



Sharing the best in Gardening

RHS QUALIFICATIONS

GUIDANCE FOR CENTRES OFFERING RHS QUALIFICATIONS IN PRACTICAL HORTICULTURE

Verification Year Starting September 2012

Contents:

	Page
1.0 Introduction	3
2.0 Centre approval	5
3.0 Registering candidates	6
4.0 Assessment in approved centres	9
5.0 Internal verification in approved centres	13
6.0 External verification in approved centres	15
7.0 Reporting Results	21
Appendix 1 Flow diagram of the external verification process	22
Appendix 2 Quality and performance grades	23
Appendix 3 Example of a Qualification in Practical Horticulture Internal Tracking Sheet	25
Appendix 4 Example Internal Verification Checklist of Activities	28
Appendix 5 QCF Qualifications from the RHS	29

1.0 Introduction

- 1.1 Anyone who has an interest in plants or gardening, whether at a professional level or wishing to acquire new skills, can study the following practical qualifications offered by RHS Qualifications:
- RHS Level 1 Award in Practical Horticulture
 - RHS Level 2 Certificate in Practical Horticulture
 - RHS Level 3 Certificate in Practical Horticulture
- 1.2 All our practical qualifications are made up of Qualifications and Credit Framework (QCF) units which contain learning outcomes and assessment criteria. In order for a learner to successfully pass a unit or qualification they must meet all the assessment criteria and all learning outcomes. Learners build up their units over time and put them towards a full qualification. Learners will gain credits and will gain a certificate for all units and qualifications successfully achieved.
- 1.3 All practical assessments take place within the centre or approved location. In order to run RHS practical assessments, centres must have an internal verification process in place. All centres will be externally verified by RHS Qualifications. Further information about assessments, internal verification and external verification can be found in this document.

Purpose

- 1.4 The purpose of this document is to provide information to RHS approved centres on the assessment, internal verification and external verification processes and procedures required. All centres must contact RHS Qualifications before commencing courses for delivering RHS qualifications in practical horticulture.
- 1.5 The following roles of awarding organisation staff (RHS Qualifications) and centre staff will be used throughout this document:
- **Candidate/ learner** – person(s) registered to study the qualification/ or unit(s).
 - **Teacher** - person(s) appointed by the centre to teach the practical qualifications within the centre.
 - **Assessor** – person(s) appointed by the centre to administer practical assessments within the centre. They will make judgements about whether a candidate(s) have met the requirements of the practical assessment(s).
 - **Internal Verifier** – person(s) appointed by the centre to ensure assessor(s) are making reliable and consistent judgements about all practical assessments that take place within the centre.
 - **External Verifier** – person(s) assigned by RHS Qualifications to a centre to ensure processes and procedures required to run RHS qualifications in practical horticulture, within a centre, meets with RHS Qualifications requirements

- **Senior External Verifier** – the person appointed by RHS Qualifications to provide leadership, direction and support for the team of RHS external verifiers and to provide guidance to centres as necessary.
- **Centre** – the RHS approved centre, approved satellite site or approved location.

1.6 Centres should also refer to the following documents in conjunction with the guidance set out here which are available on either the RHS Qualifications web pages on the RHS website, or the RHS Qualifications web portal. Documents which outline or accompany assessment activities are only available to centres via the RHS Portal:

- RHS Centre Approval documents plus individual centre agreements
- RHS Qualifications updated policy documents
- RHS Guidance on Physical Resources and Staff Required to Deliver RHS Qualifications in practical Horticulture
- Plants, Seeds, Pests, Diseases, Disorders and Beneficial Animals, Birds and Insects List (for the relevant external verification year)
- Qualification Handbooks (level 1, level 2 and level 3)
- RHS Assessment Guides (level 1, level 2 and level 3)
- RHS Assessor Information and Candidate Assessment Pro-Forms (level 1, level 2 and level 3)
- RHS Assessment Results Sheet (level 1, level 2 and level 3)
- RHS Pro-Forms Sign Off sheets (level 1, level 2 and level 3)
- For use with **Level 1 and Level 2 ONLY** RHS Approved Specimen List for Level 1 and Level 2 Plant Identification Assessments
- RHS External Verification Visit - Candidate sheet (sent to centres by the external verifier appointed by RHS Qualifications)
- RHS Quality and Performance form (to be completed by external verifiers on external verification visits to centres. A blank reference copy will be sent to the centre when an external verifier is appointed to that centre).

2.0 Centre approval

- 2.1 All centres MUST gain centre approval from RHS Qualifications before they can offer RHS qualifications in Practical Horticulture. This process involves completing an application form and receiving a centre visit from an RHS centre approver. More information about this process can be found on the RHS Qualifications web pages on the RHS Website.
- 2.2 Centres should refer to this document and the 'RHS Guidance on Physical Resources and Staff Required to Deliver RHS Qualifications in practical Horticulture' when considering whether to offer RHS qualifications in practical horticulture.
- 2.3 Centres who were previously approved to offer:
- NQF RHS level 3 qualifications (RHS Level 3 Advanced certificate in Horticulture and/or RHS Level 3 Diploma in Horticulture), and/or
 - NQF level 2 qualification (*RHS Level 2 Certificate in Horticulture*)
- and wish to offer the QCF level 1, level 2 and/ or level 3 practical qualifications, will be able to apply to do so by completing a supplementary form. This form will ask the centre to update the details of their personnel, resources and practical facilities in place.
- 3.4 Once approved, centres will be given access to the RHS Qualifications web portal. All guidance and assessment materials for the RHS qualifications in practical horticulture are held on the RHS Qualifications web portal.
- 3.5 Following centre approval, if a centre:
- undertakes major changes to their facilities
 - adds locations of where assessments take place, or
 - changes their staffing arrangements for these qualifications
- they MUST inform RHS Qualifications of that change. For example an increase/ decrease in the number of satellite sites involved in the delivery of RHS qualifications in practical horticulture; or a change of personnel such as the 'Exams Officer' or Person Responsible for RHS Qualifications in Practical Horticulture (Head of Horticulture).
- 3.6 Centres will be notified in writing when they have been approved to run the QCF practical qualifications. The notification of approval will sit alongside their 'Approved Centre Certificate' outlining the updated list of qualifications they are approved to offer. The details of the centres will be updated on the RHS Qualifications web pages on the RHS website.
- 3.7 The centre approval process (and subsequent external verification process) is designed to ensure that centres offering practical assessments enable RHS Qualifications to meet the regulatory requirements set out in Ofqual's 'General Conditions of Recognition' May 2011 and any other subsequent regulatory documentation.

3.0 Registering Candidates

- 3.1 There is no closing date for the registration of candidates. However, as the action of registering candidates triggers the allocation of a RHS external verifier, **all candidates MUST be registered WITHIN 4 WEEKS of the course commencing**. This will ensure that there is adequate time for **two** planned RHS external verification activities to take place within the verification year per level of qualification offered (01 September – 31 August).
- 3.2 It is the responsibility of centres to ensure that candidates are registered in good time so that the TWO planned activities, per level of qualification offered can take place.

