<table>
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<th>Training Package</th>
<th>Prune shrubs and small trees</th>
<th>HSC Indicative Hours</th>
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<tr>
<td>Amenity Horticulture (RTF03)</td>
<td>This competency standard covers the process of pruning shrubs and small trees. The work is likely to be undertaken from the ground. Aerial pruning from a ladder, an elevated work platform or from climbing ropes and rigging in a tree, are covered in separate units. Pruning work is likely to be carried out under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of pruning tasks and roles usually within established enterprise routines.</td>
<td>10</td>
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<td>Unit code</td>
<td>RTF2017A</td>
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### Evidence Guide

**What evidence is required to demonstrate competence for this standard as a whole?**

Competence in pruning shrubs and small trees requires evidence that a person using appropriate pruning tools and equipment can effectively achieve the desired tree and shrub forms in relation to appearance, capacity and vigour, yield quantities and clearance as required by individual enterprises. The skills and knowledge required to apply pruning techniques must be transferable to different work environments. For example, pruning techniques from the ground are required for a range of stages of plant growth in a number of horticultural industries, including production, amenity horticulture, arboriculture and nurseries. The practical knowledge of techniques used to remove canes in a viticultural enterprise may be applied in a different context to removing wood from roses after flowering in a floricultural enterprise.

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<tr>
<th>What specific knowledge is needed to achieve the performance criteria?</th>
<th>What specific skills are needed to achieve the performance criteria?</th>
<th>Are there other competency standards that could be assessed with this one?</th>
<th>Assessment guide</th>
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| Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:  
- practical awareness of the principles of pruning and the methods used to achieve plant management goals  
- effects on plant growth, habit and production levels of pruning operations in relation to the purposes of the enterprise  
- the purpose of tools and equipment used for pruning and the correct and safe use and care | To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complimentary skills are required. These include the ability to:  
- participate in teams and contribute to team objectives  
- understand work procedures  
- communicate with team members and supervisor  
- calibrate tools, estimate fuel levels, quantities of plant material to be pruned, such as counting buds or flowers to be retained along a branch or cane, and numbers of branches to be retained per plant or bay  
- minimise noise and dust to | This competency standard could be assessed on its own or in combination with other competencies relevant to the job function. | There is essential information about assessing this competency standard for consistent performance and where and how it may be assessed, in the Assessment Guidelines for this Training Package. All users of these competency standards must have access to the Assessment Guidelines. Further advice may also be sought from the relevant Sector Booklet. | Key Terms and Concepts  
- Compartmentalisation of Decay in Trees (CODIT)  
- enterprise work procedures  
- environmental implications  
- hazard identification  
- hygiene practices  
- manual handling techniques  
- occupational health and safety (OHS)  
- personal protective equipment (PPE)  
- plant growth and habits  
- plant health principles  
- plant names  
- pre-operational and safety checks  
- production levels  
- pruning goals and requirements |
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| of these tools and equipment  
• the effect of outdoor climatic conditions (e.g., rain, hail, days of extreme heat and/or wind, or very high ultraviolet radiation), which may prevent or impede pruning programs, or influence the selection of pruning tools, equipment and safety equipment to minimise the hazards presented  
• awareness of the potential public nature of pruning work sites and the hazards and responsibilities associated with working in a publicly accessible situation  
• plant names, growth habits, flowering times and effect of pruning on fruit production  
• hygiene practices and plant health principles (e.g., CODIT) relevant to pruning. | prevent nuisance-level environmental disturbance. |  |  |  
• pruning program  
• prunings  
• risk assessment  
• safe work practices  
• safety equipment  
• services  
• shrubs and small trees  
• Standard Operating Procedures (SOP)  
• tools and equipment  
• waste material  
• workplace records |
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<th>Element</th>
<th>Performance Criteria</th>
<th>Range of Variables</th>
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<tr>
<td>1</td>
<td>Identify pruning requirements</td>
<td>1.1 Plants that require pruning from the ground are identified according to <strong>enterprise work procedures</strong>.</td>
<td>The <strong>Range of Variables</strong> explains the contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in particular training and assessment requirements may depend on the work situations available. For more information on contexts, environment and variables for training and assessment, refer to the Sector Booklet. <strong>What enterprise work procedures</strong> may apply to this standard? Work procedures will be based on sound horticultural pruning principles and practices and may include supervisors' oral or written instructions, the pruning program, enterprise standard operating procedures (SOPs), specifications, routine maintenance schedules, work notes; manufacturers service specifications and operators manuals; waste disposal, recycling and re-use guidelines; and OHS procedures.</td>
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<tr>
<td>1.2</td>
<td>The <strong>purpose</strong> and method of pruning are determined according to enterprise work procedures.</td>
<td>For what <strong>purpose</strong> may shrubs and small trees be pruned? The goals of pruning may include to shape, form, correct or control growth, prevent disease or damage, promote health, control capacity and vigour, manage the canopy and fruit and flower production, provide ornamental effects or aesthetic appeal, and provide clearance for services, access or cultural practices.</td>
<td><strong>Learning experiences for the HSC must address:</strong> An awareness of the goals of pruning including: - shape, form, correct or control growth - prevent/remove diseased or damaged parts - promote health - control fruit capacity and vigour - manage the canopy, fruit and flower production - provide ornamental effects and aesthetic appeal - provide clearance for services, access and cultural practices. Methods of pruning including: - form - spur - cane - vine - tip - thinning - maintenance.</td>
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<td>1.3</td>
<td>Services are located using site plans and in consultation with the supervisor.</td>
<td>What services may need to be located? Services may include above ground outlets for water supply, irrigation fittings, low overhead power (electricity) and telecommunications lines.</td>
<td>Learning experiences for the HSC must address: An awareness of how to locate services and aboveground outlets including: • water supply • irrigation fittings • low overhead power lines • telecommunications lines.</td>
</tr>
<tr>
<td>1.4</td>
<td>Access to the site is determined in consultation with the supervisor.</td>
<td>How may OHS hazards be identified? Hazards may be identified through visual inspection of the area, understanding of site plans, and enterprise work procedures.</td>
