

Flower Decorator

(Florist)

Short term Curriculum

(Competency Based)



Council for technical education and vocational training

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Introduction:

This competency based short term curriculum of Flower decorator (Florist) is designed to produce lower level technical workforce in the field of flower arrangement and decoration equipped with skills, knowledge and attitudes necessary for flower arrangement and decoration in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction in Nepal.

Aim:

The aim of this curricular program is to produce skilled workforce in the field of flower decoration and arrangement as per market demand by providing training to school dropouts and unemployed youths.

Objectives:

After the completion of this training program, the trainees will be able to:

- To handle flowers and foliage safely
- To perform floral arrangement
- To produce various products of flower arrangement
- To perform flower decoration
- To communicate with others
- To develop professionalism

Course Description:

This curriculum provides skills and knowledge necessary for Flower decorator / arranger. There will be both demonstration by trainers/instructors and opportunity by trainees to carry out the skills/tasks necessary for these level of technical workforce. Trainees will practice and learn skills by using tools, materials and equipment necessary for this program.

This curricular program includes tasks/skills and related technical knowledge necessary for flower arrangement and decoration.

Duration:

The total duration of the course will be of 390 hours (3 months).

Target Group

The target group for this training program will be individuals with minimum educational prerequisite of class eight level pass.

Group size:

The group size of this training program will be maximum of 24 provided all necessary resources essential to practice the tasks/competencies as specified in this curriculum.

Target location:

The target location of this training program will be all over Nepal.

Medium of Instruction:

The medium of instruction for this training program will be Nepali or English or both.

Pattern of attendance:

The trainees should have 80% attendance in theory classes and 90% in Practical (Performance) to be eligible for internal assessment and final examinations.

Focus of the curriculum:

This is a competency-based curriculum. This curriculum emphasizes on competent performance of the task specified in it. 80% time is allotted to the competencies and 20% to the related technical knowledge. So, the main focus will be on the performance of specified competencies/tasks /skills in the curriculum.

Entry criteria:

Individuals who meet the following criteria will be allowed to enter in this curricular program:

- Minimum of eight class pass or equivalent
- Minimum of 15 years of age
- Should pass entrance examination

Instructional Media and Materials

The following instructional media and materials are suggested for the effective instruction and demonstration.

- Printed Media Materials (Assignment sheets, Case studies, Handouts, Information sheets, Procedure sheets, Performance Check lists, Text books etc.).
- Non-projected Media Materials (Display, Models, Flip chart, Poster, Writing board etc.).
- Projected Media Materials (Opaque projections, Overhead transparencies, Slides etc.).
- Audio-Visual Materials (Audio tapes, Films, Slide-tape programs, Videodiscs, Videotapes etc.).
- Computer-Based Instructional Materials (Computer-based training, Interactive video etc.).

Teaching Learning Methodologies

The methods of teachings for Flower arrangement and decoration program will be a combination of several approaches such as illustrated talk, demonstration , guided/structured practice, independent practice, group exercise, simulation, project work, exposure visit, field work and other independent learning practices.

Theory: illustrated talk, discussion, assignment, group work.

Practical: demonstration, observation, guided/structure practice and independent practice, project work.

Follow up suggestion:

This is not a training program only for training sake. The ultimate success of this program will rest on the proficiency of the graduates of this training program in providing services in the community either by wage employment or by self-employment to result improvement in the sector of the management of flower gardens in the country.

In order to assess the success of this program and collect feedbacks/inputs for the revision of the curriculum, a schedule of follow up is suggested as follows:-

- **First follow up:** Six months after the completion of the training program.
- **Second follow up:** Six months after the completion of the first follow up.
- **Follow up cycle:** In a cycle of one year after the completion of second follow up for five years.

Certificate requirement:

The related training institute will provide the training certificate of “Flower Decorator / arranger” to those individuals who fulfill all the requirements of this curriculum. However, individual modular certificate (s) can also be provided to those trainees who complete a particular module (s).

Grading system:

The trainees will be graded as follow based on the marks in percentage secured by them in tests/evaluations:-

- Distinction: Passed with 80% or above
- First division: Passed with 75% or above
- Second Division: Passed with 65% or above.
- Third division: Passed with 60% or above.

Student Evaluation Details:

- Continuous competency based evaluation of the trainees’ performance is to be done by the related instructor/trainer to ensure the proficiency over each competency.
- Essential technical knowledge learnt by the trainees will be evaluated through written or oral tests as per the nature of the content in the institutional phase of the training.
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.
- There will be continuous evaluation of each skill at the end of each session, essential technical knowledge will be also evaluated during the skills evaluation and one final evaluation.
- The ratio between internal and final examination of knowledge test will be 20:80 but for the performance test it will be 80:20.
- The concerned training institute will conduct all the tests.

Trainers’ Qualification:

- I.Sc.Ag. Ag or Equivalent in the related field / I.Sc.Ag. (Bio. Group) or equivalent with training & job experience in the related field/JT with 5 years experience in floriculture.
- Trainers must have at least one week trainers training (ToT)
- Good communicative & instructional skills.
- Experience in the related field.

Trainer – Trainees Ratio:

- 1:10 for practical classes
- Depends on the nature of subject matter and class room situation for theory classes.

Suggestion for instruction

- Select objectives.
 - Select/write objective of cognitive domain.
 - Select/write objectives of psychomotor domain.
 - Select/write objectives of affective domain.
- Select subject matter.
 - Perform detail study of the subject matter.
 - Select subject matter/content related to cognitive domain.
 - Select subject matter/content related to psychomotor domain.
 - Select subject matter/content related to affective domain.
- Select Instructional/teaching method(s).
 - Identify various methods:
 - Teacher centered methods: Illustrative talk, demonstration, question answer, inquiry, induction & deduction methods
 - Student initiated methods: Experimental, field trip/excursion, discovery, problem solving, exploration, and survey methods
 - Interaction methods: Discussion, group/team teaching, micro teaching, exhibition/demonstration methods.
 - Dramatic methods: Role play and dramatization
 - Select instructional/teaching Method(s) on the basis of :
 - The objective (s) of the lesson: Objective (s) of cognitive domain, Objective (s) of psychomotor domain, Objective (s) of affective domain
 - The nature of the subject matter/content
 - The level of knowledge, skill and attitudes of the learners
 - The available educational/learning materials
 - The instructors background and experiences
- Select appropriate educational materials and apply/use them at right time **and** place.
- Make plan(s) for class room/ field work/ workshop organization & management.
- Coordinate among objectives, subject matter/ content and instruction / teaching method(s).
- Prepare lesson plan(s) for:
 - Essential knowledge session
 - Performance / practical class / work /session.
 - Deliver / conduct instruction / program
- Evaluate the trainees/students:
 - Develop continuous competency based assessment tools and performance record tools.
 - various tools of evaluation
 - Evaluate the attainment of objectives related to cognitive, psychomotor and affective domains through the application/use of the various tools of trainee/student evaluation
- Evaluate the instruction / program

Suggestion for performance evaluation of trainees/ student:

- Perform task analysis
- Develop a detail task performance check list
- Perform continuous performance evaluation of the trainees / students by applying the performance check list (PG) or product rating instrument (PRI).

Suggestion for skill training:

- **Introduce the session**
 - Introduce the topic/task/skill
 - Clarify the objective of session
 - Give session overview including activities and methods
- **Demonstrate task performance**
 - Demonstrate task performance in normal speed.
 - Demonstrate slowly with verbal description of each and every steps in the sequence of activity flow of the task performance using question and answer techniques
 - Repeat it for the clarification on trainees demand if necessary.
 - Perform fast demonstration of the task performance.
- **Provide trainees the opportunity to practice the task performance demonstrated.**
 - Provide trainees to have guided/structured practice
 - Create environment for practicing the demonstrated task performance
 - Guide the trainees in each and every step of task performance
 - Provide trainees the opportunity to repeat & re-repeat as per the need to be proficient on the given task performance
 - Switch to another task demonstration if and only if the trainees developed proficiency in the given task performance

Other suggestions:

- Apply principles of skill training
- Allocate 20% time for theory and 80% time for task performance while delivering instruction / training.
- Apply principles of adult learning.
- Apply principles of intrinsic motivation
- Facilitate all trainees' involvement in learning and task performance activities.
- Instruct the trainees on the basis of their existing level of knowledge, skills & attitudes.

Facilities

- Well equipped class rooms
- Well equipped workplace
- Flower shop
- Well equipped library
- Store

- Hostel (optimal)
- Canteen
- Vehicle
- Water supply
- Electricity supply

List of Tools, Materials & equipment

- | | | | |
|---------------------|----------------------|------------------|-----------------------------|
| • Trays | • Trimmers | • Pen | • Masking tape, |
| • Plastic sheet | • Cutters | • Measuring tape | • String and ladder |
| • Cotton | • Scissors | • clipboard | • Nails |
| • Card board | • Secateurs | • Drawing sheet | • Basket |
| • Balance | • Shapers | • Drawing pen | • Oasis |
| • First Aid kit box | • Flower and foliage | • Poster color | • Hammer |
| • Basket | • Paper sheet | • Drawing table | • Wheelbarrow |
| • Wire | • Graph paper | • Instrument box | • Painting brush |
| • Wire cutter | • Tracing paper | • String, | • Other materials and tools |
| • Pins | • Pencil | • Jari | |
| • Pin- holders | • Eraser | • Stand | |
| • Floral tape | • Scale | • Cello tape | |
| • Foam | • Ruler | | |
| • Oasis | • Note book | | |

Course structure

Modules / sub-modules	Time [hrs.]			Marks		
	T	P	Total	T	P	Total
I. Cut flowers and foliage	15	60	75	10	40	50
1. Identification						
2. Handling						
II. Floral arrangement	20	80	100	15	60	75
1. Flower arrangement						
2. Floral arrangement for events						
III. Arranged products	10	40	50	6	24	30
1. Garlands						
2. Specially arranged flower products						
3. Ikebana, Moribana, and Jiubana						
IV. Flower decoration	20	80	100	20	80	100
1. Decoration of car /bed/ house/ stairs /stage						
2. Decoration of Mandap /buildings / hall/ church/ temple						
V. Management activities	5	10	15	2	8	10
VI. Communication and professionalism	2	8	10	2	8	10
VII. Entrepreneurship development	18	22	40	5	20	25
Total	90	300	390	60	240	300

Modules and sub modules

Module 1: Cut flowers and foliage

Objectives:

After completion of this training the trainees will be able:

- To Identify different cut flowers cut foliage in flower decoration occupation
- To handle cut flowers and cut foliage safely in flower decoration occupation

Sub modules:

- 1.1 Identification cut flowers and cut foliage
- 1.2 handling of cut flowers and cut foliage

Module description:

It consists of the skills and knowledge related to identification and handling of common cut flowers and cut foliage used for flower decoration occupation. Each task structure consists of steps, terminal performance objective [TPO], and related essential technical knowledge relevant with the task.