Registering Candidates

- 3.3 To ensure candidates are registered for the RHS qualification(s)/ unit(s) in practical horticulture **and the RHS external verification process is triggered**, centres **MUST** inform RHS Qualifications via email with a list of candidates that they intend to register for the particular unit(s)/ or qualification(s). Centres must provide the following information about the candidates:

Information required for new candidates:

Full name
Date of birth
Ethnic Origin
Gender
Qualification/ or units (includes optional unit at level 2 and level 3)

If available, an email address for the candidate so that they can set up their own account on the RHS portal

Information required for existing RHS candidates:

RHS candidate number
Name
Qualification/ or units (includes optional unit at level 2 and level 3)

- 3.4 RHS Qualifications will register candidates on the RHS Portal on behalf of centres. Centres must keep RHS Qualifications informed of any candidates that withdraw or join a cohort of candidates at the centre.
- 3.5 RHS Qualifications will hold registrations for individual units on the internal monitoring system for a period of 3 years. Should a candidate wish to take a longer period of time to complete the unit, the centre or the candidate must notify RHS Qualifications if the candidate should still be registered to take that assessment.

Invoicing

- 3.6 RHS Qualifications will only invoice centers, when the centre has met RHS Qualifications external verification requirements, and RHS Qualifications has received reported results **and** a sample of Assessment Pro-formas for their candidates. Therefore centers will be able to register candidates, triggering the RHS external verification process, without incurring any registration costs

for candidates who withdraw from the qualification/unit(s) early and do not want results for completed unit(s) submitted.

- 3.7 Following external verification activities for the verification year (the two planned external verification visits) if a centre does not submit any reported results for any of their candidates they have registered, RHS Qualifications may invoice the centre to reimburse the cost of sending out an external verifier to that centre.

Registering Candidates for the right combination of units

- 3.8 When registering candidates it is important that candidates are registered for **the right combination of units** (for the qualification). This is especially important at levels 2 and 3 where there are optional units to choose from. Centres are able to register candidates by individual units or by all the units that make up the qualification. Please see below the combination of units that correspond to each the RHS qualifications in practical horticulture.

RHSAPH1	RHS Level 1 Award in Practical Horticulture (500/9128/1)	
Ref	Unit Title	Accreditation unit code
	<i>Mandatory Units</i>	
R1102	Preparing soil for sowing and planting	J/601/2633
R2100	Soil Testing	K/601/7503
R1103	Assist with the propagation of plants for seed	D/502/4017
R1104	Assist with the vegetative propagation of plants	M/502/4121
R1105	Assist with planting and establishing plants	F/502/4088
R1101	Identification of a range of common garden plants, weeds, pests and diseases	H/601/2624

RHSCPR2	RHS Level 2 Certificate in Practical Horticulture (501/0207/2)	
Ref	Unit Title	Accreditation unit code
	<i>Mandatory Units</i>	
R2100	Soil Testing	K/601/7503
R2121	Sowing seeds and vegetative propagation techniques	A/601/7666
R2122	Practical skills in ground preparation for seeding and planting	F/601/7667
R2123	Practical skills in establishing seeds and plants in soil	L/601/7669
R2124	Care and pruning of plants	J/601/7671
R2125	Identification of a range of common garden plants, weeds, pests, diseases, disorders and beneficial organisms	K/601/7680
	<i>Optional Units – Choose one from the following two units</i>	
R2126	Sustainable garden practice	M/601/9155
R2127	Safe operation of powered garden machinery	T/601/7682

RHSCPR3	RHS Level 3 Certificate in Practical Horticulture (500/9782/9)	
Ref	Unit Title	Accreditation unit code
	<i>Mandatory Units</i>	
R3121	Collecting and testing of soil samples and specifying adjustments for horticulture	A/601/7683
R3122	Collecting, preparing and propagating from seed	F/601/7684
R3123	Establishing and maintaining a range of plant types and forms	Y/601/7688
R3124	Identification of a range of common garden plants, weeds, pests, diseases and disorders	R/601/7690
	<i>Optional Units - Choose one from the following two units</i>	
R3125	Planning, collecting, preparing and establishing propagation material	Y/601/7691
R3126	Management of green spaces, landscaped areas and ornamental gardens	K/601/7694

4.0 Assessment in Approved Centres

Background

- 4.1 A centre can begin teaching and assessing RHS qualifications in practical horticulture before the centre is externally verified. The external verifier may visit the centre after the first practical assessment has taken place at the centre. However, candidates will not be issued with a qualification certificate(s), a unit(s) certificates or notification of results sheets until the centre has met RHS external verification requirements.
- 4.2 Practical assessments leading to RHS qualifications in practical horticulture are held within the centre or conducted by the centre in an approved location. The three different RHS practical levels can be described as:
- Level 1: To successfully complete specified well defined tasks.
 - Level 2: To successfully complete the task at a competent level.
 - Level 3: To be proficient at the task within an acceptable timescale for the operation.

Centres must have adequate systems and resources in place to support the delivery of the practical qualification(s) and assessment(s) activities. Centres must also ensure that the teaching staff, assessors and internal verifiers have the appropriate qualifications or equivalent experience necessary to deliver and assess RHS qualifications in practical horticulture. In addition to this document centres must also refer to the 'RHS Guidance on Physical Resources and Staff Required to Deliver RHS Qualifications in practical Horticulture' and the range of RHS Qualifications' policies.

- 4.3 Comprehensive risk assessments **must** be carried out for all practical assessments, activities and tasks relating to the qualifications (all levels). There must not be any circumstances when the health and safety of a candidate is compromised.

Learning Outcomes and Assessment Criteria

- 4.4 RHS qualifications in practical horticulture (all levels) are made up of units which contain learning outcomes and assessment criteria. Candidates must meet **all** learning outcomes and **all** assessment criteria in order to pass each unit. Centres may assess candidates on individual learning outcomes, or a selection of learning outcomes within each unit, at any one time. In order to pass the qualification **all** units specified must also be successfully completed. Practical assessments should only take place at a time when the candidate is considered ready to undertake the assessment task(s).
- 4.5 Pass marks for individual learning outcomes successfully achieved within a centre have a shelf life which is limited only to the period for which the candidate is registered at that centre. A candidate can move centres to complete their qualification but they can only transfer the reported results of full units successfully achieved.

The role of the assessor

- 4.6 The role of the assessor is to use their professional judgement about whether the candidate has met the required learning outcome and assessment criteria to the level of demand as outlined in the unit(s) / qualification(s). Although the assessor may provide supportive and constructive feedback to the candidate, during the assessment(s) they must not in any way influence the assessment outcome of the individual candidate(s) being assessed.
- 4.7 Centres may produce their own assessment guidance to outline the particular assessment task(s) for the candidate(s). This will include timescales within which the task should be completed. Equally the assessor may outline orally the assessment task(s). Any supporting documentation produced which relates to the assessment(s) tasks should be kept. The external verifier may request to see any supporting material produced as part of the assessment activity (the external verification process is outlined further on in this document).

Recording assessment decisions

- 4.8 When recording assessment outcomes, assessors must take all necessary steps to ensure that judgements are based on the candidate's own work. Candidates must meet **all** the Learning Outcomes and **all** the Assessment Criteria.
- 4.9 To ensure judgements made by assessors in all centres are fair, consistent and meet the requirements of the qualification; RHS Qualifications provides **ASSESSMENT GUIDES** and **ASSESSOR INFORMATION AND CANDIDATE ASSESSMENT PRO-FORMAS** (by level). These documents detail, for each unit, the specific assessment requirements of the learning outcomes and assessment criteria in order for the candidate to pass. In more detail the documents that must be used to record assessment decisions are:

- **'Assessor Information and Candidate Assessment Pro-Formas'**. The 'Assessor Information' contains additional instructions about the conduct of the assessment, including time to complete the assessment. The 'Candidate Assessment Pro-Formas' are templates for candidates to complete written assessments for the assessment criteria.
- **'Assessment Results Sheet'**. This allows assessors to record all assessment decisions for all candidates, for that level of qualification. The assessor will need to sign and date the 'Assessment Results Sheet' where indicated. Where sampled, the internal verifier will also be required to sign and date the 'Assessment Results Sheet'.

