

**NPTC Level 1 Award, Certificate
and Diploma in Work-based
Horse Care and the Level 1
Diploma in Work-based Horse
Care and Riding
(0071-11)**



www.nptc.org.uk

Learner guide and logbook

501/2283/6

501/2288/5

501/2280/0

501/2281/2

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About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

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Publications

Publications are available from

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Or download from www.nptc.org.uk under the 'Qualifications' tab and then click on Equine.

For general information please contact Customer Support on the telephone number above, or

Email: information@cityandguilds.com

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NPTC Level 1 Award, Certificate and Diploma in Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding (0071-11)

This document contains the information that centres need to offer the following qualifications:

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number	Last registration date	Last certification date
NPTC Level 1 Award in Work-based Horse Care	0071-11	501/2283/6	31/08/2014	31/08/2015
NPTC Level 1 Certificate in Work-based Horse Care	0071-11	501/2288/5	31/08/2014	31/08/2015
NPTC Level 1 Diploma in Work-based Horse Care	0071-11	501/2280/0	31/08/2014	31/08/2015
NPTC Level 1 Diploma in Work-based Horse Care and Riding	0071-11	501/2281/2	31/08/2014	31/08/2015

Please note that this learner guide and logbook details the information for all the routes within the qualification. The following routes are available:

0071-11 Level 1 Award in Work-based Horse Care

0071-11 Level 1 Certificate in Work-based Horse Care

0071-11 Level 1 Diploma in Work-based Horse Care

0071-11 Level 1 Diploma in Work-based Horse Care and Riding

Guided Learning Hours and Credit

Qualification title and level	Guided Learning Hours	Credit
NPTC Level 1 Award in Work-based Horse Care	90	10
NPTC Level 1 Certificate in Work-based Horse Care	252	28
NPTC Level 1 Diploma in Work-based Horse Care	369	41
NPTC Level 1 Diploma in Work-based Horse Care and Riding	441	49

What is the Qualifications and Credit Framework?

OFQUAL have introduced the Qualifications and Credit Framework to increase flexibility for learners and employers. It allows learners to build towards a qualification, rather than having to do all of it at the same time. Qualifications may be built up from individual units according to rules of combination. The qualifications and rules of combination (structures) are set out in this handbook. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

Delivery and assessment of these qualifications is similar to the previous NVQs but there are some administrative changes that centres will need to put in place, such as access to unique learner numbers.

Each unit has been assigned a number of credits and the units will be assessed in the workplace and build up to either an Award, Certificate or Diploma.

The Qualifications

The NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding (0071-11) are programmes of workplace training and assessment leading to a nationally recognised qualification. They aim to:

- meet the needs of learners who work or want to work in the equine industry
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the equine industry
- replace the following qualification:
NPTC Level 1 NVQ in Horse Care (7482-01) (QAN 100/1409/3) which expires on 31 December 2010

Who will be involved?

The learner

That's you! You will need to:

- negotiate and agree an assessment programme with your assessor
- negotiate and develop a personal action plan with dates for review and assessment
- collect the evidence which proves your competence in your job
- organise and reference the evidence in a portfolio
- judge the evidence against the standards of competence to see whether it is adequate to present for assessment
- present the evidence for assessment; this may include:-
 - attending an assessment interview
 - being available to discuss your evidence with the internal and /or external verifier if requested

Later in this guide we will explain how you can identify and collect evidence and how you can prepare for being assessed in your daily work.

The assessor

- will have experience in your area of work, must be occupationally competent and may be your immediate supervisor or manager or a visiting assessor from a training centre who will visit you a minimum of 3 times to observe you at work
- will be experienced in assessing
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment. Therefore you may have more than 1 assessor
- can advise you on the planning and organisation of your evidence
- is responsible for making the decisions about your evidence and judging when you are competent.

The internal verifier

- is appointed by the centre where you are registered
- is responsible for maintaining the quality of assessment within the centre by checking the assessment decisions made by assessors
- will have experience in your area of work and must be occupationally competent
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment to allow them to act as an internal verifier.

The external verifier

- is appointed by City & Guilds to ensure that all assessments undertaken in your centre are fair, valid, consistent and that your centre meets the required national standard
- will make regular visits to your centre to observe assessments and examine portfolios of evidence
- makes regular reports to City & Guilds confirming what happens with assessment practice in your centre.

The expert witness

Wherever possible, the evidence which you produce should be witnessed. For example your assessor, line manager or colleagues may witness an activity or authenticate a document as being your own work.

Witness status

Witnesses fall into three main categories of experience:

1. Occupational expert and D32/D33 or A1/A2 assessor who is familiar with the standards
2. D32/D33 or A1/A2 assessor without occupational competence
3. Occupational expert who is familiar with the standards.

In some circumstances it may be possible to accept witness testimony from a non-occupational expert, e.g. for evidence for a non-vocationally specific skill such as dealing with clients, validating a competition result. In these cases, the following two categories of witness may be valid:

4. Occupational expert who is not familiar with the standards
5. Non-expert not familiar with the standards, e.g. a customer.