Sub modules: 1.1 Identification of cut flowers and foliage

Tasks:

1. Explain the major characteristics of cut flowers and cut foliage used in flower decoration occupation
2. Enlist the common cut flowers and cut foliage used in flower decoration occupation
3. List the important cut flowers and cut foliage common in Nepal
4. Classify the flowers and foliage based on their origin (temperate or tropical) and season

Task structure		
Task 1: Identify the common cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Take individual cut flower 3. Recognize color , size and essence 4. Identify common name 5. Prepare list 6. Take individual cut foliage 7. Recognize color, size and essence 8. Identify common name 9. Prepare list 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Identify the common name of given cut flowers and cut foliage and prepare list</p> <p>Standard (How well): Name of cut flowers and cut foliage should as per global flower decoration occupation</p>	<ul style="list-style-type: none"> • English name of cut flowers and foliage as per domestic and global flower decoration occupation • Major characterstics of cut flowers and cut foliages
Tools /materials/equipment:	Safety/precautions:	
Cut flowers, Cut foliage, note book, pen	flowers and foliage should not be damage while handling	

Task structure		
Task 2: Explain the major characteristics of common cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
1.Receive instruction 2.Take cut flowers one by one 3.List the major characteristics of taken flowers on note book 4.Take cut foliage one by one 5.List the major characteristics of taken foliage on note book 6.Place the flowers and foliage on proper place	Condition (Given): Assign by supervisor Task (What): Describe the major characteristics of common flowers Standard (How well): As per prescribed criteria	<ul style="list-style-type: none"> • Common name of cut flowers and foliage • Major characteristics of cut flowers and foliage • Precautions during handling
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 3: List important cut flowers and foliage common in Nepal		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Prepare list of important cut flowers in Nepal 3. Prepare list of important 4. cut foliage in Nepal	Condition (Given): Assign by supervisor Task (What): Enlist the important cut flowers and foliage in Nepal Standard (How well): As per prescribed criteria	Name and type of cut flowers and foliage in Nepal
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task: 4 Classify the flowers and foliage based on their origin (temperate, tropical and season)		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Read given handout of cut flowers and foliage 3. Classify the flowers based on their origin of geographical location (temperate or tropical) and flowering season	Condition (Given): Assign by supervisor Task (What): Classify the flowers and foliage Standard (How well): As per origin of flowers	<ul style="list-style-type: none"> • Concept of tropical and temperate • Geographical division of Nepal • Flowering season
Tools /materials/equipment:	Safety/precautions:	

Sub module 2. Handle cut flowers and cut foliage

Tasks:

1. Transportation of cut flowers and cut foliage
2. Perform packaging of cut flowers and cut foliage
3. Select mode of transport as per characteristics and nature of cut flowers and cut foliage
4. Perform un-packing of cut flowers and cut foliage
5. Perform cutting of the cut flowers and cut foliage at the base of stem after un-packing
6. Perform hydration of the cut flowers as per nature and characteristics of cut flowers and cut foliage
7. Use of floral preservatives to prevent the flowers and cut foliage
8. Perform grading of cut flowers and cut foliage
9. Make dry flowers
10. Display the cut flowers and cut foliage
11. Perform storage of cut flowers and cut foliage using safety precautions

Task structure		
Task: 5 Transport the cut flowers and cut foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Make ready the cut flowers to be transport 3. Select mode of transport 4. Load the cut flowers to be transport 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Transport the cut flowers and cut foliage</p> <p>Standard (How well): The cut flowers and cut foliage should transport without any damage.</p>	<ul style="list-style-type: none"> • Condition of transportation • Situation of flowers damage during transportation
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task: 6 Perform packaging of cut flowers and cut foliage		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Collect packaging tools/materials 3. Select specific packaging methods for specific cut flowers and cut foliage 4. Make package 5. Place on proper place	Condition (Given): Assign by supervisor Task (What): Perform packaging of cut flowers and cut foliage Standard (How well): As per prescribed standard	Importance of packaging Safety rules for flowers packaging
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 7: Select mode of transport as per characteristics and nature of cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Identify mode of transport as per characteristics and nature of cut flowers and cut foliage 3. Select mode for transport as per nature/distance/volume and receiver of the cut flowers and cut foliages.	Condition (Given): Assign by supervisor Task (What): State mode of transport for cut flowers and cut foliage as per characteristics and nature. Standard (How well): The selection should be based on the accepted technology as per nature and characteristics of cut flowers and cut foliage	<ul style="list-style-type: none"> • Characteristics of cut flowers and cut foliage • Nature of cut flowers and cut foliage • Mode of transport as per nature and characteristics • Safety precautions for flower transport
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 8 : Perform un-packing of cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Receive pack of cut flowers and cut foliage 3. Unpack the cut flowers and cut foliage 4. Apply safety precautions 5. Keep record 6. Store in proper place 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Un-pack the pack of given cut flowers and cut foliage</p> <p>Standard (How well): Un-packing should be based on the accepted technology of cut flowers and cut foliage</p>	Safety precautions during unpacking
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 9 : Make dry flowers		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Prepare materials and tools 3. Select flowers which can make dry flowers 4. Wrap the flowers by news print paper (Paper which socks the water from flower) or 5. Hang the flowers on shade until it dry. 6. Use or store the dry flower 7. Apply safety precautions 8. Keep record 9. Store in proper place 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Make dry flowers</p> <p>Standard (How well): As prescribed criteria</p>	<ul style="list-style-type: none"> • Concept of dry flowers • Characteristics of dry flowers • Drying principles • Precautions
Tools /materials/equipment:	Safety/precautions:	
Flowers, news print papers, thread, scissors,	Do not expose the flowers on sun light, Sunlight damage the color	

Task structure		
Task 10: Perform cutting of the cut flowers and foliage at the base of stem after un-packing		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive Instruction 2. Collect tools materials 3. Select tools for cutting (Scissors, Secateurs, Knife) 4. Cut the cut flowers at the base of stem 5. Cut the cut foliage at the base of stem after un-packing 6. Place on proper place 7. Apply safety precautions 8. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Cut the cut flowers and cut foliage at the base of stem after un-packing</p> <p>Standard (How well): As per prescribed criteria</p>	<ul style="list-style-type: none"> • Standard size of the base steam of cut flowers and cut foliage • Appropriate cutting tools • Importance of cutting the base steam • Safety rules
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 11: Perform hydration of the cut flowers and foliage as per nature and characteristics		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect tools equipment and materials 3. Prepare materials for hydration 4. Select site/place for hydration 5. Perform hydration 6. Apply safety precautions 7. Replace the tools/materials 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Perform hydration of the cut flowers as per nature and characteristics of cut flowers and cut</p> <p>Standard (How well): As per prescribed criteria</p>	<p>Meaning and concept of hydration</p> <p>Principal of hydration</p> <p>Importance of hydration</p> <p>Non example of hydration</p> <p>Safety precautions</p>
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 12: Use floral preservatives to prevent the flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect tools and materials 3. Select preservatives as per nature/volume of cut flowers and cut foliages and containers to be used. 4. Use preservatives as per nature and volume of cut flowers and cut foliages. 5. Apply safety precautions 6. Place the tools equipments at proper place 7. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Use preservatives to prevent the cut flowers and cut foliages</p> <p>Standard (How well): As per prescribed criteria on the accepted technology</p>	<ul style="list-style-type: none"> • Definition and concept of preservatives • Type of preservatives • Functions of preservatives • Non example • Quantity ratio of preservatives as per volume and nature • Advantages and disadvantages of preservatives • Safety precautions
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 13: Perform grading of cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect tools/materials 3. Identify the type of given samples of cut flowers and cut foliages 4. Perform grading of cut flowers as per nature/characteristics/ type/duration/ freshness/color /culture and demand of customers 5. Apply safety precautions 6. Perform labeling 7. Keep records 8. Place the products/ tools/ materials on proper place 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Perform grading of cut flowers and cut foliage</p> <p>Standard (How well): As per prescribed criteria and accepted technology for cut flowers and cut foliages</p>	<ul style="list-style-type: none"> • Concept of grading • Criteria for grading • Nature and characteristics of cut flowers and cut foliages • Advantages of grading • Safety rules
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 14: Store the cut flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect tools materials 3. Identify the place/hanger/rake/table/wall/gro und as per characteristics of cut flowers and cut foliage 4. Mark identification/code number on the place and flowers 5. Label the cut flowers and cut foliage 6. Place the cut flowers and cut foliage on appropriate place as per characteristics/nature. 7. Apply safety precautions 8. keep record 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Store cut flowers and cut foliage in the store</p> <p>Standard (How well): Storage should be as per the accepted technology applying safety precautions</p>	<ul style="list-style-type: none"> • Concept of storage of cut flowers and cut foliage • explain the place for store as per nature and characteristics of cut flowers and cut foliage • Concept and advantages of numbering and labeling • Safety and precautions for storage
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 15: Handle tools/material/equipment related to flower arrangement and decoration:		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. List tools / materials/ equipment related to flower arrangement and decoration 3. List functions of each tool / material/ equipment related to flower arrangement and decoration 4. Explain the function of each tool / material/ equipment related to flower arrangement and decoration 5. Maintain the tools / materials/ equipment 6. Store the tools / materials/ equipment 7. Follow precautions 8. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Handle tools, Maintain and Store materials/ equipment related to flower arrangement and decoration</p> <p>Standard (How well): All tools, materials, and equipment should be handled safely in right time, place, and manner.</p>	<ul style="list-style-type: none"> • Common name of tools, materials, and equipment related to flower arrangement and decoration. • Functions of each tool, material and equipment related to flower arrangement and decoration • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Apply safety precautions 	

Module 2: Floral arrangement

Description:

It consists of the skills and knowledge of the areas related to flower arrangement and floral arrangement for events.