These documents are available to download from the **RHS Qualifications web portal**

- 4.10 It is the responsibility of both the assessor and the internal verifier to make sure that the correct assessment documentation is available when assessments take place.
- 4.11 If access arrangements for individual candidates are required the centre **MUST** contact RHS Qualifications in advance of that assessment. Centres **MUST** obtain approval for any adjustments before the assessment takes place. Please consult the RHS policy on Reasonable Adjustments. The applications form for reasonable adjustments, and the policy are available to download from the RHS Qualifications web portal.

- 4.12 For the assessment of the level 1 Award in Practical Horticulture unit 'Identification of a range of common garden plants, weeds, pests and diseases', Learning Outcome 2 requires the candidate's responses to be either written or orally provided by the candidate. The choice of response of either a written or oral response does not require the centre to contact RHS Qualifications for authorisation. Where a candidate provides an oral response the response provided by the candidate must be recorded in writing by the assessor. Oral assessment must be carried out on a one to one basis (candidate and assessor) to ensure candidates have no opportunity for communicating or observing/ overhearing another candidate's work.

During the assessment

- 4.13 The allocation of time for a practical assessment will depend on how many assessment criteria and learning outcomes are timetabled for that assessment.
- 4.14 As standard procedure, a maximum of 6 candidates per assessor can be assessed at any one time. However, it is possible for this number to be increased to 8, if the assessor can clearly observe **all** candidates carrying out **all** stages of tasks for that assessment, and it is safe to do so.
- 4.15 For assessments where candidates are completing **written** CANDIDATE ASSESSMENT PRO-FORMAS, it is acceptable for 12 candidates to take part in that assessment per assessor. This is on the basis that candidates are adequately spaced apart to record answers on their own assessment Pro-Formas. The assessor in this case operates as an invigilator. However, candidates must be spaced sufficiently apart so there is not any opportunity for candidates to communicate or observe another candidate's work. It is the responsibility of the centre to ensure the submission of evidence for the candidate, is the candidates own work.
- 4.16 During the assessment of the following two units **only**, additional support material is available for candidates:
- Level 1 unit 'Identification of a range of common garden plants, weeds, pests and diseases'; and
 - Level 2 unit 'Identification of a range of common garden plants, weeds, pests, diseases, disorders and beneficial organisms'.

The additional support material comprises of an A to Z list of plant specimens entitled 'Approved Specimen List for Level 1 and Level 2 Plant Identification Assessments'. The plants listed are those listed, alphabetically, from the 'Plants, Seeds, Pests, Diseases, Disorders and Beneficial Animals, Birds and Insects List'. Candidates may use the support material during assessments to ensure the correct spelling of the plant specimens identified at levels 1 and 2 only. The Plants, Seeds, Pests, Diseases, Disorders and Beneficial Animals, Birds and Insects List' **must not** under any circumstances be used during an assessment by the candidate.

Retakes

- 4.17 It is permissible for a candidate to retake any practical assessment. There is no restriction on the number of retakes allowed per candidate. The timing of retakes will depend on the assessment policy of each individual centre. It is not expected that candidates will retake assessment criteria until further guidance

and support has been provided by the centre. Therefore it is anticipated that retakes will not take place on the same day as the original assessment. Centres retake policy should consider the following:

- Is the candidate aware of why they did not meet the assessment criteria?
- Has sufficient support been provided by the centre to the candidate before a retake attempt?
- Has sufficient time been allocated for the candidate to prepare for the assessment?

4.18 Candidates re-taking assessments relating to individual learning outcomes can carry forward their pass marks for individual learning outcomes within the centre only. These pass marks have a shelf life which is limited only to the period for which the candidate is registered at that centre, they may be carried forward an unlimited number of times.

4.19 Centres must ensure that there is an internal enquiries and appeals procedure for each of the qualifications that they deliver and they have appropriate information and support for candidate's when handling a dispute.

Keeping records

4.20 Centres must keep and maintain copies of records of assessment materials and records of assessment activities for audit purposes. The retention of assessment evidence and copies of 'Assessment Pro-Formas' and 'Assessment Results Sheets' should be kept:

- RHS Level 1 Award in Practical Horticulture (500/9128/1) - 3 years.
- RHS Level 2 Certificate in Practical Horticulture (501/0207/2) – 3 years.
- (RHS Level 3 Cert in Practical Horticulture (500/9782/9) - 3 years).

4.21 Centres must ensure the security and confidentiality of all assessment materials and records before, during and after the assessment has taken place. The 'Assessment Results Sheet' and all Candidate 'Assessment Pro-Formas' MUST be held in a secure place and be retained by the centre. Any breach in security must immediately be reported to RHS Qualifications.

4.22 All communication between the assessor and the internal verifier relating to practical assessments should also be documented and held in a secure location. The external verifier assigned to the centre will need to see any documented communication held between the assessor and the internal verifier relating to each assessment(s). For example the centre's internal verification tracking sheets (the internal verification and the external verification process is outlined further on in this document).

5.0 Internal verification in Approved Centres

Background

- 5.1 The purpose of internal verification is to ensure that all candidates at the centre have been judged by assessors against the same standards set by RHS Qualifications. This is an important process, as different assessors make judgments about different candidates, cohorts of candidate(s) and different units. The centre must provide evidence to show that assessors employed are working to the same standards.
- 5.2 Centres must ensure all assessors and internal verifiers have the appropriate qualifications or equivalent experience necessary to carry out their roles. The assessor and internal verifier must be qualified in horticulture to at least one level above the RHS practical qualification to be internally verified. Please see RHS Guidance on Physical Resources and Staff Required to Deliver RHS Qualifications in practical Horticulture.
- 5.3 The internal verifier must provide evidence that they are experienced and/or qualified in the process of internal verification (recorded on a CV that will be reviewed by the external verifier).

The role of the internal verifier

- 5.4 The internal verifier must not influence the actions of the candidate(s), for particular tasks during an assessment – unless an activity is stopped on ground of safety.
- 5.5 The role of the internal verifier during the practical assessment is to ensure the assessor's judgements about whether a candidate has met the required learning outcome and assessment criteria is correct (as outlined in the unit(s) / qualification(s)). In addition they must ascertain whether, following the assessment(s), the assessor provides supportive and constructive feedback to the candidate.
- 5.6 The role of the internal verifier is to also review assessment decisions. Therefore a review of the Candidate Assessment Pro-formas and the Assessment Results Sheet must be carried out. The internal verifier should also provide guidance and support to the assessor if circumstances arise where they disagree with a decision the assessor has made.
- 5.7 It is also the role of both the internal verifier and the assessor to make sure that the correct assessment documentation is available during an assessment.
- 5.8 It is acceptable that some training for internal verifiers is provided by the centre, however, new internal verifiers must receive peer support. The support must include supervision of internal verification activities. New internal verifiers should therefore for the first verification year have their work countersigned by an experienced internal verifier. In this case the experienced internal verifier may not be a qualified horticulturist as it is the process which is being reviewed. It is stated very clearly however that the RHS internal verifier must be a qualified horticulturist.

