

## JANITOR (Organiser of environmental management of buildings)

(name of the programme)

Eil. No.	Parameters	Notes
1.	<b>Title of learning programme</b>	Janitor (building environment organiser)
2.	<b>General information</b>	
2.1.	<b>Relevance of the learning programme</b>	It is important to study the Janitor programme because it will enable you to: - Organise the management of the built environment. - Organise the maintenance of green areas in buildings.
2.2.	<b>Aim and objectives</b>	The aim of the programme is to learn how to organise the management of the built environment.  Objectives: - learn how to organise the management of the built environment; - learn how to organise the maintenance of green areas in buildings.
2.3.	Duration of the learning programme:	90
2.3.1.	Duration of practical contact work Academic hours	68
2.3.2.	Duration of theoretical contact work Academic hours	22
2.3.3.	Duration of self-study Academic hours	Not applicable
2.4.	Minimum requirements for the tenderer (if applicable):	Secondary education.
2.5.	Method(s) of teaching the learning programme:	
2.5.1.	Curriculum blended learning	-
2.5.2.	Learning programme Teaching method Distance learning synchronous	-
2.5.3.	Learning programme teaching method contact	Contact (auditory)
2.6.	System/scale for assessing acquired competences	Credited / Not credited
2.7.	<b>Learning Programme Annotation</b>	This training programme is designed for those who want to learn how to organise the management of the built environment. Evidence of professional competence will be provided by the following: description

		and planning of the management of the built environment; selection of tools and equipment for the management of the environment; explanation of the tasks of the management of the environment, distribution of tools, supervision of the workflow, clear and accurate answers to questions, evaluation of the management of the environment; explanation of the maintenance of the greenery in the built environment; proper selection of plants for landscaping of the building environment; selection of appropriate tools and materials for the maintenance of the landscaping of the building areas; supervision of the work of the landscaping staff and evaluation of the work of the landscaping staff; supervision of the work to ensure that it is carried out in accordance with the requirements of occupational health and safety and environmental protection and that the workplace, tools and equipment are properly organised.			
<b>3. Competences acquired or developed in a learning programme:</b>					
	<b>Competence(s)</b>		<b>Means of assessing the competence(ies) developed and/or acquired in the programme</b>		
3.1.	General competences				
	Communicate using professional terms.		Not evaluated		
	Collect, process and store the information you need for your work.		Not evaluated		
	Organise your learning.		Not evaluated		
3.2.	Professional competences				
	Organise the management of the built environment.		Credited / not credited		
	Organise the maintenance of green areas in buildings.		Credited / not credited		
<b>4. Learning programme content and methods</b>					
	<b>Eil. No.</b>	<b>Title of topic</b>	<b>Brief description of the topic</b>	<b>Methods of teaching (training)</b>	<b>Competences to be acquired/improved</b>
	1.	<b>Building environmental management works</b>	<b>Topic. <i>Components of the built environment</i></b> <ul style="list-style-type: none"> <li>• Communication devices in the environment</li> <li>• Plantations and their structural components</li> <li>• Coherence between environmental elements</li> </ul> <b>Topic. <i>Exterior management of buildings</i></b> <ul style="list-style-type: none"> <li>• Exterior design styles and their historical evolution</li> <li>• Conceptual framework for vertical planting of buildings</li> </ul>	Informative (imparting, consolidating and testing knowledge), Practical Operational (building knowledge and skills), Creative (developing a reflective and creative personality) Oral: explanation and lecture; Practical: demonstration and observation and exercises; Visual: practical work.	Explain how to manage the built environment.

