**Victorian Purchasing Guide**

**for**

**SFL10 Floristry Training Package**

**Version No 1**

**November 2011**

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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| Training Package Version | Date VPG Approved | Comments |
| SFL10 Floristry Training Package Version 1 | 14 November 2011 | SFL10 Version 1 represents a full review of the WRF04 Floristry Training Package. |

**SFL10 Floristry Training Package Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Qualification Nominal Hour Range** | |
| **Minimum** | **Maximum** |
| SFL20110 | Certificate II in Floristry (Assistant) | 488 | 535 |
| SFL30110 | Certificate III in Floristry | 778 | 960 |
| SFL40110 | Certificate IV in Floristry | 615 | 830 |
| SFL50110 | Diploma of Floristry Design | 565 | 770 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of SFL10 Floristry Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the SFL10 Floristry Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| SFLDEC201A | Assemble floristry products | 130 |
| SFLDEC302A | Design floristry products | 50 |
| SFLDEC303A | Maintain floristry tools and equipment | 15 |
| SFLDEC304A | Construct hand tied floristry products | 70 |
| SFLDEC305A | Construct wired floristry products | 70 |
| SFLDEC306A | Construct floristry products with a base medium | 70 |
| SFLDEC407A | Design complex floristry products | 80 |
| SFLDEC408A | Construct complex floristry products | 90 |
| SFLDEC409A | Coordinate floristry products for a special occasion | 40 |
| SFLDEC510A | Design and produce innovative floristry products | 100 |
| SFLDEC511A | Style and manage an event | 60 |
| SFLSOP201A | Source information on floristry products and services | 40 |
| SFLSOP202A | Recognise flower and plant materials | 45 |
| SFLSOP203A | Receive and store floristry stock | 30 |
| SFLSOP204A | Prepare and care for floristry stock | 60 |
| SFLSOP205A | Display and merchandise floristry products | 35 |
| SFLSOP306A | Provide quality service to floristry customers | 35 |
| SFLSOP307A | Sell floristry products | 30 |
| SFLSOP308A | Prepare quotations for floristry products | 30 |
| SFLSOP509A | Research, assess and develop a floristry product range | 60 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **SFL10 Floristry Training Package**, but are by no means mandatory.

