

# Pearson BTEC Level 3 Nationals in Agriculture, Countryside Management, Forestry & Arboriculture, Horticulture

## Sample Assessment Materials:

### Unit 1: Professional Working Responsibilities

For use with: Extended Certificate\*, Foundation Diploma, Diploma\* and Extended Diploma

*\* Not relevant in Forestry and Arboriculture*

*Pre-publication-Version 2.0*

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The Department for Education (DfE) is currently considering this qualification for inclusion in performance tables in England.

These draft sample assessment materials show our proposed approach to the external assessments. During the DfE approval process, we may be asked to make changes to any aspect of the qualification including content, assessments or first teaching and assessment dates.

When the DfE gives final approval for inclusion in performance tables in England, we will:

- confirm first teaching date
- confirm the first external assessment date
- issue the final version of the sample assessment materials.

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# **Agriculture, Countryside Management, Forestry and Arboriculture, Horticulture**

Unit 1: Professional Working Responsibilities

Extended Certificate\*, Foundation Diploma, Diploma\*, Extended Diploma

\* Not relevant in Forestry and Arboriculture

## **Instructions**

- This booklet contains information for use in the set task.
- This information booklet must be given to learners alongside the task booklet
- This booklet should be kept secure until the start of the 3-hour supervised assessment session.

Level

# **3**

Information  
booklet

Paper Reference (s)

XXXX/XX

PXXXXXA

## Scenario

Tranquillity Park is a working farm and visitor attraction. The public pay an admission fee to enjoy the attractions. The attractions include:

- plant-your-own hanging basket
- nature trails,
- hurdle-making
- bird-box making
- seasonal activities including: pick your own vegetables, pumpkin carving, wreath making
- animal petting.

Tranquillity Park sells the produce it makes, including:

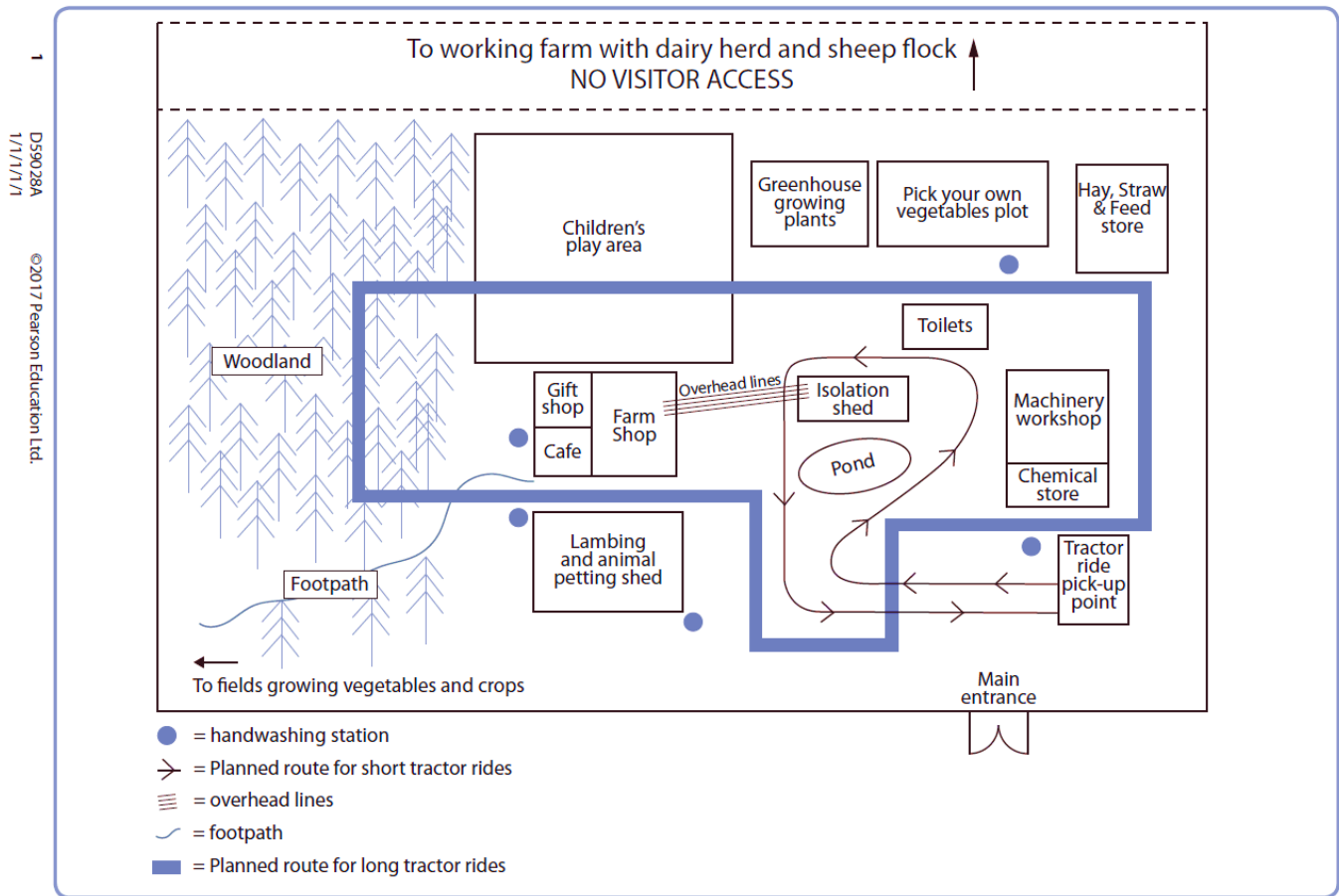
- lamb
- veal
- vegetables
- plants
- logs and kindling wood
- coppice products
- Christmas trees and wreaths