			<ul style="list-style-type: none"> <li>• The concept of "green walls"</li> </ul> <p><b>Topic. Green space management in common areas</b></p> <ul style="list-style-type: none"> <li>• Plant integration and grouping</li> <li>• Care of houseplants</li> </ul>		
2.	<b>Planning works for the built environment</b>	<p><b>Topic. Planning environmental management works</b></p> <ul style="list-style-type: none"> <li>• The need for and essence of work planning</li> <li>• Types of work plans and their selection</li> </ul> <p><b>Topic. Developing an environmental management plan</b></p> <ul style="list-style-type: none"> <li>• Structural elements of management plans</li> <li>• Range of planned resources for the different building blocks of the plan</li> <li>• Forms for submitting plans and how to fill them in</li> </ul>			Plan environmental management activities.
3.	<b>Selection of tools and equipment for environmental management</b>	<p><b>Topic. Planning equipment and tools for environmental management</b></p> <ul style="list-style-type: none"> <li>• Grouping of required equipment and tools</li> <li>• Technological requirements for environmental management equipment and tools</li> </ul> <p><b>Topic. Variety of equipment and tools for environmental management</b></p> <ul style="list-style-type: none"> <li>• Hand and power tools</li> <li>• Petrol and power tools and equipment</li> </ul>	Informative (imparting, consolidating and testing knowledge), Practical Operational (building knowledge and skills), Creative (developing a reflective and creative personality) Oral: explanation and lecture; Practical: demonstration and observation and exercises; Visual: practical work.		Select tools and equipment for environmental management.
4.	<b>Supervising and evaluating the work of environmental</b>	<p><b>Topic. Work organisation and supervision of environmental management staff</b></p>			Supervise and evaluate the work of environmental management staff.

		<p><b>management staff.</b></p> <ul style="list-style-type: none"> <li>• Principles of work organisation</li> <li>• Formulating and presenting the expected results of work</li> <li>• Selection of tools and materials for the type of work</li> </ul> <p><b>Topic. Evaluating the performance of environmental management staff</b></p> <ul style="list-style-type: none"> <li>• Establishing criteria for evaluating the environmental management work carried out</li> <li>• Adapting the evaluation criteria to the type of work and publishing it</li> <li>• Preparation of performance evaluation forms</li> </ul>		
5.	<p><b>Maintenance work on green areas of buildings</b></p>	<p><b>Topic. Characteristics of types of vegetation near buildings</b></p> <ul style="list-style-type: none"> <li>• Types and characteristics of dependent plantations</li> <li>• Criteria for the selection of dependent planting for different areas near buildings</li> <li>• Individual green spaces in the built environment</li> </ul> <p><b>Topic. Environmental maintenance system in dependent plantations</b></p> <ul style="list-style-type: none"> <li>• Selecting a planting style</li> <li>• Planning and planting new plantations</li> <li>• Preparation of a surveillance work plan</li> </ul> <p><b>Topic. Basic maintenance work on green areas adjacent to buildings</b></p> <ul style="list-style-type: none"> <li>• Maintenance work on small architectural elements</li> </ul>	<p>Informative (imparting, consolidating and testing knowledge), Practical Operational (building knowledge and skills), Creative (developing a reflective and creative personality)</p> <p>Oral: explanation and lecture; Practical: demonstration and observation and exercises; Visual: practical work.</p>	<p>Explain the maintenance of green areas in buildings.</p>