Objectives:

After completion of this training the trainees will be able:

- Explain basic concepts of floral arrangement
- To select tools/materials/equipment for floral arrangement
- To arrange flowers as prescribed design
- To arrange flowers for different events as per prescribed design

Sub modules:

1. Flower arrangement
2. Floral arrangement for events

Sub module: 1: Flower arrangement

Description:

It consists of the skills and knowledge related to flower arrangement in the related occupation. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Tasks:

1. Identify and handle tools and materials for flower arrangement
2. State concept of fresh flower arrangement
3. State concept of dry flower arrangement
4. Select flower and foliage.
5. Prepare design of flower arrangement
6. Design / fashion floral / foliar arrangements
7. Select the design of flower arrangement
8. Apply basic skills related to arranging flower/foilage
9. Arrange the flat bouquet.
10. Arrange the round bouquet.
11. Perform flower vase arrangement.
12. Prepare one side basket arrangement.
13. Prepare round basket arrangement.
14. Perform table arrangement.
15. Perform hanging arrangement.
16. Perform wall arrangement.
17. Arrange corsages
18. Arrange wreaths

19. Arrange holly wreaths
20. Arrange laurel wreaths
21. Arrange sprays
22. Arrange bouquets
23. Arrange dish gardens
24. Arrange terrariums

Task structure		
Task 16: State the concept of fresh flower arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Differentiate between fresh and dry flowers 3. Perform fresh flower arrangement 4. Enlist characteristics of fresh flowers to be selected for flower arrangement 5. Enlist types of flower arrangement 6. Take precautions 7. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): State the concept of fresh flower arrangement</p> <p>Standard (How well):</p> <ul style="list-style-type: none"> • The concept of fresh flower arrangement stated should be based on the accepted technology of fresh / dry flower arrangement 	<p>Concept of fresh / dry flower arrangement:</p> <ul style="list-style-type: none"> • Concept of the followings: <ul style="list-style-type: none"> ▪ Fresh flower: ▪ Difference between fresh and dry flowers ▪ Fresh flower arrangement ▪ Market of fresh flowers ▪ Flower shops in Nepal ▪ Importance of fresh flower arrangement • Characteristics of fresh flowers to be selected for flower arrangement • Precautions • Records keeping
Tools /materials/equipment:	Safety/precautions:	

Task 17: State the concept of dry flower arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Differentiate between fresh and dry flowers 3. Perform dry flower arrangement 4. Enlist characteristics of dry flowers to be selected for flower arrangement 5. Take precautions 6. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): State the concept of dry flower arrangement</p> <p>Standard (How well):</p> <ul style="list-style-type: none"> • The concept of dry flower arrangement stated should be based on the accepted technology of dry flower arrangement 	<ul style="list-style-type: none"> • Concept of the followings: <ul style="list-style-type: none"> ▪ Dry flower ▪ Difference between fresh and dry flowers ▪ Flower arrangement ▪ Dry flower arrangement ▪ Market of dry flowers ▪ Flower shops in Nepal ▪ Importance of dry flower arrangement • Characteristics of dry flowers • Precautions
Tools /materials/equipment:	Safety/precautions:	

Task 18: Select flowers and foliage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Make a list of flowers and foliage needed 3. Choose fresh flower and foliage of desired color, height and shape 4. Select non-infested and non-diseased flower and foliage 5. Place sparsely in a tray 6. Take precautions 7. Keep record 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Select flowers and foliage</p> <p>Standard (How well):</p> <ul style="list-style-type: none"> • Required flowers and foliage of acceptable quality be selected according to the criteria. 	<p>Selecting flowers and foliage:</p> <ul style="list-style-type: none"> • Selection criteria for fresh and quality flowers and foliage • The non-infested and non-diseased flowers and foliage • Precautions in different steps • Record keeping
Tools /materials/equipment:	Safety/precautions:	
	<ul style="list-style-type: none"> • Take care in selecting quality of fresh flowers and foliage • Select non-infested and non-diseased flowers and foliage 	

Task structure		
Task 19 : Prepare design of flower arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flowers for arrangement 3. Select flowers necessary for the arrangements 4. Identify various designs of flower arrangement 5. Show various designs of flower arrangement to the client 6. Discuss with the client about the design(s) wanted 7. Determine the type of designs 8. Prepare the designs 9. Follow precautions 10. Keep records 	<p>Condition (Given): Sample designs and assign by supervisor</p> <p>Task (What): Prepare designs of flower arrangements</p> <p>Standard (How well): As prescribed criteria</p>	<ul style="list-style-type: none"> • Name, nature and characteristics of flowers and foliages • Criteria for arrangement • Different designs of flower arrangement • Nature and culture of client • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Design and fashion according to the standard designs/fashions or under instruction of designer/fashioner • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 20: Design / fashion floral / foliar arrangements		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Select flora and foliage necessary for the arrangements 3. Design cut floral / foliar arrangements for events 4. Design live floral and foliar arrangements for events 5. Design dried floral / foliar arrangements for events 6. Design artificial floral / foliar arrangements for events 7. Fashion live floral and foliar arrangements for events 8. Fashion cut floral / foliar arrangements for events 9. Fashion dried floral / foliar arrangements for events 10. Fashion artificial floral / foliar arrangements for events 11. Follow precautions 12. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Design / fashion floral and foliar arrangements</p> <p>Standard (How well): As per the sample given and in accordance with the standard designs/fashions or under instruction of designer/fashioner following all the necessary safety precautions in right time, place, and manner.</p>	<ul style="list-style-type: none"> • Concept of Design / fashion floral / foliar arrangements • Criteria for selecting flora and foliage necessary for the arrangements • Importance fashion floral / foliar arrangements • Designs as per events • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters, shapers other materials and tools	<ul style="list-style-type: none"> • Design and fashion according to the standard designs/fashions or under instruction of designer/fashioner • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 21: Select the design of flower arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Take order for flower arrangement 3. Select the site for flower arrangement 4. Discuss with client about the design of flower arrangement for particular purpose 5. Decide the type of flower arrangement (Flat bouquet, roundouket, brow , single bouquet, vase arrangement, basket bouquet, table arrangement, wall arrangement) 6. Take precautions 7. Keep record 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Select the design of flower arrangement</p> <p>Standard (How well): The design of the flower arrangement should be as per the design agreed with the client.</p>	<ul style="list-style-type: none"> • Concept of flower arrangements • Criteria for selection of flowers as per and design • Precautions to be taken
Tools /materials/equipment:	Safety/precautions:	
	<ul style="list-style-type: none"> • Decide particular style or design for particular occasion/location 	