No dogs, except assistance dogs, are allowed in the Park.

The park employs a number of permanent key staff, along with part time casual staff and volunteer workers.

The working farm, which is not open for public access, includes a dairy unit and a sheep unit. The farm uses its own staff, which are separate from the Park visitor attraction staff.

# Tranquillity Park - layout



### Tranquillity Park health and safety policy

1. Tranquillity Park takes health and safety issues seriously and is committed to protecting their staff and the public. This policy outlines the actual responsibility of individuals, ensuring that appropriate health and safety standards are maintained.
2. A healthy, safe workplace can only be achieved if the employer and staff work together to achieve this. All staff must follow the *Responsibilities of all staff* section detailed below.

#### 3. Employer responsibilities

- a) Take reasonable steps to ensure health and safety of staff and visitors.
- b) Provide suitable personal protective equipment (PPE) and handwashing facilities.
- c) Display appropriate fire safety posters.
- d) Store all equipment and chemicals in the correct way.
- e) Provide all staff with a suitable staff induction.
- f) Provide COSHH data sheets for all chemicals used on the park; store COSHH data sheets in an accessible location that all staff are aware of.
- g) Provide SOPs (standard operating procedures) for all routine tasks carried out on the park.
- h) Provide suitable *Accident, Incident and Near Miss* forms. Review any instances that occur and act on findings of review.

#### 4. Responsibilities of all staff

- a) Take reasonable care for own health and safety.
- b) Comply with health and safety guidelines for specific equipment and chemicals.
- c) Keep the workplace tidy, thus reducing risks.
- d) Carry out all required risk assessments.
- e) Plan for the event of a fire or emergency situation.
- f) Report all major accidents to the park manager.
- g) Follow SOPs for all routine tasks carried out on the park.
- h) Complete *Accident, Incident and Near Miss* forms for all instances that occur.

### Tranquillity Park - Key Staff skills and training

<b>Name of member of staff</b>	<b>Job title</b>	<b>Main area of work</b>	<b>Certificates of Competences / Park Staff Training and CPD</b>
Jane Prunty	Park Worker	Gardens	<ul style="list-style-type: none"> <li>• Staff Health and Safety induction</li> <li>• Horticultural plant ID</li> </ul>
Sam Falmer	Park Manager		<ul style="list-style-type: none"> <li>• Staff Health and Safety induction</li> <li>• Customer care</li> <li>• First Aid</li> <li>• Certificate of Competence: Chainsaws</li> <li>• Certificate of Competence: Tractor Driving</li> <li>• Certificate of Competence: Chemical spraying -handheld and tractor</li> </ul>
Abdul Sayed	Park Worker	Animal shed	<ul style="list-style-type: none"> <li>• Staff Health and Safety induction</li> <li>• Practical lambing</li> <li>• Certificate of Competence: Tractor Driving</li> </ul>
Seth Fox	Plants Activities Worker	Greenhouse	<ul style="list-style-type: none"> <li>• Staff Health and Safety induction</li> </ul>
John Achebe	Woodland Worker	Woodland	<ul style="list-style-type: none"> <li>• Staff Health and Safety induction</li> </ul>

