupation duties

DUTY	KSBS
<p><b>Duty 1</b> Supervise health, safety and welfare for undertaking horticultural activities, including key documentation, site safety planning and ensuring communication is sufficient for work to be completed safely.</p>	<p>K15 K21 K22 K23 K24 K25 K26 K29 S9 S13 S14 S15 S16 S17 B1</p>
<p><b>Duty 2</b> Supervise environmental and heritage protection on a horticultural site.</p>	<p>K2 K3 K4 K8 K9 K15 K21 K23 K29 S1 S2 S4 S9 S13 S15 B2</p>
<p><b>Duty 3</b> Establish, maintain and care for plants in different environments.</p>	<p>K1 K2 K3 K4 K6 K7 K8 K9 K10 K11 K12 K14 K16 K17 K18 K22 K25 K27 K30 S1 S2 S3 S4 S5 S6 S8 S10 S11 S14 S16 S18 B1</p>
<p><b>Duty 4</b> Manage and optimise soil condition relevant to the environment and planting requirements including the prevention of damage from traffic and works.</p>	<p>K2 K3 K6 K7 K8 K9 K10 K14 K22 K25 K27 K30 S1 S2 S3 S4 S5 S8 S14 S16 S18 B1</p>
<p><b>Duty 5</b> Develop and implement work plans to deliver projects and achieve desired quality of work.</p>	<p>K2 K3 K19 K20 K21 K22 K23 K24 K25 K26 K27 S2 S12 S13 S14 S15 S16 S17 S18 B1 B2 B4</p>
<p><b>Duty 6</b> Develop and supervise the implementation of site biosecurity measures and invasive species management.</p>	<p>K2 K4 K8 K9 K10 K21 K23 K25 K30 S1 S2 S4 S5 S13 S15 S16 B1</p>
<p><b>Duty 7</b> Oversee horticultural site-based projects, organise resources, budgets and people. To include environmental protection, keeping records and using digital technology.</p>	<p>K2 K3 K4 K19 K20 K21 K22 K23 K24 K25 K26 K27 S1 S2 S12 S13 S14 S15 S16 S17 S18 B1 B2 B4</p>

<b>Duty 8</b> Provide customer care to all stakeholders.	K23 K24 K26 S15 S17 B4
<b>Duty 9</b> Supervise a team of staff or volunteers undertaking horticultural or landscaping maintenance activities.	K19 K20 K21 K22 K23 K24 K25 K26 K27 S12 S13 S14 S15 S16 S17 S18 B1 B2 B4
<b>Duty 10</b> Manage own performance and development.	K1 K5 B3
<b>Duty 11</b> Supervise, maintain and operate tools equipment and machinery.	K2 K3 K21 K23 K25 K27 S2 S13 S15 S16 S17 S18 B1
<b>Duty 12</b> Plan and implement the assessment, maintenance and repair of horticultural structures for safety, longevity and aesthetics.	K2 K13 K21 K23 K25 K27 K28 S1 S2 S7 S13 S15 S16 S18 B1 B2

## Option duties

### Horticulture Supervisor duties

DUTY	KSBS
<b>Duty 13</b> Plan, schedule and undertake maintenance for soft landscape elements.	K31 K32 K33 K35 K36 K37 S19 S20 S22 S23 S24
<b>Duty 14</b> Propagate plants and choose appropriate growing media	K32 K33 K34 S19 S20 S21

### Landscaping Supervisor duties

DUTY	KSBS
<b>Duty 15</b> Plan and install landscape features, ensure resources are present and that activities meet the specification.	K38 K39 K40 K41 S25 S26 S27 S28
<b>Duty 16</b> Survey sites for landscaping.	K40 K41 K42 S27 S28 S29

## KSBS

### Knowledge

**K1:** The benefits of the ornamental horticulture industry for society (including human health and wellbeing) and the environment.

**K2:** Environmental mitigation measures, procedure and regulations, including waste management, hazardous waste and recycling.

