

WP2: Qualification matrix

EQF4-F | Florist

Descriptors on level 4:

K: Factual and theoretical knowledge in broad contexts within a field of work or study

S: A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study

R/A: Exercise self-management within the guidelines of work or study contexts that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work or study activities

Unit	Unit title	
0	Key competences and basic skills	R
0.A	Adaptability <i>is about intrapreneurship, innovation, communication, analysing, critical thinking, cooperation etc.</i> - can investigate, learn, explore and innovate - thinks and analyses critically and solves issues - knows the value of other ideas, concerns and motives	EQF4-G EQF4-L
0.C	Creativity <i>is about problem solving, idea development, innovation etc.</i> - has an open and curious mindset in order to develop new ideas - puts new ideas into action to solve issues/problems or develop new services/products	EQF4-G EQF4-L
0.S	Sustainability <i>is about waste, water, energy, economy, people etc.- related to key competences and basic skills</i> - knows the basics of ecological processes in natural systems - plans and carries out work tasks in an environmentally sustainable way - adjusts working processes within a set of guidelines, in order to maintain sustainability in a changing environment - assesses the environmental impact of a work process	EQF4-G EQF4-L
0.T	Technology <i>is about basic digital tools (ICT, mobile phone, photo)</i> - carries out work tasks using digital tools - knows relevant equipment and machinery - knows basic legislation concerning reproduction of digital resources for private and commercial purpose	EQF4-G EQF4-L

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	<ul style="list-style-type: none"> - - understands the risks of web-based communication i.e. virus, malware - - evaluates web pages for relevance and reliability of content - - participates in evaluating the use of technology in a work task 				
1	Sector core competence	Knowledge	Skills	Responsibility and autonomy	R
1.1	Production (sector related) <i>is about workplace, tools, working procedures, botany (plant classification, botanical names, growing conditions)</i>	<ul style="list-style-type: none"> - knows about workplace organization and effective work processes - knows a range of relevant tools, materials and techniques - has broad botanical knowledge - knows the plant classification, botanical names and the best growing conditions - knows quality characteristics of a broad range of flowers and plants 	<ul style="list-style-type: none"> - designs the workplace according to ergonomic and effective aspects - plans and explains procedures - recognizes plants and their parts - recognises different soils and applies fertilizer accordingly - explains plant diseases and pests and their causes - chooses the most efficient method for their own work and for the team before work begins - adjusts this method if it gives better results 	<ul style="list-style-type: none"> - self-manages - reacts to new requirements and deduces procedures from them - supervises others' routine work - is responsible for parts for the production - determines care requirements from the external appearance of a plant - takes some responsibility for selecting the appropriate crop protection agent and successfully changes the growing conditions 	
1.2	Product development (sector related) <i>is about: supply, partners/network, marketing, develop products (mapping needs, plan, work in a creative process, creative tools...)</i>	<ul style="list-style-type: none"> - knows several sources of supply and partners in the sector and related sectors 	<ul style="list-style-type: none"> - works with different partners, building networks and building sales markets - develops products 	<ul style="list-style-type: none"> - observes the market, draws conclusions and reacts to current trends, under instruction 	

		<ul style="list-style-type: none"> - knows about core product development related to the green sector 	<ul style="list-style-type: none"> - finds specific solutions to a customer's needs - uses different methods and creative tools - considers opportunities for establishing new business in accordance with current regulations, and ethical and ecological principles 	<ul style="list-style-type: none"> - manages themselves in a product development process - takes some responsibility in supervising others in routine development work 	
1.3	<p>Communication and company (sector related) <i>is about start-up/entrepreneurship, marketing, law and regulations, communicate with customers verbal and visual, sales and services</i></p>	<ul style="list-style-type: none"> - knows about company forms, start-ups, requirements and regulations for companies - knows marketing opportunities and marketing measures - knows the common legal guidelines connected to green sector - knows business models, relevant laws and authorities - knows the applicable insurance companies 	<ul style="list-style-type: none"> - handles sales situations with an emphasis on professional customer care - observes legal and tax requirements when establishing and running a company - observes what is changing inside and outside the company and adjusts procedures / activities / methods with a view to the future - prepares simple budgets for operation and investments 	<ul style="list-style-type: none"> - manages themselves and others with some responsibility - implements new guidelines - manages routine work where other employees are involved, under instruction - communicates with customers in a sales and service context, within a limited area of responsibility 	