			<ul style="list-style-type: none"> <li>Plant maintenance work</li> </ul>		
	6.	<b>Selecting plants for landscaping the built environment</b>	<p><b>Topic. <i>Variety of plants for green spaces</i></b></p> <ul style="list-style-type: none"> <li>Woody ornamental plants</li> <li>Herbaceous ornamental plants</li> <li>Plants for vertical landscaping and lawns</li> </ul> <p><b>Topic. <i>Fundamentals of plant selection for landscaping of the built environment</i></b></p> <ul style="list-style-type: none"> <li>Bioecological criteria</li> <li>Decorative criteria</li> <li>Applying artistic expression in landscaping</li> </ul>		Selecting plants for landscaping the built environment.
	7.	<b>Selecting the tools and materials needed to maintain the greenery in building areas</b>	<p><b>Topic. <i>Planning greenspace maintenance measures</i></b></p> <ul style="list-style-type: none"> <li>Grouping of landscape maintenance products and materials</li> <li>Maintenance planning for green spaces</li> </ul> <p><b>Topic. <i>Variety of equipment and tools for plantation maintenance</i></b></p> <ul style="list-style-type: none"> <li>Hand and power tools</li> <li>Petrol and power tools and equipment</li> </ul>	<p>Informative (imparting, consolidating and testing knowledge), Practical Operational (building knowledge and skills), Creative (developing a reflective and creative personality)</p> <p>Oral: explanation and lecture; Practical: demonstration and observation and exercises; Visual: practical work.</p>	Select tools and materials for the maintenance of green spaces in building areas.
	8.	<b>Supervising and evaluating the work of greenkeeping staff</b>	<p><b>Topic. <i>Organisation and supervision of work on green spaces</i></b></p> <ul style="list-style-type: none"> <li>Principles of work organisation</li> <li>Formulating and presenting the expected results of work</li> <li>Selection of tools and materials for the type of work</li> </ul> <p><b>Topic. <i>Evaluating the work carried out on plantation maintenance</i></b></p> <ul style="list-style-type: none"> <li>Establishing criteria for evaluating the work</li> </ul>		Supervise and evaluate the work of grounds staff.

			done on plantation maintenance		
			<ul style="list-style-type: none"> <li>• Adapting the criteria for evaluating work to the type of work and publishing it</li> <li>• Preparation of performance evaluation forms</li> </ul>		
<b>5.</b>	<b>Learning programme plan</b>				
	<b>Eil. No.</b>	<b>Title of topic</b>	<b>Hours to be allocated</b>		
			<b>Total</b>	<b>For theoretical teaching</b>	<b>For practical training</b>
	1.	Building environmental management works	5	2	3
	2.	Planning works for the built environment	17	3	14
	3.	Selection of tools and equipment for environmental management	16	3	13
	4.	Supervising and evaluating the work of environmental management staff.	7	3	4
	5.	Maintenance work on green areas of buildings	5	2	3
	6.	Selecting plants for landscaping the built environment	17	3	14
	7.	Selecting the tools and materials needed to maintain the greenery in building areas	16	3	13
	8.	Supervising and evaluating the work of greenkeeping staff	7	3	4
	<b>Total</b>		90	22	68
<b>6.</b>	<b>Relevance of the acquired/improved competence to the competence(ies) for the relevant qualification(s) set out in the relevant occupational standard (if the relevant</b>		Not applicable		

	<b>occupational standard is adopted)</b>	
<b>7.</b>	<b>Preparing for non-formal adult education and training</b>	
<b>7.1.</b>	<b>Requirements for those delivering the Learning Programme:</b>	
	1.	Have a qualification (education) as an ornamental planting and landscaping business worker or equivalent and at least 3 years' experience in the landscaping and landscaping profession.
<b>7.2.</b>	<b>A detailed description of the material and methodological resources required for the training, corresponding to the number of participants to be trained and to the aims and objectives of the programme.</b>	
	<b>Eil. No.</b>	<b>The resources needed for training, used in the training process:</b>
	1.	Training facilities A classroom or other teaching/learning space equipped with technical means (computer, multimedia or smartboard) for presenting teaching/learning materials.
	2.	Equipment A classroom (room) for practical training, equipped with working tools, equipment, materials for environmental management and landscaping, plant samples, personal protective equipment.
	3.	Sources of training <i>Teaching (training) materials:</i> <ul style="list-style-type: none"> <li>• Textbooks and other educational material</li> <li>• Occupational health and safety requirements</li> </ul>
	4.	Other measures <i>Teaching (training) tools:</i> <ul style="list-style-type: none"> <li>• Technical tools to illustrate, visualise and present learning/learning materials</li> <li>• Landscaping and plant maintenance equipment (hand and power tools; petrol and power tools and equipment)</li> <li>• Materials for landscaping and maintenance of plantations</li> </ul>

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