

Bermuda National Occupational
Certification Standard:
Landscape Gardeners – Levels 1, 2 & 3

About The Bermuda Landscape Association (BLA)

Vision Statement

To ensure that at all times the Bermuda Landscaping Association focuses clearly on the needs of our clients and staff by providing an environment of constant change and improvement by the development of a people focused culture.

Code of Ethics

To regard the landscape business as an honourable and necessary profession, and to conduct myself and my business in such a manner as to enhance the standing of my vocation in its public acceptance.

To deal fairly and justly with my customers and staff and to condemn all forms of practices which tend to discredit the landscape industry or injure its public relations.

To strive constantly and assiduously to improve my qualifications and proficiency in the landscape industry and thereby merit the approbation and esteem of others.

(Copied from the Florida Nursery, Growers and Landscape Association “FNGLA”)

Equal opportunities

DWD and BLA fully support the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material.

Our policy is to treat every member of staff, member of the public and job applicant with dignity and respect and to be fair and just at all times. We will not tolerate discrimination of any kind in any aspect of employment, including in job advertisements, recruitment, training, promotion, compensation, benefits, advancement and career development.

We do not discriminate on grounds of nationality, race, age, sex, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy or maternity, disability, religion and/or beliefs. We recognise that discrimination may be direct or indirect and includes harassment or victimisation. We also acknowledge that acts of discrimination can occur intentionally or unintentionally.

All staff and members of DWD and BLA have a duty to act in accordance with this policy and to treat colleagues, peers and applicants with dignity at all times, and not to discriminate against or harass other individuals, regardless of their status.

Publications

Publications of this Program Guide are available from DWD.

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Introduction to the qualification

The qualification has been designed to align with the levels of knowledge and experience a candidate should be able to demonstrate to satisfy the standards described in the regulations of 2014 (BR64/2014) and The Bermuda Landscape Association Job Descriptions.

The landscaping industry National Occupation Certification standard can be met on three levels as below:

- Level 1 – Entry level positions (including but not limited to Landscape Associate, Landscape Labourer);
- Level 2 – Experienced positions, usually individuals have 2- 3 years or more experience and may have a certificate from Bermuda College or another region (including but not limited to Experienced Landscape Associate, Experienced Landscape Gardener, Deputy Foreperson)
- Level 3 - Experienced positions, usually individuals have 5 years or more experience and may have a certificate from Bermuda College or another region and acts as most senior member of team, Foreperson (including but not limited to Working Foreperson, Landscape Gardening Foreperson, Truck Manager).

Level 1 is a prerequisite for Level 2 certification and both Level 1 and Level 2 are prerequisites for Level 3 certification.

Individuals with a certificate or diploma from another region will be assessed for possible exemptions if their program is assessed as being at a credible and equivalent level to the National Occupational Certification Standards.

The National Occupational Certification – Landscape Gardeners, if all levels are taken consecutively is expected to take 18 months to complete. Each individual level should be completed within six months from the date of commencement of the program. Program dates and assessment dates will be coordinated with by an assigned Standard Enforcement Officer (SEO) at the DWD and the appropriate Assessment Board individuals and the training company or companies of the individuals. Exact timescale from enrolment into the certification program to completion of Level 3 certification will be determined based on availability of scheduling and course instruction as well as candidates having met the prerequisite time and experience in an industry role.

Attainment of the National Occupational Certification – Landscape Gardeners is based on a “Competent” / “Not Yet Competent” assessment which will be carried out by an Industry Assessment Panel (IAP) as set by the DWD. There is no limit to the number of times an individual can be assessed in order to achieve a “Competent” assessment to receive their certification. Any individual receiving a “Not Yet Competent” assessment is expected to request reassessment within 3 months.

Qualification Overview

This program is made up of 8 modules which gradually increase the level of knowledge and understanding as the individual progresses through the 3 tiers.

Level 1 - the basic understanding and demonstration of:

1. Safety and Health
2. Using Hand Tools, Power Tools, and Equipment
3. Mow, Edge and Maintenance Lawns
4. Establishing and Maintaining Plant Beds
5. Fertilizer, Herbicide and Pesticide Application (*covered in Levels 2 and 3*)
6. Plant Identification

Level 2 - a more in-depth understanding and demonstration of:

1. Safety and Health
2. Using Hand Tools, Power Tools, and Equipment
3. Mow, Edge and Maintenance Lawns
4. Establishing and Maintaining Plant Beds
5. Fertilizer, Herbicide and Pesticide Application
6. Plant Identification
7. Pruning
8. Planting

Level 3 – an expert level of understanding and demonstration of:

1. Safety and Health
2. Using Hand Tools, Power Tools, and Equipment (**Completed** in previous Levels)
3. Mow, Edge and Maintenance Lawns (**Completed** in previous Levels)
4. Establishing and Maintaining Plant Beds
5. Fertilizer, Herbicide and Pesticide Application
6. Plant Identification (**Completed** in previous Levels)
7. Pruning
8. Planting (**Completed** in previous Levels)

Work Binders

Please note that although the National Training Plan – Part 1 as quoted in this guide discusses that a work binder need to be prepared by individuals wishing to obtain certification, the Occupational Advisory Committee for the Landscape Gardening industry have deemed that this is not a requirement for certification. If individuals wish to keep a work binder of what they have done during their time in the industry that is their personal preference. Likewise, if a company wish to keep a binder or database of their choosing to showcase works completed, along with names of employees who participated in the work that again is the company preference and is not a requirement for National Certification within the Landscape Gardening industry.

Certification Fee

Please note that the fee required for registration and certification, which is payable upon registration to the DWD is a one-time fee which will cover Levels 1, 2 and 3 of National Certification if they are taken consecutively by individuals. This is not a fee that needs to be paid per certification level.

1. Level 1 Certification

Focusing upon the principles and practices of horticulture in a work-based environment, with a particular emphasis on building a strong knowledge base in horticulture as well as health and safety, the learner will be able to start or build on a career in areas of interest, such as landscaping for homes, parks and gardens.

To participate in Level 1 and obtain certification, you don't need any previous qualifications, but you do need a current job or work placement where you can demonstrate your skills and you should have a minimum of 6 months experience in the role before being registered in the program. The Certificate in Basic Horticulture at Bermuda College will cover all the requirements as related to this level of certification.

1.1 Qualification Structure

The details below are an extract of the Qualification overview, only showing the modules required to achieve a "Competent" assessment at Level 1.

Task #	Assessment Activity: Outcome	Assessment Requirement: Candidates demonstrable knowledge/experience should include
1	Safety and Health	
1-A	Maintaining the safety of self and others in the workplace and Maintaining best practice techniques for transporting supplies and physical resources to work sites	-demonstrate knowledge of the obligation of the employer and employee under the Occupational Safety and Health Act 1982 -demonstrate knowledge of the risk assessment process and identify the main elements that need to be addressed (i.e. task, equipment, site, etc.) -demonstrate knowledge of health and safety considerations when lifting and handling heavy and awkward shaped items -demonstrate knowledge of health and safety considerations when loading and unloading vehicles
1-C	Presenting a positive and hygienic appearance of self and the employer	-identify the benefits of demonstrating and portraying a professional attitude and manner at work (i.e. pride in one's job, building strong company reputation with customers, etc.)

2	Using Hand tools, Power tools and equipment:	
2-A	Using hand tools such as shovels, rakes pruning saws, axes etc. with best practice applications	-identify correct PPE required when using hand tools -demonstrate knowledge of the risk assessment process needed when using hand tools -demonstrate knowledge of correct handling, transport, storage, care and sharpening of typical hand tools
2-B	Basic operation of powered equipment such as mowers, and electric clippers using best practice techniques	-demonstrate knowledge of daily checks of typical power tools (i.e. clean equipment, operating safety features and guards, etc., fluid, oil levels, etc., lose nuts, bolts fixings, sharp edges, clean spark plugs and filters, etc.) -identify the safety features on typical equipment and power tools (i.e. working on/off/cut-off switches, intact guards, working chain brake, etc.) and the appropriate PPE required for safe operation -demonstrate correct, safe handling and operation of basic equipment -demonstrate knowledge of correct cold and warm start techniques

3	Mow, edge and maintain lawns	
3-A	Assessing the health and condition of general amenity turf	-identify main turf grass species -identify typical weed species and type (warm season/cold season)

3-C	Mowing and edging lawns using power mowers and edgers	<ul style="list-style-type: none"> -demonstrate knowledge of the correct PPE to use -identification of main turf grass species -demonstrate knowledge of appropriate mowing heights for each main grass species -demonstrate knowledge of the importance of clean, sharp, well maintained equipment -demonstrate knowledge of the problems with using string trimmers and edgers around structures, plants, trees, hedges, etc. and identify steps to avoid damage
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4	Establishing and maintaining plant beds	
4-A	Preparing ground for seeding and planting	<ul style="list-style-type: none"> -identify main soil structures (i.e. clay, loam, sandy soil, etc.) -providing a broken sub grade to allow water percolation -incorporating organic matter into sub grade or creating sub grade with subsoil/organic matter combination -de-compacting topsoil layer to provide free drainage, watering and lose root zone -removal of rocks, stones, roots, etc. above certain size (2-3") -soil depths required for planting (min 12" for grass; 24" shrubs; tree pits -3 times root ball size- for larger specimens) -Tilth and depth of tilth required for seeding and planting bedding as well as perennial stock
4-B	Weeding plant beds	<ul style="list-style-type: none"> -identify common weed species -demonstrate knowledge of correct methods of control (i.e. removal of entire weed, roots, etc., mechanical tilling/hoeing, chemical control, etc.) -identify potential problems (i.e. damage to root systems or crowns of plants to be retained, soil drying out, etc.)
4-D	Maintaining moisture levels for plant beds	<ul style="list-style-type: none"> -identify ideal watering schedules / regularity for typical landscape situations (i.e. mature specimen transplanting; nursery stock planting; grass installation; bedding plant planting; ideal / appropriate timing for watering; etc.)