Internal verification of RHS qualifications in practical horticulture

- 5.9 Under normal circumstances each assessor, for each level of qualification should be internally verified – (as a minimum) twice each year – using different units and different candidates (between 1st September to 31st August). Two of the internal verification observations for an assessor can take place when the centre is being externally verified by an RHS external verifier.

The number of candidates, and units to internally verify is recorded as follows:

- For every RHS practical unit at each level and at each site of assessment: A minimum of two candidates must be selected **and observed** by the internal verifier.
- For every RHS practical unit at each level and at each site of assessment: A minimum of two candidates must be selected in order to **review the Candidate Assessment Pro-Forms** for these candidates.

Documenting evidence of internal verification activities

- 5.10 All assessors who are involved in the qualification must be sampled. The centre must provide documented evidence to prove that each assessor at a centre has been internally verified at least twice for each level of qualification, as outlined above.
- 5.11 All communication between the internal verifier and the assessor relating to practical assessments should also be documented and held in a secure location. The external verifier assigned to the centre may request to see any documented communication held between the assessor and the internal verifier relating to each assessment. For example the centre's internal verification tracking sheets (the external verification process is outlined further on in this document).
- 5.12 The internal verification of assessors must be documented using an internal verification tracking sheet. This document must record internal verification activities for each level of RHS practical qualifications offered. Appendix 3 provides examples of Internal Verification Tracking Sheets which could be used by an internal verifier within a centre. The templates include the information that the RHS External verifier will be looking for on their external verification visits (see also the information on External Verification in Approved Centres in section 6.0).
- 5.13 Appendix 4 provides a checklist of activities that an Internal Verifier should be following during Internal Verification of RHS practical assessments. Once again the centre is required to have their own documentation on internal verification. This is an example checklist outlining information that the RHS External verifier will be looking for on their external verification visits (see also the information on External Verification in Approved Centres in section 6.0).

6.0 External verification in Approved Centres

Introduction

- 6.1 Two external verification visits will take place during a centre's first verification year for each level of qualification offered. The purpose of the External Verification visit is for the RHS external verifier to observe assessments taking place and discuss with the internal verifier the policies and procedures the centre has in place to run RHS practical assessments. It is therefore vital that **the practical assessment is internally verified on the day of an external verification visit.**
- 6.2 The external verifier may wish to speak with the teaching staff or person(s) responsible for quality assurance, if they are available. However, they will need to speak with the assessor, internal verifier and a selection of candidates involved in the practical assessment. When interviewing candidates, the centre's staff will be present or will be clearly within visual contact. One-to-one candidate interviews will not take place without the presence close by of a member of staff.
- 6.3 The team of RHS external verifiers, led by the senior external verifier, maintain quality standards so that centres, learners and employers can be sure that all RHS practical assessments are fair, consistent and meet the requirements of the qualification. They are also there to provide advice and to share best practice and ideas. Our senior external verifier carries out activities that provide leadership, direction and support for the team of external verifiers and to provide guidance to the centres.

The process in the first year of external verification

- 6.4 After a centre has registered their candidate(s), RHS Qualifications will assign an external verifier to that centre. The centre will receive an email and letter from RHS Qualifications to confirm the name of the external verifier. It will also contain the supporting documentation about the external verification visit. If the centre does not receive a letter/ email within two weeks of registering candidates with RHS Qualifications, they should contact RHS Qualifications directly. The letter will also contain a blank copy of the *Quality and Performance Form* which the external verifier will complete to document their visit and then return to the centre to approve.
- 6.5 Once assigned the external verifier will contact the centre directly to arrange an external verification visit. Once a date has been agreed, the external verifier will confirm the date in writing with a request to complete an **RHS External Verification Visit - Candidate Sheet**. The centre has two weeks to complete the sheet with information about the candidates and the proposed dates of assessment activities planned. The external verification visit will only take place this sheet has been returned to the external verifier and RHS qualifications within two weeks of receipt. The centre should inform the external verifier the units from which the learning outcomes/ assessment criteria are being assessed on the day of their visit. It is also important that the centre informs the person within the centre who is responsible for quality assurance that the external verification visit is taking place.
- 6.6 Within four days of the external verification visit the external verifier will complete a draft *Quality and Performance Form* to document the evidence collected during the external verification visit. The centre will be emailed a copy of the draft form and will have one week to provide feedback on the content of the form. If the centre does not provide any feedback within this timeframe, unless previously agreed, it will be assumed that the centre has accepted the content of the draft form. The purpose of the form is to enable the external verifier to make a judgement, based on the

evidence collected, on the centres ability to run RHS practical assessments. This is culminated in an overall Quality and Performance Grade (1 – 4). See appendix 2.

- 6.7 If the centre agrees with the content of the quality and performance form then no further action is necessary. However, if the centre wishes to suggest amendments or provide further information which was not available on the day of the external verification visit, they may do so. The external verifier, with the guidance of the senior external verifier, will work with the centre to resolve any issues. The external verifier will return telephone calls/ e-mail communications within two working days of receiving them. The final version of the quality and performance form will be sent to both the centre and RHS Qualifications for their records. The senior external verifier has the authority to sign off the final version of the quality and performance form should issues arise.

If a quality and performance grade of 1 is issued

If a centre is judged by the external verifier and issued with a grade 1 status (with the senior external verifier's agreement), then no further action by the centre/ external verifier/ senior external verifier or RHS Qualifications is required. If issued on the second external verification activity, candidates can be issued with notification of results, qualification certificate(s) or unit(s) certificate(s) without the external verifier's authorisation of assessment results. The centre will report their results to RHS Qualifications using the RHS Pro-formas Sign Off sheets.

If a quality and performance grade of 2 is issued

If issued on either the first or second external verification activity, the centre with the external verifier **must** produce an action plan.

Within one month of the external verification visit the centre **must** be seen to be addressing any issues (action points) raised in the quality and performance form. Issues may be resolved through email and dialogue exchanges or by an additional visit from external verifier within one month (any visit here may be at an additional cost to the centre). The external verifier with the help of the senior external verifier should be used by the centre to advise how they can improve and reach the quality and performance grade 1.

The centre will report their results to RHS Qualifications using the RHS Pro-formas Sign Off sheets. If issued on the second external verification activity all practical assessment results and internal verification records will need to be approved by the external verifier. Candidates will only be issued with a notification of results, qualification certificate(s) or unit(s) certificate(s) if the external verifier can confirm that all action points have been met. RHS Qualifications will gain the authorisation of the external verifier before processing the centres results.

After a period of time that is deemed reasonable by the senior external verifier if the centre has not worked towards implementing the actions or recommendation(s) in the action plan, RHS Qualifications will take any necessary action.

If a quality and performance grade of 3 is issued

If issued on either the first or second external verification activity, the centre with the external verifier **must** produce an action plan.

Within one month of the first external verification visit the centre **must** be seen to be addressing any issues (action points) raised in the quality and performance

form. There will be an additional visit from external verifier to observe how the action plan is being implemented. A visit by the senior external verifier may also be necessary (any additional visit here will be at an additional cost to the centre). The external verifier with the help of the senior external verifier should be used by the centre to advise how they can improve and reach the quality and performance grade 1.

