

## IoPF Member Portfolio Criteria

This document will explain where to upload the information needed to endorse your membership into the IoPF. This has been prepared to make sure that all bench trained applicants are at the skill level required to gain membership and ensures that the quality of membership remains at a high standard.

**To apply for membership you must be able to complete this portfolio AND have 3 years + industry experience. You must also be currently working within the industry. The panel will then review the portfolio and notify you if you are accepted.**

Within the IoPF Skills Plus website you will find 'My Dashboard'. Please click 'Qualifications' tab and then click 'Add an Achievement'. Type in the Essential Skill Heading you are uploading information for. In the 'result unit' drop down select the item you are uploading. Fill in the Date sections and then upload the file at the bottom of the page. Please refer to the table below which explains what to upload under each heading.

This portfolio has been developed to enable skilled bench trained florists access to the IoPF membership. In order to gain a higher membership status you will need to enrol onto an accredited course.

If you need any clarification on wording or what to upload then please email [sandie@britishfloristassociation.org](mailto:sandie@britishfloristassociation.org) with your questions. We really look forward to seeing your work.

Essential skill	Knowledge required	What to upload
<b>Health and Safety</b>	An awareness of health and safety practices and laws which relate to floristry.	<ol style="list-style-type: none"> <li>1) Risk assessment. Complete a risk assessment for an activity at work and upload the document.</li> <li>2) List relevant safe working practices relating to a floristry business. Upload the document</li> <li>3) List environmental and sustainability practices that you are currently working towards. Upload the document</li> <li>4) List the PPE required for a floristry business. Upload the document</li> <li>5) List the legal requirements for insurance for a floristry business. Upload the document</li> <li>6) List the necessary points to include within a H&amp;S policy for a floristry business. Upload the document</li> </ol>
<b>Care and Conditioning</b>	Maintaining and caring for fresh materials	<ol style="list-style-type: none"> <li>1) List 10 different fresh materials with explanations of how you would care and condition each of them. Upload the document</li> <li>2) List 5 pests and diseases which are problematic for a florist. Upload the document</li> <li>3) Describe procedures for stock rotation. Upload the document</li> <li>4) Identify protocols and sustainable ways to minimise wastage. Upload the document</li> </ol>
<b>Design Theory</b>	An understanding of the elements and principles of design	<ol style="list-style-type: none"> <li>1) Please provide 3 photographs of different pieces of your own work. For each, discuss the principles and elements of design used within them. State any improvements which could be made. Upload the document.</li> </ol>

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<b>Practical skills</b>	An ability to produce a range of floristry designs, Use relevant techniques and package for sale.	<p>This is the section where you are required to submit photos of your work. Please submit recently made designs. Designs should be made within 6 months of receiving this portfolio. <b>For each design you must submit.....</b></p> <p>A photo during construction, showing your mechanics (how you made the design)</p> <p>A photo of the finished design</p> <p>A list of all fresh materials and sundries used as well as care instructions for each finished piece. Please use correct botanical nomenclature (Genus and species) and you may also include the common name.</p> <p>The designs you must include are:</p> <ol style="list-style-type: none"> <li>1) Funeral design in a medium</li> <li>2) Hand tied design (for this design please submit an additional photo of the design, wrapped as a gift for sale)</li> <li>3) Posy style design</li> <li>4) Planted design</li> <li>5) Buttonhole</li> <li>6) Wired corsage</li> <li>7) Glued design</li> </ol>
<b>Customer service</b>	Interpreting customer requirements and managing expectations	<ol style="list-style-type: none"> <li>1. Write a statement of how you provide good customer service and give an example of when you have provided excellent customer service. Upload the document.</li> <li>2. Describe procedures for a florist to abide by GDPR regulations. Upload the document.</li> <li>3. Describe how to deal with customer complaints. Upload the document.</li> <li>4. Produce a customer care policy. Upload the document.</li> </ol>