Task structure		
Task 22 : Arranging flower/foilage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Perform selection of flora and foliage 3. Perform wiring 4. Perform pinning 5. Perform floral taping 6. Perform foaming 7. Perform trimming 8. Perform cutting 9. Perform shaping 10. Perform arranging flower and foliage 11. Perform Packing 12. Perform wrapping 13. Perform costing 14. Perform pricing 15. Handle flower and foliage 16. Store properly 17. Follow precautions 18. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Arrange flower/foilage.</p> <p>Standard (How well): As per prescribed criteria and following safety precautions.</p>	<ul style="list-style-type: none"> • Basic concept and definition • Criteria for selection of flora and foliage for arrangement • Principles and applications of Pinning, Floral taping, Foaming, Trimming, Cutting, Shaping, Arranging flower and foliage, Packing, Wrapping, Costing and pricing, Handling flower and foliage, Storage • Precautions to be followed • Records to be kept
Tools /materials/equipment:	Safety/precautions:	
Wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 23: Arrange flat bouquet		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the site or location for flat bouquet 3. Decide the size of the flat bouquet 4. Make a list of flowers and foliage for flat bouquet 5. Collect scissors, secateurs and oasis 6. Start the procedure 7. Complete arrangement of the flat bouquet. 8. Take precautions 9. Manage waste 10. Keep records 	<p>Condition (Given): As assign by supervisor or ordered by Client with design</p> <p>Task (What): Arrange flat bouquet</p> <p>Standard (How well): As per prescribed criteria applying principles arranging flower/foilage in flat bouquet</p>	<ul style="list-style-type: none"> • Concept • Type • Selection criteria of flowers and foliage • Precautions to be followed • Define waste
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 24: Arrange round bouquet		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the site or location for round bouquet 3. Decide the size of the round bouquet 4. Make a list of flowers and foliage for round bouquet 5. Collect scissors, secateurs and oasis 6. Start the procedure 7. Take precautions 8. Finish the work 9. Manage waste 10. Keep records 	<p>Condition (Given): Assign by supervisor and design</p> <p>Task (What): Arrange round bouquet</p> <p>Standard (How well): As per prescribed criteria applying principles arranging flower/foilage in round bouquet</p>	<ul style="list-style-type: none"> • Concept • Type • Selection criteria of flowers and foliage • Precautions to be followed • Define waste
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 25 : Select flower vase		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower vase 3. Enlist characteristics of flower vase 4. Enlist the criteria for selecting flower vase 5. Evaluate flower vase based on the selection criteria 6. Select flower vase 7. Take precautions 8. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Select flower vase</p> <p>Standard (How well): As per criteria given</p>	<ul style="list-style-type: none"> • Concept • Definition of flower vase • Characteristics and importance of flower vase • Uses of flower vase • Criteria for selecting flower vase • Precautions to be taken while selecting flower vase
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 26: Arrange flower vase		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect required tools/materials (scissors, secateurs and oasis) 3. Observe site or location for flower vase 4. Make a list of flowers and foliage for vase. 5. Arrange flower vase 6. Take precautions 7. Manage waste 8. Keep records 	<p>Condition (Given): Assign by supervisor</p> <p>Task (What): Arrange flower vase</p> <p>Standard (How well): The flower vase should be arranged as per the design</p>	<ul style="list-style-type: none"> • Concept of flower vase arrangement • Selection criteria as per site or location • Safety precautions
Tools /materials/equipment:	Safety/precautions:	
Scissors and secateurs	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 27: Prepare one side basket arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Decide the size of the basket 3. Make a list of flowers and foliage for one side basket arrangement 4. Select the basket 5. Collect scissors, secateurs and oasis 6. Start the procedure 7. Take precautions 8. Finish the procedure 9. Manage waste 10. Keep records 	<p>Condition (Given): As assign by supervisor and design</p> <p>Task (What): Prepare one side basket arrangement</p> <p>Standard (How well): As per given shape and design.</p>	<ul style="list-style-type: none"> • Concept of one side basket arrangement • Criteria for one side basket arrangement • Precautions to be take. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 28: Prepare round basket arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Collect required tools/materials (scissors, secateurs and oasis) 3. Decide the size of the basket 4. Make a list of flowers and foliage for round basket arrangement 5. Complete the procedure 6. Take precautions 7. Manage waste 8. Keep records 	<p>Condition (Given): Assign by supervisor and the design</p> <p>Task (What): Prepare round basket arrangement</p> <p>Standard (How well): As per prescribed design and specifications.</p>	<ul style="list-style-type: none"> • Concept of Round basket basket arrangement • Criteria for round basket basket arrangement • Precautions to be take. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 29: Perform table arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the site for table arrangement 3. Decide the size of the arrangement 4. Make a list of flowers and foliage for table arrangement 5. Select the tray /bowl stand 6. Collect scissors, secateurs and oasis 7. Start the procedure 8. Complete the work 9. Take precautions 10. Manage waste 11. Keep records 	<p>Condition (Given): Assign by supervisor and the design / sample</p> <p>Task (What): Perform table arrangement</p> <p>Standard (How well): As per prescribed design and specification.</p>	<ul style="list-style-type: none"> • Concept of one table arrangement • Criteria for table arrangement • Precautions to be take. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with car 	

Task structure		
Task 30: Perform hanging arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the site for hanging arrangement 3. Decide the size of the arrangement 4. Make a list of flowers and foliage for hanging arrangement 5. Select the basket 6. Collect scissors, secateurs and oasis 7. Start the procedure 8. Finish the work 9. Take precautions 10. Manage waste 11. Keep records 	<p>Condition (Given): Assign by supervisor and design</p> <p>Task (What): Perform hanging arrangement</p> <p>Standard (How well): As per prescribed design and specification</p>	<ul style="list-style-type: none"> • Concept of hanging arrangement • Criteria for hanging arrangement • Precautions to be take. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs and oasis	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 31: Perform wall arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Make a tools/materials ready 3. Observe the site for well arrangement with flowers and foliage 4. Design and estimate for arrangement 5. Perform wall arrangement 6. Take precautions 7. Manage waste 8. Keep records 	<p>Condition (Given): Assign by supervisor and design</p> <p>Task (What): Perform arrangement for wall decoration</p> <p>Standard (How well): As per prescribed design and specification</p>	<ul style="list-style-type: none"> • Concept of wall arrangement • Criteria for wall arrangement • Precautions to be take. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
Basket, scissors, secateurs, oasis, nails, hammer and ladder	<ul style="list-style-type: none"> • Take precautions in making suitable arrangement for the proposed location • Handle tools and equipment with care 	

Task structure		
Task 32: Perform floral arrangement for corsages		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Ask client for price and type. 3. Plan the design and make up of corsages 4. Make ready the tools/materials (flower /flora / foliage/other materials as per the selected design/ design patterns) 5. Design floral arrangement for the corsages 6. Trim flower /flora / foliage/other materials 7. Follow precautions 8. Keep records 	<p>Condition (Given): As assigned by supervisor or/demand by customer for floral arrangement corsages</p> <p>Task (What): Perform floral arrangement for corsages</p> <p>Standard (How well): As per the requirements of the corsages determined through the agreement with the client.</p>	<ul style="list-style-type: none"> • Define corsages • Price and type of arrangement • Client's requirements and costs • Design/patterns/appropriate • Selection criteria for selection of flower /flora / foliage/other • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 33: Perform floral arrangement for wreaths		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Take order/make agreement with client 3. Plan the floral arrangement according to client's requirements and costs 4. Identify design patterns 5. Make ready the tools/materials 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Arrange wreaths 9. Follow precautions 10. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for wreaths</p> <p>Standard (How well): As per the requirements of the wreaths determined through the agreement with the client.</p>	<ul style="list-style-type: none"> • Define and concept of wreaths. • Importance and type. • Design patterns/appropriate standard design pattern(s). • Selection criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the wreaths • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 34 : Perform floral arrangement for holly wreaths		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Make ready the tools/materials 4. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 5. Trim flower /flora / foliage/other materials necessary for the arrangement. 6. Follow precautions 7. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer for Floral arrangement holly wreaths</p> <p>Task (What): Perform floral arrangement for holly wreaths</p> <p>Standard (How well): As prescribed criteria/specifications</p>	<ul style="list-style-type: none"> • Define and concept of wreaths. • Importance and type. • Design patterns/appropriate standard design pattern(s). • Selection criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the wreaths • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 35: Perform floral arrangement for laurel wreaths		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. Design floral arrangement for the laurel wreaths 5. Make ready the tools/materials 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for laurel wreaths</p> <p>Standard (How well): As prescribed criteria/specifications</p>	<ul style="list-style-type: none"> • Define and concept • Importance and type. • Design patterns/appropriate standard design pattern(s). • Slection criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the laurel wreaths • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client’s/customer’s requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 36 : Perform floral arrangement for sprays		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. Design floral arrangement for the sprays 5. Make ready the tools/materials for arrangement of the sprays 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for sprays</p> <p>Standard (How well): As prescribed criteria/specifications</p>	<ul style="list-style-type: none"> • Define and concept • Importance and type. • Design patterns/appropriate standard design pattern(s). • Slection criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of sprays • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task: 37: Arrange bouquets		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Make ready the tools/materials. 3. Plan the floral arrangement according to client's requirements and costs 4. Select flower /flora / foliage/other materials necessary for the arrangement of the bouquets 5. Trim flower /flora / foliage/other materials necessary for the arrangement. 6. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 7. Follow precautions 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Arrange bouquets</p> <p>Standard (How well): As prescribed criteria/specifications</p>	<ul style="list-style-type: none"> • Definition and concept • Importance and type. • Design patterns/appropriate standard design pattern(s). • Selection criteria for selection of flower /flora / foliage/other • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 38 : Arrange dish gardens		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the dish garden arrangement according to client's requirements and costs 3. Design dish garden arrangement 4. Select plants/other materials necessary for the arrangement of dish garden. 5. Arrange dish garden 6. Follow precautions 7. Keep records 	<p>Condition (Given): Client's requirements for dish garden arrangement</p> <p>Task (What): Arrange dish gardens</p> <p>Standard (How well): As prescribed criteria/specifications</p>	<ul style="list-style-type: none"> • Define dish garden arrangement • Type • Importance • Criteria for selection of plants /materials necessary for the arrangement of the dish garden • Definition of dish garden and dish garden arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 39: Arrange terrariums		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Discuss with the clients about the terrariums arrangement 3. Plan the terrariums arrangement according to client's requirements and costs 4. List criteria for selection of plants /materials necessary for the arrangement of the terrariums 5. Select plants/other materials necessary for the arrangement of terrariums. 6. Arrange terrariums 7. Follow precautions 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Arrange terrariums</p> <p>Standard (How well): As prescribed criteria</p>	<ul style="list-style-type: none"> • Define terrariums and Define terrariums arrangement • Importance • Type of loral arrangement for bouquets • Designing terrariums arrangement • Criteria for selection of plants /materials necessary for the arrangement of the terrariums • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Sub module 2: Floral arrangement for events

Description:

It consists of the skills and knowledge related to floral arrangement for in the related occupation. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able:

- To perform floral arrangement for different social, organizational functions, events and holidays

Tasks:

1. Perform floral arrangement for holidays
2. Perform floral arrangement for anniversaries
3. Perform floral arrangement for weddings
4. Perform floral arrangement for balls
5. Perform floral arrangement for funerals
6. Perform floral arrangement for marriage
7. Perform floral arrangement for Christmas
8. Perform floral arrangement for Easter
9. Perform floral arrangement for Sarashawati puza
10. Perform floral arrangement for Tihar

Task structure		
Task 40 : Perform floral arrangement for holidays		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Design floral arrangement for the holiday 4. Make ready the tools/materials for the arrangement of the holiday 5. Trim flower /flora / foliage/other materials necessary for the arrangement. 6. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 7. Follow precautions 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for holidays</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept of floral arrangement for holidays. • Importance • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the holiday • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 41: Perform floral arrangement for anniversaries		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Identify design patterns 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the anniversary 5. Select flower /flora / foliage/other materials necessary for the arrangement of the anniversary. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for anniversaries</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Type • Importance • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the anniversary • Precautions to be followed • Records to be kept
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 42: Perform floral arrangement for weddings		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the wedding 5. Select flower /flora / foliage/other materials necessary for the arrangement of the wedding. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for weddings</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the wedding • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	
Task structure		