The centre will report their results to RHS Qualifications using the RHS Pro-formas Sign Off sheets. If issued on the second external verification activity, all practical assessment results and internal verification records will need to be approved by the external verifier and senior external verifier. Candidates will only be issued with a notification of results, qualification certificate(s) or unit(s) certificate(s) if the external verifier/ senior external verifier can confirm that all action points have been met. RHS Qualifications will gain the authorisation of the external verifier/ senior external verifier before processing the centres results.

After a period of time that is deemed reasonable by the senior external verifier if the centre has not met the actions or recommendation(s) in their action plan, RHS Qualifications will take any necessary action. This may require moving candidates to another RHS centre. RHS Qualifications will charge the centre for any additional costs incurred.

If a quality and performance grade of 4 is issued

If issued on either the first or second external verification activity, the centre, with the senior external verifier and the external verifier, **must** produce an action plan within one month of the external verification visit addressing any issues raised in the quality and performance form. It will be the responsibility of the external verifier and the senior external verifier to advise the centre on how they can improve and reach the quality and performance grade 1. Extensive dialogue to resolve issues must be held between the centre, external verifier and the senior external verifier. There will be a visit from the senior external verifier and the external verifier to observe how the action plan is being implemented. RHS Qualifications will charge the centre for any additional visits that take place by the senior external verifier and the external verifier.

The centre will report their results to RHS Qualifications using the RHS Pro-formas Sign Off sheets. If issued on the second external verification activity, all practical assessment results and internal verification records will need to be approved by the senior external verifier. Candidates will only be issued with a notification of results, qualification certificate(s) or unit(s) certificate(s) if the senior external verifier can confirm that all action points have been met. RHS Qualifications will gain the authorisation of the senior external verifier before processing the centres results.

After a period of time that is deemed reasonable by the senior external verifier if the centre has not met the actions or recommendation(s) in their action plan, RHS Qualifications will take any necessary action. Arrangements will be made to ensure any candidates registered at the centre have the opportunity to complete their award. This may require moving candidates to another RHS approved centre. RHS Qualifications will charge the centre for any additional costs incurred.

Planned visits and additional visits

- 6.8 If a centre is deemed to be Grade 1 on their first external verifier visit, it is anticipated that there would be a total of two planned external verification visits during the verification year (01 September - 31 August) i.e. the first visit followed by an end of year visit to gauge whether any additional support for the following series of assessment is necessary. However, additional external verification visits may be

necessary, for example if the centre at a later date implements reasonable adjustments which have not been observed by the external verifier on a previous external verification visit. RHS Qualifications may charge the centre for any additional external verification visits, above the two anticipated, that take place.

- 6.9 If a centre is deemed to be Grade 2, 3 or 4 on their first external verifier visit, it is anticipated that there may be more than the two external verification visits during the verification year (01 September - 31 August) to ensure the centre is working towards the requirements of Grade 1. RHS Qualifications may charge the centre for any additional external verification visits (to the two external verification visits normally required) that may take place or for any additional costs incurred.
- 6.10 Between the two external verification visits if a centre has been issued a Grade 2, 3 or 4 the centre will be working through their action points to get to the Grade 1 status. If a centre is issued a Grade 1 status then the second external verification visit will be to confirm whether that centre is continuing to work at that grade. If a centre is issued a Grade 2, 3 or 4 then the second external verification visit is to ensure that any action points have been met and that the centre is now working at the Grade 1. Any additional visits by the external verifier or senior external verifier will be to assist that centre with working at the Grade 1 status.

The purpose of the EV visit

- 6.11 An external verification visit is not an inspection as such. The role of the external verifier is to also provide guidance and support to the centre in being able to deliver RHS practical assessments.
- 6.12 However, in order to gather evidence for the *Quality and Performance Form*, during each visit the external verifier will be looking at (includes):
- records of assessments
 - centre policies and procedures
 - an assessment taking place, and
 - the centres internal verification process in operation.
- Paragraph 6.16 lists the information that should be made available to the external verifier during the visit – at all approved locations.
- 6.13 If a centre is offering more than one level of the RHS qualifications in practical horticulture it may be possible for the external verifier to observe assessments taking place for different levels on the same day (i.e. one level in the morning, one level in the afternoon). However, there must be sufficient time for the External Verifier to obtain evidence to fully complete their *Quality and Performance Form* and make informed judgements about those assessments and the associated process and procedures that the centre has in place for the different levels.
- 6.14 If a centre cancels an external verification visit at late notice (less than 72 hours) then the centre may be charged for all costs incurred by the external verifier.

Information the approved centre needs to provide to the external verifier

- 6.15 Pre External verification visit:
- Complete the *RHS External Verification Visit - Candidate sheet* sent by the allocated external verifier. Details of candidates, assessor(s), internal verifier(s) and the person responsible for the quality assurance and management of the qualification(s).
 - Confirm the site/ location of where the assessments will take place on the visit.

- Outline the units from which the learning outcomes/assessment criteria, that the external verifier will observe on the external verification visit (assessment(s) observed).
- Outline the intended length of this course and any other cohorts of candidates (start and end dates of courses).

6.16 During the external verification visit:

- Documents outlining the experience and qualifications of teaching staff, assessors, internal verifiers, examination officers and person(s) responsible for the quality assurance and management of the qualification(s) etc i.e. CVs.
- The centre's examinations and practical assessments policy.
- Records of supporting evidence for, and applications for reasonable adjustments.
- Risk management policy and procedures for practical assessments, activities and tasks which must relate to the activities for the qualification.
- Risk assessment(s) carried out for practical assessments, activities and tasks.
- Assessment task sheets
- Completed candidate Assessment Pro-Forms and the Assessment Results Sheet for any previous assessment activities.
- Records of the internal verification process at the centre (i.e. IV tracking sheets/ communication with the assessor(s)).

The process in the second/ or subsequent years of external verification (Office-Based)

6.17 Each year, centres must register candidates with RHS Qualifications via email to trigger the external verification process. Each centre will receive one planned external verification visit for the second/ or subsequent verification years of offering each level of practical qualification. This visit will take place early in the course (i.e. near the start of the verification year/ or the start of the assessments). Where possible, the external verifier from the previous verification year will continue to work with their allocated centre. Following the registration of candidates, the external verifier will contact the centre directly to make the necessary arrangements for their visit (as in the previous verification year).

6.18 The external verification activity of an 'Office-Based Quality and Performance Report' will take place in the second/ or subsequent verification years if the following conditions are fully met:

- The centre achieved a grade 1 in the two planned external verification visits of the previous verification year **and** for the first external verification visit of the current verification year.
- **Or** the centre achieved a grade 1 for the planned external verification visit and the 'Office Based Quality and Performance Report' of the previous verification year **and** for the first external verification visit of the current verification year.
- The levels of qualifications offered and reviewed by the external verifier at the centre has remained the same from the previous verification year to the current verification year. (No new levels have been introduced by the centre).
- There are no significant changes to the physical resources at the centre from the previous verification year to the current verification year.
- There are no significant changes to the staff resources at the centre from the previous verification year to the current verification year.

If the centre does not meet the above, then two external verification visits will take place as in the first year.