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Retail Shop Assistant Florist | |
| Qualification Title | Certificate II in Floristry (Assistant) | |
| Qualification Code | SFL20110 | |
| Description | This sample training program would be suitable for a person working as an assistant to a qualified Florist, performing routine tasks using basic floristry operational knowledge. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| SFLDEC201A | Assemble floristry products | 130 |
| SFLSOP201A | Source information on floristry products and services | 40 |
| SFLSOP202A | Recognise flower and plant materials | 45 |
| SFLSOP203A | Receive and store floristry stock | 30 |
| SFLSOP204A | Prepare and care for floristry stock | 60 |
| SIRXCOM001A | Communicate in the workplace | 40 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| SIRXOHS001A | Apply safe working practices | 20 |
| *Electives* |  |  |
| BSBWOR202A | Organise and complete daily work activities | 20 |
| SIRXCCS001A | Apply point-of-sale handling procedures | 20 |
| SIRXSLS001A | Sell products and services | 20 |
| BSBSUS201A | Participate in environmentally sustainable workplace practices | 20 |
| Total Hours |  | 490 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Florist | |
| Qualification Title | Certificate III in Floristry | |
| Qualification Code | SFL30110 | |
| Description | This sample training program would be suitable for those individuals wanting to work as a Florist in a retail, studio or other business utilising well developed design, construction and sales skills. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBDES402A | Interpret and respond to a design brief | 20 |
| CUVCOR07B | Use drawing techniques to represent the object or idea | 50 |
| SFLDEC302A | Design floristry products | 50 |
| SFLDEC303A | Maintain floristry tools and equipment | 15 |
| SFLDEC304A | Construct hand tied floristry products | 70 |
| SFLDEC305A | Construct wired floristry products | 70 |
| SFLDEC306A | Construct floristry products with a base medium | 70 |
| SFLSOP201A | Source information on floristry products and services | 40 |
| SFLSOP202A | Recognise flower and plant materials | 45 |
| SFLSOP203A | Receive and store floristry stock | 30 |
| SFLSOP204A | Prepare and care for floristry stock | 60 |
| SFLSOP306A | Provide quality service to floristry customers | 35 |
| SFLSOP307A | Sell floristry products | 30 |
| SFLSOP308A | Prepare quotations for floristry products | 25 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| SIRXOHS001A | Apply safe working practices | 20 |
| *Electives* |  |  |
| BSBDES301A | Explore the use of colour | 40 |
| BSBDES202A | Evaluate the nature of design in a specific industry context | 30 |
| SFLSOP205A | Display and merchandise floristry products | 35 |
| RTF3020A | Install and maintain interior plant displays | 60 |
| SIRXQUA001A | Develop innovative ideas at work | 35 |
| Total Hours |  | 850 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Senior Florist and Business Manager/Owner | |
| Qualification Title | Certificate IV in Floristry | |
| Qualification Code | SFL40110 | |
| Description | This sample training program would be suitable for those individuals who manage or own a small retail shop or studio florist business. They would have substantial knowledge of design principles and construction of large-scale and complex floral arrangements. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| SFLDEC407A | Design complex floristry products | 80 |
| SFLDEC408A | Construct complex floristry products | 90 |
| SFLDEC409A | Coordinate floristry products for a special occasion | 40 |
| SIRXINV002A | Maintain and order stock | 35 |
| SIRXOHS003A | Provide a safe working environment | 35 |
| *Electives* |  |  |
| BSBEBU501A | Investigate and design e-business solutions | 50 |
| BSBEBU502A | Implement e-business solutions | 50 |
| SIRXHRM002A | Recruit and select personnel | 35 |
| SIRXMGT001A | Coordinate work teams | 35 |
| SIRXMGT003A | Lead and manage people | 35 |
| BSBSMB401A | Establish legal and risk management requirements of small business | 60 |
| BSBSMB405A | Monitor and manage small business operations | 45 |
| BSBSMB406A | Manage small business finances | 60 |
| BSBSMB407A | Manage a small team | 40 |
| BSBSUS301A | Implement and monitor environmentally sustainable workplace practices | 40 |
| Total Hours |  | 730 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Specialist Floral Designer or Stylist | |
| Qualification Title | Diploma of Floristry Design | |
| Qualification Code | SFL50110 | |
| Description | This sample training program would be suitable for a highly skilled Senior Florist who may work as a freelance contractor or take the lead role in the technical and creative aspects of a florist business or enterprise. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCRT601A | Research and apply concepts and theories of creativity | 65 |
| BSBDES602A | Research global design trends | 30 |
| BSBDES701A | Research and apply design theory | 40 |
| SFLDEC510A | Design and produce innovative floristry products | 100 |
| SFLDEC511A | Style and manage an event | 60 |
| SFLSOP509A | Research, assess and develop a floristry product range | 60 |
| *Electives* |  |  |
| BSBDES502A | Establish, negotiate and refine a design brief | 65 |
| BSBDES501A | Implement design solutions | 60 |
| CUVDES04B | Integrate colour theory and design processes in response to a brief | 30 |
| CUVCOR09B | Select and apply drawing techniques and media to represent and communicate the concept | 80 |
| CUVCRS03B | Produce computer-aided drawings | 50 |
| CUVVSP12B | Produce digital images | 50 |
| Total Hours |  | 690 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Industry Skills Council (ISC)** | | |
| Service Skills Australia | This ISC is responsible for developing this **SFL10 Floristry Training Package Version 1** and can be contacted for further information. You can also source copies of the Training Package and support material. | Level 10, 171 Clarence Street  Sydney NSW 2000  info@serviceskills.com.au  [www.serviceskills.com.au](file:///C:/Documents%20and%20Settings/e5017516/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/0N0BT110/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, qualifications, courses, units of competency and RTOs. | [training.gov.au](http://training.gov.au) |
| **Australian Government** | | |
| The Department of Education, Employment and Workplace Relations (DEEWR) | DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications. | [www.deewr.gov.au](http://www.deewr.gov.au) |
| **State Government** | | |
| Department of Education and Early Childhood Development  Higher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information:  [www.skills.vic.gov.au](http://www.skills.vic.gov.au/)  Approved Training Schemes:  <http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides> |
| **Curriculum Maintenance Manager (CMM)** | | |
| Wholesale, Retail and Personal Services (WRAPS) | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria. | Maree Polglaise  Victoria University  PO Box 14428, Melbourne VIC 8001  (03) 9919-5326  (03) 9919-5274  [Maree.Polglaise@vu.edu.au](mailto:Maree.Polglaise@vu.edu.au) |
| **State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)  Phone: (03) 9637-2806 |

|  |  |  |
| --- | --- | --- |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | [www.asqa.gov.au](http://www.asqa.gov.au)  Info line: 1300-701-801 |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |