St John of God Community Services

Lifelong Learning

Assessment Manual

Title Life Science: Horticulture

M2S28

Award Type: Minor

Award Level:2

Version: 1.0

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1. Assessment Overview

Life Science: Horticulture is a QQI Level 2 minor award. At QQI Level 2, a student is graded as Successful or Referred:

Successful means that all the learning outcomes from the Component Specification have been demonstrated to an appropriate standard in the Students Portfolio of Assessment.
Referred means that the portfolio of assessment needs further work by the student before they can demonstrate the standard and achieve certification from QQI. When a student has not achieved the minimum standards for an award the grade is recorded as referred.
This minor award contains the following assessment technique:
Portfolio Collection of Work (100%)

This minor award is assessed by a portfolio or collection of work. This is a collection of work produced by the learner over a period that demonstrates achievement of a range of learning outcomes.

All learning outcomes must be achieved to get a Successful grade. Learners will be given an assessment completion date by their course tutor. **If learners do not complete their assessment by this date, they will be given a referred result.**

1.1 Assessment Criteria for Tutors

Tutor best practice is to ensure that all learners have the opportunity to demonstrate their learning, carry out each assessment and present it to the best of their ability.

Each module/course will have an assessment framework and a range of assessments and tasks for learners to complete.
The assessment brief clearly communicates to learners all assessments and learning tasks that need to be successfully completed to obtain the respective QQI qualification.
The assessment brief is structured to support learners to engage with and complete all module/course learning outcomes.

1.2 Assessment Brief

The assessment brief must be clearly laid out for the learner.
The assessment brief and agreed deadline must be communicated to the learner by the course tutor.
Learning outcomes must be mapped in the assessment.
The marking allocation for assessment must be clearly stated on the assessment brief.

1.3 Learner Declaration

Learners must ensure that all work presented is learner's own work. The learner will sign the learner declaration section. Signing this section means that learners confirm the coursework and assessment submitted is their own.
When all assessment work has been submitted the course tutor must ensure each learner signs the learner declaration section in the course assessment brief.

1.4 Assessment Overview

The assessment overview section in the assessment brief must be signed by **both the course tutor and the learner.**
The date the assessment brief was given to learners must be recorded.
The date all assessments were returned to the course tutor must be recorded.
This recording process ensures that the assessment brief has been distributed to the learner by the tutor and all assessment task elements have been submitted by the learner.

1.5 Tutor Marking Review

Some courses may have a course assessor who is not the course tutor. The course assessor must be clearly identified in the assessment grading and recording process.
In the tutor marking review section of the assessment brief tutors/assessors must confirm that they have graded all assessment task elements and course assessments.
Tutors/assessors must clearly document if the learner has or has not completed all assessment tasks successfully.

2. Grading and Feedback

2.1 Grading

Assessors must complete all elements of the course marking sheet to award the learner their course grade.
Assessors will grade using the specified grading bands and outline the following:
The Assessment Criteria – Outline the learning outcome(s) the assessment is being graded against.
Allocation of Marks – Assessors will tick if the learning outcome has been achieved through successful completion of the relative assessment.
Evidence of Assessment – This must include the Assessment Title and Number. If there is an affiliated worksheet or handout allocated to the assessment the worksheet number must also be clearly outlined.
Grade Awarded – Assessors must specify the graded awarded and sign to validate the grade given to the learner. Date of grade issue records the date the grade was awarded by the course tutor.

2.2 Learner Feedback

Assessors must record the mode of feedback and date of feedback issue to the learner.
Overall course feedback to learners should contain the grade awarded to the learner as well as specific assessment related portfolio of work /skills demonstration feedback.

Feedback should be communicated in line with the learner's own preferred communication method and in line with SJOGCS13 Policy on using a Total Communication Approach.

3. Internal and External Verification

The course assessor must follow the process of preparing for internal and external verification.

All learner portfolios and assessment must be presented by the course assessor for internal/external verification.

The assessor is required to complete the course assessor section of the Lifelong Learning Internal Verification Submission Checklist. (See Appendix 1).

The assessor must present each learner portfolio as follows:

Portfolios

1. a) Module Name
   b) Module Code
   c) Learner Name

2. Completed assessment brief signed by the learner and tutor/assessor.

3. Completed marking sheet to include grading and feedback signed by module(s)/course assessor.

4. Evidence of learner assessment work – clearly signposted and audio-visual work stored in the appropriate online location.

4. Learning Outcomes Mapping

Award Title:	Life Science: Horticulture
Award Type:	Minor
Framework Level:	2
Award Code:	M2S28
Credit Value:	5
Assessment Technique:	Portfolio of Work

Please note below all learning outcomes that must be achieved and evidenced for a learner to achieve a successful grade.

Module Learning Outcome	**Assessment Technique(s) / Tasks**
(LSH1) Identify some common trees and shrubs.	Assessment 1
(LSH2) Use a range of common gardening tools and equipment, e.g. lawnmower, gardening gloves, rake, spade, trowel.	Assessment 2
(LSH3) Plant a vegetable or flower bed, or container under supervision.	Assessment 3
(LSH4) Name conditions that help plants grow and flourish, e.g. light, heat, soil, water.	Assessment 4
(LSH5) Describe the four main stages of the life cycle of a plant.	Assessment 5
(LSH6) Describe some functions of a plant leaf.	Assessment 6
(LSH7) Demonstrate safe working practice in in the garden, e.g. manual handling, use of protective clothing	Assessment 7

5. Staff Supporting Assessment Agreement

(Only to be completed by staff who are supporting learners availing of learning support to complete assessment)

Supporting Staff Agreement **I will:**	**Initial**
Agree a time with the learner to provide learning support to assist the learner's independent completion of course and assessment related work. To add this learning support time to our weekly timetable.	
Support the learner to ensure they have signed and dated their assessment brief	
Support the learner to record their assessment submission date, deadline and encourage contact with tutor if required	
Encourage the learner to always work safe and secure	
Support the learner to complete student feedback and course evaluation	
Facilitate independent learning activities	
Encourage learning opportunities and skills use from course where appropriate	

5.1 Assessment Brief – Life Science: Horticulture

Learner Name:	
Module:	
Module Code:	
Level:	2
Technique:	Portfolio of Work
Grading:	S = All assessments are completed satisfactorily R = Assessment incomplete or not completed satisfactorily
Assessment Start Date:	
Assessment Submission Deadline:	

5.2 Assessment Brief

Programme Module Title	Life Science: Horticulture
Component Title and Code:	M2S28
Level	2
Assessment Technique	Portfolio of Work
Weighting	100%
Submission Date	

Assessment There are 7 assessments for you to complete as part of your portfolio of work for your course, Life Science: Horticulture	
You can present your work in the way that works best for you, like using posters, photos, making a video, and using worksheets, or book creator.	BOOK CREATOR
You must complete all Units.	

Title: Identify common trees and shrubs

Guidelines:

- Complete each task or worksheet assigned in section 1 of Life Science: Horticulture
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

Criteria:

- On completion of the assigned work the learner will be able to:
- Identify some common trees and shrubs.
- Participate on a nature walk/field trip to study and identify trees, shrubs, flowers, and plants.
- Collect leaves, fruits, and photos to identify plants.

Learning Outcomes:

- Develop the skills to distinguish different types of trees and shrubs.
- Recognise plants and shrubs during a nature walk.
- Increase knowledge of different vegetation.

(LSH1) Identify some common trees and shrubs.

Title: Identify range of common garden tools and equipment

Guidelines:

- Complete each task or worksheet assigned in section 2 of Life Science: Horticulture
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

Criteria:

- On completion of the assigned work the learner will be able to:
- Identify a range of common garden tools and equipment.
- Discuss the use of common garden tools and equipment.
- Demonstrate the safe and appropriate use of garden tools.

Learning Outcomes:

- Recognise a range of common garden tools and equipment.
- Understand the use of common garden tools and equipment.
- Display the safe and appropriate use of garden tools and equipment.

(LSH2) Use a range of common gardening tools and equipment, e.g. lawnmower, gardening gloves, rake, spade, trowel.

Title: Complete a small garden project

Guidelines:

- Complete each task or worksheet assigned in section 3 of Life Science: Horticulture.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

Criteria:

- On completion of the assigned work the learner will be able to:
- Develop the skills to participate in plant growing project.
- Understand the stages of growing a plant from seed to harvesting stage.
- Participate in replanting an established plant.

Learning Outcomes:

- Recognise the stages of plant growing.
- Demonstrate the ability to participate in stages of seeding, planting, and maintaining.

(LSH3) Plant a vegetable or flower bed, or container under supervision.

Title: Learning what plants need to grow

Guidelines:

- Complete each task or worksheet assigned in section 4 of Life Science: Horticulture.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

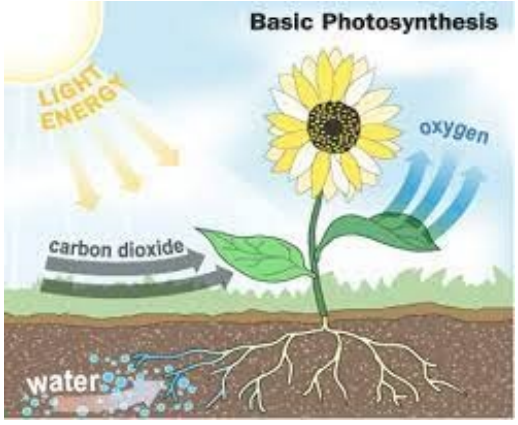
Criteria:

- On completion of the assigned work the learner will be able to:
- Explore the conditions that helps plants grow and flourish.
- Identify the important of water, sunlight, and nutrition in the growing process.