6.20 An 'Office-Based Quality and Performance Report' will involve:

- The allocated external verifier making contact with their centre to request the *RHS External Verification Visit - Candidate sheet*. On receipt of the *RHS External Verification Visit - Candidate sheet*, the external verifier will make arrangements with the centre to obtain:
 - a written update to any recommendations or outstanding action points recorded in previous Quality and Performance Forms.
 - confirmation that the staffing (Teacher/ Assessor/ Internal Verifier) is the same as that documented in the last 'Quality and Performance Form'. If any staff changes have taken place a completed CV for any new staff must be sent to the External Verifier.
 - **THREE** candidates completed Assessment Pro-Forms – completed so far (hard copies should be scanned and sent to the External Verifier).
 - the Assessment Results Sheet for **THREE** units. It is accepted that the units may not be fully completed, but the document must show that a significant number of assessments have taken place.
 - a completed risk assessment for a practical horticultural activity which relates to an Assessment Results Sheet being sent.
 - a copy of an internal verification activity which has taken place for the units that the Pro-formas relate to. This should be a copy of the Internal Verifiers report on one assessment.
 - a copy of the centre's internal verification tracking sheet.

All documents must be provided in an electronic format and assessment related documents to be sent securely to the external verifier (i.e. password protected).

- 6.21 To enable the external verifier to complete the RHS Quality and Performance Form the centre will be asked to provide information about how the centre is continuing to run RHS qualifications in practical horticulture. This can be achieved by arranging a telephone interview with the centre contact, and/or follow up correspondence.
- 6.22 The procedure, after the completion of the Quality and Performance Form whether it follows an external verifier visit or is 'Office-Based' remains the same as in the centre's first verification year.
- 6.23 Even if eligible, a centre may opt to have an external verifier visit instead of the 'Office Based' external verification activity.

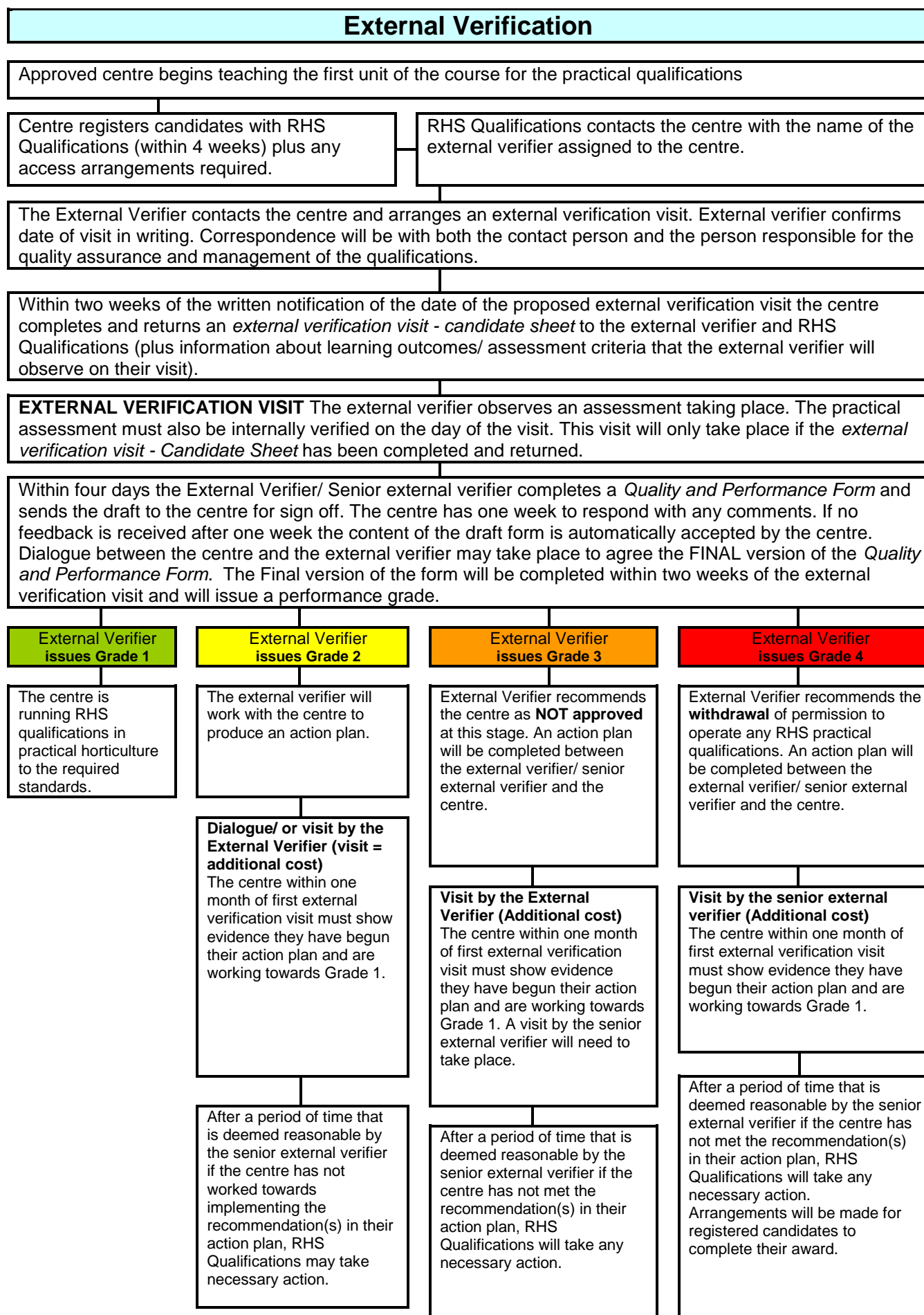
7.0 Reporting Results

- 7.1 The original, signed copies of the completed **CANDIDATES ASSESSMENT PRO-FORMAS and the ASSESSMENT RESULTS SHEET MUST** be kept securely by the centre.
- 7.2 Centres must report their results to RHS Qualifications using the 'Pro-formas Sign Off Sheets' (one for each candidate and unit(s)/qualification(s) completed). These are available to download from the RHS Qualifications web portal. Centres must send (by tracked delivery) the completed and signed 'Pro-Formas Sign Off Sheets' to RHS Qualifications.
- 7.3 Following receipt of the Pro-Formas Sign Off Sheets, centres will be required to send to RHS Qualifications the 'Assessment Results Sheet' (via email - securely i.e. password protected) and a sample of completed 'Candidates Assessment Pro-formas' (by tracked delivery). Centres will be informed by RHS Qualifications which materials to send.
- 7.4 If materials sent by the centre to RHS Qualifications are incomplete. RHS Qualifications may request a larger sample of materials to be sent.
- 7.5 Once a centre has:
- a) been externally verified (two external verification activities);
 - b) has met the external verification criteria; and
 - c) RHS Qualifications have received reported results, the 'Assessment Results Sheet' and a sample of 'Candidates Assessment Pro-formas'.
- Candidates will be issued with result notifications and the centre will be invoiced for the unit(s) for the number of candidate's results submitted.
- 7.6 Certificates for qualifications in Practical Horticulture will be issued on a quarterly basis. Candidates will **not** be certificated until the centre has met the points listed in 7.5 above by the deadlines below. Centres must ensure that all materials are sent securely to RHS Qualifications:

- **30 November 2012** for certificates end of December 2012.
- **28 February 2013** for certificates end of March 2013.
- **31 May 2013** for certificates end of June 2013.
- **31 August 2013** for certificates end of September 2013.

The centre must ensure that **all candidates** are registered and results are submitted in good time in order for RHS Qualifications to meet these deadlines.