		<ul style="list-style-type: none"> - knows how to work in a working environment, together with other employees and trainees - knows duties and rights of employees and employers 	<ul style="list-style-type: none"> - uses digital tools to compile a simple economical overview for production - prepares an employment contract in accordance with current legislation 		
1.4	<p>Health and Safety (sector related) <i>is about health precautions, safe working methods, cleanliness/hygiene, equipment, pesticides, botany, working environment</i></p>	<ul style="list-style-type: none"> - knows health and safety regulations that are relevant for work processes in the sector - knows the requirements for health and safety clothing in the sector - knows risk management procedures for handling toxic or allergenic plants 	<ul style="list-style-type: none"> - undertakes work tasks and activities in accordance with health and safety regulations - uses the right work technique and appropriate protective measures - derives changes from findings and controls - plans and carries out work operations in an ergonomically correct way - handles toxic or allergenic plants correctly - works within the framework of legislation dealing with pesticides and plant material treated with pesticides 	<ul style="list-style-type: none"> - takes responsibility for the health and safety of a work process - keeps up to date and adapts to new health and safety legislation and regulations - instructs and manages employees and trainees within basic tasks and clear guidelines 	<p>EQF4-G EQF4-L</p>

1.S	Sustainability (sector related) <i>is about sustainable use of resources, ecological footprint, fair trade, protection of the environment and species, UNs Sustainable Development Goals Knowledge of your green supply chain Cradle to cradle, circular-economy</i>	<ul style="list-style-type: none"> - knows the ecological footprint of green sector activities and production - knows the dangers of pollution and excessive interference with nature 	<ul style="list-style-type: none"> - describes and evaluates sustainable development and resource management, connected to limited assignments - develops nature-based activities and products within a sustainability framework - evaluates ways of re-using and multi-using products, and recycling waste 	<ul style="list-style-type: none"> - manages the use of natural resources in routine work or projects of a limited size, based on ecological understanding and ethical norms - updates themselves on ecological, social and economic knowledge connected to the business field 	EQF4-G EQF4-L
1.T	Technology (sector related) <i>is about digital tools (for payment, communication, in the production)</i> <i>- technological tools (VR..)</i>	<ul style="list-style-type: none"> - knows relevant machines, tools, devices and instruments used in the green sector - knows relevant digital communication and technical components used in the green sector - knows about online trading 	<ul style="list-style-type: none"> - chooses the right digital tools, devices and instruments in a work process - performs routine maintenance on tools and instruments under instruction - undertakes maintenance work on interiors, buildings and / or installations - uses digital tools for communication, calculation and information gathering 	<ul style="list-style-type: none"> - takes responsibility for the use and maintenance of buildings and equipment - undertakes tasks in communication, calculation and collection of information with digital tools 	EQF4-G EQF4-L

			- applies digital tools in planning, implementation and documentation		
2	Occupational core competence	Knowledge	Skills	Responsibility and autonomy	R
2.1	Floristry production <i>is about design theory (principles of composition) materials, remedies, tools, colour theory, styles, techniques, disciplines in floristry</i>	<ul style="list-style-type: none"> - knows about design in the floristry field and connecting fields - knows vessels, materials and their properties - knows about colour theory - knows different manufacturing techniques - knows many floristic disciplines and styles, and their epochs in art history - knows relevant cultural and seasonal differences 	<ul style="list-style-type: none"> - applies and explains floristic knowledge - selects the required flowers, materials and tools accordingly - explains and justifies work steps - plants complex arrangements, taking into consideration multiple species 	<ul style="list-style-type: none"> - applies knowledge in a different context creatively - leads others in a limited part of the production - manages others in practical work or exercising services in floristry - supervises core production tasks and takes some responsibility for quality control 	
2.2	Floristry product development <i>is about analysing trends, develop products and concepts, work in a creative process in floristry, visualize/draw, use creative tools, tools and techniques in floristry, presentation, make model/prototype, calculate</i>	<ul style="list-style-type: none"> - knows about shop design and product presentation - knows how to implement and analyse trends - knows how to calculate product costs 	<ul style="list-style-type: none"> - prepares products for sale, calculates and sets sales prizes - develops design concepts, visualises and explains / justifies the choices taken 	<ul style="list-style-type: none"> - reacts to new trends and requirements and makes changes - leads a predictable product development process, acts on behalf of the manager, according to a plan and clear 	