TRANQUILLITY PARK RISK ASSESSMENT					
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Park machinery	Staff and visitors could suffer injuries and possible fatalities.	<ul style="list-style-type: none"> <li>• Vehicle movements usually not carried out during park visits by public.</li> <li>• All dangerous parts of machinery are guarded</li> <li>• All operators have relevant training /certificates of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Brief all contractors carrying out work.</li> <li>• Dangerous items are safely located, e.g. can't be reached by unauthorised persons.</li> </ul>	Park manager	20 <sup>th</sup> July
Manual handling	Staff may suffer neck and back injuries due to heavy lifting.	<ul style="list-style-type: none"> <li>• Safe storage and movement of goods – use of manual or mechanised handling aids where possible.</li> <li>• All staff receive manual handling training.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor to identify when lifting may cause a problem and care is to be taken.</li> <li>• If staff experience manual handling problems, they should report this to supervisor.</li> </ul>	Park manager	2 <sup>nd</sup> Jan
Electricity	Staff and visitors could suffer injury or fatality from faulty electrical installations, appliances or contact with overhead lines.	<ul style="list-style-type: none"> <li>• All work on electrical systems carried out by certified electricians.</li> <li>• Staff visually check electrical leads, plugs and appliances before use.</li> <li>• Annual PAT carried out.</li> <li>• Overhead lines are marked on park map.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of RCDs (residual current devices).</li> </ul>	Park manager	1 <sup>st</sup> Aug



## TRANQUILLITY PARK RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Dust from farm activities	Staff and visitors could suffer lung disease or respiratory problems from dust inhalation.	<ul style="list-style-type: none"> <li>All staff receive training in use and fitting of respiratory PPE.</li> <li>All doors opened and ventilation systems running when carrying out work that produces dust inside buildings.</li> <li>As far as possible, activities that generate dust are not carried out during park visits by the public.</li> </ul>	<ul style="list-style-type: none"> <li>Signs to identify dust risks.</li> <li>Routine washing of overalls to minimise dust held in fabrics.</li> </ul>	Park Manager	2 <sup>nd</sup> Jan
Work at height	Staff and visitors could suffer injury if they fall from a height.	<ul style="list-style-type: none"> <li>Suitable ladders provided, and well maintained. Staff understand when and how to use them.</li> <li>Low-level filler on diesel tanks eliminate need for staff to climb.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be given working at heights guidelines.</li> <li>Provide visitor signage warning against climbing.</li> </ul>	Park manager	1 <sup>st</sup> Feb
Zoonoses ( <i>transmission of animal diseases to humans</i> )	Staff and visitors could contract disease from contact with animals.	<ul style="list-style-type: none"> <li>Staff use suitable PPE for different activities.</li> <li>Hot/cold water, soap and paper towels available in all areas and signage on handwashing displayed near sheds.</li> <li>Staff trained in risks of zoonotic disease.</li> <li>Visitor information sheet advises visitors to follow hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>No further action.</li> </ul>	N/A	31 <sup>st</sup> Dec

### TRANQUILLITY PARK RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Slips and trips	Staff and visitors could suffer injuries from slipping or tripping.	<ul style="list-style-type: none"> <li>• All work areas kept tidy and adequate lighting is provided throughout.</li> </ul>	<ul style="list-style-type: none"> <li>• Check and fix any uneven concrete floors in all buildings and on yard.</li> <li>• Regularly apply surface dressings to maintain surfaces.</li> </ul>	Park manager	31 <sup>st</sup> Dec
Fire	Staff and visitors could suffer smoke inhalation, burns or fatality.	<ul style="list-style-type: none"> <li>• Fire risk assessment carried out.</li> <li>• Regular fire drills carried out.</li> <li>• Fire equipment inspected annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Display signs giving information about fire safety and procedures for evacuation.</li> </ul>	N/A	1 <sup>st</sup> July

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## Tranquillity Park waste management policy

### Introduction

Tranquillity Park is a mixed park with visitor attractions and woodland. This policy outlines the aims and responsibilities that employers and employees must adhere to in order to comply with all relevant legislation.

