

Domain	HOUSEKEEPING OPERATIONS	Unit ID: 286
Title:	Establish and maintain garden areas in a hospitality establishment	
Level: 3		Credits: 4

Purpose

This unit standard specifies the competencies required to establish and maintain garden areas in a hospitality establishment. It includes preparing site for work in garden, establishing garden area, cleaning up the site after work and maintaining the garden landscape. This unit standard is intended for those who work in housekeeping in the hospitality and tourism industry.

Special Notes

1. Entry information

Prerequisite:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which hospitality operations are carried out.
3. Operators of mechanised equipment must have undertaken training and where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.
5. *Safe working practices* include day to day observation of safety policies and legislative requirements.
6. '*Specifications*' refers to any, or all of the following: manufacturer's specifications and establishment specific requirements.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - The Social Security Act 1994
 - Occupational Health and Safety Regulations No.18, 1997
 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Prepare for work

Range

Work instructions may include but are not limited to landscape establishment requirements, relevant staff and management, local government guidelines.

Environmental factors include but are not limited to work conducted in restricted spaces, exposed conditions, open environments, water, electricity.

Materials for work in the garden may include but are not limited to small power tools, pegged matting to stabilise embankment, manual tools, mower, whipper, snipper, tree pruner, pick shovels.

Performance Criteria

- 1.1 Work instructions are analysed to identify scope of work and resources required to establish garden in line with establishment procedures.
- 1.2 Environmental protection requirements are identified and applied in line with environmental and regulatory obligations.
- 1.3 Material quantity requirements are calculated in accordance with plans and/or specifications.
- 1.4 Tools, equipment and materials required are identified, obtained, prepared, safely handled and located, ready for use.
- 1.5 Vegetation to be removed is identified to ensure clear access to site, taking into account environmental factors and establishment procedures.
- 1.6 Safety signs and protection barriers are placed to ensure safe access to worksite in line with establishment safety procedures.
- 1.7 Safe and efficient access to site is established to ensure safe working conditions and uninterrupted workflow.

Element 2: Establish garden area

Range

Hazards may include but are not limited to wires and cables, water hose pipes, falls, slips, lifting and moving heavy objects, gardening materials (including glass, stones, metals), tools, plant and equipment, obstructions (including furniture, garden fittings and fixtures), chemicals.

Plants include but are not limited to grass, creepers, flowers, shrubs, trees and potted plants.

Ancillary services may include but are not limited to water articulation, electrical services, mowing, gardening services.

Unexpected situations may include but are not limited to unexpected weather conditions, equipment malfunction, safety problems, wild or dangerous animals.

Performance Criteria

- 2.1 Potential hazards and safety risks are identified and minimised in line with establishment procedures.
- 2.2 Unwanted vegetation, waste and materials are removed and disposed of in line with establishment procedures.
- 2.2 Earthworks and excavations are carried out safely in line with job requirements.
- 2.3 Plants and gardening materials are assembled and planted according to plan or site requirements.
- 2.4 Ancillary services are installed or arranged where required to enable effective maintenance of established garden.
- 2.5 Unexpected situations are dealt with in line with establishment procedures.

Element 3: Clean up site and maintain garden area

Range

Garden maintenance may include but are not limited to pruning, weeding, cutting, mowing, seeding, replanting.

Remedial action may include but are not limited to fertiliser, poison.

Performance Criteria

- 3.1 Site is cleaned in line with job requirements.
- 3.2 Garden area is maintained in line with plans and establishment requirements.
- 3.3 Maintenance schedule is developed and implemented to ensure garden area is maintained.
- 3.4 Remedial action or refinements are identified and implemented in line with establishment procedures.

Registration Data

Subfield:	Hospitality and Tourism
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