

Practical Work Handbook



LINCOLN
UNIVERSITY

TE WHARE WĀNAKA O AORAKI

Diploma in Horticulture



Things grow when the conditions are right.

This is true for industry and agriculture, and it's most certainly true for people. At Lincoln University, helping you to grow is what we're all about.

And we encourage you to do it your way, with diverse learning options that fit your ambitions in an environment that allows you to flourish.

We partner you with industry to prepare you for the real world and to plant the seeds of a rewarding future.

So when the time comes, you're ready to go out there and grow the future for yourself and others.

**Welcome to Lincoln University.
A place to grow.**



Contents

Introduction	1
Why Practical Work?	2
Practical Work Requirements	2
Practical Work Guidelines	2
Securing Practical Work	2
Carrying Out Practical Work	3
Recording Practical Work	4
Report Guidelines	4
Report Guidelines	
Diploma in Horticulture Report Format	5
Allied Industry Report Format	6
Farm-Support Rural Contractors Report Format	7
Practical Work Record Sheets	

Practical Work Handbook

Diploma in Horticulture

Practical Work is essential to the Diploma in Horticulture as it allows you to gain hands-on work experience in a range of industries.

After completing your Practical Work, you will need to write a descriptive report about your experience. There are report guidelines in this handbook to help you with this.

You are expected to keep a daily work diary to record why, when, and how you carry out your tasks.

Familiarise yourself with this handbook, as you will need to refer to it throughout your diploma.

If you want to discuss any aspect of Practical Work, contact the Practical Work Co-ordinator in the Student Administration area or email practicalwork@lincoln.ac.nz



For enquiries relating to Practical Work please contact:

Kylie Gordon

Practical Work Co-ordinator

Ground Floor, Georges Forbes Building
Student Administration

P O Box 85084

Lincoln University Lincoln 7647

T: (03)4230061

E: practicalwork@lincoln.ac.nz

Why Practical Work?

Practical Work will:

- **Complement your studies and enhance the marketability of your qualification**
- **Provide you with an opportunity to experience new learning environments**
- **Expose you to the appropriate industry environment, including its technical, economic and social environments**
- **Teach you to perform a range of tasks specific to the industry environment including skills in observation, information-gathering, data analysis, and report writing**
- **Equip you with more knowledge of industry employment opportunities.**



Note: Your daily work diary will be an invaluable resource when you come to compile your report. Remember to record why, when and how tasks are performed

Practical Work regulations for the Diploma in Horticulture

Before graduating, you will need to complete a total of 12 weeks (or an approved part-time equivalent) of approved practical work. You can claim between one and three different practical work placements, with a minimum of 4 weeks in any workplace.

You must email one satisfactory Practical Work report to practicalwork@lincoln.ac.nz by 25 July of the year that you complete the work period. An employer form verifying the work period also needs to be handed in or emailed with the report.

The guidelines for the report, and the employer forms, are contained in this handbook.

Practical Work Guidelines

Any appropriate work that you have completed since leaving secondary school may be used for the diploma. If you are unsure if the work that you have done is suitable, please discuss it with the Practical Work Co-ordinator.

Practical Work must take place on a commercial enterprise. Use the following categories as a guideline:

- Commercial fruit production
- Commercial vegetable production – outdoor or protected
- Commercial floriculture production
- Commercial nurseries
- Allied industry – garden centres, local authority parks (grounds maintenance), working with a landscape contractor, or carrying out horticultural research.

Securing Practical Work

You are responsible for finding your own positions but the Practical Work Co-ordinator has some industry contacts who advertise vacancies on the LEARN site each year. You are strongly encouraged to seek out a diverse range of Practical Work opportunities to increase your knowledge of the industry.

Your Practical Work position must comply with the regulations in this handbook and the University Calendar.

If you have found a position but aren't sure if it is suitable, check with the Practical Work Co-ordinator before accepting it.



Note: If there is some reason why you are unable to carry out your Practical Work, please see the Practical Work Co-ordinator as early as possible in your course of study.

Where to Find Practical Work

To find out about available Practical Work positions, see the Practical Work page on your LEARN site or visit the Practical Work Office.

Positions will be advertised as they arrive, usually from June onwards.

You can also find your own work using other contacts if you wish. If you are not sure about some aspects of the work offered, discuss it with the Practical Work Co-ordinator.



Note: All employment contract negotiations must take place between you and the prospective employer.

Applying for Practical Work

It's best to apply for more than one position. Before phoning a contact for Practical Work, be prepared to answer questions about your work experience, when you can start and finish, and the rate of pay. The employer may ask for a Cover Letter and Curriculum Vitae.