Task 43: Perform floral arrangement for balls		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the balls 5. Select flower /flora / foliage/other materials necessary for the arrangement of the balls 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for balls</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 44 : Perform floral arrangement for funerals		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the funeral 5. Select flower /flora / foliage/other materials necessary for the arrangement of the funeral 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for funerals</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 45: Perform floral arrangement for marriage		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the marriage 5. Select flower /flora / foliage/other materials necessary for the arrangement of the marriage. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for marriage</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 46 : Perform floral arrangement for Christmas		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Select appropriate standard design pattern. 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Christmas 5. Select flower /flora / foliage/other materials necessary for the arrangement of the Christmas. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for Christmas</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 47: Perform floral arrangement for Easer		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Design floral arrangement for the Easer 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Easer 5. Select flower /flora / foliage/other materials necessary for the arrangement of the Easer. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for Easer</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 48: Perform floral arrangement for Sarashawati Puza		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Design floral arrangement for the Sarashawati Puza 4. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Sarashawati Puza 5. Select flower /flora / foliage/other materials necessary for the arrangement of the Sarashawati Puza. 6. Trim flower /flora / foliage/other materials necessary for the arrangement. 7. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 8. Follow precautions 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for Sarashawati Puza</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Types • Importance • Design patterns/appropriate standard design pattern(s). • criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 49 : Perform floral arrangement for Tihar		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan the floral arrangement according to client's requirements and costs 3. Identify design patterns 4. Select appropriate standard design pattern. 5. Design floral arrangement for the Tihar 6. List criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Tihar 7. Select flower /flora / foliage/other materials necessary for the arrangement of the Tihar. 8. Trim flower /flora / foliage/other materials necessary for the arrangement. 9. Arrange flower /flora / foliage/other materials as per the selected design/ design patterns 10. Follow precautions 11. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform floral arrangement for Tihar</p> <p>Standard (How well): As per the requirements of the Tihar determined through the agreement with the client.</p>	<p>Floral arrangement for Tihar:</p> <ul style="list-style-type: none"> • Concept of floral arrangement desired for the Tihar. • Different design patterns/appropriate standard design pattern(s). • Criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Tihar • Criteria for selection of flower /flora / foliage/other materials of necessary for the arrangement of the Sarashawati Puza. • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Module 3: Arranged products

Description:

It consists of the skills and knowledge of the areas related to the preparation of different garlands; specially prepared flower products like chandani, crown, gazara, Sahara, and Swag; and banas.

Objectives:

After its completion the trainees will be able:

- To prepare various types of garlands
- To prepare specially arranged flower products such as chandani, crown, gazara, sahara, and Swag
- To prepare Ikebana, Moribana, and Jiubana

Sub modules:

1. Garlands
2. Specially arranged flower products
3. Ikebana, Moribana, and Jiubana

Sub module 1: Garlands

Description:

It consists of the skills and knowledge related to the preparation of various types of garlands. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able:

- To prepare different type of garlands (Phool Mala).

Tasks:

1. Prepare flower garlands (Phool Mala).
2. Prepare Dubo's garlands (Duboo Mala).
3. Prepare Doobo plus Jari Mala
4. Prepare Doobo plus Sitara Mati Mala
5. Prepare Sitara Half Pan Butta Mala

Task structure		
Task 50: Prepare flower Garland (Phool-Mala)		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Choose fresh and suitable flowers 3. Make tools and materials ready 4. Start the procedure 5. Take precautions 6. Manage waste 7. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare flower Garland (Phool-Mala)</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Importance • Background of garland • Cultural differences • Selection of suitable flowers • Precautions to be taken. • Waste management.
Tools /materials/equipment:	Safety/precautions:	
String, jari, stand and scissors	<ul style="list-style-type: none"> • Take precautions in making suitable flower garlands • Handle tools and equipment with care 	

Task structure		
Task 51: Prepare Doobo Mala		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Decide the size of the Mala 3. Design and estimate for the Mala 4. Collect fresh Doobo grass 5. Make tools and materials ready 6. Prepare gardland 7. Store properly until it sold. 8. Take precautions 9. Manage waste 10. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare Doobo Mala</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept • Importance • Types • Precautions to be taken. • How to manage the waste
Tools /materials/equipment:	Safety/precautions:	
String, jari, stand and scissors	<ul style="list-style-type: none"> • Take precautions in making suitable Doobo Mala • Handle tools and equipment with care 	

Task structure		
Task 52: Prepare Doobo plus Jari Mala		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Enlist characteristics of Doobo plus Jari Mala 3. Select Doobo / Jari for the preparation of Doobo plus Jari Mala 4. Store until it sold 5. Take precautions while preparing the Doobo plus Jari Mala 6. Dispose waste of the workplace 7. Keep records	Condition (Given): When assigned by supervisor or demand by customer Task (What): Prepare Doobo plus Jari Mala Standard (How well): As prescribed criteria or specifications	<ul style="list-style-type: none"> • Definition of Doobo plus Jari Mala • Importance • Characteristics and importance of Doobo plus Jari Mala • Precautions to be taken while preparing Doobo plus Jari Mala • How to manage the waste of the work place
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 53: Prepare Doobo plus Sitara Mati Mala		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Identify Doobo plus Sitara Mati Mala 3. Select Doobo / Sitara / Mati for the preparation of Doobo plus Jari Mala 4. Prepare Doobo plus Sitara Mati Mala 5. Store properly until it sold 6. Take precautions while preparing the Doobo plus Sitara Mati Mala 7. Dispose waste of the workplace 8. Keep records	Condition (Given): When assigned by supervisor or demand by customer Task (What): Prepare Doobo plus Sitara Mati Mala Standard (How well): As prescribed criteria or specifications	<ul style="list-style-type: none"> • Definition of Doobo plus Sitara Mati Mala • Characteristics and importance Doobo plus Sitara Mati Mala • Precautions to be taken while preparing Doobo plus Sitara Mati Mala • How to manage the waste of the work place • Records keeping
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 54: Prepare Sitara Half Pan Butta Mala		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify Sitara Half Pan Butta Mala 3. Select Sitara / Butta for the preparation of Sitara Half Pan Butta Mala 4. Prepare Sitara Half Pan Butta Mala 5. Store properly until it sold 6. Take precautions while preparing the Sitara Half Pan Butta Mala 7. Dispose waste of the workplace 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare Sitara Half Pan Butta Mala</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Definition of Sitara Half Pan Butta Mala • Characteristics and importance of Sitara Half Pan Butta Mala • Method of preparation of Sitara Half Pan Butta Mala • Precautions to be taken while preparing Sitara Half Pan Butta Mala • How to manage the waste of the work place
Tools /materials/equipment:	Safety/precautions:	

Sub module: 2: Specially arranged flower products

Description:

It consists of the skills and knowledge related to the preparation of flower chandani, crown, gazara, and swag. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able to:

- prepare specially arranged flower products

Tasks:

1. Preparer flower chandani
2. Prepare flower crown
3. Prepare flower gazara
4. Prepare flower Sahara.
5. Prepare Swag

Task structure		
Task 55: Prepare flower chandani		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower chandani 3. Select flower for the preparation of flower chandani 4. Prepare flower chandani 5. Store properly until it sold 6. Take precautions while preparing the flower chandani 7. Dispose waste of the workplace 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare flower chandani</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Definition of flower chandani • Characteristics and importance of flower chandani • Precautions to be taken while preparing flower chandani • How to manage the waste of the work place
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 56: Prepare flower crown		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower crown 3. Enlist characteristics of flower crown 4. Select flower for the preparation of flower crown 5. Prepare flower crown 6. Store properly until it sold 7. Store properly until it sold 8. Take precautions while preparing the flower crown 9. Dispose waste of the workplace 10. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare flower crown</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Definition of flower crown • Characteristics and importance of flower crown • Types and cultural differences • Background on how can be maintained and handling • Precautions to be taken while preparing flower crown • How to manage the waste of the work place • Keeping records
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 57: Prepare flower gazara		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower gazara 3. Enlist characteristics of flower gazara 4. Select flower for the preparation of flower gazara 5. Prepare flower gazara 6. Store properly until it sold 7. Take precautions while preparing the flower gazara 8. Dispose waste of the workplace 9. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare flower gazara</p> <p>Standard (How well): As prescribed criteria or specifications</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Definition of flower gazara • Characteristics and importance of flower gazara • Types and cultural differences • Precautions to be taken while preparing flower gazara • How to manage the waste of the work place • Records keeping
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 58: Preparer flower Sahara		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower sahara 3. Select flower for the preparation of flower sahara 4. Prepare flower sahara 5. Store properly until it sold 6. Take precautions while preparing the flower sahara 7. Dispose waste of the workplace 8. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Preparer flower Sahara</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Definition of flower sahara • Importance • Types • Characteristics and importance of flower sahara • Precautions to be taken while preparing flower sahara • How to manage the waste of the work place
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 59 : Preparer a Swag		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify flower, foliage, and fruit for the preparation of Swag 3. Enlist characteristics of flower, foliage, and fruit needed for the preparation of Swag 4. Receive order of Swag 5. Discuss with the client about the design of the Swag 6. Prepare design of the Swag 7. Select flower, foliage, and fruit for the preparation of Swag 8. Prepare a chain (an ornamental festoon) of flowers, foliage, fruits, and drapery 9. Store properly until it sold 10. Deliver the Swag 11. Prepare Swag of flower, foliage, and fruit[e.g. a swag composed of rose, dill, mimosa, yellow pepper, and rosemary leaves} 12. Hang the swag in a curve as a decoration 13. Take precautions while preparing the Swag 14. Dispose waste of the workplace 15. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Preparer a Swag</p> <p>Standard (How well): As per the sample given and prescribed criteria</p>	<ul style="list-style-type: none"> • Definition of Swag • Characteristics and importance of a Swag • Different designing a Swag • Precautions to be taken while preparing a Swag • Waste management of the work place
Tools /materials/equipment:	Safety/precautions:	
Rose, dill, mimosa, yellow pepper, rosemary leaves, drapery and needles	<ul style="list-style-type: none"> • Handle flower, foliage, fruits etc carefully while preparing Swag. • Hang the Swag in curve while decorating with it. 	