### Aims

- All waste at Tranquillity Park will be disposed of appropriately, according to legislation and following good practice.
- Tranquillity Park will apply sustainable procurement to all products purchased to reduce potential waste.
- The waste hierarchy will be at the centre of Tranquillity Park's waste management plan. This means waste will be reduced, reused and recycled as far as possible. Disposal at landfill will be the last option.
- Tranquillity Park will help staff and visitors to follow its waste management policy and plan by providing the relevant training, information and apparatus to staff and by providing the appropriate information and facilities to visitors.
- Tranquillity Park will provide the necessary equipment and facilities to allow the safe and correct handling and storage of waste.
- Tranquillity Park will reuse and recycle all organic farm yard manure and waste plant material on the available land area of the site.

### Responsibilities

- **Visitors** to the site are expected to use the facilities provided to correctly dispose of all waste, including sorting materials into specified bins for recycling.
- **Employees** are expected to follow instructions given by their line manager and challenge visitors and other staff to comply with the waste management policy.

continued.../

- **Facilities supervisors** (Livestock/Crops/Visitor Attractions/Woodland/Horticulture): coordinate with the office manager to provide all necessary equipment, collections and training required to follow the waste management plan. Facility supervisors must also ensure all waste streams are reduced, reused and disposed of correctly in accordance with Tranquillity Park planning and current legislation. This must be recorded in a weekly log and be available for audit by the administrative supervisor.
- **Administrative supervisor:** ensure the correct and timely records of waste collection and disposal (i.e. waste records) are kept for a minimum of three years in line with the duty of care in relation to waste. Ensure a sustainable approach to procurement of resources is used, which reduces potential waste products entering the park. In coordination with the park manager, liaise with audit and inspection bodies in relation to waste management.
- **Park manager:** supervise the waste management policy and plan and monitor its success. Audit, on a monthly basis, the reduction and reuse of waste streams at Tranquillity Park to ensure a holistic site system. Ensure compliance with all legislation. In coordination with the administrative supervisor, liaise with audit and inspection bodies in relation to waste management.

#### **Further developments**

- Tranquillity Park will investigate a plan to reduce the impact of dirty water and grey water on the site with the use of a reed bed and composting toilet facilities.
- Tranquillity Park will comply with all future and updated legislation in all relevant sectors.
- Tranquillity Park will investigate the use and sale of more home grown products within the visitor attractions.

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Write your name here

Surname					Other names				
Centre Number					Learner Registration Number				

Pearson BTEC Level 3 Nationals

<b>Agriculture</b> <b>Countryside Management</b> <b>Forestry and Arboriculture</b> <b>Horticulture</b> Set Task: Unit 1 - Professional Working Responsibilities	Level <b>3</b>
Extended Certificate*, Foundation Diploma, Diploma* Extended Diploma	Supervised hours <b>3</b>
<b>Sample assessment material</b> <i>* Not relevant in Forestry and Arboriculture</i>	
<b>Instructions</b> <ul style="list-style-type: none"><li>○ This booklet contains material for the completion of the set task under supervised conditions.</li><li>○ This booklet is specific to each series and this material must only be issued to learners who have been entered to undertake the set task in the specified series.</li><li>○ This booklet should be kept securely until the start of the 3 hour supervised assessment session.</li><li>○ This booklet must be issued to learners for the specified session</li></ul> <b>Information</b> <ul style="list-style-type: none"><li>○ The total mark for this paper is 60.</li><li>○ Materials allowed in the supervised assessment:<ul style="list-style-type: none"><li>- Information booklet</li></ul></li></ul>	

Paper Reference(s)

XXXX/XX  
PXXXXXA

All learner work must be completed independently and authenticated before being submitted to Pearson by the teacher/tutor.

Learners are required to use the stimulus material to complete the activities.

Learners must complete the set task using this task booklet.

