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| **Name:** |  |
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| **TASK:** | **Potting up of cuttings** | **Stage of stages 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 requirementsSafety Glasses, Gloves;Tech/Riggers |
| 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 cuttings |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** | Get rubber gloves from tool cupboard and put on hands. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  Take one tube from the back of the crate of tubes. So you are working from the back to the front. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** | Fill tube with potting mix to fingers length inside the tube from the top |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** | Tap down tube to make sure potting mix is settled. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. | Put more potting mix in if the mix has gone down below the finger mark.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9.** | Gently with knitting needle place tip of needle in one corner, where the first cuttings is. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** | Slide needle in and gently lift one of the cuttings. Do not pull the cutting out. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** |  With the other hand using your thumb and index finger gently lift the cutting out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** | If the cutting has no roots put it to one side and using the same procedure take the next one until you find one with roots on it. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13.** | With the cutting in your hand dip the roots of the cutting into the container of water. Roots should be facing down. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14.** | Take the cutting to the tube with potting mix in it. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15.** | Holding the cutting gently over the centre of the tube. Roots must just be touching the potting mix in the tube and dangling down. The bottom stem of the cutting should be just below the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16.** | With the other hand take a small amount of potting mix on your table  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17.** | Gently place around tube while still holding cutting in place with other hand. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18.** | Keeping getting potting mix until the mix is to the top of the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19.** | Gently firm down potting mix in tube around the cutting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20.** | Put more potting mix in tube if needed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21.** | Ensure cutting is standing up straight, and centred, in the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **22.** | Place finished tube back in place of the tray where it came from. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23.** | Repeat the process taking the next tube where the other cuttings is so you are going in a ling across  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24.** | When taking the next cutting out of tray make sure it comes from the next to the cutting you have already taken out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **25.** | Follow same steps as No.14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Continue until tray is done.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | See Task Analysis Watering in plants. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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