

SKILLED**TRADES**<sup>BC</sup>

Personal Record Book

*Landscape Horticulturist*

This is your Record Book!

## **DO NOT SUBMIT TO SkilledTradesBC**

This is not required to achieve certification

- It is a record of your progress towards achieving certification in the trade
- It provides a record of your experience
- It is your responsibility to keep it up-to-date
- Take it with you if you change employers

*Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.*

# APPRENTICE IDENTIFICATION

**Trade: LANDSCAPE HORTICULTURIST**

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

## Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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# EMPLOYER INFORMATION

## Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

\*TWID # - Trade Worker Identification Number

*If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).*

If your job ends or you change employers...

**Before leaving your place of employment:**

- Have your sponsor update your Work Based Training hours on their [SkilledTradesBC Portal account](#).
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to SkilledTradesBC, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC of the change in your employment by submitting an [Online Registration Request](#) with your new employer on the SkilledTradesBC

When re-employed...

**You must be registered with your new employer before submitting any work-based training hours to SkilledTradesBC.**

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

# WORKPLACE HOURS

## Instructions

Make an entry in this section each time your hours are reported to SkilledTradesBC.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

### Workplace Hours

**Workplace hours** must be submitted to SkilledTradesBC by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.





# RECORD OF COMPETENCIES

## Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
  - Record the date that the competency was achieved
  - Sign off on the competency
  - Enter his/her Trades Worker Identification Number (TWID #)

### What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

### Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://skilledtradesbc.ca/landscape-horticulturist>

### Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the [apprenticeship basics](#).

# LEVEL 1

## **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/landscape-horticulturist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Describe the procedure for using a fire extinguisher
- Identify jurisdictional regulations

### LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Identify basic engine systems
- Discuss pre-operation checks, maintenance and repair

### LINE C: ORGANIZE WORK

- Identify existing and proposed grading and drainage patterns
- Reference and interpret relevant documentation
- Describe the types of tool and equipment records
- Describe the purpose of completing safety records
- Describe the procedure to cover and secure materials
- Describe the procedure to load/unload materials
- Describe the procedure to secure loads
- Describe the procedure to load and unload equipment

### LINE E: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe effective group functioning

## LINE F: APPLY HORTICULTURAL PRACTICES

- Explain plant morphological characteristics, life cycles, and adaptations as they apply to plant identification, plant propagation, arboriculture and turf maintenance
- Identify plant and plant requirements for 50 woody and non-woody plants
- Identify morphological characteristics, growing requirements, use and availability
- Describe the conditions and practices that affect plant health

## LINE G: APPLY ENVIRONMENTAL PRACTICES

- Define environmental stewardship
- Discuss standards and opportunities for stewardship related to site assessment and preparation
- Recognize soil and soil management as keys to the successful practice of horticulture
- Describe the physical properties and behaviour of soil

## LINE H: PERFORM PRE-CONSTRUCTION ACTIVITIES

- Describe the effects of grading

## LINE M: MAINTAIN SOFTSCAPE

- Describe the purpose of exterior softscape maintenance
- Describe the procedure for exterior softscape maintenance
- Describe the maintenance of grass/turf according to specifications

# PRACTICAL

## LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Demonstrate personal safety in the workplace
- Demonstrate proper use of PPE
- Assess site hazards and potential risks
- Follow specified safety procedures
- Follow WHMIS procedures

## LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Use and maintain hand tools
- Store hand tools
- Use and maintain power tools
- Store power tools
- Use and maintain measuring equipment
- Store measuring equipment
- Clean and inspect vehicles, motorized equipment, attachments and trailers
- Operate vehicles and motorized equipment

## LINE C: ORGANIZE WORK

- Inspect site and determine requirements
- Assess soils
- Examine soil compaction

## LINE E: USE COMMUNICATION AND MENTORING TECHNIQUES

- Use effective verbal and written communication

## LINE F: APPLY HORTICULTURAL PRACTICES

- Examine plant organs for signs of stress

## LINE H: PERFORM PRE-CONSTRUCTION ACTIVITIES

- Perform site grading
- Install a sub system drainage system using the correct tools, equipment and materials, as per specifications

## LINE J: INSTALL SOFTSCAPE

- Install growing media using the correct tools, equipment and materials, as per specifications
- Install turf from seed using the correct tools, equipment and materials, as per specifications
- Install sod using the correct tools, equipment and materials, as per specifications

## LINE M: MAINTAIN SOFTSCAPE

- Create a basic maintenance plan for an exterior softscape
- Mow and trim turfgrass
- Create a maintenance plan for grass/turf

Supervisor Signature

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# NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/landscape-horticulturist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Identify basic vehicle systems and components
- Describe the procedure to attach a trailer to a vehicle

### LINE C: ORGANIZE WORK

- Interpret project specifications
- Read plans
- Identify relevant legislation and policies
- Describe examples of additional records
- Describe the purpose of comparing packing slips with original orders
- Describe the purpose of inspection and verification of plants and materials
- Describe storage area specifications for equipment and hazardous materials
- Describe the transportation of materials
- Describe the procedure to perform circle checks
- Describe considerations in determining route
- Describe the procedure to perform circle checks
- Describe the transportation of equipment and attachments

### LINE F: APPLY HORTICULTURAL PRACTICES

- Identify plant and plant requirements for 75 woody and non-woody plants
- Identify plants used in all segments of horticulture

- Identify weed and invasive plants
- Describe tests and interpret results
- Determine factors for plant selection and placement

## LINE G: APPLY ENVIRONMENTAL PRACTICES

- Discuss opportunities for stewardship relating to landscape maintenance and installation
- Discuss interpretation of lab testing results and amendments to growing media
- Describe water stewardship
- Describe procedures for environmental water sampling

## LINE L: MAINTAIN HARDSCAPE

- Describe maintenance requirements for drainage systems
- Describe maintenance requirements for walkways, patios, driveways and parking lots
- Describe maintenance requirements for steps and retaining walls

## LINE M: MAINTAIN SOFTSCAPE

- Describe seasonal planting and protection practices
- Describe fertilization of plants
- Describe mulching of beds and containers
- Describe the harvesting and dividing of storage organs
- Describe propagation methods



# PRACTICAL

## LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Use and maintain hand tools
- Store hand tools
- Use and maintain power tools
- Store power tools
- Use and maintain measuring equipment
- Store measuring equipment
- Inspect and consider factors for the selection of vehicles, motorized equipment, attachments and trailers
- Operate vehicles and motorized equipment

## LINE C: ORGANIZE WORK

- Identify and mark public and private utilities
- Examine soil conditions
- Examine soil compaction and drainage
- Perform soil analysis and identify existing plants

## LINE F: APPLY HORTICULTURAL PRACTICES

- Examine the internal anatomy of stems, roots and leaves as they relate to photosynthesis, respiration, and transpiration
- Amend growing conditions
- Apply fertilizers and amendments
- Demonstrate pruning techniques for shrubs, groundcovers, and vines
- Use common arboricultural hand tools to prune shrubs, groundcovers, and vines

## LINE G: APPLY ENVIRONMENTAL PRACTICES

- Examine soil formation, the physical, chemical and biological properties of soils and soilless media as they relate to use, soil quality, and plant growth
- Collect soil samples for lab testing

## LINE H: PERFORM PRE-CONSTRUCTION ACTIVITIES

- Plan and prepare the site according to plans and specifications and jurisdictional regulations

## LINE I: INSTALL HARDSCAPE

- Install walkway, patio, driveway and parking lot materials using the correct tools, equipment and materials, as per specifications
- Install steps and retaining walls using the correct tools, equipment and materials, as per specifications

## LINE J: INSTALL SOFTSCAPE

- Install exterior landscape plants using the correct tools, equipment and materials, as per specifications
- Perform basic planting and transplanting techniques
- Use common arboricultural hand tools to prune trees, shrubs, groundcovers, and vines
- Install mulch using the correct tools, equipment and materials, as per specifications

Supervisor Signature

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## NOTES FROM LEVEL 2

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## LEVEL 3

### IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/landscape-horticulturist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Describe the environmental considerations of selecting and using vehicles, motorized equipment, attachments and trailers
- Describe the maintenance of equipment attachments

### LINE C: ORGANIZE WORK

- Interpret documentation pertaining to site assessment
- Identify existing and proposed grading and drainage patterns
- Describe examples of additional records
- Describe types of shipping and receiving information
- Identify and prioritize tasks
- Verify practices adhere to industry standards
- Describe the considerations for ordering materials
- Describe the process for keeping records

### LINE D: PARTICIPATE IN MARKETING AND SALES

- Describe the considerations for controlling inventory as per company policies and procedures
- Describe selling products and services
- Describe methods of maintaining good customer relations

## LINE F: APPLY HORTICULTURAL PRACTICES

- Identify plant and plant requirements for 90 woody and non-woody plants
- Recognize plants suitable for common tropical, floral and interior landscape situations
- Identify plants suitable for planting in difficult situations
- Describe conditions that cause plant stress

## LINE G: APPLY ENVIRONMENTAL PRACTICES

- Discuss opportunities for stewardship related to pest and disease management
- Describe practices that promote water stewardship
- Describe irrigation system auditing and scheduling procedures

## LINE I: INSTALL HARDSCAPE

- Describe installation of water features using the correct tools, equipment and materials, as per specifications
- Describe installation of low voltage landscape lighting using the correct tools, equipment and materials, as per specifications

## LINE J: INSTALL SOFTSCAPE

- Describe installation requirements for interior landscape plants

## LINE L: MAINTAIN HARDSCAPE

- Describe maintenance requirements for landscape structures
- Describe maintenance procedures for irrigation systems
- Describe requirements for irrigation system start-up and maintenance
- Describe irrigation system auditing and scheduling procedures
- Describe maintenance requirements for water features
- Describe maintenance requirements for landscape lighting
- Describe ice and snow removal considerations
- Describe hardscape repair

## LINE M: MAINTAIN SOFTSCAPE

- Describe seasonal plant replacement
- Describe cultivation and amendment of growing media
- Describe irrigation and fertilization of plants
- Describe management and repair of plant material
- Describe management and repair of landscape materials

# PRACTICAL

## LINE B: USE TOOLS, EQUIPMENT AND VEHICLES

- Use and maintain hand tools
- Store hand tools
- Use and maintain power tools
- Store power tools
- Use and maintain measuring equipment
- Store measuring equipment

## LINE C: ORGANIZE WORK

- Assess site conditions for protection
- Apply relevant legislation and policies
- Use reference materials
- Receive plants and materials
- Handle substandard plants and materials

## LINE F: APPLY HORTICULTURAL PRACTICES

- Demonstrate pruning techniques for trees
- Use common arboricultural hand tools to prune trees
- Examine characteristics of pests, diseases and invasive species
- Apply treatment methods for pests

## LINE I: INSTALL HARDSCAPE

- Construct landscape structures using the correct tools, equipment and materials, as per specifications
- Install irrigation systems using the correct tools, equipment and materials, as per specifications

Supervisor Signature

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## NOTES FROM LEVEL 3

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# LEVEL 4

## IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/landscape-horticulturist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE C: ORGANIZE WORK

- Interpret landscape drawings and design intent
- Reference documentation pertaining to estimating
- Describe examples of additional records
- Describe types of work records

### LINE E: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe the role and responsibilities of a mentor
- Describe the skills of a mentor

### LINE F: APPLY HORTICULTURAL PRACTICES

- Identify plant and plant requirements for 90 woody and non-woody plants
- Describe native and seasonal plants common to the horticulture industry in BC
- Describe plants suitable for green infrastructure and edible landscapes
- Discuss implications of pest management in landscapes
- Identify quarantine protocol

### LINE G: APPLY ENVIRONMENTAL PRACTICES

- Discuss opportunities for stewardship related to green infrastructure and biodiversity

- Describe a variety of habitats to support a range of organisms
- Describe biodiverse enhancement strategies

## LINE H: PERFORM PRE-CONSTRUCTION ACTIVITIES

- Describe the principles of garden design

## LINE K: INSTALL GREEN INFRASTRUCTURE SYSTEMS

- Identify benefits and applications of green infrastructure technologies
- Describe the components of green roofs and walls
- Describe the procedure for installation of green roofs and walls
- Describe the components of rainwater/stormwater management, harvesting, and retention systems
- Describe the procedure for installation of rainwater/stormwater systems
- Describe erosion control materials and methods of installation
- Describe installation considerations and procedures for biodiverse plantings and natural areas

## LINE N: MAINTAIN GREEN INFRASTRUCTURE

- Describe processes and procedures for maintaining green roofs and walls
- Identify non-horticultural elements requiring inspection and maintenance
- Describe processes and procedures for maintaining the function of rainwater and stormwater management systems
- Identify non-horticultural elements requiring inspection and maintenance
- Describe the procedures to inspect and repair erosion control materials
- Identify criteria for monitoring site
- Describe maintenance procedures

# PRACTICAL

## LINE C: ORGANIZE WORK

- Inspect site specific environmental conditions
- Identify and schedule labour, materials, tools and equipment
- Verify scope of project and determine sequence of job

## LINE D: PARTICIPATE IN MARKETING AND SALES

- Prepare estimates for basic landscape installation projects

## LINE F: APPLY HORTICULTURAL PRACTICES

- Develop an IPM program for a landscape

## LINE H: PERFORM PRE-CONSTRUCTION ACTIVITIES

- Participate in landscape design activities
- Create a planting plan

## LINE K: INSTALL GREEN INFRASTRUCTURE SYSTEMS

- Select green infrastructure technologies, methods and products

Supervisor Signature

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## NOTES FROM LEVEL 4

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## MISSING COMPETENCIES?

To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below. Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

# TECHNICAL TRAINING

## Instructions

Keep a record of each level of technical training completed.

### Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## LANDSCAPE HORTICULTURIST

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
- Level 4 - Technical Training
  
- 5,280 Work-Based Training Hours
  
- Interprovincial Red Seal examination
- Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC sends a Recommendation for Certification form to the sponsor requesting signoff.

# CERTIFICATIONS

## Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

*If you have any questions, please contact SkilledTradesBC  
Customer Service at [customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)  
778-328-8700 or toll free (within BC) at 1-800-660-6011*