Learning Outcomes:

- Name conditions the helps plants grow and flourish.
- Distinguish the importance of water, sunlight, and nutrition in the growing process.

(LSH4) Name conditions that help plants grow and flourish, e.g. light, heat, soil, water.



Title: Identify the four main stages in the life cycle of a plant

Guidelines:

- Complete each task or worksheet assigned in section 5 of Life Science: Horticulture
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

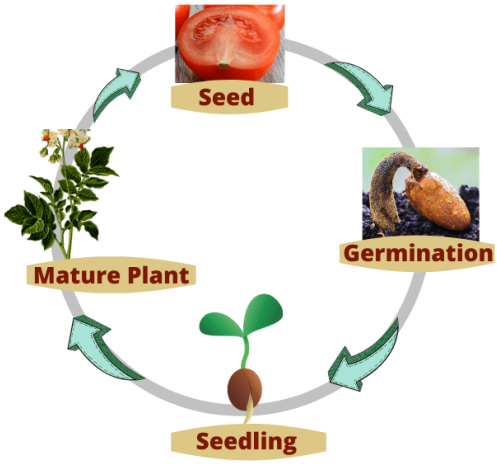
Criteria:

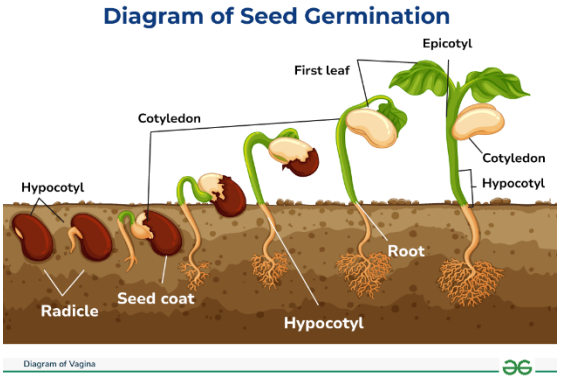
- On completion of the assigned work the learner will be able to:
- Recognise the life cycle of a plant.
- Distinguish the plants begins with seed, germination, seedling and ending with the mature plant.
- Participate in a project to understand the lifestyle of a plant.

Learning Outcomes:

- Name and describe the four stages of the life cycle of a plant.

(LSH5) Describe the four main stages of the life cycle of a plant.





Title: The function of the plants leaf

Guidelines:

- Complete each task or worksheet assigned in section 6 of Life Science: Horticulture.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

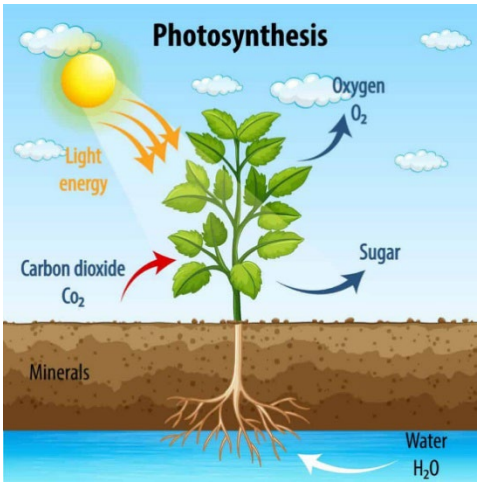
Criteria:

- On completion of the assigned work the learner will be able to:
- Understand the function of the leaf.
- Identify each function and its role.
- Be familiar with the work Photosynthesis.
- Understand the basic process of photosynthesis.

Learning Outcomes:

- Describe the function of the leaf.
- Understand the process of photosynthesis to provide energy to the plant.

(LSH6) Describe some functions of a plant leaf.



Title: Demonstrate the safe working practices in the garden.

Guidelines:

- Complete each task or worksheet assigned in section7 of Life Science: Horticulture.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

Criteria:

- On completion of the assigned work the learner will be able to:
- Distinguish between safe and unsafe work practices in a garden.
- Display an understanding of hazards in a garden.
- Be familiar with general garden safety.
- Be familiar with garden chemicals and safety required.

Learning Outcomes:

- Demonstrate safe work practices when gardening.
- Have an understanding of hazards when gardening.

