

**Specification of Competency Standards**  
**for the Arboriculture & Horticulture Industry**  
**Unit of Competency**

Functional Area - Survey, Inspection and Risk Assessment

Title	Prepare various tree inspection or risk assessment reports
Code	109151L4
Range	This unit of competency is applicable to administrative personnel who are engaged in tree inspection and risk assessment in the arboriculture and horticulture industry. Practitioners should be capable of mastering the job requirements of the projects and the format of different types of tree inspection or risk assessment reports, so as to prepare various tree inspection or risk assessment reports.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to preparing various tree inspection or risk assessment reports</p> <ul style="list-style-type: none"> <li>• Comprehend the job content and requirements of the projects</li> <li>• Comprehend the relevant guidelines and standards for tree risk assessment and management</li> <li>• Comprehend the requirements for writing technical documents</li> <li>• Comprehend the conduct and responsibilities in relation to tree inspection or risk assessment</li> <li>• Possess knowledge of tree assessment, tree risk mitigation, tree maintenance, etc.</li> <li>• Possess knowledge of tree biology, plant physiology, tree mechanics, defects in tree structure, tree health, pests and diseases of plants, etc.</li> <li>• Familiarise with the proper use of professional terms</li> <li>• Comprehend the format (such as forms), requirements and applications of various types of reports</li> </ul> <p>2. Prepare various tree inspection or risk assessment reports</p> <ul style="list-style-type: none"> <li>• Analyse the results of tree inspection or risk assessment</li> <li>• Choose appropriate report format</li> <li>• Write tree assessment reports, including collecting various kinds of suitable data, information and photos, and carrying out analysis; prepare suitable charts; refer to various guidelines, standards and other reference materials; list various assessment methods and their limitations; and draw conclusions and make recommendations</li> <li>• Explain the content and recommendations of the tree inspection or risk assessment reports to superiors or clients</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Express clearly, concisely and precisely</li> <li>• Remain objective and impartial, making conclusions based on facts</li> <li>• Cite the sources of the reference materials, protecting intellectual property</li> <li>• Be responsible for the content of the reports</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to choose appropriate report format according to the job requirements of the projects;</li> <li>• Able to integrate a wide range of information to write tree inspection or risk assessment reports, providing analysis and recommendations with solid bases; and</li> <li>• Able to clearly explain the content and recommendations of the tree inspection or risk assessment reports to superiors or clients.</li> </ul>

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Remark	
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