Teachers/tutors should note that:

- Learners should not be given any direct guidance or prepared materials
- All work must be completed independently by the learner.
- Learners must not bring anything into the supervised environment or take anything out without your approval

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

### **Maintaining security:**

- During the supervised assessment session, the assessment areas must only be accessible to the individual learner and to named members of staff.
- Learners can only access their work under supervision.
- Any work learners produce under supervision must be kept secure.
- During any permitted break and at the end of the session materials must be kept securely and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or other resources during the supervised assessment session

After the session the teacher/tutor will confirm that all learner work had been completed independently as part of the authentication submitted to Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this task booklet and the Instructions for Conducting External Assessments (ICEA) document to ensure that the preparatory period is conducted correctly so that learners have completed their preparation validly and independently.

### **Outcomes for Submission**

This task and answer booklet should be submitted to Pearson  
Each learner must complete an authentication sheet.

**Read the set task information carefully.**

Read carefully through all the stimulus material in the **Information Booklet**. You are required to use the stimulus material to complete the activities in the set task. You may annotate the stimulus material before you attempt the activities.

Plan your time carefully to allow for the completion of all the activities.

You will complete the activities for the set task within the task and answer booklet under supervision. Your work will be kept securely during any breaks taken.

You must work independently throughout the supervised assessment session and should not share your work with other learners.

Your teacher/tutor may clarify the wording that appears in this task but cannot provide any guidance on completion of the task.

**Outcomes for Submission**

- This completed task and answer booklet
- Authentication sheet.

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Set Task information

**You must complete ALL activities.**

You will need to refer to the materials provided in the **Information Booklet**.

Activity	Suggested timings	Total marks
It is suggested you spend approximately 30 minutes reading the stimulus material in the information booklet provided before starting the activities.		
<b>Activity 1</b>	You should spend approximately 45 minutes on this activity	20 marks
<b>Activity 2</b>	You should spend approximately 25 minutes on this activity	8 marks
<b>Activity 3</b>	You should spend approximately 35 minutes on this activity	12 marks
<b>Activity 4</b>	You should spend approximately 45 minutes on this activity	20 marks

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TOTAL FOR PAPER = 60 MARKS

Please do not write answers outside the spaces provided below.

**Activity 1**

Evaluate how the current risk assessment meets the needs of Tranquillity Park before introducing tractor rides.

(20 marks)

*You should spend approximately 45 minutes on this activity.*



Handwriting practice area with 20 horizontal dotted lines. A large, light grey watermark reading "DRAFT" is oriented diagonally across the page.

