

Pearson BTEC Level 3 Nationals Extended Certificate*,
Foundation Diploma, Diploma*, Extended Diploma

Friday 10 January 2020

Time: 3 hours

Paper Reference **20065K**

**Agriculture; Countryside Management; Forestry and
Arboriculture; Horticulture**

Unit 1: Professional Working Responsibilities

**Not relevant in Forestry and Arboriculture*

Information Booklet

Do not return this booklet with the task and answer booklet.

Instructions

- This information booklet contains information for use in the set task.
- This information booklet must be given to learners alongside the task and answer booklet.
- This information booklet should be kept securely until the start of the 3 hour supervised assessment session.

Turn over ►

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For use with ALL activities

Scenario

Mill Lane Country Park is a nature reserve around an old chalk quarry. There are meadows and ponds in the park. All the money the park gets is used to help maintain the park. The park is used mainly by local people for walks. There is no admission fee to pay for using the park.

Attractions at the park include:

- rare breed cattle
- bird watching
- willow sculptures
- golfing range
- woodland
- ponds.

There is a small shop that sells local produce, including:

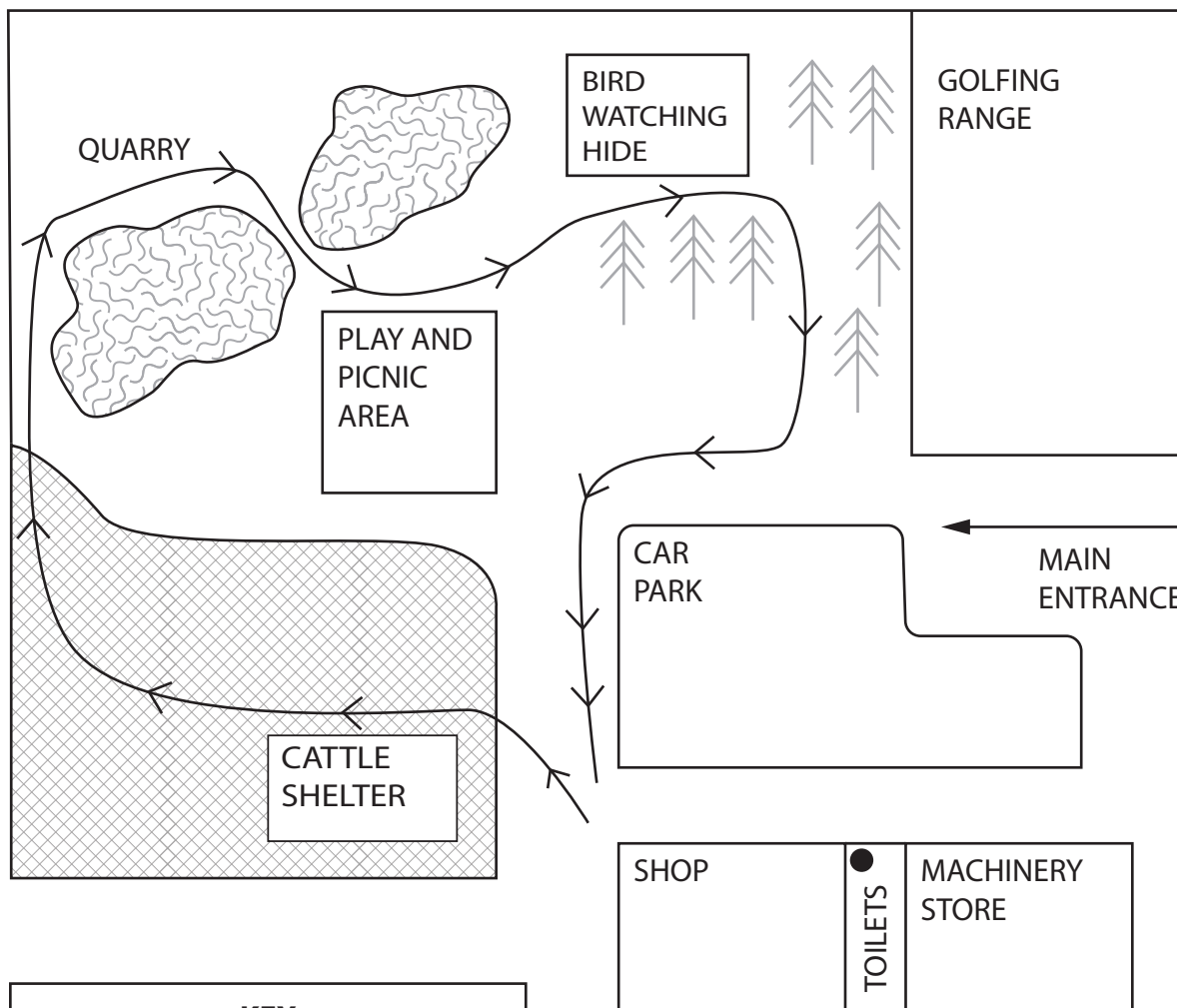
- rare breed meat
- willow sculptures
- plants in containers
- wooden gifts
- plants
- Christmas trees and wreaths.

People can hire equipment from the park for activities, such as binoculars for bird watching or nets and trays for pond dipping.




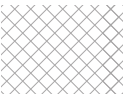

There are plans to construct new guided nature trails around the park.

Dogs are allowed in the park but only assistance dogs are allowed in the shop.

The park has five members of staff: 2 park wardens, 2 shop staff and a manager.



KEY

-  = Pond
-  = Woodland
-  = Proposed guided nature trail route
-  = Grass meadow for rare breed cattle
-  = Handwashing

For use with Activities 1, 2 and 4

Mill Lane Country Park Health and Safety Policy

Mill Lane Country Park is a visitor attraction set in a nature reserve. It is open to the public. This policy sets out the expectations of the employer, employees and visitors. It applies to all aspects of Mill Lane Country Park and outlines the commitment and duty of care to all those who work at or visit the park.

1. Responsibilities of employer

- (a) To take action to ensure health and safety of staff and visitors.
- (b) To provide personal protective equipment (PPE) and handwashing facilities.
- (c) To display appropriate health and safety posters and signage.
- (d) To store all equipment and chemicals in the correct way, and provide data information for all products.
- (e) To give all staff a suitable induction to the workplace and to make sure that every member of staff knows how to work safely.
- (f) To make sure that all staff know their roles and responsibilities and to make health and safety procedures part of the working routines.
- (g) To provide adequate instruction, training and supervision for all staff.
- (h) To comply with all recording requirements for *Accident, Incident and Near Miss* forms.
- (i) To review any issues that happen and act on the findings of the review.
- (j) To review all risk assessments regularly and ensure these are updated on an annual basis.

2. Responsibilities of employees

- (a) To wear appropriate PPE as directed by the risk assessment.
- (b) To comply with all requirements of the health and safety guidelines for specific equipment and chemicals.
- (c) To put all tools and equipment back in the correct place. To tidy all work areas.
- (d) To do all work in line with risk assessments.
- (e) To report all accidents/ incidents to the Senior Park Warden.
- (f) To report any faulty equipment to the Senior Park Warden.

3. Responsibilities of visitors

- (a) Only to walk in places where walking is allowed and never to walk off the paths.
- (b) Never to remove any signs from around the park.
- (c) To put back all equipment they have hired before they leave the park.
- (d) To report any issues to the Senior Park Warden.
- (e) To keep dogs under control.

Mill Lane Country Park – Key Staff Skills and Training

Name of member of staff	Job title	Certificates of Competence / park staff training and CPD
Stephen Green	Manager	<ul style="list-style-type: none"> • First Aid • Certificate of Competence: Health and Safety • Certificate of Competence: Waste Management
Anne Plant	Senior Park Warden	<ul style="list-style-type: none"> • L3 Diploma in Countryside Management • Staff Induction • Certificate of Competence: Chainsaws • First Aid
Tyler Bland	Junior Park Warden	<ul style="list-style-type: none"> • L3 Diploma in Horticulture • Staff Induction • Certificate of Competence: Tractor Driving
Sam Hull	Shop Manager	<ul style="list-style-type: none"> • Staff Induction • First Aid • Customer Care
Amesh Khun	Shop Staff	<ul style="list-style-type: none"> • Staff Induction

For use with Activities 1, 2 and 4

MILL LANE COUNTRY PARK RISK ASSESSMENT					
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Review when?
Park machinery	Staff and visitors Injury from contact with machinery.	<ul style="list-style-type: none"> • Only moving machinery when necessary. • Working when there are not many visitors. 	<ul style="list-style-type: none"> • To make sure that all machinery is fully maintained and serviced regularly. 	Park Warden	N/A
Slipping and falling	Staff and visitors Falling because of uneven surfaces in the park.	<ul style="list-style-type: none"> • Maintain the pathways regularly. • Wear appropriate footwear. 	<ul style="list-style-type: none"> • To repair damaged pathways and potholes. 	Park Warden	Once a week
Cuts and bruises	Staff Getting injured when doing maintenance work in the park.	<ul style="list-style-type: none"> • Always wearing appropriate PPE. 	<ul style="list-style-type: none"> • First Aid qualification. 	Park Warden	Once a week
Fire	Staff and visitors	<ul style="list-style-type: none"> • Evacuating the park and directing visitors to the relevant muster point. • Making sure that appropriate signs are displayed. 			Monthly
Working at height	Staff	<ul style="list-style-type: none"> • Making sure that all staff have been fully trained. 	<ul style="list-style-type: none"> • To get a certificate of competence. 	Manager	Annually
Ponds	Staff and visitors Falling into ponds.	<ul style="list-style-type: none"> • Making sure that appropriate warning signs are displayed. • Putting life buoyancy aids by the ponds. 	<ul style="list-style-type: none"> • To repair damaged fences. 	Park Warden	As soon as possible
Becoming ill/getting a disease	Staff and visitors Birds in the park getting a disease.	<ul style="list-style-type: none"> • Ensure all areas are kept clean and tidy and biosecurity requirements are followed. 	<ul style="list-style-type: none"> • To refer to health and safety guidelines if birds get a disease. 	Park Warden	Ongoing

For use with Activity 3

Mill Lane Country Park Waste Management Policy

Introduction

Mill Lane Country Park is a visitor attraction set in a nature reserve, it is open to the public. This policy applies to all aspects of Mill Lane Country Park.