Sub module: 3: Ikebana, Moribana, and Jiubana

Description:

It consists of the skills and knowledge related to the preparation of Ikebana, Moribana, and Jiubana. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able:

- To Prepare Ikebana.
- To Prepare Moribana
- To Prepare Jiubana

Tasks:

1. Prepare Ikebana.
2. Prepare Moribana
3. Prepare Jiubana

Task structure		
Task 60: Prepare Ikebana		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the site for Ikebana 3. Decide the size and style of the arrangement 4. Make a list of flowers, foliage and twig for Ikebana 5. Select the tray 6. Make tools and equipments ready 7. Start the procedure 8. Store properly until it sold 9. Take precautions 10. Finish the task 11. Manage waste 12. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare Ikebana</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Concept and importance • Types and characteristics • Types of flowers, foliage and twigs for Ikebana • Precautions to be taken in different steps • Waste management
Tools /materials/equipment:	Safety/precautions:	
Scissors, secateurs, pin- holder, wire and wire cutter	<ul style="list-style-type: none"> • Take precautions in bending wire for the proposed Ikebana • Handle tools and equipment with care 	

Task structure		
Task 61: Prepare Moribana		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify Moribana 3. Enlist characteristics of Moribana 4. Identify flowers /foliage/twigs for the preparation of Moribana 5. Select flowers /foliage/twigs for the preparation of Moribana 6. Prepare Moribana 7. Store properly until it sold 8. Take precautions 9. Dispose waste of the workplace 10. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Prepare Moribana</p> <p>Standard (How well): As prescribed criteria or specifications</p>	<ul style="list-style-type: none"> • Definition of Moribana • Characteristics and importance of Moribana • Flowers /foliage/twigs for the preparation of Moribana • Criteria for flower selection • Precautions to be taken • Disposing waste of the workplace • Keeping records
Tools /materials/equipment:	Safety/precautions:	

Task structure		
Task 62 : Prepare Jiubana		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Identify Jiubana 3. Enlist characteristics of Jiubana 4. Identify flowers /foliage/twigs for the preparation of Jiubana 5. Select flowers /foliage/twigs for the preparation of Jiubana 6. Prepare Jiubana 7. Take precautions 8. Dispose waste of the workplace 9. Keep records	Condition (Given): When assigned by supervisor or demand by customer Task (What): Prepare Jiubana Standard (How well): As prescribed criteria or specifications	Preparation of Jiubana: <ul style="list-style-type: none"> • Definition of Jiubana • Characteristics and importance of Jiubana • Flowers /foliage/twigs for the preparation of Jiubana • Precautions to be taken • Disposing waste of the workplace • Records keeping
Tools /materials/equipment:	Safety/precautions:	

Module: 3: Flower Decoration

Description:

It consists of the skills and knowledge of the areas related to car, bed, house, stairs, stage, Mandap, buildings, hall, church, and temple decoration with flowers and clothes.

Objectives:

After its completion the trainees will be able:

- To decorate car /bed/ house/ stairs /stage with flower and clothes
- To decorate Mandap /buildings / hall/ church/ temple with flower and clothes

Sub modules:

1. Decoration of car /bed/ house/ stairs /stage/gate, Mandap etc.
2. Decoration of Mandap /buildings / hall/ church/ temple

Sub module: 1: Decoration of car /bed/ house/ stairs /stage with flower

Description:

It consists of the skills and knowledge related to the decoration of car, bed, house, stairs, and stage. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion this module the trainees will be able:

- To perform car, house, bed, stairs, stage, Gate decoration with flower clothes.

Tasks:

1. Perform car decoration with flower and clothes.
2. Perform house decoration with followers, clothes
3. Perform bed decoration with flowers, and clothes.
4. Perform stairs decoration with flower and clothes.
5. Perform stage decoration

Task structure		
Task 63: Perform car decoration with flowers, clothes		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Design and estimate for decoration 3. Collect fresh and suitable flowers 4. Make tools and materials ready 5. Start the procedure 6. Take precautions 7. Manage waste 8. Keep records	Condition (Given): When assigned by supervisor or demand by customer Task (What): Perform car decoration with flowers Standard (How well): As prescribed criteria or specifications	<ul style="list-style-type: none"> • Concept • Importance • Cultural differences • Customes psychology • Types/designes • Precautions to be taken. • How to manage waste.
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape and scissors	<ul style="list-style-type: none"> • Take precautions in making suitable combination of flowers for car decoration • Handle tools and equipment with care 	

Task structure		
Task 64: Perform house decoration with flowers		
Steps	Terminal performance objective	Related technical knowledge
1. Measure/Observe the house its height and length 2. Design and estimate for decoration 3. Make tools and materials ready 4. Take precautions 5. Manage waste 6. Keep records	Condition (Given): When assign by supervisor or demad by customer Task (What): Perform house decoration with flowers Standard (How well): As prescribed criteria or specifications.	<ul style="list-style-type: none"> • Concept • Importance • cultural differences • Type • Precautions
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape, scissors, string, nails and ladder	<ul style="list-style-type: none"> • Take precautions in making suitable combination of flowers and Mala for house decoration • Handle tools and equipment with care 	

Task structure		
Task 65: Perform bed decoration with flowers		
Steps	Terminal performance objective	Related technical knowledge
1. Receive instruction 2. Measure/Observe the bed its height, breadth and length 3. Design and estimate for decoration 4. Make tools and materials ready 5. Take precautions 6. Manage waste 7. Keep records	Condition (Given): As assign by supervisor or demand by customer Task (What): Perform bed decoration with flowers Standard (How well): As prescribed criteria or specifications.	<ul style="list-style-type: none"> • Concept • Importance • cultural differences • Type • Precautions
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape, scissors and string	<ul style="list-style-type: none"> • Take precautions in making suitable combination of flowers and Mala for bed decoration • Handle tools and equipment with care 	

Task structure		
Task 66: Perform stair decoration with flowers		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Measure/Observe the stair its height, breadth and length 3. Design and estimate for decoration 4. Collect fresh and suitable flowers and readymade Mala 5. Make tools and materials ready 6. Start the procedure 7. Take precautions 8. Finish the task 9. Manage waste 10. Keep records 	<p>Condition (Given): As assign by supervisor or demand by customer</p> <p>Task (What): Perform stair decoration with flowers</p> <p>Standard (How well): As prescribed criteria or specifications.</p>	<ul style="list-style-type: none"> • Concept • Importance • cultural differences • Type • Precautions
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape, scissors and string	<ul style="list-style-type: none"> • Take precautions in making suitable combination of flowers and Mala for stair decoration • Handle tools and equipment with care 	

Task structure		
Task 67: Decorate stage with flowers		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Measure the area of stage (height, breadth and length) 3. Prepare design and estimate for decoration 4. Collect fresh and suitable flowers and readymade Mala 5. Make tools and materials ready 6. Start the procedure 7. Take precautions 8. Manage waste 9. Keep records 	<p>Condition (Given): Assign by supervisor the design</p> <p>Task (What): Perform stage decoration with flowers</p> <p>Standard (How well): As per the design or customer demands.</p>	<ul style="list-style-type: none"> • Concept of stage decoration • Tools/materials selection criteria • Different designes
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape, scissors, string and ladder	<ol style="list-style-type: none"> 1. Take precautions in making suitable combination of flowers and Mala for stair decoration 2. Handle tools and equipment with care 	

Sub module: 2: Decoration of Mandap / buildings / hall/ church/ temple

Description:

It consists of the skills and knowledge related to the decoration of Mandap, buildings, hall, church, and temple. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able:

- To perform Mandap decoration by flower.
- To decorate buildings
- To perform hall decoration by flower
- To perform church decoration by flower
- To perform temple/Mandhir decoration by flower

Tasks:

1. Perform Mandap decoration by flower.
2. Decorate buildings
3. Perform hall decoration by flower
4. Perform church decoration by flower
5. Perform temple/Mandhir decoration by flower

Task structure		
Task 68: Perform Mandap decoration with flowers		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Observe the Mandap its height, breadth and length 3. Design and estimate for decoration 4. Collect fresh and suitable flowers and readymade Mala 5. Make tools and materials ready 6. Start the procedure 7. manage waste 8. Take precautions 9. Finish the task 10. Manage waste 11. Keep records 	<p>Condition (Given): When assigned by supervisor or demand by customer</p> <p>Task (What): Perform Mandap decoration with flowers</p> <p>Standard (How well): The Mandap decoration with flowers performed as per the design.</p>	<ul style="list-style-type: none"> • Concept of Mandap decoration • Planning of mandap decoration • Materialsselection criteria • Cost calculation • Precautions to be taken. • How to manage waste.
Tools /materials/equipment:	Safety/precautions:	
Cello tape, masking tape, scissors, string and ladder	<ul style="list-style-type: none"> • Take precautions in making suitable combination of flowers and Mala for Mandap decoration • Handle tools and equipment with care 	