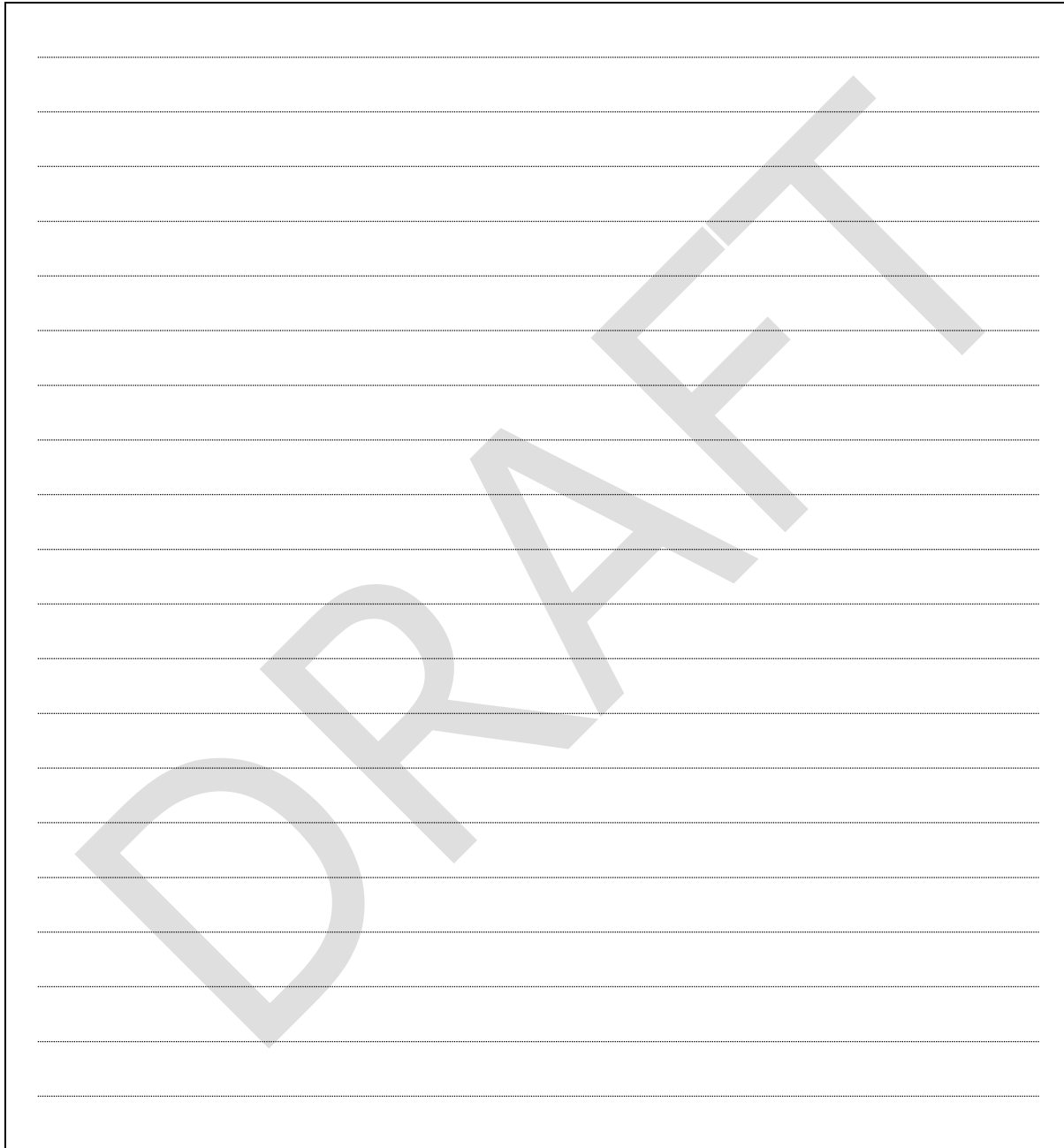
(Total for Activity 1 = 20 marks)

**Activity 2**

Suggest additions to the risk assessment in order to introduce tractor rides.

(8 marks)