<td>Learning experiences for the HSC must address: An awareness of potential hazards including: • physical – unsafe tools and equipment – uneven surfaces – fatigue – noise – dust – vehicles – exposed moving machinery parts – obstacles • biological – plant allergy – hazardous substances – insects – spiders – snakes • ergonomic – inappropriate use of tools/equipment – poor manual handling • environmental – climate – solar radiation</td>
</tr>
<tr>
<td>1.5</td>
<td>OHS hazards are identified, risks assessed and reported to the supervisor.</td>
<td>How or who may be at risk from OHS hazards? Hazards may pose a risk to workers, equipment, people and animals external to the workplace (such as members of the public, stray pets and wildlife) and the natural environment.</td>
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<tr>
<td>2 Prepare for pruning</td>
<td><strong>2.1</strong> Pruning tools and equipment are selected according to the location, access and size of material to be pruned.</td>
<td>What ground based <strong>pruning tools and equipment</strong> may be used? Tools and equipment may include ropes, handsaws, hand and battery-powered secateurs, pneumatic snips and compressor, hedge trimmers both manual and powered, small chainsaws and chippers.</td>
<td>Learning experiences for the HSC must address: An awareness of pruning tools and equipment and their purpose including: • ropes • handsaws • hydraulic secateurs • battery-powered secateurs • pneumatic snips and compressor • hedge trimmers • chippers • long-handled shears • small ladder • long poles to hold long-handled shears • sealant (to protect branch cuts from microbial infection).</td>
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<td></td>
<td><strong>2.2</strong> Pre-operational and safety checks are carried out on pruning tools and equipment according to manufacturers specifications and enterprise work procedures.</td>
<td>What <strong>enterprise work procedures</strong> may apply to this standard? Work procedures will be based on sound horticultural pruning principles and practices and may include supervisors oral or written instructions, the pruning program, enterprise standard operating procedures (SOPs), specifications, routine maintenance schedules, work notes; manufacturers service specifications and operators manuals; waste disposal, recycling and re-use guidelines; and OHS procedures.</td>
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<tr>
<td>2.3</td>
<td>Pruning tools and equipment are <strong>prepared</strong> for use.</td>
<td>What <strong>preparation</strong> may be required before use of pruning tools and equipment? Preparation may include sharpening, cleaning and oiling.</td>
<td><strong>Learning experiences for the HSC must address:</strong> Preparation of tools and equipment for use including: - calibration of pneumatic pruners - estimation of fuel levels in power tools - sharpening - cleaning - oiling - replacement of damaged/faulty parts.</td>
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<tr>
<td>2.4</td>
<td>Suitable <strong>safety</strong> and <strong>personal protective equipment (PPE)</strong> is selected, used and maintained.</td>
<td>What <strong>safety equipment</strong> may be required? Safety equipment may include signage and barriers. What <strong>personal protective equipment (PPE)</strong> may be required to undertake pruning of shrubs and small trees? Personal protective equipment may include hat, boots, overalls, gloves, and halter, goggles, respirator or face mask, face guard, hearing protection, sunscreen lotion and hardhat.</td>
<td><strong>Learning experiences for the HSC must address:</strong> The selection, use, maintenance and storage of personal protective equipment (PPE) appropriate to the work task including: - footwear - head protection – hard hat, sun hat and helmet - overalls - gloves - apron - respirator - face mask - hearing protection - eye protection – goggles, safety glasses and face guard - sunscreen - waterproof clothing. Maintenance of PPE according to manufacturer’s instructions and enterprise Standard Operating Procedures (SOP) including: - cleaning and decontamination - correct storage - regular checks for damage - repair/replacement of worn, malfunctioning or damaged equipment/parts - disposal of single-use equipment.</td>
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<tr>
<td>3</td>
<td>Undertake pruning of shrubs and small trees</td>
<td>What <strong>safety equipment</strong> may be required? Safety equipment may include signage and barriers.</td>
<td><strong>Learning experiences for the HSC must address:</strong> An awareness of the public nature of some pruning work sites including: - streets</td>
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| 3.2     | Plant material to be pruned or removed is identified according to the pruning program. |               | • parks  
• local council gardens  
• national parks  
• state parks  
• nature reserves.  
Appropriate safety equipment to exclude general public from accessing the pruning site according to OHS and enterprise requirements including:  
• signage  
• barriers. |
| 3.3     | The pruning program is undertaken according to enterprise work procedures and OHS requirements. | Learning experiences for the HSC must address:  
The need to estimate quantities of plant material to be removed to ensure adequate removal equipment is available on site including:  
• trucks  
• rubbish bins  
• dumpsters  
• recycling containers. | What OHS requirements may be relevant to this standard?  
OHS requirements may include identifying hazards, assessing and reporting risks, cleaning, maintaining and storing tools and equipment, appropriate use of personal protective equipment including sun protection, drinking to avoid dehydration, safe operation of tools and equipment, correct manual handling, basic first aid, personal hygiene and reporting problems to supervisors.  
What enterprise work procedures may apply to this standard?  
Work procedures will be based on sound horticultural pruning principles and practices and may include supervisors oral or written instructions, the pruning program, enterprise standard operating procedures (SOPs), specifications, routine maintenance schedules, work notes; manufacturers service specifications  
Learning experiences for the HSC must address:  
Horticultural pruning principles and practices including:  
• supervisor’s oral and/or written instructions  
• pruning program  
• enterprise SOP  
• industry standards  
• OHS procedures  
• teamwork.  
An awareness of appropriate OHS strategies including:  
• awareness of climatic conditions  
• procedures to ensure public safety  
• select, use and maintain appropriate PPE  
• provision of sufficient drinking water  
• basic first aid training  
• access to first aid kits  
• safe work practices and procedures  
• access to appropriate communication devices  
• emergency plan. |
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| 3.4 | Pruning tools and equipment are operated safely and effectively. | and operators manuals; waste disposal, recycling and re-use guidelines; and OHS procedures. | • safety signs  
• environmental policies. |
| 3.5 | Where required, *hygiene practices* are observed during pruning operations. | What *hygiene practices* may be required while pruning?  
Hygiene practices may include sterilisation of tools between prunings of different plants, removal of debris as pruning work is undertaken, washing hands and refraining from smoking to prevent virus transmission. | Learning experiences for the HSC must address:  
Safe and controlled operation of machinery and equipment including:  
• appropriate selection and use of machinery and equipment for designated jobs and tasks  
• appropriate operational techniques for specific terrain and weather conditions  
• maintaining working loads within specifications  
• prevention of damage to vehicle, equipment, person or property  
• use of PPE.  

