



**RÄPINA
AIANDUSKOOI**
nutikas looduslähedane elu

course..... student

Individual Work Practice Report

(Landscape gardener)

Venue of the practice and period

.....

Student's Self Assessment - professional knowledge and skills

(To be filled in by the student **BEFORE** their work practice)

Assessment scale:

A – I am highly competent

B – I am generally competent but make some mistakes, but am able to identify them

C – I make some mistakes, because I don't remember the right way to do things

D – I make many mistakes and don't understand much about the task

E – I have never done this before

No	Knowledge and skills	A	B	C	D	E
1.	Creating and maintaining a lawn Goal: the student is able to create a lawn according to a project (work drawings) and maintain a lawn, using suitable materials, tools and equipment.					
	Knows the principles of creating a lawn, the types of lawn plants, weeds, growing surfaces					
	Stabilizes slopes according to a project (instructions)					
	Seeds lawn manually or using a seed planter					
	Is able to lay and to water turf					
	Knows the principles of lawn maintenance and takes care of lawn manually or using appropriate equipment					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to use a computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					
2.	Constructing and maintaining planting areas Goal: the student is able to construct, plant and take care of different types of planting areas according to a project (plan) using suitable materials, tools and equipment					
	Knows the principles of creating and constructing borders, knows the plants that are used in gardens and parks, knows weeds, pests, types of soil					
	Knows about the reproduction of plants and the methods of reproducing plants					
	Prepares planting areas					
	Constructs and finishes planting areas					
	Maintains planting areas					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to use a computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					

3.	Constructing and maintaining paving Goal: The student is able to construct and maintain different types of pavement according to a project (work drawings), including steps, using suitable materials, tools, machinery not requesting special permits and equipment.					
	Is able to lay and finish different types of pavement materials, including building steps, works in a team and values teamwork					
	Maintains different types of pavement					
	Follows all security rules while using machinery (that does not require special permits) and equipment (masonry saw, paving-stone cutter, mechanical plate tamper and concrete mixer)					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to lay and finish different types of pavement materials, including building steps, works in a team and values teamwork					
	Comments (optional):					
4.	Constructing and maintaining timber constructions Goal: the student is able to construct and maintain various timber constructions according to a project (construction drawings) and construction rules, using suitable materials, tools and equipment.					
	Knows different types of timber, timber materials and their qualities					
	Stacks and stores timber materials					
	Is able to undertake work with concrete where necessary and erect metal, concrete, plastic and timber posts					
	Is able to build timber constructions using suitable material (pergolas, terraces, screens and simple overhead structures)					
	Maintains timber constructions in a garden					
	Is able to use machinery and equipment according to security procedures					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situation					
	Comments (optional):					
5.	Constructing and maintaining walls Goal: the student is able to construct and maintain different types of walls, including steps according to a project (construction drawings) and using appropriate materials, tools and equipment					
	Is able to choose suitable materials, tools and equipment for building a wall, calculates necessary quantities of materials					
	Is able to construct foundations and retaining walls, dry stone walls, takes care of building tools					
	Constructs steps following given instructions					
	Maintains walls and necessary tools					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situations					

	Comments (optional):					
6.	Protecting the environment while maintaining the landscape Goal: the student is able to understand the connection between landscape gardening and environmental protection, knows how to maintain natural and semi-natural biomes, has an overview of development of Estonian landscapes, their values and is aware of Estonian environmental protection regulations					
	Understands the connection between landscape gardening and environmental protection					
	Recognizes local woody and herbaceous plant species and is able to understand their direct and indirect relations to the environment					
	Has an overview of the development of Estonian landscapes and their values					
	Understands the essence, development and importance of landscape					
	Understands the goals of environmental protection and the maintenance of landscapes					
	Understands the use and protection of natural resources					
	Is aware of Estonian environmental protection regulations					
	Is able to maintain natural and semi-natural biomes					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situations					
	Is able to use computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					
7.	Constructing fences Goal: the student is able to construct different types of fences according to a project (working drawings), using suitable material, tools and equipment					
	Knows the most-used tools for vertical and horizontal layout marking, principles of building and maintenance					
	Stores the materials as required					
	Marks the layout of fences					
	Is able to build a foundation of concrete and posts of lime-stone, bricks (except clean mortar finishing) and building blocks					
	Pours concrete foundation or installs footing for a fence					
	Erects metal, dry concrete and timber posts					
	Installs chain-link fences, builds timber fences and simple gates					
	Constructs authentic ethnographical fences and simple gates					
	Comments (optional):					
8.	Constructing water features in a garden Goal: the student is able to construct water features and to plant suitable plants using necessary materials and equipment.					
	Knows the principles of constructing water features, suitable materials and is able to work in a team					

