Britain's National Vocational Qualifications (NVQs) are work qualifications that measure what an employee or potential employee can do as well as how much he or she knows and understands about a particular job. Used as written proof of usable workplace skills that can be put to profitable use by an employer, NVQs range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills, providing a way to develop skills and build a career ladder that benefits both employer and employee. This packet contains NVQ competency lists for the following jobs: (1) agriculture, levels 1-4 (crop and livestock production and livestock management); (2) agriculture and commercial horticulture, levels 1-4 (mechanized field crop production and crop management); (3) commercial horticulture, levels 1-3 (fruit crop production, intensive crop production, mushroom crop production, and nursery stock production); and (4) environmental conservation, levels 2-4 (landscape and ecosystems). (KC)
Agriculture, Levels 1-4
Agriculture & Commercial Horticulture, Levels 1-4
Commercial Horticulture, Levels 1-3
Environmental Conservation Levels 2-4
National Vocational Qualifications

Business and Technology Education Council
London, England
NVQs

- better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Agriculture

LEVELS 1-4
NVQs – better qualifications for work

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Practical, work-based qualifications

An NVQ is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

For every industry and business

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NVQs
Agriculture
Levels 1–4

Crop and Livestock Production NVQ Level 1  4
Crop and Livestock Production NVQ Level 2  5
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Livestock Production NVQ Level 1          10
Livestock Production NVQ Level 2          11
Livestock Production NVQ Level 3          12
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Crop & Livestock Production
NVQ Level 1

All of these units

**Develop and maintain personal effectiveness**
- Managing and developing self
- Establish and maintain good relationships with other people at work
- Operate safely in the workplace

**Contribute to implementing a livestock growth and development programme**
- Provide feed and water
- Maintain health
- Disposal of waste from livestock production

**Maintain services and structures**

**Transport mechanically**

Plus any one of the following 4 units

**Contribute to preparing a cropping area and soil**

**Contribute to maintaining crop growth**
- Control plant growth
- Dispose of waste products

**Contribute to providing grazing and water**

**Maintain fences and land drains**
- Maintain fences
- Maintain land drains and ditches by hand
Crop & Livestock Production
NVQ Level 2

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Implement a livestock growth and development programme**
Provide feed and water
Maintain health
Dispose of waste livestock products

**Maintain services and structures**

Plus any 3 of the following 4 units

**Contribute to establishing a crop by mechanical means**
Contribute to preparing cropping area and soil
Place plant material

**Maintain crop growth**
Provide nutrients
Maintain crop health
Control plant growth and development
Dispose of waste products

**Harvest crop by machine**

**Store produce**
And any 3 of the following 4 units

**Implement a livestock production programme**

Prepare product for sale or transfer

**Implement a livestock breeding programme**

Provide grazing and water

Maintain fences and land drains
Crop & Livestock Production
NVQ Level 3

All of these units

Develop and monitor personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Procure resources to maintain supplies

Establish a crop by mechanical means
Prepare cropping area
Place plant material

Maintain required crop growth
Provide nutrients
Maintain health
Control crop growth and development
Disposal of crop waste products

Harvest crop

Store produce and monitor storage

Implement and monitor a livestock growth and development programme
Provide feed and water
Maintain health
Disposal of waste products

Provide grazing and water and monitor provision

Construct and maintain boundaries, drains and temporary buildings

Maintain services and structures
Plus either of the following 2 units

- Implement and monitor a livestock production programme
- Prepare product for sale or transfer

- Implement and monitor a livestock breeding programme

And any one of the following 5 units

- Prepare, maintain and monitor a controlled production environment for livestock
- Provide feed and water
- Maintain health
- Disposal of waste products
- Milk animals
- Shear animals
- Comb animals to harvest fibre
- Maintain fences and land drains
The following are recommended but are not essential for this NVQ.