5	Plant Identification <i>(covered in levels 2 and 3)</i>	
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6	Plant Identification	
6-A	Understanding plant nomenclature, terminology and identification	<ul style="list-style-type: none"> -demonstrate knowledge of the benefits of knowing the correct botanical name for plant species -identify at least 6 (each) common landscape trees, palms and shrubs by their common names at a minimum

1.2 Opportunities for progression

Upon completion of this certification, individuals may progress with their current employment at the Landscape Associate, Landscape Labourer level, or other appropriate and similar roles which may be available in their place of employment. Progression opportunities can be obtained with the below certifications:

- National Occupation Certification Standard – Landscape Professional – Level 2

- National Occupation Certification Standard – Landscape Professional – Level 3

1.3 Course design and delivery

- 1.3.1 It is recognised that adults learn in many different ways throughout their lives. Their social skills develop over years and their technical skills develop at work. Yet many people have no documentation or other means to verify their knowledge and skills.

Prior Learning Assessment Recognition (PLAR) is a process that helps adults to demonstrate and obtain recognition for learning that they acquire outside of formal education settings. PLAR focuses on what adults know and can do.

Individuals who wish to have prior learning in the Landscape Gardening Industry assessed for competence for Level 1 Certification simply need to submit the Bermuda National Occupation Certification Application form which is available from the DWD or online at the DWD's website.

- 1.3.2 Level 1 Certification will be assessed by a DWD selected Industry Assessment Panel (IAP) in a group setting via an on-site assessment at an agreed date, time and location. All IAP members will have a DWD provided National Occupational Certification Standard - Assessment Sheet and National Occupational Certification Standard – Assessor Guidance Sheet for a specified candidate to be assessed. The exact questions and process of assessment will be guided by the work being conducted at the specified work site and direction of the IAP. Assessors are granted a level of autonomy to complete the assessment of each candidate and a 'Competent' or 'Not yet competent' will be given for each module competency requirement. Any candidate receiving one or more 'Not yet Competent' assessment will be required to be reassessed until all competency requirements have been assessed at the 'Competent' level.
- 1.3.3 Enrolment in and successful completion of the Certificate in Basic Horticulture at Bermuda College will ensure that candidates obtain Certification at the Level 1, Level 2 and Level 3 standard.

1.4 Assessment

The assessment should be carried out in one or more interviews and practical demonstrations on the candidate's job site, or other designated site. Assessment should be carried out by an approved Industry Assessment Panel member as set and defined by the Department of Workforce Development.

The candidate should have access to all the relevant tools, equipment machinery and materials needed to demonstrate the skills and knowledge required. All tools, equipment and machinery should be in safe, good working order with all protective guards, safety features, etc. intact and working. The candidate will have access to all operator's manuals, instruction guides, reference material, etc. relevant to the task or activity. There must be a complete, full job site first aid kit available and all necessary safety and health precautions must be taken prior to and during the assessment process (i.e. risk assessment carried out; adequate warning signage, cones, etc. if needed; safe working distances, etc. road work signs, etc.). Access does not dictate that these items must be at every job site and on every truck, but these should be available to candidates at the company base and candidates should know where they can access these items.

See below in addition to section 1.3.2 regarding determination and moderation of IAP by DWD.

1.4.1 In order to complete the process of Certification for Landscape Gardeners – Level 1, Level 2 and Level 3 all applicants will have had to fulfil the requirements as detailed by the National Training Board (see page 3).

1.4.2 The following criteria is to be collected and verified by the SEO at DWD prior to a file being forwarded to the IAP / Landscape Gardener Occupational Advisory Committee (LGOAC).

- Applicant Name
- Contact Information
- Certificates/documents submitted
- References (Professional and Character)
- Criteria completed
- Fee paid
- Summary of applicant

Any applicant details forwarded to the SEO by the Department of Immigration is taken to have already been assessed and verified on the above criteria.