(LSH7) Demonstrate safe working practice in the garden, e.g. manual handling, use of protective clothing.

Learner Declaration (Learner to complete this section)	
I confirm that all work in my portfolio has been completed by me.	Learner Signature: _____ Date: _____
Assessment Overview (Both learner and course tutor complete this section)	
Date the assessment brief was given. (insert date below) _____ Date the assessment was submitted by learner (insert date below) _____	Learner Signature: _____ Date / / Course Tutor Signature: _____ Date / /
Tutor Marking Review (Course tutor to complete this section)	
The tutor will deem the work successful when all assessments have been completed correctly and independently.	I can certify that < Insert Learner's Name> has / has not completed ALL elements of the assessment tasks correctly and independently. Course Tutor Signature: < Insert Tutor Signature> Date / /

6. Marking Sheet

Learner Name:		Date:		Course Code:	M2S28
Course Name:	Life Science: Horticulture		Level:	QQI Level 2	

Portfolio /Collection of Work – 100%
Grading Bands

Successful	Referred
Successful means that the learner has: Reached the required standard as outlined by the assessment criteria in the component specification. Provided sufficient evidence which has relevance and clarity.	**Referred** means that the learner has: Not achieved the minimum standards required as outlined by the assessment criteria in the component specification. Portfolio/Collection of work requires further work by the learner before they can demonstrate the required standard outlined in the assessment criteria in the component specification.

Assessment Criteria	Allocation of Marks	Evidence of Assessment
Learning Outcomes Demonstration	**Tick if achieved**	**Assessment Workbook Title and Number**
Show evidence of recognising different leaves and trees (LSH1)		
Evidence of researching different types of flowers in bloom (LSH1)		
Evidence of participating in a field trip or nature walk (LSH1)		
Completed assigned worksheets identifying common trees and shrubs (LSH1)		
Evidence of using common garden tools and equipment (LSH2)		
Completed assigned worksheets discussing the correct use of garden tools and equipment (LSH2) (LSH7)		
Evidence of participation in growing plants as a group project (LSH3) (LSH5).		
Evidence of participating in different stages of the growing process (LSH3) (LSH5).		
Evidence of demonstrating correct re-potting process (LSH3)		
Completed the assigned worksheets identifying conditions that help plants grow and flourish (LSH4)		
Evidence of participation in a growing project where it demonstrated the importance of water and sunlight in the growing process (LSH4) (LSH5).		

Evidence of the different stages of life cycle of a plant (LSH5).		
Complete assigned worksheets identifying the function of a leaf (LSH6)		
Complete assigned worksheets identifying the function of a leaf in the process of photosynthesis (LSH6)		
Complete the assigned worksheets identifying safe practices when gardening (LSH7)		
Complete the assigned worksheets identifying hazards practices when gardening (LSH7)		
Grade Awarded	**Tick as appropriate**	**Successful** ☐ **Referred** ☐
Grade provided by (Tutor/Assessor Signature) ……		Date of grade issue:
Learner Feedback		
Mode of feedback provided to learner:	Tick as appropriate Video ☐ Text ☐ LEAP ☐ Audio ☐ Visual ☐	
Learner Feedback provided by (Tutor/Assessor Signature) ……..	Date of feedback issue:	

Appendix 1: Submission Checklist for Course Assessor and Internal Verifier

Information Needed	Details	Assessor check	Internal Verifier check
Assessor Responsibility			
Name of component(s) and component codes being assessed.			
Learner Name			
Date of Assessment			
Is the portfolio corrected?			
Is DOB and PPS sent to QQI coordinator/included if first time being assessed?			
Is there evidence of all LOs included and are they clearly marked?			
Is audio visual evidence stored in the appropriate online location?			
Are all elements of the marking sheet completed i.e. all LOs ticked and proper code included?			
Has Learner and Accessor signed all relevant sections the assessment brief?			
Is assessor feedback included in portfolio?			
Internal Verification Responsibility			

Is portfolio clearly labelled and in the appropriate folder?			
Has label been printed and attached with Learner Name, Title of Component, and code on Label?			
Are audio visual elements of portfolio stored in the appropriate online location?			
Has the tutor given the I.V. the correct Assessment Brief and Marking Sheet?			
Is the record of Award and component in the results pack?			
Is the I.V. report completed and included in the results pack?			
Is the Assessment Brief and Marking sheet for each component in the results pack?			

Review Record

Date Portfolios were handed to I.V: Date / /

By Assessor (Name): <Insert IV Assessor's Name Here>

Date Portfolio handed in for EA submission: Date / /

By I.V. (Name): <Insert IV Assessor's Name Here>