Maintain services and operations to meet quality standards

Contribute to the planning, monitoring and control of resources

Contribute to the provision of personnel

Contribute to training and development of teams, individuals and self to enhance performance

Create, maintain and enhance productive working relationships

Provide information and advice for action towards meeting organisational objectives

Contribute to the planning, organisation and evaluation of work
Livestock Production
NVQ Level 1

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Contribute to implementing a livestock growth and development programme**
Provide feed and water
Maintain health
Disposal of waste from livestock production

**Maintain services and structures**

**Maintain fences and land drains**

**Transport mechanically**

Plus either of the following 2 units

**Contribute to preparing and maintaining a controlled production environment for livestock**

**Contribute to providing grazing and water**
Livestock Production
NVQ Level 2

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Implement a livestock production programme**
Prepare product for sale or transfer

**Implement a livestock growth and development programme**
Provide feed and water
Maintain health
Dispose of waste livestock products

**Maintain services and structures**

**Maintain fences and land drains**

Plus any 2 of the following 3 units

**Implement a livestock breeding programme**
Prepare and maintain controlled production environment for livestock
Provide grazing and water
Livestock Production
NVQ Level 3

All of these units

Develop and monitor personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Procure resources to maintain supplies

Implement and monitor a livestock production programme
Prepare product for sale or transfer

Implement and monitor livestock growth and development programme
Provide feed and water
Maintain health
Disposal of waste products

Construct and maintain boundaries, drains and temporary buildings

Maintain services and structures

Maintain fences and land drains
Plus any 3 of the following 7 units

Monitor and control the grading and packing of products

Implement and monitor a livestock breeding programme

Prepare, maintain and monitor a controlled production environment for livestock

Provide grazing and water and monitor provision

Milk animals

Shear animals

Comb animals to harvest fibre
Livestock Management
NVQ Level 4

All of these units

**Develop personal effectiveness and organise work**
- Establish and maintain relationships with colleagues
- Set and update work objectives for self and contractors
- Plan activities and determine work activities to achieve objectives
- Allocate work and evaluate performance against objectives
- Develop oneself within the job role

**Procure resources to obtain services and supplies**

**Seek, evaluate and organise information for action**

**Exchange information to solve problems and make decisions**

**Market produce**
- Plan product disposal
- Sell produce

**Plan a livestock production programme**
- Plan production targets and activities
- Plan the provision of a controlled production environment
- Plan disposal of livestock waste products

**Plan a grazing programme**

**Plan a livestock product harvesting programme**


Plan construction and maintenance of structures and the maintenance of services and equipment

Plan the construction of boundaries, ditches, drains, and temporary structures

Contribute to planning the provision of farm/horticultural structures and roads

Plan a maintenance programme for equipment, services and structures

Plus either of the following 2 units

Plan a livestock breeding programme

Plan a livestock growth and development programme

Design a feed programme

Design a health maintenance programme
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BTEC

NVQs

better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Agriculture & Commercial Horticulture

LEVELS 1-4
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NVQs
Agriculture & Commercial Horticulture
Levels 1–4

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Mechanised Field Crop Production
NVQ Level 1

Develop and maintain personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Contribute to preparing a cropping area and soil

Contribute to maintaining crop growth
Control plant growth
Dispose of waste products

Maintain services and structures

Maintain fences and land drains

Transport mechanically
Mechanised Field Crop Production
NVQ Level 2

Develop and maintain personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Contribute to establishing a crop by mechanical means
Contribute to preparing cropping area and soil
Place plant material

Maintain crop growth
Provide nutrients
Maintain crop health
Control plant growth and development
Dispose of waste products

Harvest crop by machine

Maintain services and structures
Maintain fences and land drains
Mechanised Field Crop Production
NVQ Level 3

**Develop and monitor personal effectiveness**

Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Procure resources to maintain supplies**

**Establish a crop by mechanical means**
Prepare cropping area
Place plant material

**Maintain required crop growth**
Provide nutrients
Maintain health
Control crop growth and development
Disposal of crop waste products

**Harvest crop**

**Store produce and monitor storage**

**Construct and maintain boundaries, drains and temporary buildings**

**Maintain services and structures**

**Maintain fences and land drains**
Crop Management
NVQ Level 4

All of these units

**Develop personal effectiveness and organise work**
- Establish and maintain relationships with colleagues
- Set and update work objectives for self and contractors
- Plan activities and determine work activities to achieve objectives
- Allocate work and evaluate performance against objectives
- Develop oneself within the job role

