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| **Name:** |  |
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| **TASK:** | **Potting up Small Seedlings into Tubes** | **Stage of stages in task** |
| TA: |  |

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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 requirementsRubber, Gloves; |
| 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 the top |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Tap down tube to make sure potting mix is settled. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** | Place three fingers in tube and firm down potting mix.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. | Put more potting mix in if the mix has gone down below the top of tube.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** | Place three fingers in tube and firm down potting mix again. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13.** | When tube is ready take knitting needle and place it in the centre of the tube and push it in. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14.** | Rotate or circle the needle around to make a large hole for the seedling. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15.** | Gently with knitting needle place tip of needle in one corner, where the first seedling is. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16.** | Slide needle in and gently lift one of the seedlings. Do not pull the seedling out. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17.** |  With the other hand using your thumb and index finger gently lift the seedling out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18.** | With the seedling in your hand dip the roots of the seedling into the container of water. Roots should be facing down. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19.** | Take the seedling to the tube with potting mix in it. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20.** | Holding the seedling gently over the centre of the tube. Roots must in tube and dangling down.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21.** | Use knitting needle to gently push the roots down the tube if needed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **22.** | Seedling should only have the leaves above just a cm.above the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23.** | With the other hand gently firm potting mix around the seedling.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24.** | If needed top up with other hand extra potting mix so the tube is filled right near the top of the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **25.** | Gently firm down potting mix in tube around the seedling if more potting mix has been added. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **26.** | Put more potting mix in tube if needed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **27.** | Ensure seedling is standing up fairly straight, and centred, in the tube. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **28.** | Place finished tube back in place of the tray where it came from. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **29.** | Repeat the process taking the next tube where the other is so you are going in a line across the crate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **30.** | When taking the next seedling out of tray make sure it comes from the next to the seedling you have already taken out.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **31.** | Follow same steps as No.14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **32.** | Continue until tray is done.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | See Task Analysis Watering in plants. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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