Task structure		
Task 69: Decorate buildings		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Define decoration 3. Define buildings decoration 4. Discuss with the clients about the building decoration 5. Discuss with client regarding price and type of building decoration 6. Plan for building decoration according to client's requirements and costs 7. Apply knowledge of design and properties of materials/plants while planning for building decoration 8. Design building decoration 9. List criteria for selection of plants /flower/materials necessary for building decoration 10. Select plants/flower/other materials necessary for the decoration of buildings. 11. Decorate buildings 12. Service customers 13. Accept payments 14. Follow precautions 15. Keep records 	<p>Condition (Given): Assign by supervisor and Client's requirements for building decoration</p> <p>Task (What): Decorate buildings</p> <p>Standard (How well):</p> <ul style="list-style-type: none"> • As per the requirements of the building decoration determined through the agreement with the client. 	<ul style="list-style-type: none"> • Definition of decoration and building decoration • Cultural differences • Designs of building decoration • Criteria for selection of plants /flower/materials necessary for building decoration • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 70: Decorate halls		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Define decoration 3. Define hall decoration 4. Discuss with the clients about the hall decoration 5. Discuss with client regarding price and type of hall decoration 6. Plan for hall decoration according to client's requirements and costs 7. Apply knowledge of design and properties of materials/plants while planning for hall decoration 8. Design hall decoration 9. List criteria for selection of plants /flower/materials necessary for hall decoration 10. Select plants/flower/other materials necessary for the decoration of halls. 11. Decorate halls 12. Service customers 13. Accept payments 14. Follow precautions 15. Keep records 	<p>Condition (Given): Assign by supervisor and Client's requirements for halls decoration</p> <p>Task (What): Decorate halls</p> <p>Standard (How well): As per the requirements of the hall decoration determined through the agreement with the client.</p>	<ul style="list-style-type: none"> • Definition of decoration and hall decoration • Designs of hall decoration • Criteria for selection of plants /flower/materials necessary for hall decoration • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters, shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task 71: Decorate churches		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Define decoration 3. Define church decoration 4. Discuss with the clients about the church decoration 5. Discuss with client regarding price and type of church decoration 6. Plan for church decoration according to client's requirements and costs 7. Apply knowledge of design and properties of materials/plants while planning for church decoration 8. Design church decoration 9. List criteria for selection of plants /flower/materials necessary for church decoration 10. Select plants/flower/other materials necessary for the decoration of church. 11. Decorate church 12. Service customers 13. Accept payments 14. Follow precautions 15. Keep records 	<p>Condition (Given): Assign by supervisor and Client's requirements for church decoration</p> <p>Task (What): Decorate churches</p> <p>Standard (How well):</p> <ul style="list-style-type: none"> • As per the requirements of the church decoration determined through the agreement with the client. 	<ul style="list-style-type: none"> • Definition of decoration and church decoration • Religion differences • Design of church decoration • Criteria for selection of plants /flower/materials necessary for church decoration • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Task structure		
Task72 : Decorate temple / Mandhirs		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Define decoration 3. Define Mandhir decoration 4. Discuss with the clients about the Mandhir decoration 5. Discuss with client regarding price and type of Mandhir decoration 6. Plan for Mandhir decoration according to client's requirements and costs 7. Apply knowledge of design and properties of materials/plants while planning for Mandhir decoration 8. Design Mandhir decoration 9. List criteria for selection of plants /flower/materials necessary for Mandhir decoration 10. Select plants/flower/other materials necessary for the decoration of Mandhir. 11. Decorate Mandhir 12. Service customers 13. Accept payments 14. Follow precautions 15. Keep records 	<p>Condition (Given): Assign by supervisor and Client's requirements for Mandhirs decoration</p> <p>Task (What): Decorate Mandhirs</p> <p>Standard (How well): As per the requirements of the Mandhir decoration determined through the agreement with the client.</p>	<ul style="list-style-type: none"> • Definition of Mandhir decoration • Cultural variation as per place/cast/religion/ethnicity • Design fo Mandhir decoration • Criteria for selection of plants /flower/materials necessary for Mandhir decoration • Precautions to be followed
Tools /materials/equipment:	Safety/precautions:	
Paper, pencil, scale, wire, pins, floral tape, foam, trimmers, cutters , shapers other materials and tools	<ul style="list-style-type: none"> • Give first priority to the client's/customer's requirements/needs. • Handle tools, materials, and equipment safely and carefully. 	

Module: 4: Management activities

Description:

It consists of the skills and knowledge of the areas related to the management of flower for decoration / arrangement, work place, and flower shop; and marketing flower products.

Objectives:

After its completion the trainees will be able:

- To manage flower for decoration/arrangement
- To manage work place
- To manage flower shop
- To market flower products

Tasks:

1. Manage flower for decoration/arrangement
2. Manage work place
3. Manage flower shop
4. Market flower products

Task structure		
Task 73 : Manage flower for decoration/arrangement		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Identify sources of flower supply 3. Contact sources of flower supply 4. Get agreement for regular supply 5. Receive flowers from the suppliers 6. Store flowers 7. Preserve flowers 8. Take precautions 9. Keep records 	<p>Condition (Given): Assign by supervisor and list of flowers</p> <p>Task (What): Manage flower for decoration/arrangement</p> <p>Standard (How well): As per prescribed criteria</p>	<ul style="list-style-type: none"> • Concept of decoration/arrangement • Sources of flower supply • Preservation of flowers • Precautions to be taken
Tools /materials/equipment:	Safety/precautions:	
	<ul style="list-style-type: none"> • Take special care while storing flowers • Take special care while handling flowers 	

Task structure		
Task 74: Manage workplace		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan for work place activities 3. Select site for work place activities 4. Organize work place activities 5. Direct work place activities 6. Control work place activities 7. Run work place activities 8. Coordinate work place activities 9. Supervise work place activities 10. Maintain work place activities 11. Take precautions 12. Keep records 	<p>Condition (Given): Workplace, a sample of workplace management and assign by supervisor</p> <p>Task (What): Manage workplace</p> <p>Standard (How well): As per prescribed criteria and specification.</p>	<ul style="list-style-type: none"> • Defination • Site selection criteria • Site selection activities • Precautions to be taken
Tools /materials/equipment:	Safety/precautions:	
Pencil, paper, scale, and other supplies	<ul style="list-style-type: none"> • Take special care on coordination of workplace activities • Take special care on meeting the workplace objectives 	

Task structure		
Task 75 : Manage flower shop		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Plan for flower shop 3. Select site for flower shop 4. Meet legal procedures for running flower shop 5. Establish flower shop 6. Organize flower shop 7. Direct flower shop activities 8. Control flower shop activities 9. Coordinate flower shop activities 10. Run flower shop 11. Supervise flower shop activities 12. Maintain flower shop 13. Take precautions 14. Keep records 	<p>Condition (Given): Flower products and stall and environment</p> <p>Task (What): Manage flower shop</p> <p>Standard (How well): All activities in the flower-shop should run smoothly as per the satisfaction of customers.</p>	<ul style="list-style-type: none"> • Planning concept • Characteristics of a good flower shop • Legal procedures for running flower shop • Coordination and networking • Supervision and monitoring • Precautions in the flower shop • Concept and importance of Record keeping
Tools /materials/equipment:	Safety/precautions:	
Pencil, paper, scale, and other supplies	<ul style="list-style-type: none"> • Take special care on legal procedures for running flower shop • Take special care coordination of flower-shop activities • Take special care on customer satisfaction while dealing with them 	

Task structure		
Task 76: Market flower products		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Design flower products 3. Grade flower products 4. Calculate cost 5. Fix price flower products 6. Display flower products in market 7. Promote flower products 8. Pack/wrap completed arrangement/product 9. Sell flower products 10. Apply skills of salesmanship. 11. Serve customers 12. Accept payment 13. Calculate profit / loss 14. Take precautions 15. Keep records 	<p>Condition (Given): Flower products</p> <p>Task (What): Market flower products</p> <p>Standard (How well): Marketing of the flower products should be done to the satisfaction of the customers applying the skills of salesmanship.</p>	<ul style="list-style-type: none"> • Concept of marketing • Customers behavior • Cultural variations of the customers • Market net working • Concept of Profit / loss calculation • Precautions to be taken
Tools /materials/equipment:	Safety/precautions:	
Flower products, bills, packaging materials	<ul style="list-style-type: none"> • Take special care on customer satisfaction • Always charge reasonable price 	

Module: 5: Communication and professionalism

Description:

It consists of the skills and knowledge of the areas related to communication and professionalism development. Each task structure consists of steps, terminal performance objective [TPO], and related technical knowledge concerned with the task.

Objectives:

After its completion the trainees will be able:

- To communicate with others
- To develop Professionalism

Tasks:

1. Communicate with others
2. Develop Professionalism

Task structure		
Task 77 : Communicate with others		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Write letters 3. Make telephone calls 4. Instruct juniors / helpers about flower arrangement / decoration 5. Inspect works of juniors / helpers 6. Exchange information with colleagues 7. Inform supervisor about the status of flower arrangement activities 8. Request for product improvement to the supervisor / manager 9. Manage workload with colleague 10. Write status report of the activities 11. Write invoice 12. Communicate with flower suppliers 13. Communicate with clients 14. Instruct clients about types of flower arrangement designs / products 15. Take precautions 16. Keep records 	<p>Condition (Given): Communication tools/materials as per available technology</p> <p>Task (What): Communicate with others</p> <p>Standard (How well): Communication should be Simple, clear, and unambiguous in an understandable language of the receiver avoiding communication barriers.</p>	<ul style="list-style-type: none"> • Defination • Importance • Type • Mode and media • Process • Precautions to be taken
Tools /materials/equipment:	Safety/precautions:	
Telephone, paper, pen, and telephone	<ul style="list-style-type: none"> • Take special care on providing clear and unambiguous message or information to others • Always overcome communication barriers 	

Task structure		
Task 78 : Develop professionalism		
Steps	Terminal performance objective	Related technical knowledge
<ol style="list-style-type: none"> 1. Receive instruction 2. Share experience with supervisors 3. Learn from colleagues 4. Receive instruction from manager 5. Read related books 6. Attend training and workshops 7. Participate in flower exhibition 8. Attend meeting of the related association 9. Participate in the exposure visit of reputed flower arrangement workplaces 10. Think positive 11. Be cooperative 12. Browse www. 13. Read professional journals 14. Take precautions 15. Keep records 	<p>Condition (Given): Reading materials and Information technology facility</p> <p>Task (What): Develop professionalism</p> <p>Standard (How well): The professionalism should be developed through the acquisition, development, and updating of the professional skills keeping pace with the recent technological changes relevant to the profession.</p>	<p>Developing professionalism:</p> <ul style="list-style-type: none"> • Concept of professionalism • Importance, functions • Different Professional association • How and why to browse www • Merits and demerits
Tools /materials/equipment:	Safety/precautions:	
Computer with internet facility, Other IT technology and devices, Books, Journals, papers/publications, pen diary	<ul style="list-style-type: none"> • Take special care on updating the related technical skills 	