**Procure resources to obtain services and supplies**

**Recommend, monitor and control the use of resources**

**Seek, evaluate and organise information for action**

**Exchange information to solve problems and make decisions**

**Market produce**
- Plan product disposal
- Sell produce

**Plan a crop production programme**
- Plan production targets and activities
- Plan the provision of a production environment
- Select method and plan implementation of crop establishment
- Plan product harvesting
Plan the crop growth and development programme

Plan maintenance of soil/substrate moisture status

Plan a nutrient supply programme

Design a health maintenance programme

Plan growth regulation programme

Plan disposal of waste products of crop production

Plan construction and maintenance of structures and the maintenance of services and equipment

Plan the construction of boundaries, ditches, drains, and temporary structures

Contribute to planning the provision of farm/horticultural structures and roads

Plan a maintenance programme for equipment, services and structures

Plus any 2 of the following 3 units

Plan the production of transplants

Plan grading and packing of product

Plan product storage
The following are recommended but are not essential for this NVQ:

- Maintain and improve services, products and operations
- Contribute to the implementation of change in services, products and systems
- Contribute to the recruitment and selection of personnel
- Develop teams, individuals and self to enhance performance
- Create, maintain and enhance working relationships
BTEC – builds better qualifications for work

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1st Edition
April 1994
Issued by the Marketing Services Department
Order code Z-141-4
Price code O (free)
NVQs

- better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Commercial Horticulture

LEVELS 1-3
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NVQs
Commercial Horticulture
Levels 1–3

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Fruit Crop Production
NVQ Level 1

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Contribute to establishing a crop by hand**
Prepare cropping area
Place plant material

**Contribute to maintaining crop growth**
Control plant growth
Dispose of waste products

**Contribute to providing water and nutrients**
Maintain optimum moisture status
Provide nutrients

**Contribute to harvesting a crop by hand**

Maintain services and structures
Maintain fences and land drains
Transport mechanically
Fruit Crop Production
NVQ Level 2

Develop and maintain personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Contribute to establishing a crop by mechanical means
Contribute to preparing cropping area and soil
Place plant material

Establish crop by hand and pedestrian controlled machines
Prepare cropping area
Place plant material

Maintain crop growth
Provide nutrients
Maintain crop health
Control plant growth and development
Dispose of waste products

Provide water

Manually harvest crop product

Maintain services and structures

Maintain fences and land drains
Fruit Crop Production
NVQ Level 3

Develop and monitor personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Procure resources to maintain supplies

Establish a crop by mechanical means
Prepare cropping area
Place plant material

Maintain required crop growth
Provide water
Manually harvest crop

Store produce and monitor storage
Maintain services and structures

Maintain fences and land drains
Intensive Crop Production
NVQ Level 1

Develop and maintain personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Contribute to establishing a crop by hand
Prepare cropping area
Place plant material

Contribute to maintaining crop growth
Control plant growth
Dispose of waste products

Contribute to harvesting a crop by hand

Maintain services and structures
Intensive Crop Production
NVQ Level 2

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Establish a crop in modules**
Mechanically prepare a substrate
Place plant material

**Establish crop by hand and pedestrian controlled machines**
Prepare cropping area
Place plant material

**Maintain crop growth**
Provide nutrients
Maintain crop health
Control plant growth and development
Dispose of waste products

**Provide water**

**Manually harvest crop product**

**Maintain services and structures**
Plus either of the following 2 units

**Produce transplants by seed and vegetative methods**

**Control crop environment**
Prepare and maintain a protected cropping environment
Intensive Crop Production
NVQ Level 3

All of these units

**Develop and monitor personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Procure resources to maintain supplies**

**Establish crop by hand and pedestrian controlled machines**

**Maintain required crop growth**
Provide nutrients
Maintain health
Control crop growth and development
Disposal of crop waste products

**Provide water**

**Manually harvest crop**

** Maintain services and structures**

Plus either of the following 2 units

**Produce transplants of woody perennial plants**

**Monitor and control crop environment**
Prepare and maintain a protected crop environment
Mushroom Crop Production
NVQ Level 1

