

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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**Unit recording documents for
Horse care (Units 335-339)**

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HORSE CARE E3

Unit no: 335		Unit title: Catch and lead a horse		Credit Value 2	
Guidance: For this unit, there should be an appropriately quiet horse or pony available for the learner to catch and lead.					
Learning Outcome: The Learner will be able to: <ul style="list-style-type: none"> Catch and lead a horse correctly and safely 					
Assessor Initials/Date					
					
Practical evidence					
					<ul style="list-style-type: none"> Choose and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise horse to be caught
					<ul style="list-style-type: none"> Recognise head collar and lead rope
					<ul style="list-style-type: none"> Collect equipment
					<ul style="list-style-type: none"> Check that equipment is safe to use
					<ul style="list-style-type: none"> Approach horse quietly and sensibly
					<ul style="list-style-type: none"> Place lead rope around neck
					<ul style="list-style-type: none"> Put on a head collar and adjust if necessary
					<ul style="list-style-type: none"> Hold lead rope correctly and safely
					<ul style="list-style-type: none"> Lead horse at desired controlled pace
					<ul style="list-style-type: none"> Remove head collar
					<ul style="list-style-type: none"> Release horse
					<ul style="list-style-type: none"> Secure horse in its location
					<ul style="list-style-type: none"> Clean and store equipment safely
					<ul style="list-style-type: none"> Clean and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
Knowledge evidence (evidence of answers given to be recorded in portfolio)					
					<ul style="list-style-type: none"> A reason for checking why the equipment needs to be safe to use
					<ul style="list-style-type: none"> A reason for approaching horses in a quiet and sensible manner
					<ul style="list-style-type: none"> A reason for checking that gates and doors are securely shut
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	

HORSE CARE E3

Unit no: 336 Unit title: **Recognise signs of health in a horse** Credit Value 2

Guidance: For this unit a horse needs to be tied up and checked for signs of health. Assistance to secure the horse with a quick release knot is permissible.

Learning Outcome: The learner will be able to:

- Recognise signs that a horse is healthy

Assessor Initials/Date				



Practical evidence

					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Collect head collar and lead rope
					<ul style="list-style-type: none"> • Recognise that equipment is safe to use
					<ul style="list-style-type: none"> • Approach horse quietly and sensibly
					<ul style="list-style-type: none"> • Put on head collar and adjust if necessary
					<ul style="list-style-type: none"> • Tie horse up with a quick release knot (assistance may be required) or supervisor restrain horse in a suitable position
					<ul style="list-style-type: none"> • Recognise five signs that the horse is in good health (<i>state which signs of health were correctly identified</i>):
					Sign 1:
					Sign 2:
					Sign 3:
					Sign 4:
					Sign 5:
					<ul style="list-style-type: none"> - Coat not dull or staring - Supple skin - Clear and bright eyes - Clean nose with no discharge - Pink inside of mouth - Eating and drinking normally - Standing normally - Moving normally
					<ul style="list-style-type: none"> • Remove head collar and lead rope
					<ul style="list-style-type: none"> • Release horse
					<ul style="list-style-type: none"> • Clean and store equipment safely
					<ul style="list-style-type: none"> • Dispose of waste material safely
					<ul style="list-style-type: none"> • Clean and store personal protective clothing
					<ul style="list-style-type: none"> • Wash and dry hands

Continued.....

HORSE CARE E3

336 Continued

Knowledge evidence (evidence of answers given to be recorded in portfolio)			
	• A reason for inspecting horses for health regularly		
	• Three signs that a horse is unwell or in ill health		
	• What action to take if a horse appears to be showing signs of ill health		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

HORSE CARE E3

Unit no: **337** Unit title: **Fit and remove a rug** Credit Value **2**

Guidance: For this unit, the learner will need to recognise both stable rugs and those used in the field. They will only be required to fit one type of rug.

Learning Outcome: The learner will able to:
 • Fit and remove a rug correctly and safely

Assessor Initials/Date				



Practical evidence

					• Choose and wear personal protective clothing
					• Recognise horse to be rugged up
					• Recognise a rug used when the horse is in the stable
					• Recognise a rug used when the horse is in the field
					• Restrain horse with a head collar or halter
					• Reassure the horse
					• Place rug quietly on the horse
					• Put on rug to avoid pressure on the spine
					• Fasten front of rug
					• Pull rug back slightly to smooth hairs
					• Secure rug with surcingle or cross over surcingles or roller
					• Undo surcingle or cross over surcingles or roller
					• Undo front fastenings
					• Remove rug safely
					• Clean and store personal protective clothing
					• Wash and dry hands

Continued.....

