**Victorian Purchasing Guide**

**for**

## SFL Floristry Training Package

**Release 1.0**

**December 2015**



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**Victorian Purchasing Guide - Version History**

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| **Training Package Version** | **Date VPG Released** | **Comments** |
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**SFL Floristry Training Package Victorian Purchasing Guide**

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**INTRODUCTION**

**What is a Victorian Purchasing Guide?**

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

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

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

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

**Victorian Government subsidised training**

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

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

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

**QUALIFICATIONS**

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

**UNITS OF COMPETENCY**

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| SFLDEC001 | Maintain floristry tools and equipment | 15 |
| SFLDEC002 | Design floristry products | 50 |
| SFLDEC003 | Design complex floristry products | 80 |
| SFLDEC004 | Design and produce innovative floristry products | 100 |
| SFLDEC005 | Assemble floristry products | 130 |
| SFLDEC006 | Construct hand tied floristry products | 70 |
| SFLDEC007 | Construct wired floristry products | 70 |
| SFLDEC008 | Construct floristry products with a base medium | 70 |
| SFLDEC009 | Construct complex floristry products | 90 |
| SFLDEC010 | Coordinate floristry products for special occasions | 40 |
| SFLDEC011 | Style and manage floristry for events | 60 |
| SFLDEC012 | Interpret floristry design briefs | 20 |
| SFLDEC013 | Plan floristry designs with clients | 65 |
| SFLDEC014 | Research theories of creativity | 65 |
| SFLDEC015 | Research global floristry trends | 30 |
| SFLMGT001 | Coordinate floristry work teams | 35 |
| SFLSOP001 | Source information on floristry products and services | 40 |
| SFLSOP002 | Work effectively in the floristry industry | 45 |
| SFLSOP003 | Recognise flower and plant materials | 45 |
| SFLSOP004 | Receive and store floristry stock | 30 |
| SFLSOP005 | Prepare and care for floristry stock | 60 |
| SFLSOP006 | Display and merchandise floristry products | 35 |
| SFLSOP007 | Interact with floristry customers | 30 |
| SFLSOP008 | Provide quality service to floristry customers | 35 |
| SFLSOP009 | Sell floristry products | 30 |
| SFLSOP010 | Prepare quotations for floristry products | 30 |
| SFLSOP011 | Develop a floristry product range | 60 |
| SFLSOP012 | Maintain and order floristry stock | 35 |
| SFLWHS001 | Participate in safe work practices | 15 |
| SFLWHS002 | Provide a safe work environment | 35 |

**SAMPLE TRAINING PROGRAMS**

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

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

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

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

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

**CONTACTS AND LINKS**

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

**GLOSSARY**

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