**K3:** Principles of sustainability and how to contribute to government-led sustainability and zero carbon targets.

**K4:** Techniques to protect and enhance biodiversity and heritage on horticultural sites, including basic ecology and legal designations.

**K5:** How horticultural approaches vary with organisation type (for example charities, commercial, governmental) and site type (for example parks, greenspaces, heritage, botanic, destination or domestic gardens).

**K6:** Science of plant growth and development and requirements for healthy growth and development, including plant tissues and their functions, germination, photosynthesis, respiration, transpiration and fertilization.

**K7:** Naturally occurring factors (including microclimate, light, water, nutrients) and cultivation factors (including designed microclimates, pruning, training, irrigation, nutrition, species requirements), and how they affect plant growth.

**K8:** Principles of biosecurity, regulation, measures and policies for horticultural sites, including when importing plant material.

**K9:** Prevention and control methods of invasive species, including identification of species, their environmental and human impact, and regulatory requirements.

**K10:** Scientific plant naming conventions, including genus and species.

**K11:** Planting activities (including planting techniques, planting support, and protection methods) and their suitability to different stock types/ species and the planting environment.

**K12:** Importance of correct plant storage, transport, planting practices and aftercare.

- K13:** Methods to assess, rectify and maintain hard structures or surfaces, for example paving, walls, fences, pergolas, decking.
- K14:** Soil and growing media types and factors that affect soil quality and condition and management regimes, including sources, potential problems, storage, characteristics, including the prevention of damage from traffic and works.
- K15:** How to identify tree features that pose a risk and require professional inspection.
- K16:** Uses of general amenity, higher ornamental and species-rich meadow turf types, including biodiversity and management implications.
- K17:** Techniques for planning and installing turf surfaces (seed or turf) and species-rich meadows, including calculating material volumes.
- K18:** Methods to control unwanted vegetation and suitability to different situations, including prevention of unwanted growth, vegetation clearance and routine pruning techniques.
- K19:** Principles of project management, including purpose and structure of a project, roles and responsibilities, project plans and controls.
- K20:** Principles of budgeting and keeping within a budget.
- K21:** Digital tools and their ability to support business operations, including for problem solving, planning, collaboration and communication.
- K22:** Components of work plans and specifications, including schedule of activities and resource requirements.
- K23:** Principles of business communication and communication aids (including information technology) and how to adapt communication for different audiences and situations.
- K24:** Principles of customer care, including types of customers (internal and external), impact of customer care on the organisation, building relationships and collaboration.
- K25:** Statutory health, safety and welfare policies, procedures and regulations, safe working practices and how to comply with them, including how to implement and reviewing risk assessments and or Construction Design Management (CDM) plans.
- K26:** The role of the supervisor for delivering wider business plans, including techniques for allocating work, overseeing quality, communicating work instructions and establishing safe systems of work in a team (staff or volunteers).
- K27:** Principles of operating, maintaining and storing tools, equipment and machinery, including implications of legislation, manufacturer's guidance, operator skill and training, safety and procurement.
- K28:** The importance of maintenance regimes for hard structures or surfaces, including hazards associated with faults and damage, for example broken drainage, rotten timber, cracked paving stone, pointing, frost, damaged brick work.
- K29:** Tree protection legislation and causes of damage to trees from horticultural operations, including how conservation zones and tree preservation orders impact work undertaken on trees.

**K30:** Methods of identifying plants and their limitations, including physical inspection and assistive resources (for example, mobile applications and botanical keys), and the importance of correct plant identification.

**K31:** Types of water feature (including formal and informal) and aquatic environments, their maintenance requirements, and the role of plants in aquatic environments.

**K32:** Types of irrigation system and water sources, their suitability to the situation and environmental impact, and regulation and principles of use in line with manufacturers' instructions.

**K33:** Principles of Integrated Pest Management and planning plant pest and disease management, including types of plant threats and their impact on the plant and control measures and principles of the application of pesticides.

