



LEVEL 4 CERTIFICATE IN COMMERCIAL FLORISTRY

Pre- requisite Level 3 Certificate in Commercial Floristry

Knowledge

- Quotations and Costing for functions with submitted buying lists
- Time management schedules
- Studio inventory, stocktaking and GST
- Identify and provide examples of the Elements and Principles of design and give explanations of how they work in an illustration
- Designing floral decorations for specified functions
- Client interviewing and contracts
- Define types of arrangements/design styles
- Supervising duties carried out by Junior Florists
- Differentiate between traditional and modern design

Practical Skills

Design and construct the following:

- Wedding Designs: trailed bridal bouquet, wedding posy, hand-spray bouquet. Wired and posy holder assembly for specified theme
- Hair and Body Flowers: decorations for hair, hats and handbags, circlets, wristlets and corsages for occasions
- Sympathy Tributes : casket sprays and formal and informal wreaths hand-tied bouquet; hand-tied all round bouquet, natural sheaf and posies
- Hand-tied Bouquets and Modern Posies: for themed presentations
- Basket Arrangement: from selected design styles
- Traditional and Contemporary Arrangements in containers for specified venues
- Interpret colour harmonies, hues, tints, tones and shades with practical examples

Delivery Method

- On Job training
- Attendance at Pre-Assessment approximately six weeks prior to Assessment
- Summer schools, Design weekend workshops and Competitions

Resources

NZPF Handbook
NZPF Colour Wheel
Internet

Purchasing Units for Assessment

Student members may purchase Units by completing a Unit Purchase Schedule and returning to the Secretary with payment. Initial purchase of all Level 4 Units carries a 10% discount.

On receipt of the Units the student will find the content self-explanatory. Assessment Marking Schedules are included in all NZPF units.

From this documentation the student will be able to learn and practice the required items. Students are advised to practice within the time frames with correct costing methods to become proficient for Assessment Day.

Units purchased are non-refundable and expire 2 years from date of purchase. Level to be completed in a 5 year time frame.

Assessment

- Students must be financial members
- Students must register for Assessment with the Secretary
- All students are encouraged to attend the Pre-Assessment seminar held 6 weeks prior to Assessment Day. Registration forms are circulated with each Newsletter. Further registration forms are available from the Website
- Assessment dates and venues are listed in the Newsletter and Website
- Students are required to supply all flowers, foliage, accessories and tools to complete the selected items
- Costing Schedules where required must accompany the completed item for marking to ensure the item is correct and commercially viable
- Message cards and addressed envelopes may be completed prior to Assessment
- NZPF 004 Written Assessment is sat annually on the first Saturday in July and a venue is provided in close proximity to the student
- NZPF 058 Assignment has two hand-in dates. 31 January and 31 July annually

Completed Work

All work becomes the property of NZPF and is not available for photography, videoing or pixtinting. NZPF will distribute the assessed work to local charities, hospitals or retirement villages.

Pass Criteria

In order to be awarded the NZPF Certificate in Commercial Floristry Level 4 Students must be deemed competent for the following NZPF Level 4 Units as listed below:

NZPF 048	Wedding Design
NZPF 049	Hair & Body Flowers
NZPF 050	Sympathy Designs
NZPF 051	Bouquets
NZPF 052	Basket
NZPF 053	Arrangements
NZPF 058	Open Textbook (Folio)
NZPF 004	Written Paper

Assessment Results

NZPF Unit Marking Schedules state the required competency that must be achieved in both sections.

Written & Practical Marking Schedules will be sent to students by mail within one month. Folios will be returned with Marking Schedules within 6 weeks.

Resit Policy

Opportunity for re-sits are provided at all Assessment Days as detailed in the Newsletter and Website. Students may register to re-sit on returning a completed re-sit schedule with appropriate payment to the Secretary.

Certification

On completion of the eight Level 4 Units the student will receive the NZPF Certificate in Commercial Floristry Level 4. This document is endorsed by both the Royal Institute of Horticulture and New Zealand Professional Florists Inc.

Additionally an NZPF Practicing Certificate of Commercial Floristry is issued when a student submits signed confirmation of 2000 hours of work in a professional principally floristry enterprise.