Once this has been completed, the applicant will be contacted by the SEO to be assessed by the selected IAP. This process is deemed to detail the candidates continuing work experience in the landscape gardening field. After an application is received, assessed and summarised by the SEO, the timeframe for each IAP to review a candidate will be 2 hours, and this will be broken down as below:

- 15 minutes – SEO to submit file and summary to the sitting IAP for review;
- 30 minutes – IAP to assess candidate based off file folder, work experience, references, SEO summary, and any additional interview questions (conducted and notated by the SEO before submission to the IAP);
- 60 minutes – IAP on-site assessment at agreed location, date and time;
- 15 minutes – IAP will convene to assess each candidate interviewed and forward onto the LGOAC their recommendations for either Certification or referral for either further on-site assessment or referral to complete the Bermuda College Certificate in Basic Horticulture course.

2. Level 2 Certification

Building upon the principles and practices of horticulture in a work-based environment, with an emphasis on strengthening a candidate's knowledge base in horticulture as well as health and safety, the learner will broaden their learning from the Level 1 certification in preparation for career progression within the landscaping industry.

To participate in Level 2 and obtain certification, you need to have completed and received Level 1 Certification, or be a candidate who was granted Level 1 Certification equivalency as a result of the assessment of their prior learning from outside of Bermuda. A candidate needs to hold a current job or work placement where one can demonstrate knowledge and skills; individuals should have a minimum of 2-3 years' experience in the field before being registered in Level 2 of the program.

2.1 Qualification Structure

The details below are an extract of the Qualification overview, only showing the modules required to achieve a "Competent" assessment at Level 2 after successful attainment of Level 1 certification.

Task #	Assessment Activity: Outcome	Assessment Requirement: Candidates demonstrable knowledge/experience should include	Assessment Qualification Level
1	Safety and Health		
1-B	Maintaining the safety of self and others in the workplace and Maintaining best practice techniques for transporting supplies and physical resources to work sites	-demonstrate knowledge of health and safety considerations when handling, loading and transporting hazardous materials (i.e. granular fertilisers, liquid chemicals, fuel, etc.) -demonstrate knowledge of rules and regulations regarding load size and covering of loaded vehicles	Level 2

2	Using Hand tools, Power tools and equipment:		
2-C	Operating powered equipment such as mowers, tractors, twin axle vehicles, chainsaws, electric clippers, sod cutters and pruning saws using best practice techniques	-identify procedures to correct any deficiencies / problems with equipment (i.e. tag as out of service until repaired, etc.) -demonstrate knowledge of correct handling, mixing, storage, transport of fuel and re-fuelling techniques (i.e. correct mixing ratios, storage in shade, upright and controlled transport, fuelling on hard surface or spill mats) -demonstrate correct, safe handling and operation of typical equipment (i.e. mowers, trimmers, chainsaws, etc.)	Level 2

3	Mow, edge and maintain lawns		
3-B	Assessing the health and condition of general amenity turf	-identify typical nutritional deficiencies -identify typical pest and disease infestations -identify typical disorders in the growth structure of different grass species (i.e. thatch build up, etc.)	Level 2
3-D	Mowing and edging lawns using power mowers and edgers	-demonstrate a knowledge of the pros and cons of using different mowers on different grass species, applications and environmental conditions (i.e. reel vs.	Level 2

		rotary mowers, tractor mower vs. pedestrian, lawns, rough verges, undulating or sloping ground, etc) -demonstrate knowledge of the correct quality of cut required for each grass species and the disposal of excess clippings	
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4	Establishing and maintaining plant beds		
4-C	Identifying and reporting pests diseases and disorders	-identify and/or demonstrate knowledge of at least six common pests, diseases and disorders and their symptoms typical in the Bermuda landscape -demonstrate knowledge of when symptoms and infestation of the above will occur and/or be most prevalent	Level 2
4-E	Maintaining moisture levels for plant beds	-identify signs and problems with under and over watering: wilting, damping off, fungal disorders, death -demonstrate knowledge of the pros and cons of little and often watering and heavy and less frequently as it relates to different environments, situations, species, time of year, etc.)	Level 2
4-G	Mulching	-identify ideal type and qualities of mulch (i.e. wood chip, bark nuggets, gravel, fabric, etc.) and the pros and cons of each. -demonstrate knowledge of correct depth and application of mulch (i.e. not too deep, ideally 2"-3", not mounding up around plant bases, etc.)	Level 2

5	Fertiliser, herbicide and pesticide application		
5-A	Mixing, spraying or spreading fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders	-demonstrate knowledge of the correct PPE to use -demonstrate knowledge of the correct storage, handling and transportation of products -demonstrate knowledge of the correct disposal of empty containers or leftover mixed product	Level 2

6	Plant Identification		
6-B	Understanding plant nomenclature, terminology and identification	-demonstrate knowledge and identify parts of a plant structure (roots, stem, buds, nodes, bark, cambium, leaves, leaf veins, flower, etc.) -demonstrate knowledge of how photosynthesis works	Level 2