Installs technical devices excluding specialist electrician work					
Knows and plants bog and waterside plants and is able to systematize these plants					
Uses Estonian professional vocabulary, reads and translates professional texts from the relevant foreign language					
Is able to use computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
Comments (optional):					

2. Diary of the work practice: description of works and assessment of supervisor

(To be filled in by the student and submitted to the supervisor on daily basis)

Date	Working hours	The description of implemented tasks, amount (pc, m ² etc) and opinion about the work done	Supervisor's assessment and signature

Working hours in total:

Student (name, signature):

Supervisor (name, signature):

3. SUPERVISOR'S assessment

EVALUATION	Excellent	Good	Fair	Needs improvement
Preparation of work place				
Following the rules of safety at work				
Knowledge of tools and equipment				
Proper methods of work				
Knowledge & application of materials				
Knowledge of work sequence				
Vocational knowledge				
Level of vocational skills				
Working speed				
Punctuality of work performance				
Responsibility of work performance				
Sustainability and diligence at use of tools and equipment				
Use of work time				
Cooperation				
Teamwork skills				
Sense of duty and diligence				
Tension and stress tolerance				
Mastering new situations				
Showing initiative				
Communication skills				
Suitable appearance at work, work attire				
Reliability				
Eligibility for occupation				
Environment friendly behavior				

Comments and recommendations

Evaluation of organisation of the traineeship

.....

.....

.....

.....

.....

.....

Evaluation of the topics of the traineeship

.....

.....

.....

.....

Evaluation of the trainee's beforehand knowledge and training (level of theoretical and practical skills)

.....

.....

.....

.....

Evaluation of the successfulness of the trainee (analyzing how the trainee managed different work tasks)

.....
.....
.....
.....
.....

Traineeship rate (5-point system, from 1 to 5)

Would you employ a worker with such qualities and experience?

.....
.....
.....

Name of the company:

Name of the supervisor:

E-mail address:

Supervisor's signature:

Student's Self Assessment - professional knowledge and skills

(To be filled in by the student **AFTER** their work practice)

Assessment scale:

A – I am highly competent

B – I am generally competent but make some mistakes, but am able to identify them

C – I make some mistakes, because I don't remember the right way to do things

D – I make many mistakes and don't understand much about the task

E – I have never done this before

No	Knowledge and skills	A	B	C	D	E
1.	Creating and maintaining a lawn Goal: the student is able to create a lawn according to a project (work drawings) and maintain a lawn, using suitable materials, tools and equipment.					
	Knows the principles of creating a lawn, the types of lawn plants, weeds, growing surfaces					
	Stabilizes slopes according to a project (instructions)					
	Seeds lawn manually or using a seed planter					
	Is able to lay and to water turf					
	Knows the principles of lawn maintenance and takes care of lawn manually or using appropriate equipment					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to use a computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					
2.	Constructing and maintaining planting areas Goal: the student is able to construct, plant and take care of different types of planting areas according to a project (plan) using suitable materials, tools and equipment					
	Knows the principles of creating and constructing borders, knows the plants that are used in gardens and parks, knows weeds, pests, types of soil					
	Knows about the reproduction of plants and the methods of reproducing plants					
	Prepares planting areas					
	Constructs and finishes planting areas					
	Maintains planting areas					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to use a computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					

