
Overview

This standard applies to the harvesting of herbs. This unit is relevant to individuals who have significant personal responsibility in carrying out these activities. You will be involved in planning the harvest and possibly, supervising other staff during the harvest.

The first element deals with planning the harvesting operations. You will have to be able to determine resource requirements and suitable working methods. You will also have to establish plans which take into account all the factors involved in harvesting. Planning will require a considerable level of knowledge of production requirements, harvesting methods, resource constraints and herb conditions.

The second element covers harvesting of the herb. Harvesting is likely to be carried out manually, but the unit has been written in broad enough terms to allow evidence of mechanical harvesting to be relevant. Harvesting methods will depend on the type of herbs involved and the context within which you are working.

The third element covers the preparation of herbal products following harvesting. The term 'preparation' is used in its broadest sense to cover activities which take place on completion of harvesting. Preparation includes; handling, grading, packing, containering, labelling, cleaning and drying.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 confirm that the herbs are in a condition ready for harvesting in accordance with production requirements
- P2 ensure that, where the condition of the herbs are not suitable for harvesting, this is recorded and the appropriate action is taken
- P3 identify and establish the availability of resources required for harvesting operations
- P4 establish harvesting methods and processes which are effective, efficient, and in accordance with production requirements
- P5 establish relevant measures to maintain hygiene during harvesting
- P6 establish measures to dispose of waste produce in accordance with legal and other requirements
- P7 ensure plans achieve the best balance between production requirements and constraints on the harvesting operations
- P8 ensure plans contain the necessary information for their effective implementation
- P9 present plans clearly and accurately
- P10 maintain equipment in a safe, clean and effective condition throughout
- P11 ensure harvesting methods are effective, efficient and in accordance with production requirements
- P12 monitor harvesting methods and make any necessary adjustments to improve the process or maintain the quality of the product
- P13 handle the harvested herbs in a way which maintains product quality and minimises damage
- P14 maintain the necessary levels of hygiene during harvesting
- P15 accurately identify problems which arise during harvesting and take the appropriate action
- P16 complete harvesting in the appropriate timescales and in accordance with production requirements
- P17 accurately assess the condition of the harvested product, and take the appropriate action when it fails to meet production requirements
- P18 dispose of waste safely and correctly
- P19 ensure records are accurate, legible and complete
- P20 promote health and safety in your working methods in ways which are consistent with relevant legislation and codes of practice
- P21 use and maintain equipment in a safe, clean and effective condition throughout
- P22 ensure the method used for preparing the harvested herbs are in accordance with production requirements
- P23 identify, remove and report harvested produce which does not meet production
- P24 maintain suitable levels of hygiene throughout the preparation of the herbs

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- P25 ensure the prepared harvested herbs meet production requirements
- P26 complete preparation of the harvested herbs in the appropriate timescale
- P27 store herbs in accordance with production requirements where required, prior to medicinal product preparation
- P28 handle and dispose of waste safely and correctly in accordance with relevant legislation and organisational requirements
- P29 ensure working methods promote health and safety, and are consistent with relevant legislation and codes of practice
- P30 ensure records are accurate, legible and complete

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Knowledge and understanding

You need to know and understand:

- K1 the equipment which will be necessary for clearing the site
- K2 methods of maintaining this equipment in a fit state for use
- K3 correct methods of using equipment
- K4 relevant storage requirements for equipment and materials
- K5 problems which may occur with equipment and materials and how to resolve them
- K6 correct methods for clearing the site of unwanted materials and debris
- K7 the use for which the site is being prepared and how this relates to clearance
- K8 those materials that may be suitable for re-use or recycling
- K9 safe and correct methods for disposing of organic and inorganic waste
- K10 your responsibilities under legislation relating to disposal of waste
- K11 the necessary condition of materials for planting operations
- K12 the necessary condition of the site ready for planting operations
- K13 the working methods for carrying out planting
- K14 effective use of resources for the setting out of herb plants/seeds
- K15 production requirements in relation to planting
- K16 the time at which planting should take place
- K17 the relationship of planting to the crop's subsequent growth and development
- K18 conditions in which planting should take place
- K19 the equipment which is necessary for planting
- K20 methods of maintaining and using equipment
- K21 methods for preparing plant material
- K22 the correct positioning of the plants in the growing medium
- K23 correct methods for handling plant material
- K24 the appropriate commercial speeds at which planting must take place
- K25 problems which may occur during planting and how they may be overcome
- K26 types of unwanted plant material and why it must be removed
- K27 methods for manipulating plant development
- K28 reasons why plant development is important
- K29 the relationship of plant development to the growth of the herbs
- K30 common problems which may occur with the herbs and the correct actions to take in relation to potential problems
- K31 ways of minimising environmental damage
- K32 conditions which indicate that herbs are ready for harvesting
- K33 conditions which indicate that herbs are not ready for harvesting
- K34 actions to take when the herbs are not ready for harvesting
- K35 how to develop plans for harvesting herbs
- K36 the relationship of production requirements to planning and harvesting the herbs

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- K37 methods for harvesting the herbs
- K38 variations and adjustments that may be required in harvesting methods
- K39 how to determine the human, financial, material and equipment resources necessary
- K40 the availability of human, financial, material and equipment resources
- K41 the information which the harvesting plan has to contain
- K42 methods and conventions for presenting plans
- K43 timescales within which harvesting must take place
- K44 acceptable commercial rates of harvesting which apply within your practice
- K45 the correct and safe methods for maintaining and using equipment
- K46 reasons why harvested herbs may not be of a suitable quality and how to identify them
- K47 problems which may arise during harvesting and how to resolve them
- K48 the required condition of the harvested herbs
- K49 actions to take in the event of the herbs failing to meet requirements
- K50 how to maintain the quality of the herbs and minimise damage
- K51 correct methods for the safe disposal of waste created by harvesting operations
- K52 relevant methods for storing herbs prior to despatch
- K53 the organisational health and safety policy
- K54 your own responsibilities under health and safety legislation
- K55 the importance of hygiene during planting, growing and harvesting herbs
- K56 levels of hygiene which are required on site when planting, growing and harvesting in relation to the type of herb and production requirements
- K57 reasons and methods for maintaining hygiene and avoiding contamination
- K58 the records which are required and how to keep them in relation to planting and growing herbs and to harvesting herbs

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: EF2 Environments and buildings

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