

Gardener Level 1 to 2 Sign Off Requirements

1. Minimum 12 months experience at Level 1
2. Full Driver's Licence
3. Understanding of Health and Safety requirements
4. Holds current certifications
5. Management of dangerous products
6. Familiarization in handling Grounds vehicles
7. Ability to take an active role in an event, incident, or emergency
8. Good work ethics

Gardener: _____

Date Employment Commenced: _____

Assessor: _____

Date Assessment Started: _____

Date Assessment Completed: _____

Comments:

Level Achieved: Yes No (circle one)

Manager: _____

Position Number: _____

Request ID Number: _____

Service Request Number: _____

Date Processed: _____

Sign Off Requirements

Objectives	Objective Requirement / Achievement	Certified by	Achieved / not achieved	Assessor Signature	Date
1. Experience	Minimum 12 months experience at Level 1	Assessor			
2. Drivers Licence	Current NZTA Licence sighted	Assessor			
3. Health and Safety	Able to identify risks and hazards; notify and complete an Incident & Accident report	Assessor			
4. Certifications	<ul style="list-style-type: none"> • Garden Maintenance • Growsafe Basic • Chainsaw Course • First Aid 	External training provider			
5. Management of flammable products	Demonstrates safe handling and storage of flammable products.	Assessor			
6. Golfcart / Tractor management	Familiarisation and competence with vehicles including safety awareness.	Assessor			
7. Events, Incidents and Emergencies	Able to take an active role in an event, incident or emergency; correct process is followed; and escalations are undertaken.	Assessor			
8. Work ethic	Obtained an outstanding in attendance, punctuality, appearance and attitude .	Assessor	<ul style="list-style-type: none"> • Attendance Yes / No • Punctuality Yes / No • Appearance Yes / No • Attitude Yes / No 		