Assistance with Job Applications

If you need extra help preparing your CV or cover letters, please contact Michelle Ash through CareerHub, as her team are very helpful with this.

Your Work Experience

Be very honest about the amount of experience you have had to avoid problems later on. Take the initiative and ask questions if directions are unclear. Ask your employer for a weekly meeting so you can check your progress and make sure you are meeting each other's expectations.

If you have any special requirements, such as health or dietary needs or time off, make sure the employer is aware of these before you arrive.

Before starting work, ask your employer what you need to bring. They may recommend gumboots, wet weather gear, and warm and cool clothing. You should also bring:

- A copy of the report writing guidelines from this handbook (give these to the employer when you arrive so they know the kind of information they will need to provide you with)
- An employer record form, to be signed before you leave
- Your Practical Work diary, to keep a record of the tasks you carry out.

Failure to Secure Practical Work

If you don't succeed in securing Practical Work, see the Practical Work Co-ordinator well before the end of semester.

Keep copies of application letters and replies you have received, as well as a record of telephone calls you made when seeking work (including the person contacted) and the responses.

Recognition of Previous Practical Work

You can apply to have appropriate previous work credited to your Practical Work requirements at Lincoln University. This only applies to work that you have completed since finishing high school. Contact the Practical Work Co-ordinator for details.

Overseas Practical Experience

If you would like to undertake some of your Practical Work experience in a country other than New Zealand, please discuss this with the Practical Work Co-ordinator. Normally, no more than half of the required work may be completed overseas.

Carrying Out Practical Work

Roles and Responsibilities

Before starting each Practical Work position, you should meet with the employer to make sure that you both have a clear understanding of the requirements of your role.

It is useful to give an employer a copy of the specific report requirements so you can initiate a conversation about the workplace and give them an understanding of the type of information they will need to supply you with.

You should be asked to sign an employment contract. A contract is a legal document and you must understand all the terms and conditions, so please read it carefully before signing it. Ask the employer to email you a copy so your parents or other interested parties can see it.

Make sure you take part in a Health and Safety Induction with your employer before you commence work.

Professional conduct is expected from both employers and employees.

Please be aware at all times of privacy, confidentiality and professional ethics in relation to your employers and co-workers.



Keeping yourself safe

You must be provided with a safe environment at all times when carrying out your Practical Work activities. Please be sure to:

- Comply with all safety instructions issued by your supervisor
- Remove yourself from any dangerous practices, situations, environments or behaviours immediately
- Report any unsafe conditions to your supervisor as soon as possible
- Ensure that you are familiar with emergency procedures at the workplace
- Ask about the locations of first aid kits and emergency equipment

If you are unsure about anything that is affecting your safety and well-being please have a confidential discussion with the Practical Work Coordinator.

Recording Practical Work

You must submit original Practical Work Record Sheets (see Appendix) that have been verified by your employer. You will need a separate sheet for each period of work.

Please make sure the record sheets are signed by both parties.

It is your responsibility to ensure that you present your Practical Work Record Sheets to the employer for completion and then hand them in to the Practical Work Co-ordinator or email them to practicalwork@lincoln.ac.nz.



Note: Check your Practical Work file with the office at least once each year, particularly during the last semester before final examinations, to make sure you have completed the necessary tasks.

Report Guidelines

The report is structured to ensure that you can:

- Describe and analyse the structure and processes of business, and
- Present a report in a format suitable for consideration by clients.

Presentation

- The report must have a cover page that includes the diploma or degree and report type (e.g. Horticulture Practical Work Report, your name, ID number, postal and email addresses). You can include photos if you wish, but check with the owner beforehand.

Assessment

Email your completed report and employer record to practicalwork@lincoln.ac.nz by 25 July. Once you have done this, please submit it to Turnitin on the LEARN Practical Work page.

Unsatisfactory reports will need to be corrected and presented for reassessment.

Return of Reports

You will be notified of your grade, with comments, by email.

Graduating students

If you have any outstanding reports, the final submission date for these is 20 February in the year that you intend to graduate. However, if you would like an opportunity to resubmit a failed report, it must be received by 1 February of your intended graduation year.



Note: If you submit your Practical Work documentation after 20 February in the year in which you are to graduate, you will not be able to attend the ceremony that year.

Problems on the Job

If you encounter any problems during your employment which make it difficult to remain in your position, please let the Practical Work Co-ordinator know as soon as possible.

Diploma in Horticulture

Report Format

In this report, you need to describe the property's resources and systems.

The title must include property's (or owner's) name, along with your name and the date.

Where appropriate, you can present the information in a bullet-point format.

Section 1: Property Report

1.1 Introduction

Include:

- The property/business name and ownership
- Total area and effective area
- Tenure
- Property location.