**K34:** Different plant propagation methods using seed and vegetative methods (including cuttings, division and layering) and implications of propagation method on management of plants including grafting.

**K35:** Components of a maintenance schedule and methods to assess maintenance requirements, including principles of planting design and how to enhance and manage a design through maintenance activities.

**K36:** Turf and species-rich meadow management regimes for different outcomes and the Pitch Quality Standard.

**K37:** Specialist pruning and training techniques for climbers, shrubs and trees.

**K38:** Work methods for landscape construction (including horizontal, vertical, water and timber features), regulatory requirements and the importance of construction methods for quality and safety of end feature.

**K39:** Principles and techniques for planning and installing services into landscapes, including lighting conduits, irrigation and drainage.

**K40:** Techniques and tools for measuring and setting out a site with several features and levels for landscape construction, including methods to identify location of utilities and or services.

**K41:** Estimation techniques and information sources for landscape construction projects, including construction drawings, scheduling, quantifying of human resources, materials and equipment.

**K42:** Site surveying, measuring and cable and service avoidance techniques, including cable avoidance tools and interpreting diagrams to avoid water, gas and electricity.

## Skills

**S1:** Plan and implement horticultural activities using techniques to protect and enhance the environment, biodiversity or heritage.

**S2:** Plan and implement environmental mitigation measures for horticultural tasks, including protecting sites (for example aquatic environments, soils, plants, structures) from horticultural works, waste management planning, hazardous waste and pollution controls.



**S3:** Plan the care of plants in different environments, including suitability for the site and providing irrigation and nutrition.

**S4:** Identify biosecurity threats for a horticultural site (including main pests or diseases and their identification features) and implement and communicate phytosanitary and biosecurity procedures for the site in line with legal requirements.

**S5:** Apply scientific plant naming conventions (including genus and species) to identify plants via physical inspection and without assistive resources.

**S6:** Plan and implement planting activities in context of the stock type/ species and planting environment.

**S7:** Assess hard structure or surface, evaluate hazards, damage and faults and rectify, report or maintain as required.

**S8:** Assess soil type and quality (imported or natural), identify soil condition and recommend management regimes as required and appropriate to the site, including the prevention of damage from traffic and works.

**S9:** Identify basic health threats and hazards for established trees.

**S10:** Plan, quantify materials and implement turf or species-rich meadow surface installation.

**S11:** Plan and supervise vegetation control (including formative, regenerative and maintenance pruning), selecting methods and equipment.

**S12:** Implement project management skills, including project processes, planning and specifications.

**S13:** Use digital tools to solve problems, plan, collaborate, communicate and keep records.

**S14:** Develop a work plan to a specification.

**S15:** Communicate using verbal and written communication skills.

**S16:** Establish safe systems of work and comply with health, safety and welfare legislation, including basic risk assessment.

**S17:** Supervise others (staff or volunteers ), including motivation, work prioritisation, quality, problem-solving, capability for task, establishing a safety culture and resource deployment.

**S18:** Manage use of tools and machinery on site (including safety and record keeping) and carry out selection appraisals.

**S19:** Use and maintain irrigation system (hose and lance, drip, sprinkler or rotary system) to ensure accurate and timely water application.

**S20:** Plan a programme of plant pest and disease controls in line with Integrated Pest Management principles. Spraying of pesticides and or fertilisers or non-chemical alternatives.

**S21:** Select propagation methods and plan and implement propagating plants by seed and vegetative methods in an indoor or outdoor context.



**S22:** Assess a horticultural area, develop an annual maintenance programme and undertake maintenance activities.

**S23:** Assess turf or species-rich meadow quality and plan and implement the maintenance, repair and renovation of ornamental turf areas.

**S24:** Prune or train a climber, shrub and tree using specialist pruning and or training techniques to maintain plant health and achieve design or functional objectives.