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Set out mushroom compost**

**Contribute to maintaining mushroom crop growth**
Control mushroom growth
Dispose of waste product

**Contribute to harvesting a crop by hand**

**Maintain services and structures**

Plus any one of the following 3 units

**Contribute to establishing a mushroom crop**
Prepare a mushroom compost
Place mushroom spawn

**Contribute to packing product**

**Transport mechanically**
Mushroom Crop Production
NVQ Level 2

All of these units

**Develop and maintain personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Set out mushroom compost**

**Control crop environment**
Prepare and maintain a protected cropping environment

**Maintain mushroom crop growth**
Maintain mushroom crop health
Control mushroom growth and development
Dispose of waste products

**Provide water**

**Manually harvest crop product**

**Maintain services and structures**

Plus any one of the following 3 units

**Establish a mushroom crop**
Prepare a mushroom compost
Place mushroom spawn

**Grade and pack produce**

**Transport mechanically**
Mushroom Crop Production
NVQ Level 3

All of these units

**Develop and monitor personal effectiveness**
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

**Procure resources to maintain supplies**

**Monitor and control crop environment**
Prepare and maintain a protected cropping environment

**Maintain and monitor mushroom crop growth**
Maintain mushroom crop health
Control mushroom crop growth and development
Disposal of crop waste products

**Manually harvest crop**

**Maintain services and structures**

Plus any one of the following 3 units

**Establish and monitor the establishment of a mushroom crop**
Prepare a mushroom compost
Place mushroom spawn

**Graee and pack produce**

**Transport mechanically**
Nursery Stock Production
NVQ Level 3

Develop and monitor personal effectiveness
Managing and developing self
Establish and maintain good relationships with other people at work
Operate safely in the workplace

Procure resources to maintain supplies

Monitor and control the establishment of crop in modules
Prepare a substrate by manual or mechanical means
Place plant material

Produce transplants of woody perennial plants

Maintain required crop growth
Provide nutrients
Maintain health
Control crop growth and development
Disposal of crop waste products

Provide water

Manually harvest crop
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NVQs

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NATIONAL VOCATIONAL QUALIFICATIONS

Environmental Conservation

LEVELS 2-4
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NVQs
Environmental Conservation
Levels 2–4

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Landscape & Ecosystems
NVQ Level 2

Maintain and enhance landscapes and habitats
Establish plants
Prune established plants
Control vegetation

Construct, maintain and repair structures and landforms
Contribute to the construction of boundaries
Maintain and repair boundaries
Construct, maintain and repair access routes
Construct, maintain and repair ancillary structures to access routes
Create and maintain landforms

Monitor and survey landscapes and ecosystems
Monitor and report on the condition of landscapes and ecosystems
Collect and record data by implementing surveys

Contribute to the organisation of environmental projects
Prepare for, and monitor, the health and safety of self and others
Transport, store and maintain tools and equipment

Communicate with visitors, community groups and others
Welcome and care for visitors to the site
Prepare and deliver talks
Communicate environmental conservation information to visitors, community groups and others
Work and consult with local community groups and residents
Monitor and report on the provision of information
Plan one's own work and development activities

Agree own work objectives
Organise own activities to achieve work objectives
Make use of opportunities to develop oneself within the job

Establish and maintain working relationships with people

Enhance working relationships with immediate manager
Establish and maintain working relationships with colleagues
Contribute to discussions to solve problems
NVQ Landscape & Ecosystems
Level 3

Organise environmental projects
Negotiate specifications for environmental projects
Maintain project activities to meet quality standards
Maintain conditions necessary for productive work
Create and maintain a healthy and safe working environment
Evaluate project activities and report on outcomes

Obtain and evaluate information to develop and monitor environmental plans and programmes
Identify and gather the information required to formulate and monitor plans and programmes
Analyze and interpret information
Report findings of analysis and interpretation to those responsible for developing and monitoring environmental plans and programmes

Communicate and promote policies, plans and programmes
Identify and agree which policies, plans and programmes to communicate and promote
Identify target audience and agree the message and methods which will promote policies, plans and programmes
Communicate and promote the policies, plans and programmes
Evaluate and report on the effectiveness of communicating policies, plans and programmes
Interpret the environment to visitors, community groups and others