7	Pruning		
7-A	Maintaining health and appearance of hedges	-identify correct pruning tools for different species of hedge (i.e. shears, loppers, secateurs, mechanical hedge trimmers, occasionally machetes) -identify correct pruning tool and techniques and quality of cut for different species of hedge (i.e. tight, small leaf formal hedge species or loose formed species)	Level 2

		<ul style="list-style-type: none"> -identify importance of maintaining quality of cut when pruning hedges (clean accurate cuts to new growth; avoiding inter-nodal, ragged or split/shattered pruning cuts). -identify importance of removing deadwood, invasive species, etc. from inside hedge. 	
7-B	Maintaining health and appearance of shrubs	<ul style="list-style-type: none"> -identify correct pruning tools for the task (i.e. hand saws, shears, loppers, secateurs, mechanical saws. Not machetes to prune shrubs) -identify correct reason and time for pruning (i.e. if it is necessary at all, maintaining shape/size, encouraging flower/fruit, etc.) -identify correct pruning techniques and quality of cut for typical shrubs (i.e. thinning, removal of diseased and dead wood, shape, etc.) -demonstrate correct pruning of shrubs (i.e. pruning back to smaller limbs or nodes, not leaving stubs, no intermodal cuts, etc.) 	Level 2
7-D	Maintaining health and appearance of palms	<ul style="list-style-type: none"> -identify correct PPE and pruning tools for the task (i.e. ladders, climbing harness, hand saws, shears, loppers, secateurs, mechanical saws. Not machetes) -identify correct reason and time for pruning (i.e. if it is necessary at all, season, removal of flower/seeds/fruit, etc.) -demonstrate correct pruning of palms (i.e. maintaining terminal shoot, pruning back to petiole base, not leaving stubs, not lifting crown above a horizontal line through the base of the crown, etc.) 	Level 2

8	Planting		
8-A	Preparing and transporting plants for landscape displays	<ul style="list-style-type: none"> -identify problems or issues that can arise from the incorrect handling of plant stock during collection and delivery (i.e. drying out in transport, damage to plant from being loose in vehicle, etc.) -demonstrate knowledge of how to store plants in vehicle for transport to avoid damage from wind, overhanging trees, etc. -demonstrate knowledge of how to load and unload plants in vehicle for transport to avoid damage to crown, bark, root systems, etc. 	Level 2
8-B	Preparing and collecting plants for planting	<ul style="list-style-type: none"> -demonstrate knowledge of problems and symptoms of poor quality nursery stock plants (i.e. pot bound root systems, poor growing medium, drought or over watered, poor crown structure, poor pruning, weak growth, etc.) -demonstrate knowledge of how (if possible) to rectify these problems prior to transport 	Level 2
8-C	Plant installation	<ul style="list-style-type: none"> -demonstrate knowledge of typical planting distances and set out for bedding plant and bulb displays -demonstrate knowledge of typical planting distances and density for typical groundcover and shrub species 	Level 2

		-demonstrate knowledge of typical planting distances and density for typical tree and palm species -demonstrate knowledge of typical size of planting pit and planting depths and for typical tree, palm, shrub and ground cover species (i.e. 2-3 times size of container/root ball, soil level to root collar, not up the bark or exposed root system, allowance for mulch, etc.) -demonstrate knowledge of appropriate support for newly planted trees, palms and shrubs (i.e. staking, guying, etc. and issues that may occur)	
8-D	Grass installation	-identify different methods of establishing lawns (i.e. seed, plug, sod, etc.) -identify pros and cons of different methods of establishing different grass species -demonstrate knowledge of typical density for grass plugs	Level 2
8-E	Maintaining moisture levels for new planting	-identify signs problems with under and over watering: wilting, damping off, fungal disorders, death -identify ideal watering schedules/regularity for typical landscape situations (i.e. mature specimen transplanting; nursery stock planting; bedding plant planting; etc.) -demonstrate knowledge of the pros and cons of little and often watering and heavy and less frequently as it relates to different environments, situations, species, time of year, etc.)	Level 2

2.2 Opportunities for progression

Upon completion of this certification, individuals may progress with their current employment at the Experienced Landscape Associate, Experienced Landscape Gardener, Deputy Foreperson or other appropriate and similar roles which may be available in their place of employment. Progression opportunities can be obtained with the below certifications:

- National Occupation Certification Standard – Landscape Professional – Level 3

2.3 Course design and delivery

- 2.3.1 It is recognised that adults learn in many different ways throughout their lives. Their social skills develop over years and their technical skills develop at work. Yet many people have no documentation or other means to verify their knowledge and skills.

Prior Learning Assessment Recognition (PLAR) is a process that helps adults to demonstrate and obtain recognition for learning that they acquire outside of formal education settings. PLAR focuses on what adults know and can do.

