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| **Name:** |  |
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| **TASK:** | **Potting of Large Seedlings**  | **Stage 1 of 1 stage in task** |
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| A Skill level of**...A...B...C...D...E...**Indicate level using underpinning work skill guide**Steps requiring skill level :List by step number**

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|  | **Assistance coding;**0=no assistance/fully independent1=indirect verbal prompts/instructions2=gestural prompts3=direct verbal prompts/instructions4=model style prompting5=physical prompting MINIMAL6=physical prompting FULL assistance7=not complaint/failed taskN/A=not applicable  | OBSERVATION DATES  | Associated JSA:OHS requirementsGloves;  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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|  | **Staff initials**; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | STEPS  | ASSISTANCE REQURED |
|  **1.** | Get tray of tubes from back of Nursery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** | Get knitting needle from back wall work bench, where cash register is. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** | Supervisor will give you tray of seedlings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** | Get small container and fill with water to half way from the sink. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  Take container to work bench and place it near the seedling tray. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** | Get rubber gloves from tool cupboard and put on hands. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** |  Take one tube from the back of the crate of tubes. So you are working from the back to the front. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8.** | Fill tube with potting mix to 2 digits of your finger from the top |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9.** | Tap down tube to make sure potting mix is settled. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** | Put more potting mix in if the mix has gone down below the 2 digit mark.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** | Gently with knitting needle place tip of needle in one corner. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** | Slide needle in and gently lift one of the seedlings. Do not pull the seedling out. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13** |  With the other hand using your thumb and index finger gently lift the seedling out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14.** | With the seedling in your hand dip the roots of the seedling into the container of water. Roots should be facing down. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15.** | Take the seedling to the tube with potting mix in it. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16.** | Holding the seedling gently over the centre of the tube. Roots must in tube and dangling down. Only the leaves to be just above the tube |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17.** | With the other hand take a small amount of potting mix on your table  |  |  |  |  | . |  |  |  |  |  |  |  |  |
| **18.** | Gently place around tube while still holding seedling in place with other hand. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19.** | Keeping getting potting mix until the mix is to the top of the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20.** | Gently firm down potting mix in tube around the seedling |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21.** | Put more potting mix in tube if needed, and firm down again. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **22.** | Ensure seedling is standing up straight, and centred, in the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23.** | Place finished tube back in place of the tray where it came from. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24.** | Repeat the process taking the next tube where the other seedling is so you are going in a ling across  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **25.** | When taking the next seedling out of tray make sure it comes from the next to the seedling you already took out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **26.** | Continue until tray is done.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | See Task Analysis Watering in plants. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Comments:**

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