

**Victorian Purchasing Guide
for
SFL10 Floristry Training Package
Version No 1**

November 2011





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Victorian Purchasing Guide — Version History

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are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **SFL10 Floristry Training Package**.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
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
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
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 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
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 Phone: (03) 9637-2806

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

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.