3.	Constructing and maintaining paving Goal: The student is able to construct and maintain different types of pavement according to a project (work drawings), including steps, using suitable materials, tools, machinery not requesting special permits and equipment.					
	Is able to lay and finish different types of pavement materials, including building steps, works in a team and values teamwork					
	Maintains different types of pavement					
	Follows all security rules while using machinery (that does not require special permits) and equipment (masonry saw, paving-stone cutter, mechanical plate tamper and concrete mixer)					
	Uses Estonian professional vocabulary, Latin plant names, reads and understands simple professional texts in the relevant foreign language and is able to write in the relevant foreign language, uses professional terminology in work situations in the relevant foreign language					
	Is able to lay and finish different types of pavement materials, including building steps, works in a team and values teamwork					
	Comments (optional):					
4.	Constructing and maintaining timber constructions Goal: the student is able to construct and maintain various timber constructions according to a project (construction drawings) and construction rules, using suitable materials, tools and equipment.					
	Knows different types of timber, timber materials and their qualities					
	Stacks and stores timber materials					
	Is able to undertake work with concrete where necessary and erect metal, concrete, plastic and timber posts					
	Is able to build timber constructions using suitable material (pergolas, terraces, screens and simple overhead structures)					
	Maintains timber constructions in a garden					
	Is able to use machinery and equipment according to security procedures					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situation					
	Comments (optional):					
5.	Constructing and maintaining walls Goal: the student is able to construct and maintain different types of walls, including steps according to a project (construction drawings) and using appropriate materials, tools and equipment					
	Is able to choose suitable materials, tools and equipment for building a wall, calculates necessary quantities of materials					
	Is able to construct foundations and retaining walls, dry stone walls, takes care of building tools					
	Constructs steps following given instructions					
	Maintains walls and necessary tools					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situations					

	Comments (optional):					
6.	Protecting the environment while maintaining the landscape Goal: the student is able to understand the connection between landscape gardening and environmental protection, knows how to maintain natural and semi-natural biomes, has an overview of development of Estonian landscapes, their values and is aware of Estonian environmental protection regulations					
	Understands the connection between landscape gardening and environmental protection					
	Recognizes local woody and herbaceous plant species and is able to understand their direct and indirect relations to the environment					
	Has an overview of the development of Estonian landscapes and their values					
	Understands the essence, development and importance of landscape					
	Understands the goals of environmental protection and the maintenance of landscapes					
	Understands the use and protection of natural resources					
	Is aware of Estonian environmental protection regulations					
	Is able to maintain natural and semi-natural biomes					
	Understands basic professional texts in spoken and written form in the relevant foreign language, is able to use the relevant foreign language in work situations					
	Is able to use computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					
7.	Constructing fences Goal: the student is able to construct different types of fences according to a project (working drawings), using suitable material, tools and equipment					
	Knows the most-used tools for vertical and horizontal layout marking, principles of building and maintenance					
	Stores the materials as required					
	Marks the layout of fences					
	Is able to build a foundation of concrete and posts of lime-stone, bricks (except clean mortar finishing) and building blocks					
	Pours concrete foundation or installs footing for a fence					
	Erects metal, dry concrete and timber posts					
	Installs chain-link fences, builds timber fences and simple gates					
	Constructs authentic ethnographical fences and simple gates					
	Comments (optional):					
8.	Constructing water features in a garden Goal: the student is able to construct water features and to plant suitable plants using necessary materials and equipment.					
	Knows the principles of constructing water features, suitable materials and is able to work in a team					
	Installs technical devices excluding specialist electrician work					

	Knows and plants bog and waterside plants and is able to systematize these plants					
	Uses Estonian professional vocabulary, reads and translates professional texts from the relevant foreign language					
	Is able to use computer to find information (AO7) and create necessary documents on levels AO3 and AO4					
	Comments (optional):					