Learning experiences for the HSC must address:  
A basic understanding of hygiene practices and plant health principles relevant to pruning including Compartmentalisation of Decay in Trees (CODIT).  
Hygiene practices including:  
• sterilisation of tools between pruning different plants  
• removal of debris as pruning work is undertaken  
• washing hands after handling trees/shrubs  
• refraining from smoking to avoid virus transmission. |
| 4 | Complete pruning shrubs and small trees | What materials may *prunings* include?  
Prunings may include small to medium branches, foliage, leaves, sticks, buds, flowers, fruit, bark, plant debris and chipped material.  
What *enterprise work procedures* may apply to this standard?  
Work procedures will be based on sound horticultural pruning principles and practices and may include supervisors oral or written instructions, the pruning program, enterprise | Learning experiences for the HSC must address:  
Type of waste collected during pruning including:  
• small to medium branches  
• foliage including  
  – leaves  
  – stems  
  – vine canes  
• sticks  
• buds  
• flowers  
• fruit |
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| 4.2     | Correct manual handling techniques are used when lifting or moving heavy loads. | standard operating procedures (SOPs), specifications, routine maintenance schedules, work notes; manufacturers service specifications and operators manuals; waste disposal, recycling and re-use guidelines; and OHS procedures. | • bark  
• plant debris  
• chipped material such as tree trunks and bark  
• water.  
Appropriate disposal and recycling of prunings and waste according to:  
• NSW Department of Environment and Conservation [incorporating Environment Protection Authority (EPA)]  
• local council regulations and guidelines  
• good hygiene practices  
• OHS procedures  
• SOP. |
| 4.3     | Pruning tools and equipment are cleaned, maintained and stored according to enterprise work procedures. |  |
| 4.4     | A **clean and safe area** is maintained throughout and on completion of work. | How may a **clean and safe area** be maintained?  
Tasks may include keeping public access paths and roads clear of debris, waste, tools and equipment, disabling tools and equipment after use, using signage and barriers where necessary and removing debris and waste from the work area swiftly and efficiently. | **Learning experiences for the HSC must address:**  
OHS procedures for lifting and moving heavy loads including:  
• eliminating the hazard by using a trolley or wheelbarrow  
• using a safer alternative by seeking assistance with the lift.  
**Learning experiences for the HSC must address:**  
Area maintenance tasks including:  
• keeping public access paths and roads clear of debris, waste, tools and equipment  
• disabling tools and equipment after use  
• using signage and barriers where necessary  
• removing debris and waste from the work area swiftly and efficiently.  
**Learning experiences for the HSC must address:**  
Records of operations including:  
• date  
• site details including location and map |
| 4.5     | Work outcomes are recorded or reported to the supervisor according to enterprise work procedures. | What **enterprise work procedures** may apply to this standard?  
Work procedures will be based on sound horticultural pruning principles and practices and |