			<ul style="list-style-type: none"> - develops their own style and materials - prepares logistics and attends to control procedures and documentation requirements for storage, packaging and transport 	<p>guidelines</p> <ul style="list-style-type: none"> - develops business by developing new products and services 	
2.3	<p>Communication and company <i>is about laws and regulations, guidelines, entrepreneurship</i></p> <ul style="list-style-type: none"> - sales and services in floristry - economics and management - marketing (web, social medias) 	<ul style="list-style-type: none"> - knows the applicable regulations - knows how to work in a working environment, together with other employees and trainees - knows aspects of economy and management relevant for the floristry industry - knows the most common channels for marketing on web and in media 	<ul style="list-style-type: none"> - works within the framework of guidelines and regulations - advertises products on the web and in social media - prepares products for sale, calculates and sets sales prizes - prepares logistics and attends to control procedures and documentation requirements for storage, packaging and transport 	<ul style="list-style-type: none"> - starts and runs a business with help from guidelines and instructions. - trains employees and apprentices, takes some responsibility for their development, supervises their routine work - draws final follow-ups independently - integrates new things into the work process 	
2.4	<p>Health and Safety <i>is about safe use of tools and remedies, how the florist works, handles flowers with pesticides</i></p>	<ul style="list-style-type: none"> - knows the requirements of the trade association for the floristry profession - knows workplace specific accident prevention strategies 	<ul style="list-style-type: none"> - identifies the causes of accidents, accident risks and takes precautionary measures, informs employees - derives changes from findings and controls 	<ul style="list-style-type: none"> - designs work processes in accordance to accident prevention guidelines - instructs and manages employees and trainees 	

				<p>within basic tasks and clear guidelines</p> <ul style="list-style-type: none"> - assesses risks in florist production and carries out work in accordance with current health, environmental and safety legislation 	
2.S	<p>Sustainability <i>is about waste prevention, reduce wastage, sustainable methods (re-use, recycle) and techniques, environmentally friendly materials and techniques, managing stock, using local products, harvest materials, taking care of materials</i></p>	<ul style="list-style-type: none"> - knows how business practices and services in floristry affect local communities, the environment and biodiversity 	<ul style="list-style-type: none"> - assesses environmental and energy friendly measures in product and production areas - works actively to reduce and recycle waste - evaluates the reuse, use and multi-use of input factors 	<ul style="list-style-type: none"> - takes responsibility for minimizing the environmental impact of a routine job or a work process in floristry - disseminates knowledge, taking some responsibility for the evaluation and routines for improving the sustainability practices of the company 	
2.T	<p>Technology <i>is about digital tools and technology, technology in communication, sales, web-based sales and ordering, relevant for retail trade</i></p>	<ul style="list-style-type: none"> - knows relevant digital tools and technology suited for production planning, product development, sales and marketing in floristry 	<ul style="list-style-type: none"> - can use digital tools to develop specific products in marketing and ordering supplies, - improves the efficiency of communication - undertakes simple accounting - communicates with authorities, property experts and customers 	<ul style="list-style-type: none"> - undertakes independent work tasks with relevant digital tools in floristry within the company routines - independently develops their know-how in the use of technological instruments within the company guidelines 	

				<ul style="list-style-type: none">- participates in the assessment of the use of technology in floristry- helps develop new routines and methods	
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