Appendix 1 – External Verification Process



Appendix 2 – Quality and Performance Grades

Grade	Status <i>Action to be taken by the RHS Qualifications/ approved centre/ external verifier/ senior external verifier.</i>
1	<p>No Action required. The centre is awarded Qualification Approval Status for the RHS qualifications reported on the current <i>Quality and Performance Report Form</i>. If gained after the second external verification visit certification of reported results by the approved centre can take place without the approval of the external verifier.</p>
2	<p>The approved centre with the external verifier/ senior external verifier must produce an action plan within one month of the External Verification Visit. Issues may be resolved through email and dialogue exchanges or by a visit from external verifier within one month. The approved centre must provide evidence that they are working towards addressing the requirements of the action plan within a given timescale. If gained after the second external verification visit certification of results by the approved centre will require the approval of the external verifier. The centre may be invoiced for any additional visits by the external verifier until a quality and performance grade of 1 has been awarded.</p>
3	<p>Withdrawal of the RHS Qualification Approval Status for RHS practical qualifications. The approved centre with the external verifier/ senior external verifier must produce an action plan within one month of the external verification visit. The external verifier to visit the approved centre no later than one month following the previous external verification visit. The senior external verifier will also visit the approved centre. The approved centre must provide evidence that they are working towards addressing the requirements of the action plan within a given timescale. If gained after the second external verification visit all practical assessment results and internal verification records must be approved by the external verifier/ senior external verifier before certification of results can take place. The centre will be invoiced for any additional visits by the senior external verifier or external verifier until a quality and performance grade of 1 has been awarded.</p>
4	<p>Total withdrawal of permission to operate any RHS practical qualifications. The approved centre with the external verifier/ senior external verifier must produce an action plan within one month of the external verification visit. The senior external verifier to visit the centre within one month of the external verification visit in order to support the centre and candidates. Arrangements will be made in order to ensure any candidates registered at this centre have opportunities to complete their award. This may require moving candidates to another RHS approved centre. The centre will be invoiced for the additional external verification visits until a quality and performance grade of 1 has been awarded. RHS Qualifications will charge the centre for any additional costs incurred.</p>

RHS Quality and Performance Grades

The issue of the quality and performance grades (1- 4) is dependent on the number of '**NO**' boxes the external verifier marks in the quality and performance form. A '**NO**' box will be marked if it is judged there is a potentially serious situation in the approved centres ability to run/ deliver RHS qualifications in practical horticulture. This means the approved centre will need to work with the external verifier to draw up and implement an action plan before they are able to report candidate results without the approval of the external verifier.

If an external verifier marks a '**Evidence of working towards**' box in the quality and performance form this means that either a recommendation or an action has been made by the external verifier. Any action(s) must be met.

The number of ' NO ' boxes completed on the quality and performance report form	The quality and performance grade
NIL	1
1 - 4	2
5 - 6	3
7+	4

This table provides a guide on the number of '**NO**' boxes marked which equates to the quality and performance grade issued to the approved centre by the external verifier. The approved centre will have an opportunity to feed back on the draft version of the *Quality and Performance Form*, if they wish, before the quality and performance grade is finalised (See section 6.0 of the 'Guidance for Centres Offering RHS Qualifications in Practical Horticulture').

If an approved centre is issued a grade 3 or grade 4 by the external verifier in the *Quality and Performance Form*, this is clearly a potentially serious situation which has implications for the approved centre, candidates and RHS Qualifications. It is very important to note the following points:

- If the external verifier has concerns about an approved centres ability to run/ deliver RHS qualification(s) in practical horticulture, the concerns should be discussed fully with the approved centre representatives during the external verification visit. It is clearly not acceptable for an approved centre to be issued with a grade 3 or 4 without detailed discussion during the external verification visit. The Quality and Performance form should not contain any new information that has not been discussed verbally at the approved centre.
- If an external verifier suspects the approved centre will be issued a grade 3 or 4 they will immediately alert the senior external verifier by telephone.
- The external verifier should have been able to **fully** complete **all** sections of the *Quality and Performance Form* based on the evidence available at the approved centre during the external verification visit, or from information supplied by the approved centre within 5 days of the visit.
- A quality and performance grade of 3 must be approved by the external verifier and the senior external verifier before this grade can be recorded and issued. A quality and performance grade of 4 requires the approval of the external verifier, senior external verifier and RHS Qualifications before this grade can be recorded and issued.

Appendix 3 – Example 1 of a Qualification in Practical Horticulture Internal Verification Tracking Sheet

RHS Level X Award/Certificate in Practical Horticulture Internal Verification Tracking Sheet

Academic Year:

Course:

Level:

Assessor/s:

Internal Verifier/s:

Centre:

Candidate	RHS Registration Number	Assessor(s)	Unit Number and Details	Unit Number and Details
			Date:	Date:
			Practical Observation with Unit:	Practical Observation with Unit:
			Monitoring of RHS Candidate Assessment Pro-Formas and Assessment Results Sheet for Unit:	Monitoring of RHS Candidate Assessment Pro-Formas and Assessment Results Sheet for Unit:


Candidate	RHS Registration Number	Assessor(s)	Unit Number and Details	Unit Number and Details
			Date:	Date:
			Practical Observation with Unit:	Practical Observation with Unit:
			Monitoring of RHS Candidate Assessment Pro-Formas and Assessment Results Sheet for Unit:	Monitoring of RHS Candidate Assessment Pro-Formas and Assessment Results Sheet for Unit:

Example 2 of a Qualification in Practical Horticulture Internal Verification Tracking Sheet (using the RHS Level 2 Practical qualification)

The following codes are used:

AO: Assessor observation.

WO: Written work observation (Candidate Assessment Pro-Formas/ Assessment Results Sheet).

	SOIL TESTING		SOWING SEEDS AND VEGETATIVE PROPAGATION TECHNIQUES		PRACTICAL SKILLS IN GROUND PREPARATION FOR SEEDING AND PLANTING		PRACTICAL SKILLS IN ESTABLISHING SEED AND PLANTS IN SOIL		CARE AND PRUNING OF PLANTS		THE IDENTIFICATION UNIT		OPTION UNIT:	
CANDIDATE 	AO	PO	AO	PO	AO	PO	AO	PO	AO	PO	AO	PO	AO	PO
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Appendix 4 – Example Internal Verification Checklist of Activities

Internal Verification: Observation of a Practical Activity

Date of Assessment:

Internal Verifier:

Venue of Assessment:

Candidates (minimum of 2):

Assessor:

RHS Practical Qualification Level:

Assessment observed:

Observations	Yes	No	Action to be completed by the Internal Verifier following this observation
Has Health and Safety of the assessor and candidate been considered?			
Is the venue suitable for the assessment process?			
Other facilities (tools, equipment and machinery) are suitable for the assessment process?			
Did the assessor provide guidance to the candidate about the assessment?			
Was the assessor using the correct RHS assessment materials (e.g. 'Candidate Assessment Pro-Forms and the Assessment Results Sheet'?			
Did the assessor keep at a reasonable distance from the candidate during the assessment?			
Did the assessor use non-leading questions which were appropriate? It is important to avoid a yes or no response from the candidate.			
Did the assessor intervene with the assessment if a health and safety issue occurred?			
Was the assessment completed securely without other candidates observing the process? It is permissible to assess a group of candidates in one operation, but questioning must be on a one-to-one basis.			
Did the assessor inform the candidate if they had passed or referred the assessment?			
Did the assessor provide guidance to the candidate on areas of good practice and areas for improvement?			
Did the assessor complete the RHS assessment paperwork efficiently?			