1.2 Climate

Describe:

- Rainfall and seasonal distribution
- Wind
- Temperature ranges
- Winter conditions.

1.3 Land

Describe:

- Topography, including aspect and altitude
- Soil types, water-holding capacities, fertility status, recommended maintenance for fertiliser and actual applications
- Land use and cover (tabulated if appropriate)
- Weeds and pests
- Subdivision and access.

1.4 Water

Describe:

- Domestic supplies (source and reticulation)
- Irrigation system/s and source of water (if applicable)
- Drainage (if applicable).
- 1.5 Trees

Describe the planted shelter, planted forestry and amenity plantings.

1.6 Buildings

Describe:

- The main buildings, with a description of their condition and adequacy
- Electricity, phone and broadband services.

Section 2: The Property/Business System

2.1 Introduction

Describe the property/business system currently operated.

2.2 Crops

Describe:

- The areas of different crops - main cultivars, age and quality
- Yields and performance data
- Crop rotation (if appropriate)
- Markets.

2.3 Labour and Machinery

List:

- The number of permanent, casual and contract labour employees
- The items of plant and machinery on the property and describe their condition and adequacy.

Property Map

You must supply a property map with this report.

You can draw the map yourself, produce it using internet-based technology or base it on aerial photography.

The map must include buildings, property boundaries, significant physical features and anything else directly relevant to operating the business.

It must also show road access to the property and the location in relation to the district and nearest business centre. You must also include a legend.

Allied Industry Report Format

In this report, you need to describe the industry's resources and systems.

The title must include property's (or owner's) name, along with your name and the date.

Where appropriate, you can present the information in a bullet-point format.

Section 1: General description

Include:

- The name, address and location of the business you worked in
- An outline of the ownership structure of the business
- A description of the general features and amenities of the business locality.

Tenure

Describe:

- The type of leasing arrangements of the business, if not owner occupied (i.e. type of lease, rights of renewal, a brief summary of the main terms of the lease).

Business Site

Illustrate and describe:

- The building site (approximate to scale) and describe the functions.

Type of Business

Include:

- A description of the goods/services provided by the business
- A diagram showing the number of employees and positions, categorised into permanent, casual (seasonal) or part-time (for example, regular but works only mornings or two days a week)
- A description of the personnel policy of the business
- A discussion on recruitment of new employees
- An outline of any training programmes provided for new employees
- A list of the additional business assets such as plant and machinery, land etc. Please include the constructions, age and condition and detail the function of each component.

Employment

Include:

- A detailed outline of the work you undertook, describing how this work fitted in with the business as a whole, where most of the work was undertaken and for how long you were employed
- The role the business plays in the horticultural industry.

Section 2: Case Study

Your case study is to be written in paragraph format.

Select one important feature of the management of the business and write a comprehensive account of it.

Appendices

Include any supporting information for your report as a section of the appendices.

Farm-Support Rural Contractors Report Format

After completing rural contractor practical work, you must write a three-part report. Include titled diagrams, graphs and illustrations as appropriate.

The report must have a title page, showing the business's (or owner's) name, the student's name and the date.

Section 1: General Description

The General Description section should include:

- The name and location of the business you worked in.
- A description of the type of business and nature of the work conducted.
- An outline of the ownership structure of the business (diagram where appropriate).
- The objectives of the business (mission statement, goals and objectives).
- A description and illustration of the chain of command of the business (i.e. the management structure).
- Describe the type of farms you typically worked on and the climatic conditions influencing them (such as rainfall, altitude, aspect, soils etc.). Discuss if these factors had any impact on the contracting business e.g. timing of work, speed of work etc.

Production and Marketing Activities
Describe:

- The role the business plays in the agricultural industry.
- The activities, products and services provided by the business, and their contribution to the business portfolio.
- How the business meets the market's needs.

- The assets of the business (if machinery based), list and describe and comment on condition, adequacy, maintenance and replacement policies.
- The seasonality of the business (if seasonal) how does this affect the business and how is it managed.

Labour
Include:

- A description of the personnel policy of the business.
- A diagram showing the number of employees and positions, categorised into permanent, casual (seasonal) or part-time (regular but work only mornings or two days a week, etc).
- A discussion on recruitment of new employees.
- An outline of any training programmes provided for new employees.

Section 2: Management Analysis

In this section, you should summarise the business objectives and goals and describe how well they are being met. Undertake a SWOT analysis focused on the management and performance of the business to identify any issues or opportunities that could lead to an option or options for improvement in the current system.

You do not need to cover all areas described in the previous sections, but use these to guide your thinking.

For example, with reference to Section 1 and business ownership, comment on how this influences management of the business. Comment on the appropriateness of this ownership structure, and any change that could improve this factor.

