



DIPLOMA CERTIFICATE IN COMMERCIAL FLORISTRY

Pre-requisite Levels 3 and 4 Certificates in Commercial Floristry

Knowledge for Written Paper

- All aspects of Floristry as detailed in the NZPF Handbook
- Designs at an advanced level
- Costings
- Designing for Functions & displays
- Studio & Workroom operation
- Training and management of staff

Small Business Management course requirement from a private provider

Portfolio Unit – The applicant must submit a portfolio of their own designs in botanical materials. This document is to be provided within the five-year time frame. Content includes photographs and text covering:

- Personal details
- Funeral Tribute
- Bridal Bouquet
- Table Arrangement
- Designers choice Arrangement
- Co-ordinated designs for specific occasions
- References and Testimonials

Portfolios must be sent to the Assessment Co-ordinator prior to 31 January or 31 July annually and must adhere to the specifications outlined in the brief as detailed in the Unit provided.

Practical Units are based on the following designs at an advanced level. All materials for Assessments are provided. Students may provide some decorative sundries for the Wedding and Interpretive Design as instructed.

Wedding Design
Arrangement
Funeral Designs
Interpretive Design

Experience and skills may be

- 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

AIFD Book of Terminology (available from AIFD@assnhqtrs.com)

Internet

Purchasing Units for Assessment

Applicants must be current financial members of NZPF Inc.

Applicants must hold certification from both Level 3 and Level 4 NZPF or hold a NZPF Senior Certificate.

Special conditions apply for Overseas applicants.

Applicants may register for Assessment by completing and returning with payment a Diploma Unit Purchase Schedule which may be downloaded from the Website.

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

Credits for partial passes will stand for 5 years following the date the Unit was purchased. Initial purchase of all Diploma Units carries a 10% discount.

Assessment

- 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 bring a full kit of work tools as specified in the purchased unit requirements for Assessment
- NZPF provides the practical questions and all materials for the applicant on Assessment Day
- Student will have an allocated preparation and viewing time prior to sitting units 0006 and 0007
- Should students be required to bring decorative sundries or fresh materials i.e. wires, beads, leaves or foliages the variety, number and dimensions will be set out in the details for Assessment Day. No variation permitted
- NZPF 0010 Written Assessment is sat annually on the first Saturday in July and a venue is provided in close proximity to the student
- NZPF 0011 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 pixtexting.

Pass Criteria

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

NZPF 0006	Wedding Design
NZPF 0007	Arrangement
NZPF 0008	Wreath or Casket Spray
NZPF 0009	Interpretive Design
NZPF 0011	Portfolio
NZPF 0010	Written

In addition to these units purchased the applicant must submit proof of a Competent result in an NZPF approved Small Business Management Unit/Course conducted at either a Polytechnic or through correspondence (i.e. long distance learning).

Assessment Results

Practical results and Marking Schedules will be sent to students by mail within one month. Folios will be returned with Marking Schedules within 6 weeks. No correspondence will be entered into.

Resit Policy

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

Certification

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