Any actions from this form must be fully documented in the RHS course file and to be made available for the RHS External Verifier.

Signatures and Dates:

Assessor:

Internal Verifier:

Assessor Comments:

Internal Verifier Comments:

Appendix 5 – QCF Qualifications from the RHS

The Qualification and Credit Framework is a framework for qualifications in England, Wales and Northern Ireland. Every qualification and unit within the QCF has a credit value and level. The credit value represents how long it takes to complete that unit/qualification. One credit represents 10 hours' work, working at that level. The level represents the level of difficulty. There are three sizes of qualification at each level:

- Award (1 to 12 credits).
- Certificate (13 to 36 credits).
- Diploma (37 credits or more).

The RHS suite of QCF qualifications is shown in the diagrams below. For more information about these qualifications please refer to the RHS Qualifications' qualification handbooks. Although there are no formal entry requirements for the following qualifications, centres may specify entry requirements for their courses.

Figure 1: Level 1 Qualification

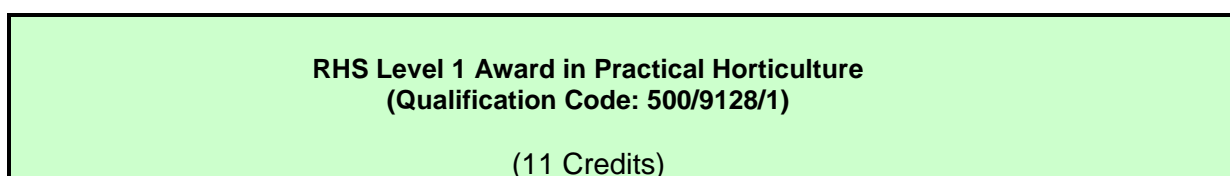
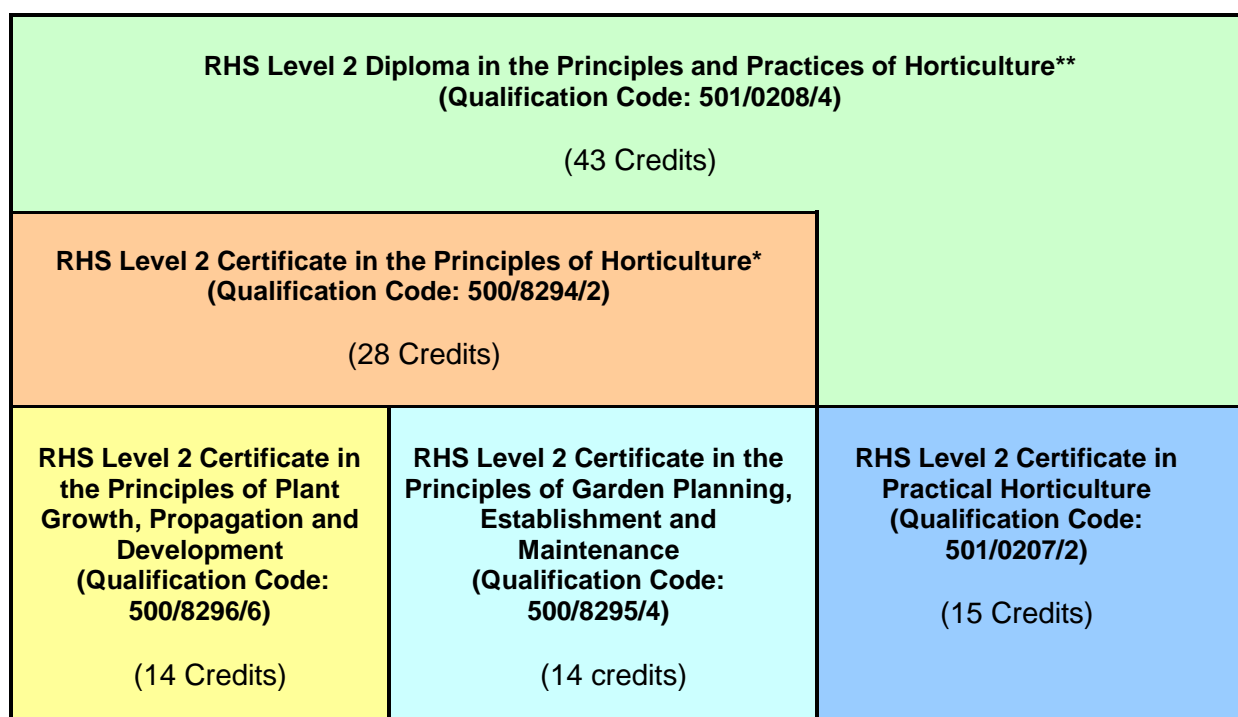


Figure 2: Level 2 Qualifications



* Learners who successfully complete all the necessary units for the RHS Level 2 Certificate in the Principles of Plant Growth, Propagation and Development; and the RHS Level 2 Certificate in the Principles of Garden Planning, Establishment and Maintenance, will have gained all the required units for the RHS Level 2 Certificate in the Principles of Horticulture.

** Learners who successfully complete all the necessary units for the RHS Level 2 Certificate in the Principles of Horticulture; and the RHS Level 2 Certificate in

Practical Horticulture, will have gained all the required units for the RHS Level 2 Diploma in the Principles and Practices of Horticulture.

Figure 3: Level 3 Qualifications

RHS Level 3 Diploma in the Principles and Practices of Horticulture*** (Qualification Code: 500/9785/4) (45 Credits)		
RHS Level 3 Certificate in the Principles of Plant Growth, Health and Applied Propagation (Qualification Code: 500/8339/9) (15 Credits)	RHS Level 3 Certificate in the Principles of Garden Planning, Construction and Planting (Qualification Code: 500/8547/5) (15 Credits)	RHS Level 3 Certificate in Practical Horticulture (Qualification Code: 500/9782/9) (15 Credits)

*** Learners who successfully complete all the necessary units for the RHS Level 3 Certificate in the Principles of Plant Growth, Health and Applied Propagation; RHS Level 3 Certificate in the Principles of Garden Planning, Construction and Planting; and the RHS Level 3 Certificate in Practical Horticulture, will have gained all the required units for the RHS level 3 Diploma in the Principles and Practices of Horticulture.

The QCF suite of qualifications are classified into theory and practical qualifications. Please see below for the groupings:

RHS Theory Qualifications

- RHS Level 2 Certificate in the Principles of Plant Growth, Propagation and Development (14 credits).
- RHS Level 2 Certificate in the Principles of Garden Planning, Establishment and Maintenance (14 credits).
- RHS Level 2 Certificate in the Principles of Horticulture (28 credits).
- RHS Level 3 Certificate in the Principles of Plant Growth, Health and Applied Propagation (15 credits).
- RHS Level 3 Certificate in the Principles of Garden Planning, Construction and Planting (15 credits).

RHS Qualifications in Practical Horticulture

- RHS Level 1 Award in Practical Horticulture (11 credits).
- RHS Level 2 Certificate in Practical Horticulture (15 credits).
- RHS Level 3 Certificate in Practical Horticulture (15 credits).

RHS Theory plus Practical Qualifications – *Only available to centres who are approved to offer RHS practical qualifications*

- RHS Level 2 Diploma in the Principles and Practice of Horticulture.
- RHS Level 3 Diploma in the Principles and Practice of Horticulture.