Other areas you could consider include the following:

- Activities & offerings, advertising, networking and purchasing: the appropriateness of the business's range of services, the success of any advertising strategy, processes for determining prices, supply contracts situation, purchasing policy for inputs, how they network and collaborate with other industry players such as transport companies or consultants, ways of completing work that could be considered novel.
- A financial commentary covering the sources of income and their relative contributions, and the value of the businesses assets – if this information is available.
- Staffing: the influence of employee training programmes on managerial efficiency, innovative techniques to incentivise staff to perform to a higher level.
- Potential major risks to the business operation, identifying how these could be managed.
- Areas you believe could be improved on, such as systems or staffing practices.



Note: Any criticisms should be kept professional and not denigrating to individuals or the business.

Section 3: Evidence Portfolio and Reflective Log

In the first part of this section you should illustrate the nature of the work you have undertaken through the following:

- A brief description of the major activities or tasks that you have performed during your time at work.
- Choose two significant activities or tasks that you have carried out, describe each activity or task and your contribution, provide relevant dates, e.g. daily, every other week, or a one off activity or task.

- Provide evidence of the personal attributes and employability skills acquired/developed during your employment referring to your two chosen activities or tasks previously described.

The personal attributes and employability skills fit within six core competencies defined below:

- Communication – written, verbal, group discussion, oral presentation, ability to read, synthesise and, if necessary, disseminate information.
- Working with others – team working, planning a complex task with others, reviewing work with others, establishing and maintaining effective working relationships.
- Using and applying numbers – ability to collect and interpret data, perform calculations, interpret results and justify methods.
- Problem solving – explore a complex problem and produce options for solving it, plan and implement at least one option for solving the problem, review progress and revise approach, solve the problem.
- Using IT – plan and use different resources, explore, develop and exchange information, present the task using IT methods.
- Improving own learning and performance and professionalism – demonstrate time management, agree task targets and plan meeting targets, meet targets by planning and seeking feedback and support, review progress; work independently, demonstrate motivation, demonstrate reliability, demonstrate accuracy, demonstrate flexibility, show integrity, demonstrate self-development.

In the second part of this section, you should reflect upon your workplace experience by answering the following questions:

- What did you learn from your employment and how useful was the employment to your future career plans?
- What was your personal contribution to the business?
- How have the different activities and tasks undertaken contributed to your knowledge, skills, attitudes, and personal attributes? In relation to these what attributes and skills have you gained or developed and of these which do you perform well? What do you need to do to develop these further and develop new skills?
- What advice or suggestions would you give to this business? This may be something to change in terms of day to day operations, or a longer term strategic change.

Appendices

Include any supporting information for your report as a section of the appendices.

Lincoln University

Practical Work Record Sheet



LINCOLN
UNIVERSITY
TE WHARE WĀNAKA O AORAKI



Complete a separate sheet for each employer and/or period of work

Student Details

Student ID Number	
Student Name	
Telephone	()
Home Address	
Postcode	

Employer Details

Name of Farm/Business/Enterprise	
Full Name of Employer/Owner	
Telephone	()
Email	
Employer Address	
Postcode	

Grower Property	ha or	m
------------------------	-------	---

Category of Major Enterprise (please tick):

Fruit	
Pip	Subtropical
Stone	Grapes
Berry	Nuts

Vegetable	
Protected	
Outdoor	

Floriculture	
Nursery	
Contracting	
Allied Industry	

Employment Details

Dates	From / /	To / /
Number of weeks worked		
Employer name		Date
Employer signature		
Student signature		Date

Lincoln University

Practical Work Record Sheet



LINCOLN
UNIVERSITY
TE WHARE WĀNAKA O AORAKI



Complete a separate sheet for each employer and/or period of work

Student Details

Student ID Number	
Student Name	
Telephone	()
Home Address	
Postcode	

Employer Details

Name of Farm/Business/Enterprise	
Full Name of Employer/Owner	
Telephone	()
Email	
Employer Address	
Postcode	

Grower Property		ha or		m
------------------------	--	-------	--	---

Category of Major Enterprise (please tick):

Fruit			Vegetable		Floriculture	
☐	Pip	☐	Subtropical	☐	Protected	☐
☐	Stone	☐	Grapes	☐	Outdoor	☐
☐	Berry	☐	Nuts			☐
					☐	
					☐	
					☐	
					☐	

Employment Details

Dates	From / /	To / /
Number of weeks worked		
Employer name		Date
Employer signature		
Student signature		Date

Notes:



LINCOLN
UNIVERSITY

TE WHARE WĀNAKA O AORAKI

Find out more at www.lincoln.ac.nz