Victorian Purchasing Guide
for
SFL Floristry Training Package

Release 1.0

December 2015

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Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
SFL Floristry Training Package Training Package Release 1.0	21/12/2015	

SFL Floristry Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide (VPG) provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- maximum and minimum payable hours available for each qualification.
- nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: http://www.education.vic.gov.au/svts

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SFL20115	Certificate II in Floristry (Assistant)	445	495
SFL30115	Certificate III in Floristry	898	945
SFL40115	Certificate IV in Floristry	641	675
SFL50115	Diploma of Floristry Design	703	740

UNITS OF COMPETENCY

Unit Code	Unit Title	Nominal Hours
SFLDEC001	Maintain floristry tools and equipment	15
SFLDEC002	Design floristry products	50
SFLDEC003	Design complex floristry products	80
SFLDEC004	Design and produce innovative floristry products	100
SFLDEC005	Assemble floristry products	130
SFLDEC006	Construct hand tied floristry products	70
SFLDEC007	Construct wired floristry products	70
SFLDEC008	Construct floristry products with a base medium	70
SFLDEC009	Construct complex floristry products	90
SFLDEC010	Coordinate floristry products for special occasions	40
SFLDEC011	Style and manage floristry for events	60
SFLDEC012	Interpret floristry design briefs	20
SFLDEC013	Plan floristry designs with clients	65
SFLDEC014	Research theories of creativity	65
SFLDEC015	Research global floristry trends	30
SFLMGT001	Coordinate floristry work teams	35
SFLSOP001	Source information on floristry products and services	40
SFLSOP002	Work effectively in the floristry industry	45
SFLSOP003	Recognise flower and plant materials	45
SFLSOP004	Receive and store floristry stock	30
SFLSOP005	Prepare and care for floristry stock	60
SFLSOP006	Display and merchandise floristry products	35
SFLSOP007	Interact with floristry customers	30
SFLSOP008	Provide quality service to floristry customers	35
SFLSOP009	Sell floristry products	30
SFLSOP010	Prepare quotations for floristry products	30
SFLSOP011	Develop a floristry product range	60
SFLSOP012	Maintain and order floristry stock	35

Unit Code	Unit Title	Nominal Hours
SFLWHS001	Participate in safe work practices	15
SFLWHS002	Provide a safe work environment	35

SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **SFL Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

Occupation/ Work Function	Retail Shop Assistant Florist	
Qualification Title	Certificate II in Floristry (Assistant)	
Qualification Code	SFL20115	
Description	This sample training program is appropriate for a person working in the Floristry Industry as a Floristry assistant.	
Unit Code	**Unit Title**	**Hours**
Core		
SFLDEC001	Maintain floristry tools and equipment	15
SFLDEC005	Assemble floristry products	130
SFLSOP001	Source information on floristry products and services	40
SFLSOP002	Work effectively in the floristry industry	45
SFLSOP003	Recognise flower and plant materials	45
SFLSOP004	Receive and store floristry stock	30
SFLSOP005	Prepare and care for floristry stock	60
SFLSOP007	Interact with floristry customers	30
SFLWHS001	Participate in safe work practices	15
Elective		
BSBWOR202	Organise and complete daily work activities	20
SFLSOP006	Display and merchandise floristry products	35
AHCNSY202A	Tend nursery plants	30
	Total hours	**495**

Occupation/ Work Function	Work as a florist	
Qualification Title	Certificate III in Floristry	
Qualification Code	SFL30115	
Description	This sample training program is appropriate for a person working in the Floristry Industry as a Florist.	
Unit Code	**Unit Title**	**Hours**
Core		
CUVACD201A	Develop drawing skills to communicate ideas	60
SFLDEC001	Maintain floristry tools and equipment	15
SFLDEC002	Design floristry products	50
SFLDEC006	Construct hand tied floristry products	70
SFLDEC007	Construct wired floristry products	70
SFLDEC008	Construct floristry products with a base medium	70
SFLDEC012	Interpret floristry design briefs	20
SFLSOP001	Source information on floristry products and services	40
SFLSOP002	Work effectively in the floristry industry	45
SFLSOP003	Recognise flower and plant materials	45
SFLSOP004	Receive and store floristry stock	30
SFLSOP005	Prepare and care for floristry stock	60
SFLSOP008	Provide quality service to floristry customers	35
SFLSOP009	Sell floristry products	30
SFLSOP010	Prepare quotations for floristry products	30
SFLWHS001	Participate in safe work practices	15
Elective		
BSBDES301	Explore the use of colour	40
SFLDEC005	Assemble floristry products	130
AHCNSY204A	Maintain indoor plants	20
SIRXMER202	Plan, create and maintain displays	35
SIRXQUA001A	Develop innovative ideas at work	35
	Total hours	**945**

Occupation/ Work Function	Skilled senior florist	
Qualification Title	Certificate IV in Floristry	
Qualification Code	SFL40115	
Description	This sample training program is appropriate for a person working in the Floristry Industry as a Senior florist.	
Unit Code	Unit Title	Hours
Core		
SFLDEC003	Design complex floristry products	80
SFLDEC009	Construct complex floristry products	90
SFLDEC010	Coordinate floristry products for special occasions	40
SFLMGT001	Coordinate floristry work teams	35
SFLSOP012	Maintain and order floristry stock	35
SFLWHS002	Provide a safe work environment	35
Elective		
AHCPGD401A	Design plant displays	90
CUVACD301A	Produce drawings to communicate ideas	80
CUVACD401A	Integrate colour theory and design processes	30
CUVDIG301A	Produce digital images	50
BSBEBU401	Review and maintain a website	50
AHCNSY303A	Install and maintain plant displays	60
	Total hours	**675**

Occupation/ Work Function	Highly skilled senior floral designer	
Qualification Title	Diploma of Floristry Design	
Qualification Code	SFL50115	
Description	This sample training program is appropriate for a person working in the Floristry Industry as a senior floral designer.	
Unit Code	**Unit Title**	**Hours**
Core		
SFLDEC004	Design and produce innovative floristry products	100
SFLDEC011	Style and manage floristry for events	60
SFLDEC013	Plan floristry designs with clients	65
SFLDEC014	Research theories of creativity	65
SFLDEC015	Research global floristry trends	30
SFLSOP011	Develop a floristry product range	60
Elective		
AHCPGD401A	Design plant displays	90
BSBCRT501	Originate and develop concepts	30
BSBDES501	Implement design solutions	60
CUVACD301A	Produce drawings to communicate ideas	80
CUVDIG301A	Produce digital images	50
BSBEBU401	Review and maintain a website	50
	Total hours	**740**

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Wholesale, Retail and Personal Services (WRAPS)	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Alison Hollands Victoria University PO Box 14428, Melbourne VIC 8001 (03) 9919-8351 Alison.Hollands@vu.edu.au
Industry Skills Council (ISC)		
Service Skills Australia	This ISC is responsible for developing this SFL Floristry **Training Package**, companion volumes and support material and can be contacted for further information.	Level 10, 171 Clarence Street Sydney NSW 2000 info@serviceskills.com.au www.serviceskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	http://training.gov.au
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	https://education.gov.au/
Victorian State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 www.education.vic.gov.au
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 www.asqa.gov.au
Victorian State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 www.vrqa.vic.gov.au

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit of competency code.
Unit Title	Nationally endorsed Training Package unit of competency title.
Payable Hours	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.