HORSE CARE E3

337 Continued

Knowledge evidence (evidence of answers given to be recorded in portfolio)			
	• A reason that horses wear rugs		
	• A reason for putting on a rug correctly		
	• A reason for taking a rug off correctly		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

HORSE CARE E3

Unit no: **338** Unit title: **Saddle and bridle a horse** Credit Value **2**

General: For this unit, the learner will be directed to the correct tack to use to saddle and bridle a horse. The horse will already be restrained.

Learning Outcome: The Learner will be able to:

- Saddle and bridle a horse correctly and safely

Assessor Initials/Date				



Practical evidence					
					• Choose and wear personal protective clothing
					• Recognise horse to be tacked up
					• Recognise the correct saddle to be used, as directed
					• Recognise the correct bridle to be used, as directed
					• Collect the saddle to be used
					• Collect the bridle to be used
					• Check that saddle and bridle are safe to use
					• Approach the restrained horse correctly and safely
					• Place numnah on horse's back in correct position
					• Place saddle on horse's back in correct position and secure to numnah
					• Pass girth strap under horse and fasten loosely
					• Check position of girth and tighten
					• Place bridle on correctly (<i>all of the following must be completed, but assistance may be provided for some or all</i>):
					- Place reins over horses head and remove head collar
					- Open horse's mouth and insert bit safely
					- Lift headpiece over horse's ears
					- Fasten throat lash and nose band
					- Check that all fastenings are correct and secure
					• Secure horse
					• Clean and store personal protective clothing
					• Wash and dry hands

Continued.....

HORSE CARE E3

337 Continued

Knowledge evidence (evidence of answers given to be recorded in portfolio)			
	<ul style="list-style-type: none">• A reason for putting on tack in the correct way		
	<ul style="list-style-type: none">• A reason for checking that the correct tack is put on the correct horse		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

HORSE CARE E3

Unit no: 339	Unit title: Clean horse tack	Credit Value 2										
<p>Guidance: For this unit the learner will need to take apart a saddle and bridle, and this may be done with some assistance. The learner will also need to reassemble the saddle and bridle, and assistance is allowed for this.</p>												
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Clean a saddle and bridle correctly and safely 												
<table border="1"> <tr> <td colspan="5">Assessor Initials/Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
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Practical evidence												
					<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 							
					<ul style="list-style-type: none"> • Recognise the saddle and bridle to be cleaned 							
					<ul style="list-style-type: none"> • Recognise all items for cleaning tack: 							
					- Sponge							
					- Bucket							
					- Saddle horse							
					- Water							
					- Saddle soap							
					<ul style="list-style-type: none"> • Collect equipment and materials 							
					<ul style="list-style-type: none"> • Check that equipment is safe to use 							
					<ul style="list-style-type: none"> • Place saddle on saddle horse 							
					<ul style="list-style-type: none"> • Hang bridle on hook 							
					<ul style="list-style-type: none"> • Strip saddle (<i>some assistance may be required</i>) 							
					<ul style="list-style-type: none"> • Strip bridle (<i>some assistance may be required</i>) 							
					<ul style="list-style-type: none"> • Clean tack in sequence 							
					<ul style="list-style-type: none"> • Wash and remove dirt from metal work and leather work 							
					<ul style="list-style-type: none"> • Apply saddle soap to leather work 							
					<ul style="list-style-type: none"> • Rinse bit 							
					<ul style="list-style-type: none"> • Reassemble tack (<i>with assistance may be given, if required</i>) 							
					<ul style="list-style-type: none"> • Clean and store equipment safely 							
					<ul style="list-style-type: none"> • Store cleaning materials safely 							
					<ul style="list-style-type: none"> • Remove and store personal protective clothing 							
					<ul style="list-style-type: none"> • Wash and dry hands 							

HORSE CARE E3

339 Continued

Knowledge evidence (evidence of answers given to be recorded in portfolio)			
	<ul style="list-style-type: none"> • A reason for keeping the leather work clean 		
	<ul style="list-style-type: none"> • A reason for making sure the bit is clean 		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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