Individuals who wish to have prior learning in the Landscape Gardening Industry assessed for competence for Level 2 Certification must already be Level 1 certified and then request the Level 2 assessment via the DWD SEO.

- 2.3.2 Level 2 Certification will be assessed upon successful completion of Level 1 Certification and the required period of time for Level 2 role experience by a DWD selected Industry Assessment Panel (IAP) in a group setting via an on-site assessment at an agreed date, time and location. All IAP members will have a DWD provided National Occupational Certification Standard - Assessment Sheet and National Occupational Certification Standard – Assessor Guidance Sheet for a specified candidate to be assessed. The exact questions and process of assessment will be guided by the work being conducted at the specified work site and direction of the IAP. Assessors are granted a level of autonomy to complete the assessment of each candidate and a ‘Competent’ or ‘Not yet competent’ will be given for each module competency requirement. Any candidate receiving one or more ‘Not yet Competent’ assessment will be required to be reassessed until all competency requirements have been assessed at the ‘Competent’ level.
- 2.3.3 Enrolment in and successful completion of the Certificate in Basic Horticulture at Bermuda College will ensure that candidates obtain Certification at the Level 1, Level 2 and Level 3 standard.

2.4 Assessment

The assessment should be carried out in one or more interviews and practical demonstrations on the candidate’s job site, or other designated site. Assessment should be carried out by an approved Industry Assessment Panel member as set and defined by the Department of Workforce Development.

The candidate should have access to all the relevant tools, equipment machinery and materials needed to demonstrate the skills and knowledge required. All tools, equipment and machinery should be in safe, good working order with all protective guards, safety features, etc. intact and working. The candidate will have access to all operator’s manuals, instruction guides, reference material, etc. relevant to the task or activity. There must be a complete, full job site first aid kit available and all necessary safety and health precautions must be taken prior to and during the assessment process (i.e. risk assessment carried out; adequate warning signage, cones, etc. if needed; safe working distances, etc. road work signs, etc.). Access does not dictate that these items must be at every job site and on every truck, but these should be available to candidates at the company base and candidates should know where they can access these items.

See below in addition to section 2.3.2 regarding determination and moderation of IAP by DWD.

- 2.4.1 In order to complete the process of Certification for Landscape Gardeners – Level 1, Level 2 and Level 3 all applicants will have had to fulfil the requirements as detailed by the National Training Board (see page 3).
- 2.4.2 The following criteria is to be collected and verified by the SEO at DWD prior to a file being forwarded to the IAP / Landscape Gardener Occupational Advisory Committee (LGOAC).
- Applicant Name
 - Contact Information
 - Certificates/documents submitted
 - References (Professional and Character)
 - Criteria completed
 - Fee paid
 - Summary of applicant

Any applicant details forwarded to the SEO by the Department of Immigration is taken to have already been assessed and verified on the above criteria.

Once this has been completed, the applicant will be contacted by the SEO to be assessed by the selected IAP. This process is deemed to detail the candidates continuing work experience in the landscape gardening field. After an application is received, assessed and summarised by the SEO, the timeframe for each IAP to review a candidate will be 2 hours, and this will be broken down as below:

- 15 minutes – SEO to submit file and summary to the sitting IAP for review;
- 30 minutes – IAP to assess candidate based off file folder, work experience, references, SEO summary, and any additional interview questions (conducted and notated by the SEO before submission to the IAP);
- 60 minutes – IAP on-site assessment at agreed location, date and time;
- 15 minutes – IAP will convene to assess each candidate interviewed and forward onto the LGOAC their recommendations for either Certification or referral for either further on-site assessment or referral to complete the Bermuda College Certificate in Basic Horticulture course.

3. Level 3 Certification

Building upon the principles and practices of horticulture in a work-based environment, with an emphasis on strengthening a candidate's knowledge base in horticulture as well as health and safety, the learner will broaden their learning from the Level 1 and Level 2 certifications in preparation for career progression within the landscaping industry.

To participate in Level 3 and obtain certification, you need to have completed and received Level 1 and Level 2 Certification, or be a candidate who was granted Level 1 and Level 2 Certification equivalency as a result of the assessment of their prior learning from outside of Bermuda. A candidate needs to hold a current job or work placement where one can demonstrate knowledge and skills; individuals should have a minimum of 5 years' experience in the field before being registered in Level 3 of the program.

3.1 Qualification Structure

The details below are an extract of the Qualification overview, only showing the modules required to achieve a "Competent" assessment at Level 2 after successful attainment of Level 1 and Level 2 certification.

