

Bench Trained Florist Membership Portfolio Criteria



**Thankyou for inquiring about joining the IPF at Member level.
It's a great way to gain professional recognition for your
skills, knowledge and experience.**

To apply for membership you must:

- Have a minimum of 2 years industry experience
- Submit a completed portfolio of evidence

The panel will review your portfolio and inform you if your application has been successful or not.

This document details the requirements for the portfolio of evidence we need to endorse your membership. The portfolio has been designed to ensure that all bench trained florists have the knowledge and skills required to be an IPF Member.

What you need to do

Produce a portfolio which includes evidence for the following criteria.

All criteria must be evidenced for the portfolio to be submitted to the panel.

Please gather all the evidence required and format it into **one document**, which is clearly set out using the relevant **essential skills titles and evidence numbers**. Please save your document with your **full name** in the title.

**Once complete, please send your portfolio to
Membership@britishfloristassociation.org**

If you have any questions about the portfolio or the evidence required, please get in touch on the above email address.

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Essential Skills	Knowledge	Evidence Required
Health and Safety	An awareness of health and safety practices and laws that relate to floristry.	1. Complete a risk assessment for a floristry based activity 2. List a range of key safe working practices in the floristry industry. 3. List the PPE required in a floristry business. 4. List the legal requirement for insurance for a floristry business. 5. List the necessary points to include in a H&S policy. 6. Describe the sustainable working practices you are currently working towards.
Care and Conditioning	Maintaining and caring for fresh materials.	1. List 10 different botanical materials and state how you would condition and care for them. 2. List 5 pests or diseases which can be problematic, and describe how they should be dealt with. 3. Describe procedures for stock rotation. 4. Describe processes used to minimise waste.
Customer Service	Interpreting customer requirements and managing expectations.	1. Write a statement about how you provide excellent customer service, and provide an example of when you have done this. 2. Explain how you ensure GDPR regulations are adhered to. 3. Describe how you would effectively deal with customer complaints. 4. List what should be included in a customer care policy.

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Essential Skills	Knowledge	Evidence Required
Design Theory	An understanding of the elements and principle of design.	Select photos of 3 different floral designs, which you have created. Write a short evaluation for each, discussing how the elements and principles of design have been used and any improvements which could have been made.
Practical Skills	Understand how to produce a range of floral designs, use a range of techniques and package designs for sale.	This is the section where you are required to submit photos of your work. Designs should be made within the last 6 months. For each design you must submit: • A photo during construction, showing your mechanics (how you made the design) • A photo of the finished design • A list of all fresh materials and sundries used. Please use the correct botanical nomenclature (Genus and species). • The care instructions for each finished design. The designs you must include are: 1. Funeral design in a medium 2. Hand tied design (gift wrapped) 3. Posy style design 4. Planted design 5. Buttonhole 6. Wired corsage 7. Glued design