- Welcome and care for visitors to the site
- Prepare walks, talks and tours
- Deliver walks, talks and tours
- Involve local residents and community groups in site interpretation
- Evaluate and report on the effectiveness of environmental interpretation

Monitor and survey the local environment

- Develop and maintain criteria and systems for monitoring the local environment
- Design non-complex field surveys
- Collect and record data by conducting non-complex field surveys
- Analyse, evaluate and interpret survey and monitoring data
- Report on findings of the survey and monitoring and its evaluation

Plan and contribute to development activities for self and others

- Select and adapt work activities which may provide for development and application of learning
- Present information to trainees
- Demonstrate skills, methods and procedures
- Provide feedback to trainees on their achievements
- Develop oneself within the job
- Evaluate and improve development activities for colleagues and self

Contribute to the provision of personnel

- Contribute to the identification of personnel requirements
- Contribute to the selection of personnel
Contribute to the planning, organisation and evaluation of work

Contribute to planning work activities and methods to achieve objectives
Organise work and assist in the evaluation of work
Provide feedback on work performance to teams and individuals

Create, maintain and enhance productive working relationships

Create and enhance productive working relationships with colleagues and those for whom one has supervisory responsibility
Enhance productive working relationships with one’s immediate manager
Identify and minimise interpersonal conflict
Contribute to the implementation of disciplinary and grievance procedures

Contribute to the planning, obtaining and control of financial resources

Plan for the use of financial resources
Secure financial resources
Monitor and control the use of financial resources
NVQ Landscape & Ecosystems
Level 4

Devise and implement environmental plans and programmes
Gather and analyse information required to formulate plans and programmes
Generate, consult on and agree environmental plans and programmes
Implement plans and programmes to meet quality standards
Create and maintain conditions necessary for productive work
Create and maintain a healthy and safe working environment
Evaluate environmental plans and programmes and report on outcomes

Contribute to the development of policies for the organisation
Identify policy issues
Identity, gather, analyse and interpret information to be used in policy formulation
Draft and evaluate policy options
Provide decision makers with information required to agree policy

Plan, obtain and control financial resources
Plan levels of finance to meet operational requirements
Obtain funding to meet planned expenditure
Negotiate and set budget
Control and monitor budget expenditure
Develop and implement a strategy to communicate and promote policies, plans and programmes

Develop a strategy for communicating policies, plans and programmes

Define target audience and the message and methods which will promote policies, plans and programmes

Communicate information relating to policies, plans and programmes to obtain support

Evaluate and report on the effectiveness of the strategy for communicating policies, plans and programmes

Design, implement and evaluate surveys to monitor the environment

Develop and maintain criteria and systems to monitor the environment

Design field surveys

Collect, record and store data from field surveys

Analyse, evaluate and interpret field survey data

Report on findings of field surveys and their evaluation

Contribute to the recruitment and selection of personnel

Define future personnel requirements

Contribute to the assessment and selection of candidates against team and organisational requirements

Develop teams, individuals and self to enhance performance

Develop and improve teams through planning and activities

Identify, review and improve development activities for individuals

Develop oneself within the job role
Plan, allocate and evaluate work carried out by teams, individuals and self
Set and update work objectives for teams and individuals
Plan activities and determine work methods to achieve objectives
Allocate work and evaluate teams, individuals and self against objectives
Provide feedback to teams and individuals on their performance

Create, maintain and enhance effective working relationships
Establish and maintain the trust and support of one's subordinates
Establish and maintain the trust and support of one's immediate manager
Establish and maintain relationships with colleagues
Identity and minimise interpersonal conflict
Implement disciplinary and grievance procedures
Counsel staff
BTEC is the Business & Technology Education Council, an independent body which awards National Vocational Qualifications (NVQs).

BTEC authorises firms or colleges to carry out NVQ training and assessment. It also appoints external verifiers who check that trainees' work meets NVQ standards.

BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

**Your next step**

Please see your training officer or personnel department, talk to the local careers advisory service, or contact colleges in your area. Your Training and Enterprise Council may also be able to help.