Reading Materials/References

- Hudson T. Hartmann, Dale E. Kester & Fred T. Davies, JR , **Plant propagation**, principles and practices
- Dmond-Senn-Andrews- Halfacre, **Fundamentals of horticulture**
- Ram Bahadur Shah, Birendra Bir Singh Basnet, **Bagbani part three**
- ICAR, New Delhi , **Hand book of Agriculture**
- Dr. Vishnu Swarup, , **Garden flowers**, NBT, India
- M.S. Randhawa, NBT, **India Flowering Trees**
- Amitabha Mukhopadhyay, **Roses**, NBT, India
- C.R. Adams, K.m. Bamford, M.P. Early, **Principles of horticulture**

Module 6: Entrepreneurship Development

Total: 40 hrs

Theory: 18 hrs

Practical: 22 hrs

Course description

This course is designed to impart the knowledge and skills necessary for micro enterprise or a business unit of self-employment startup. The entire course intends to introduce enterprise, finding suitable business ideas and developing business idea to formulation of business plan.

Course objectives

After completion of this course, students will be able to:

1. Understand concept of enterprise and self-employment
2. Explore suitable business idea matching to self
3. Learn to prepare business plan
4. Learn to keep preliminary business record

S.No.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Total
1.	State the concept of business/enterprises	<ul style="list-style-type: none">• Introduction to business/enterprise• Classification of business/enterprises• Overview of MSMEs(Micro, Small and Medium Enterprises) in Nepal• Cost & Benefits of self-employment/salaried job	4		4
2.	Grow entrepreneurial attitudes	<ul style="list-style-type: none">• Wheel of success• Risk taking attitude	3		3

3.	Generate viable business ideas	<ul style="list-style-type: none"> • Business idea generation • Evaluation of business ideas 	1	2	3
4.	Prepare business plan	<ul style="list-style-type: none"> • Concept of market and marketing • Description of product or service • Selection of business location • Estimation of market share • Promotional measures • Required fixed assets and cost • Required raw materials and costs • Operation process flow • Required human resource and cost • Office overhead and utilities • Working capital estimation and calculation of total finance required • Product costing and pricing • Cost benefit analysis (BEP, ROI) • Information collection method and guidelines • Individual business plan preparation and presentation 	9	18	27
5.	Prepare basic business records	<ul style="list-style-type: none"> • Day book • Payable & receivable account 	1	2	3
Total:			18	22	40

Textbook:

क) प्रशिक्षकहरूका लागि निर्मित निर्देशिका तथा प्रशिक्षण सामग्री, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्, २०६९

ख) प्रशिक्षार्थीहरूका लागि निर्मित पाठ्यसामग्री तथा कार्यपुस्तिका, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् (अप्रकाशित), २०६९

Reference book:

Entrepreneur's Handbook, Technonet Asia, 1981

General Quality Indicators

Input Level

SN	Criteria	Objectively verifiable indicator (OVI)	Means of verification (MOV)
1	Mechanisms to identify training needs in the labour market:	<ul style="list-style-type: none"> • Training Needs Assessment /Rapid Market Appraisal (or other appropriate method) is following standard methodology and depicts demand for skilled workers and their training needs at local level is conducted at least once per year. 	TNA or RMA report
		<ul style="list-style-type: none"> • T&E regularly meets Chambers of Commerces, representatives of local businesses and bigger industries as well as actively participates in local employment and training review events. 	No. of meetings, list of participants and minutes of the meetings.
2	Schemes used to promote better access to VST:	<ul style="list-style-type: none"> • Training announcements are disseminated widely through different media (e.g., Local FM, posters, local community organization etc.) 	Frequency and content of information broadcasted in media and through other channels
		<ul style="list-style-type: none"> • Trainees are selected as per the trainee selection guideline of the programme. 	List of selected trainees (incl. detailed information on their eligibility as per the selection criteria).
3	Availability of training curriculum and manual:	<ul style="list-style-type: none"> • Curriculum standardised by CTEVT is accessible to the instructors. 	Training event monitoring report
		<ul style="list-style-type: none"> • Training manuals/materials are developed based on the CTEVT standard curriculum and are of relevance for the labour market. 	Training manuals/materials.
4	Selection of		

	Instructors:	<ul style="list-style-type: none"> At least two 	Profile of instructors. Training event monitoring report
		<ul style="list-style-type: none"> At least one of the two instructors has minimum TSLC with one year work experience or skill test level 2 pass with three years work experience 	Profile of all instructors
		<ul style="list-style-type: none"> At least one of the two instructors successfully completed at least five day's customized TOT for level 1 and at least four days for elementary level conducted by a nationally recognised institute (such as TITI) 	Profile of all instructors
		<ul style="list-style-type: none"> All instructors are oriented before training start on the overall programme as well as the use of the curriculum and manual(s). 	Pre training orientation report
5	Training Cycle Management:	<ul style="list-style-type: none"> Timely preparation of training calender (start and end date of training, OJT placement plan, skill testing date, job placement plan and post-training support plan) 	Training calendar

Process Level

SN	Criteria	Objectively verifiable indicator (OVI)	Means of verification (MOV)
1.	Trainees' participation:	<ul style="list-style-type: none"> Trainees are with regards to gender, caste, ethnicity, education level and geographical origin from the eligible target group. 	Database of trainees
		<ul style="list-style-type: none"> Maximum 20 per group 	Database of trainees. Training event monitoring report

		<ul style="list-style-type: none"> Throughout the training at least 80% of the trainees are attending. 	Trainee attendance sheet. Training event monitoring report
2	Involvement of Instructors:		
		<ul style="list-style-type: none"> The trainee vs instructors' ratio is during theoretical training maximum 20:1 and during practical training maximum 10:1. 	Training event monitoring report. Training session plan
3.	Physical Facilities	<ul style="list-style-type: none"> Adequate facilities as specified in the training programme document and fact sheet. At least two clean toilets separate for male and female with running water and soap. 	Training event monitoring report
		<ul style="list-style-type: none"> All tools and equipment have appropriate safety measures. Safety related information and checklist posted at the lab/ workshop. Trainers and trainees are instructed about health and safety measures. First aid box continuously replenished, clearly marked and accessible in the workshop. Trainers are instructed on how to provide first aid. 	Training event monitoring report. Training session plan.
4	Provisions for practical training		
		<ul style="list-style-type: none"> Ratio of theoretical and practical classes is 20:80 	Training event monitoring report. Training session plan.
		<ul style="list-style-type: none"> Each trainee practices all tasks on the respective equipment and/ or with the tools specified in the sector and occupation-wise quality standards. 	Training event monitoring report. Training session plan.
		<ul style="list-style-type: none"> Each trainee participates in OJT, industrial practice, exposure visits etc. as defined in the standard curriculum. 	Training event monitoring report. List of OJT placement, industrial practice, exposure visits.

5	Provisions for soft and business skills training	<ul style="list-style-type: none"> • Trainees have access to training on labour rights, HIV/ AIDS & reproductive health, business skills training, life skills training and overseas orientation as per their needs 	<p>Training event monitoring report.</p> <p>Training session plan.</p>
6	Instructional Plan and Implementation:	<ul style="list-style-type: none"> • Training is implemented in accordance with the training calender. 	<p>Training event monitoring report.</p> <p>Training calender.</p>
		<ul style="list-style-type: none"> • Lesson plan is developed based on curriculum and training calender. Log book maintained. 	<p>Training event monitoring report</p>
		<ul style="list-style-type: none"> • Training follows the curriculum standardised by CTEVT and the respective manuals are used in the classroom by the instructor and trainees. 	<p>Training session plan, Training event monitoring report</p>
7	Provision of placement and counseling support:	<ul style="list-style-type: none"> • Placement and counselling support in place with adequate staffing 	<p>Monitoring report</p>
		<ul style="list-style-type: none"> • Experts from employers invited to trainee selection training and skill test. Employers provide OJT opportunities. Graduates are employed immediately after training. 	<p>Monitoring report, Employment & Income verification report</p>
		<ul style="list-style-type: none"> • Graduates are linked to financial institutions for access to loan/ seed money for enterprise development 	<p>Monitoring report, MOU between training provider and financial institution(s)</p>

Output Level

SN	Criteria	Objectively verifiable indicator (OVI)	Means of verification (MOV)
1	Completion rate of training:		
		<ul style="list-style-type: none"> Not more than 10% drop-outs among trainees 	Trainee database
2	Skills testing		
		<ul style="list-style-type: none"> At least 90% of the trainees attend the skills test. 	NSTB skills test results
		<ul style="list-style-type: none"> At least 80% of the trainees pass the skills test. 	NSTB skills test results

Outcome Level

SN	Criteria	Objectively verifiable indicator (OVI)	Means of verification (MOV)
1	Placement rate of graduates		
		<ul style="list-style-type: none"> From each training event at least 60% of the graduates are employed. 	Income verification report/ Tracer study report
		<ul style="list-style-type: none"> Employed graduates earn at least the specified minimum income (if specified). 	Income verification report/ Tracer study report
2	Utilization of acquired skills at the workplace:		
		<ul style="list-style-type: none"> 90% of the employed graduates are in employment related to the occupational training. 	Income verification report/ Tracer study report
		<ul style="list-style-type: none"> At least 80% of the graduates and 70% of the employers are satisfied with the skills acquired in the training. 	Tracer study report. Employers survey