*You should spend approximately 25 minutes on this activity.*



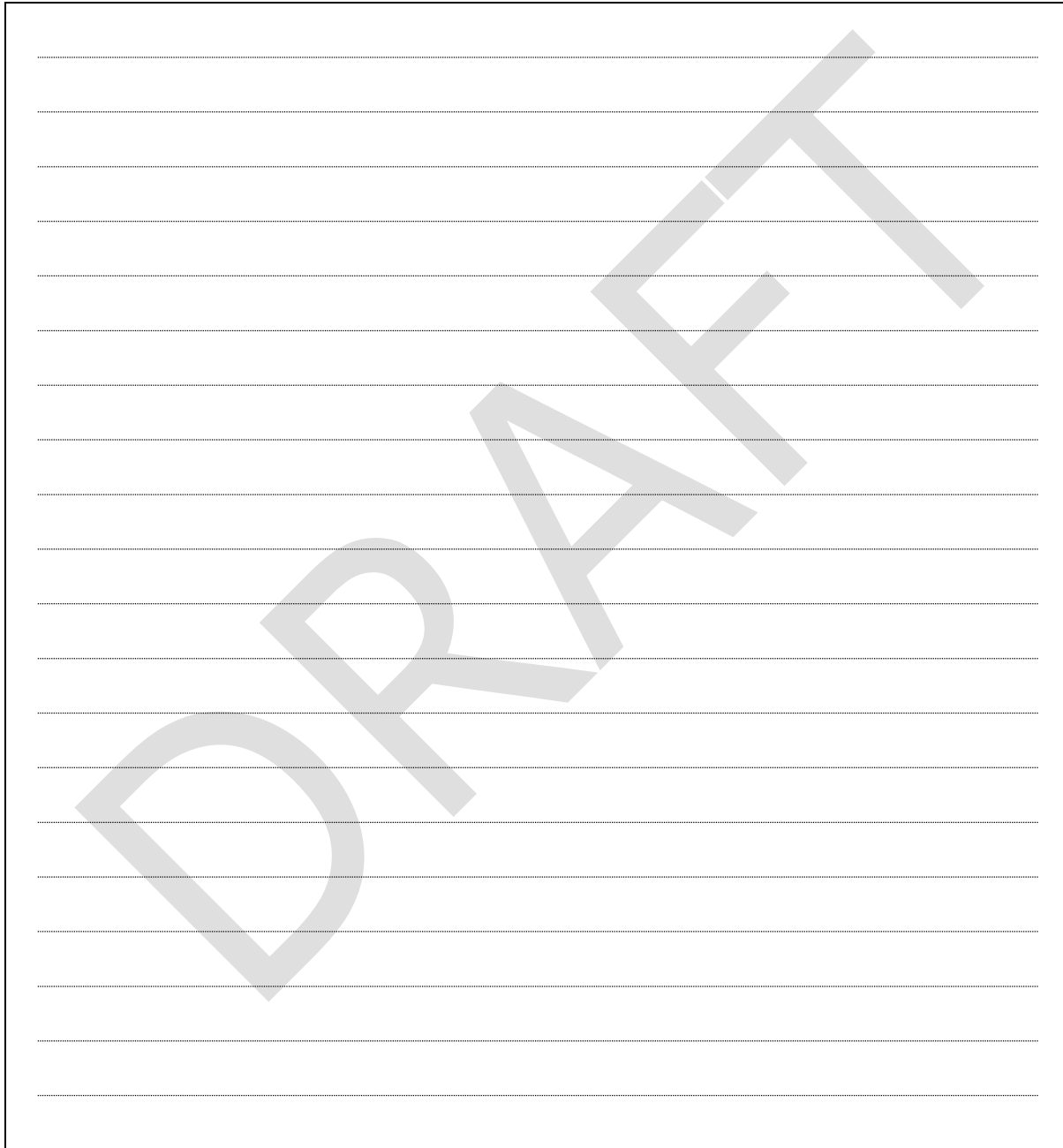
(Total for Activity 2 = 8 marks)

**Activity 3**

Explore practical ways in which the aims of the Tranquillity Park Waste Management Policy could be implemented.

*You should spend approximately 35 minutes on this activity.*

(12 marks)



Handwriting practice area with 20 horizontal lines and a large 'DRAFT' watermark.

(Total for Activity 3 = 12 marks)

#### Activity 4

Review how effectively the health and safety of staff and visitors at Tranquillity Park is managed.

In your answer consider the Tranquillity Park:

- Health and safety policy
- Staff training
- CPD record
- Park layout

*You should spend approximately 45 minutes on this activity.*

(20 marks)

A large rectangular box containing horizontal dotted lines for writing an answer. A large, light grey 'DRAFT' watermark is diagonally overlaid across the box.

Blank lined writing area with a large 'DRAFT' watermark.





# Unit 1: Professional Working Responsibilities – sample mark grid

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## General marking guidance

- All learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Mark grids should be applied positively. Learners must be rewarded for what they have shown they can do, rather than be penalised for omissions.
- Examiners should mark according to the mark grid, not according to their perception of where the grade boundaries may lie.
- All marks on the mark grid should be used appropriately.
- All the marks on the mark grid are designed to be awarded. Examiners should always award full marks if deserved. Examiners should be prepared to award zero marks if the learner's response is not worthy of credit according to the mark grid.
- Where judgement is required, mark grid will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark grid to a learner's response, a senior examiner should be consulted.

## Specific marking guidance

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The marking grids have been designed to assess learner work holistically. Rows within the grids identify the assessment focus/outcome being targeted. When using a levels-based mark grid, the 'best fit' approach should be used.

- Examiners should first make a holistic judgement on which band most closely matches the learner response and place it within that band. Learners will be placed in the band that best describes their answer.
- The mark awarded within the band will be decided based on the quality of the answer in response to the assessment focus/outcome and will be modified according to how securely all bullet points are displayed at that band.
- Marks will be awarded towards the top or bottom of that band depending on how they have evidenced each of the descriptor bullet points.