**S25:** Select work method and plan and undertake the application of a range of landscape construction materials to a specification, including brick laying, paving, timber features; construct horizontal and vertical features.

**S26:** Install a service into a landscape, for example lighting conduits, irrigation or draining.

**S27:** Measure and set out a site with several features and levels from a construction drawing.

**S28:** Plan and implement landscaping activities for a non-complex landscape construction project, including interpreting job specification and construction drawings, estimating materials required, planning resource allocation (human and physical), work quality and health and safety considerations.

**S29:** Survey site for landscape construction, including presence of services, drainage, plantings, features, protected areas and hazards.

## Behaviours

**B1:** Puts safety first for themselves and others.

**B2:** Sources solutions to problems in a proactive manner.

**B3:** Committed to continuous improvement and keeping up to date with industry practice including technological advancements.

**B4:** Team focused and works effectively with colleagues and others.

## Qualifications

### English and Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

### Other mandatory qualifications

#### Ofqual regulated Level 3 award in first aid at work (3-day course)

Level: 3

Ofqual regulated

The Health and Safety (First-Aid) Regulations 1981 state that:an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that caseHorticulture is a high risk sector where use of machinery, sharp tools and moving vehicles can lead to accidents and when they do occur, they are often more severe than in an office environment. Workers are often in isolated locations working in pairs or small teams and it can take some time for them to get help if an accident occurs. Responsible employers to meet the requirements of the law will make sure that a high proportion of their employees are first aid trained and to a sufficient level to deal with accidents that might occur. An Ofqual regulated qualification in first aid provides the assurance that the apprentice will have achieved the required standard to be safe working in the industry. The level 3 Award in First Aid at Work that is the longer 3 day course is required for apprentices at this level who will have supervisory responsibility for teams.

## **Lantra Awards Level 2 Award in Safe Use of Pesticides OR City & Guilds Level 2 Principles of safe handling and application of pesticides (for Option 1: Horticulture Supervisor)**

Level: 2

Ofqual regulated

Users of professional products are required to hold a certificate showing they have sufficient knowledge of the subjects listed in Annex I of Guidance on the requirements of the Plant Protection Products (Sustainable Use) Regulations 2012 (<https://www.hse.gov.uk/pesticides/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm>). This activity is regulated, and the qualifications mandated in the standards are all listed in the approved certificates for this purpose.

## **Lantra Awards Level 2 Award in the Safe Application of Pesticide Using Hand Held Equipment OR City & Guilds Level 2 Award In The Safe Application of Pesticides Using Pedestrian Hand Held Equipment (for Option 1: Horticulture Supervisor)**

Level: 2

Ofqual regulated

Users of professional products are required to hold a certificate showing they have sufficient knowledge of the subjects listed in Annex I of Guidance on the requirements of the Plant Protection Products (Sustainable Use) Regulations 2012 (<https://www.hse.gov.uk/pesticides/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm>). This activity is regulated, and the qualifications mandated in the standards are all listed in the approved certificates for this purpose.

## **City & Guilds NPTC Level 2 Certificate of Competence in the Safe Use of Abrasive Wheel Machines OR Lantra Abrasive Wheel Machines (for Option 2: Landscaping Supervisor)**

Level: 2

Ofqual regulated

Near half of accidents with abrasive wheels are due to unsafe systems of work or operator error. Under the Provision and Use of Work Equipment Regulations employees must have adequate training before using abrasive wheels. The industry uses the C&G qualification and the Lantra training course with assessment to develop and test competency with this machine type. By including in the landscaping option that requires use of this equipment, it ensures that all apprentices have had adequate training and are safe to operate machines during their apprenticeship. Certification is something that most employers would expect of a competent landscaping worker.

## Version log

Version	Change detail	Earliest start date	Latest start date	Latest end date
1.1	Standard, end-point assessment plan and funding band revised	30/10/2023	Not set	Not set
1.0	Approved for delivery	12/12/2018	29/10/2023	Not set

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