Task #	Assessment Activity: Outcome	Assessment Requirement: Candidates demonstrable knowledge/experience should include	Assessment Qualification Level
1	Safety and Health		
1-D	Monitoring and maintaining health and safety at work in accordance with relevant legislation	-demonstrate knowledge of the obligation of the employer and employee under the Occupational Safety and Health Act 1982 for reporting accidents, incidents and near misses; keeping records of same and holding regular H&S meetings.	Level 3

2	Using Hand tools, Power tools and equipment:		This is all covered in levels 1 and 2
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3	Mow, edge and maintain lawns		This is all covered in levels 1 and 2
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4	Establishing and maintaining plant beds		
4-F	Providing appropriate nutrients to crops and plants	-identification of nutritional deficiencies in plants and selecting remedies (i.e. chlorosis, weak grown structure, poor leaf growth; etc.) -demonstrate knowledge of the makeup of typical NPK fertilisers and benefits of each element -select correct NPK make up to treat deficiency -demonstrate knowledge of the pros and cons of slow release, liquid and regular granular fertiliser -demonstrate knowledge of other plant health products: micro elements, hormone supplements, etc.	Level 3

5	Fertiliser, herbicide and pesticide application		
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5-B	Mixing, spraying or spreading fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders	<ul style="list-style-type: none"> -identify at least one product from each category of chemical -demonstrate ability to read and interpret product labels (i.e. active ingredient(s), target pests/diseases/disorders, how to apply, dosage rates, mixing ratio, coverage, special PPE requirements, special environmental conditions, etc.) -demonstrate knowledge of when to apply for best effects (i.e. time of year, active target pest, disease/disorder, weather conditions, etc.) -demonstrate knowledge of special environmental consideration limiting use (i.e. water courses, drift, cross contamination of areas, etc.) -demonstrate knowledge and ability to calibrate spray and/or spreader applicators to minimise wastage 	Level 3
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6	Plant Identification	This is all covered in levels 1 and 2
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7	Pruning		
7-C	Maintaining health and appearance of trees	<ul style="list-style-type: none"> -identify correct PPE and pruning tools for the task (i.e. ladders, climbing harness, hand saws, shears, loppers, secateurs, mechanical saws. Not machetes) -identify correct reason and time for pruning (i.e. if it is necessary at all, maintaining shape/size, encouraging flower/fruit, etc.) -identify correct pruning techniques and quality of cut for typical trees (i.e. thinning, removal of diseased and dead wood, shape, etc.) -demonstrate correct pruning of trees (i.e. avoiding drastic reduction cuts, pruning back to smaller limbs no smaller than 25% the girth of the limb being pruned, not leaving stubs, no intermodal cuts, etc.) 	Level 3

8	Planting	This is all covered in levels 1 and 2
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3.2 Opportunities for progression

Upon completion of this certification, individuals may progress with their current employment at the Experienced Landscape Gardener, Deputy Foreperson, Foreperson or other appropriate and similar roles which may be available in their place of employment. Progression opportunities can be obtained with further certifications available to industry professionals internationally or via online study options.

3.3 Course design and delivery

- 3.3.1 It is recognised that adults learn in many different ways throughout their lives. Their social skills develop over years and their technical skills develop at work. Yet many people have no documentation or other means to verify their knowledge and skills.

Prior Learning Assessment Recognition (PLAR) is a process that helps adults to demonstrate and obtain recognition for learning that they acquire outside of formal education settings. PLAR focuses on what adults know and can do.

Individuals who wish to have prior learning in the Landscape Gardening Industry assessed for competence for Level 2 Certification must already be Level 1 and Level 2 certified and then request the Level 2 assessment via the DWD SEO.

- 3.3.2 Level 3 Certification will be assessed upon successful completion of Level 1 and Level 2 Certification and the required period of time for Level 3 role experience by a DWD selected Industry Assessment Panel (IAP) in a group setting via an on-site assessment at an agreed date, time and location. All IAP members will have a DWD provided National Occupational Certification Standard - Assessment Sheet and National Occupational Certification Standard – Assessor Guidance Sheet for a specified candidate to be assessed. The exact questions and process of assessment will be guided by the work being conducted at the specified work site and direction of the IAP. Assessors are granted a level of autonomy to complete the assessment of each candidate and a ‘Competent’ or ‘Not yet competent’ will be given for each module competency requirement. Any candidate receiving one or more ‘Not yet Competent’ assessment will be required to be reassessed until all competency requirements have been assessed at the ‘Competent’ level.
- 3.3.3 Enrolment in and successful completion of the Certificate in Basic Horticulture at Bermuda College will ensure that candidates obtain Certification at the Level 1, Level 2 and Level 3 standard.

3.4 Assessment

The assessment should be carried out in one or more interviews and practical demonstrations on the candidate’s job site, or other designated site. Assessment should be carried out by an approved Industry Assessment Panel member as set and defined by the Department of Workforce Development.