## Activity 1

<b>Assessment focus</b>	<b>Band 0</b>	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>
	<b>0</b>	<b>1–5</b>	<b>6–10</b>	<b>11–15</b>	<b>16–20</b>
Evaluation of Risk Assessment	No rewardable material.	<p>Limited identification of the hazards present in the given context.</p> <p>Limited interpretation of the risks posed by the identified hazards.</p> <p>Limited understanding of the effectiveness of current control measures.</p> <p>Limited assertion, without support, of suitability of current risk assessment.</p>	<p>Some identification of the hazards present in the given context.</p> <p>Some interpretation of the risks posed by the identified hazards.</p> <p>Some understanding of the effectiveness of current control measures.</p> <p>Some conclusions, with limited support, of suitability of current risk assessment.</p>	<p>Detailed identification of the hazards present in the given context.</p> <p>Detailed interpretation of the risks posed by the identified hazards.</p> <p>Detailed understanding of the effectiveness of current control measures.</p> <p>Detailed supported conclusions of suitability of current risk assessment.</p>	<p>Comprehensive identification of the hazards present in the given context.</p> <p>Comprehensive interpretation of the risks posed by the identified hazards.</p> <p>Comprehensive understanding of the effectiveness of current control measures.</p> <p>Comprehensive supported conclusions of suitability of current risk assessment.</p>

## Activity 2

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	<b>0</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
Additions to Risk Assessment	No rewardable material.	Limited identification of the additional hazards and/or risks present in the given context.  Suggestions for additional control measures may be unrealistic or insufficient.	Some identification of the additional hazards and/or risks present in the given context.  Suggestions for additional control measures are appropriate and realistic.	Detailed identification of the additional hazards and/or risks present in the given context.  Suggestions for additional control measures are viable.	Comprehensive identification of the additional hazards and/or risks present in the given context.  Suggestions for additional control measures are comprehensive.

### Activity 3

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	0	1–3	4–6	7–9	10–12
Implementation of waste management plan	No rewardable material.	<p>Limited reference to legal responsibilities in implementation of waste management policy.</p> <p>Limited reference to waste hierarchy system.</p> <p>Limited reference to the potential impact of failing to manage waste correctly.</p>	<p>Some reference to legal responsibilities in implementation of waste management policy.</p> <p>Some reference to waste hierarchy system.</p> <p>Some reference to the potential impact of failing to manage waste correctly.</p>	<p>Detailed reference to legal responsibilities in implementation of waste management policy.</p> <p>Detailed reference to waste hierarchy system.</p> <p>Detailed reference to the potential impact of failing to manage waste correctly.</p>	<p>Comprehensive reference to legal responsibilities in implementation of waste management policy.</p> <p>Comprehensive reference to waste hierarchy system.</p> <p>Comprehensive reference to the potential impact of failing to manage waste correctly.</p>

#### Activity 4

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	<b>0</b>	<b>1–5</b>	<b>6–10</b>	<b>11–15</b>	<b>16–20</b>
Health and Safety audit.	No rewardable material.	<p>Limited attempt is made to identify good and/or poor practice in Health and Safety planning.</p> <p>Limited understanding of the link between working practices and health and safety.</p> <p>Limited identification of errors and omissions in documentation.</p> <p>Limited realistic, suggestions for improvements to Health and Safety.</p>	<p>Some attempt is made to identify good and/or poor practice in Health and Safety planning.</p> <p>Some understanding of the link between working practices and health and safety.</p> <p>Some identification of errors and omissions in documentation.</p> <p>Some realistic, suggestions for improvements to Health and Safety.</p>	<p>Detailed attempt is made to identify good and/or poor practice in Health and Safety planning.</p> <p>Detailed understanding of the link between working practices and health and safety.</p> <p>Detailed identification of errors and omissions in documentation.</p> <p>Detailed realistic, suggestions for improvements to Health and Safety.</p>	<p>Comprehensive attempt is made to identify good and/or poor practice in Health and Safety planning.</p> <p>Comprehensive understanding of the link between working practices and health and safety.</p> <p>Comprehensive identification of errors and omissions in documentation.</p> <p>Comprehensive realistic, suggestions for improvements to Health and Safety.</p>