

# The work environment

## Introduction to Module 1

New entrants to the horticulture sector, especially those who work for local authorities or large businesses, will usually complete an induction process. During this time they will receive a lot of information covering health and safety, policies and procedures specific to their own organisation, and their own job role. It is vital that workers can access and understand this information, not only during the induction period, but throughout their employment as specific needs arise and in order to update their knowledge or check their employment terms and conditions.

In this module teachers and learners will look at a range of strategies for reading and understanding a wide range of written information including:

- health and safety
- policies and procedures
- appraisal
- working with others.

There is also some numeracy work related to understanding and calculating wages.

The information used for this module is generic to a range of horticultural settings, though it is understood that many smaller businesses have less formal systems of induction. It is important that learners are encouraged to apply the skills and strategies developed here to material in their own workplace setting.