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### What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where

0 = not required  
1 = perform the process  
2 = perform and administer the process  
3 = perform, administer and design the process

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<tr>
<td><strong>1. How can communication of ideas and information (1) be applied?</strong></td>
<td>Ideas and information relating to pruning activities, plant species and growth habits encountered should be discussed with other members of the work team and the supervisor.</td>
</tr>
<tr>
<td><strong>2. How can information be collected, analysed and organised (1)?</strong></td>
<td>The pruning site and surrounding area should be inspected visually and the information gained discussed with the work team and supervisor. Enterprise work procedures and site plans should be consulted, interpreted and applied to co-ordinate pruning activities with further clarification sought from the supervisor where necessary.</td>
</tr>
<tr>
<td><strong>3. How are activities planned and organised (1)?</strong></td>
<td>Equipment, materials and work procedures for pruning will need to be arranged before and between work periods and there may be some responsibility for co-ordinating work with others.</td>
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<tr>
<td><strong>4. How can team work (1) be applied?</strong></td>
<td>The pruning program may involve working with other members of a team to complete the program.</td>
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<tr>
<td><strong>5. How can the use of mathematical ideas and techniques (1) be applied?</strong></td>
<td>Simple numeracy in relation to shrub, tree and pruned material quantity and working hours, as they apply to daily performance, will be required.</td>
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<tr>
<td><strong>6. How can problem-solving skills (1) be applied?</strong></td>
<td>Problems in applying pruning methods to the aims of pruning or varying shrub and tree forms, workplace safety and other team members may arise during the pruning of shrubs and small trees.</td>
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<tr>
<td><strong>7. How can the use of technology (1) be applied?</strong></td>
<td>Technology may be applied in the preparation, use and maintenance of pruning tools and equipment.</td>
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