The candidate should have access to all the relevant tools, equipment machinery and materials needed to demonstrate the skills and knowledge required. All tools, equipment and machinery should be in safe, good working order with all protective guards, safety features, etc. intact and working. The candidate will have access to all operator’s manuals, instruction guides, reference material, etc. relevant to the task or activity. There must be a complete, full job site first aid kit available and all necessary safety and health precautions must be taken prior to and during the assessment process (i.e. risk assessment carried out; adequate warning signage, cones, etc. if needed; safe working distances, etc. road work signs, etc.). Access does not dictate that these items must be at every job site and on every truck, but these should be available to candidates at the company base and candidates should know where they can access these items.

See below in addition to section 2.3.2 regarding determination and moderation of IAP by DWD.

- 3.4.1 In order to complete the process of Certification for Landscape Gardeners – Level 1, Level 2 and Level 3 all applicants will have had to fulfil the requirements as detailed by the National Training Board (see page 3).

3.4.2 The following criteria is to be collected and verified by the SEO at DWD prior to a file being forwarded to the IAP / Landscape Gardener Occupational Advisory Committee (LGOAC).

- Applicant Name
- Contact Information
- Certificates/documents submitted
- References (Professional and Character)
- Criteria completed
- Fee paid
- Summary of applicant

Any applicant details forwarded to the SEO by the Department of Immigration is taken to have already been assessed and verified on the above criteria.

Once this has been completed, the applicant will be contacted by the SEO to be assessed by the selected IAP. This process is deemed to detail the candidates continuing work experience in the landscape gardening field. After an application is received, assessed and summarised by the SEO, the timeframe for each IAP to review a candidate will be 2 hours, and this will be broken down as below:

- 15 minutes – SEO to submit file and summary to the sitting IAP for review;
- 30 minutes – IAP to assess candidate based off file folder, work experience, references, SEO summary, and any additional interview questions (conducted and notated by the SEO before submission to the IAP);
- 60 minutes – IAP on-site assessment at agreed location, date and time;
- 15 minutes – IAP will convene to assess each candidate interviewed and forward onto the LGOAC their recommendations for either Certification or referral for either further on-site assessment or referral to complete the Bermuda College Certificate in Basic Horticulture course.

3.5 Additional Certification requirements

All candidates for Level 3 certification, given their expected level within employing companies, will be expected to complete additional DWD training in Customer Service. These individuals are those who will be leading job site activities and interacting with clients on a regular basis and therefore Customer Service training is a critical element of their National Certification requirements.

Industry Assessment Panel (IAP)

The Industry Assessment Panel will be determined and set by the DWD SEO for the National Occupational Certification Standard: Landscape Gardener program. The DWD SEO will also be a qualified individual who will be a member of all IAPs and will be the primary assessor of candidates.

Each Panel will consist of three individuals - one Chairman, the DWD SEO, and two others who have been signed off for certification by the Minister, whether that is through PLAR or following the certification application process.

A full listing of industry professionals who meet the requirements for being a member of the IAP will be stored with and moderated by the DWD SEO for the National Occupational Certification Standard: Landscape Gardener program. Each IAP will be determined to ensure that the individual being assessed has no current employment relationship with a member of the IAP.

Prior to each interview, each panel assessor is to review each applicant's file for the following:

- Applicant work related experience;
- Applicant qualification assessment, certificates, documents, references, previous employment history.

In each interview process, the following basic information should be confirmed before proceeding with the Assessor Checklist assessment:

- Candidate name, date of birth, address and contact information is correct (picture I.D. requested);
- Interview questions – as dictated by the Assessor Guidance sheets for the appropriate certification level assessment.

Following the IAP interview assessment, the IAP can recommend the following:

- Recommend for certification to the LGOAC;
- Recommend that an individual participate in Industry assisted learning courses as put on by the BLA for any area of deficiency;
- Recommend that an individual participate in part or all of the Bermuda College Certificate in Basic Horticulture Course for any area of deficiency;
- Recommend for reassessment within the approved timeline.

Recertification

National certification is valid for a period of five years, during which time individuals are expected to remain current with changing trends in their professions and obtain any necessary training to ensure eligibility for re-certification.

Recertifying demonstrates your commitment to the profession, to your organization, and to yourself through lifelong education and professional development.

Recertification Requirements

- Complete recertification form and payment of \$100 recertification fee to the DWD;
- Enclose with recertification form an employment verification letter from your current employer to demonstrate that you are still active in the industry;
- Enclose with recertification form two references from current clients, or letters written to employer by clients with regards to support for candidates work.

The recertification process should be a straight-forward process as illustrated below. Recertification of a lapsed National Certification will follow the above state process. The only time the DWD SEO will refer an individual who wishes to recertify to an IAP for review will be if the individual is not currently active in the industry at the time of their recertification application.