Aims

- To comply with all relevant waste management legislation.
- To have a commitment to reducing the amount of waste produced from the park.
- To reduce the impact of environmental waste by reusing or recycling different forms of waste including paper, cardboard and plastic.
- To compost all forms of green waste wherever possible.
- To give staff appropriate training on waste management issues.
- To dispose of all animal waste appropriately.
- To display signs that encourage everybody to reduce waste.

Responsibilities

Visitors: To dispose of waste in an acceptable manner by either using the recycling facilities available or taking rubbish home.

Employees: To comply with the waste management policy. To help to reduce waste and to report to the manager.

Manager: To encourage reducing all waste and to make sure that waste is managed and stored safely everywhere in the park. To review the effectiveness of the waste management policy and to update the policy regularly. To keep accurate records.

Senior Park Warden: To make sure that all staff try to reduce waste. To review the aims of the waste management policy, to update the aims as necessary and to audit the records kept for all waste.

Future considerations

- To sell the compost from the park's waste products.
- To use a rainwater harvesting system for watering plants.
- Comply with all future and updated legislation in all relevant sectors.



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Please check the examination details below before entering your candidate information

Candidate surname

Other names

Pearson BTEC Level 3
Nationals Extended
Certificate*, Foundation
Diploma, Diploma*,
Extended Diploma

Centre Number

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Learner Registration Number

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Friday 10 January 2020

Time: 3 hours

Paper Reference **20065K**

**Agriculture; Countryside Management; Forestry and
Arboriculture; Horticulture**

Unit 1: Professional Working Responsibilities

***Not relevant in Forestry and Arboriculture**

You must have:

Information Booklet (enclosed)

Total Marks

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Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and learner registration number.
- Answer **all** activities.
- Answer the activities in the spaces provided
– *there may be more space than you need.*

Information

- The total mark for this paper is 60.
- The marks for **each** activity are shown in brackets
– *use this as a guide as to how much time to spend on each activity.*

Advice

- Read each activity carefully before you start to answer it.
- Try to answer every activity.
- Check your answers if you have time at the end.

Turn over ►

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Instructions to Teachers/Tutors

All learner work must be completed independently and authenticated before being submitted to Pearson by the teacher/tutor.

Learners are required to use the stimulus material to complete the activities.

Learners must complete the set task using this task and answer booklet.

Teachers/tutors should note that:

- learners should not be given any direct guidance or prepared materials
- all work must be completed independently by the learner
- learners must not bring anything into the supervised environment or take anything out without teacher/tutor approval.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Maintaining security

- During the supervised assessment session, the assessment areas must only be accessible to the individual learners and to named members of staff.
- Learners can only access their work under supervision.
- Any work learners produce under supervision must be kept securely.
- During any permitted break and at the end of the session materials must be kept securely and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or other resources during the supervised assessment session.

After the session the teacher/tutor will confirm that all learner work has been completed independently as part of the authentication submitted to Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this task and answer booklet and the *BTEC Nationals Instructions for Conducting External Assessments (ICEA)* document to ensure that the preparatory period is conducted correctly so that learners have completed their preparation validly and independently.

Outcomes for submission

This task and answer booklet should be submitted to Pearson.
Each learner must complete an authentication sheet.

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Instructions for Learners

Read the set task information carefully.

Read carefully through all the stimulus material in the **Information Booklet**. You are required to use the stimulus material to complete the activities in the set task. You may annotate the stimulus material before you attempt the activities.

Plan your time carefully to allow for the completion of all the activities.

You will complete the activities for the set task within the task and answer booklet under supervision. Your work will be kept securely during any breaks taken.

You must work independently throughout the supervised assessment session and must not share your work with other learners.

Your teacher/tutor may clarify the wording that appears in this task but cannot provide any guidance on completion of the task.

Outcomes for submission

- This completed task and answer booklet.
- Authentication sheet.

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Set Task Information

You must complete ALL activities.

You will need to refer to the materials provided in the **Information Booklet**.

Activity	Suggested timings	Total marks
It is suggested you spend approximately 30 minutes reading the stimulus material in the Information Booklet provided before starting the activities		
Activity 1	You should spend approximately 45 minutes on this activity.	20 marks
Activity 2	You should spend approximately 25 minutes on this activity.	8 marks
Activity 3	You should spend approximately 35 minutes on this activity.	12 marks
Activity 4	You should spend approximately 45 minutes on this activity.	20 marks

TOTAL FOR TASK = 60 MARKS

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(Total for Activity 1 = 20 marks)



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(Total for Activity 2 = 8 marks)



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(Total for Activity 3 = 12 marks)



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Handwriting practice area with 20 horizontal dotted lines.

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Handwriting practice area with 30 horizontal dotted lines.

(Total for Activity 4 = 20 marks)

TOTAL FOR TASK = 60 MARKS



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