Why do you need witnesses?

It is important to demonstrate that the evidence was produced by you under the circumstances described. The witness is therefore able to observe and report on your performance on tasks which produce evidence towards the work-based qualification. The job of the expert witness is to report to the assessor their observations of your performance. The assessor will then judge whether the evidence is sufficient.

How do you involve a witness?

The key to this is planning. In many cases someone, for example a colleague, may naturally be involved with your work and so be able to witness and authenticate evidence. However, if the work is usually unobserved, you might arrange for someone to be present (where practical) to observe your performance. Alternatively where you are working directly with or for a customer, you might ask the customer to act as a witness.

What do they have to do?

After observing your work, the witness will need to write a short statement describing what you actually did. The witness should be aware of assessment criteria for the activity and the evidence requirements which are explained in the qualification handbook. As you will be aware of the standards and the evidence you require, you may decide to write out the statement yourself and ask your witness to read it and sign if they agree with it.

You may also provide statements for yourself, e.g. to justify why you produced a product in a particular way, but this would usually need to be augmented by supplementary evidence such as a work sheet or witness statement from a customer.

A Witness Status List and a Witness Statement Form have been included in the portfolio builder pack for you to photocopy and use.

You must ensure that each witness is recorded with a sample signature in the Witness Status List. Only the approved assessor is qualified to judge the evidence. The job of the expert witness is to report to the assessor their observations of the learner's performance.

How will my competence be assessed?

Occupational competence can be described as the consistent demonstration of skill, knowledge and understanding, to the standard specified by the assessment criteria for each unit of the work-based qualification. Each unit relates to competence in a different area of activity within a job.

Assessment of your competence will be based upon realistic work place situations, performing purposeful and recognisable tasks which will require a combination of skills and related knowledge.

What is evidence?

Evidence is what you will need to provide in order to prove your competence, your ability to do the job and so meet the standards. You can draw on past experience to provide such evidence as well as collecting evidence from your current job. Your evidence will need to be filed and indexed in a portfolio. You will need to map your evidence to the assessment criteria and present it for assessment when you think each unit is complete.

Most assessment for your work-based qualification will be carried out by your assessor judging the evidence about tasks you have carried out. There are five basic sources of evidence and you may collect evidence from all of them:

Performance at work

Observation in the workplace is an essential source of evidence. Your assessor may watch you working and assess your performance against the unit.

Assessment guidance and examples of evidence have been provided for each assessment criteria in the unit. Evidence may also be provided by witness statements, work records, job sheets, or a diary of your work. In this case, you need to match the evidence provided by witnesses against the unit. Although evidence can be provided by witnesses, no unit of your work-based qualification can be signed off as complete without the involvement of a qualified assessor to judge the evidence presented.

Performance of specially set tasks

You may be asked to undertake a particular activity, e.g. a simulated task, project or case study, sometimes in a college or other training environment.

Questioning

Questioning may be written or oral, usually occurring as a result of an observed assessment. Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the required standard.

Historical evidence

You may have done things in the past which are applicable to your work-based qualification. These may be used as evidence, provided that they are sufficiently current and relevant to the qualification standard, e.g. a relevant qualification. This is sometimes known as Accreditation of Prior Learning (APL).

Simulation

Simulation should only be used where it is difficult to collect evidence through a real work situation, the real work environment or within an acceptable time frame. Simulations will usually deal with contingencies such as unexpected problems, emergencies or other incidents, which will not necessarily occur frequently.

Background evidence and previous experience

It is useful to include a copy of your CV, a copy of your previous or current job description, any previous certificates which relate to this qualification.

You can also include performance evidence from previous experiences and achievement

- CV
- Licences
- Job descriptions
- Records of courses attended
- Certificates
- Staff appraisals
- Records of achievement
- Products
- Accounts of experience
- Endorsements
- Case studies or projects from previous work
- Employer references

If you wish to bring forward a large amount of evidence from past experience, please discuss this with your assessor to help you plan the presentation of this evidence.

Observed performance and products of performance

Work is a natural source of evidence and if your work includes the activities described in the assessment criteria for any of the units of the work-based qualification, then your assessor can readily observe you to judge your competence. If the activity covered by a unit is rare and is not likely to occur during the assessment period, then your assessor may advise you to use an alternative source of evidence or arrange a simulated activity for you.

Often there are products from work activities which maybe used as a valuable source of evidence, for example:

- Letters relating to work
- Reports
- Completed Forms
- Logbooks
- Job Sheets
- Checklists
- Plans
- Tape recordings
- Diaries
- Visual aids/photographs/videos
- Completed projects, case studies or
- Authenticated reports from appropriate assignments that are part of your work personnel, e.g. line managers
- Finished or end products
- Staff appraisals
- Witness statements about your work
- References received
- Contact with clients
- Witness Statements from clients
- Memos

Supplementary evidence

In addition to direct observation of your work activities and judging the evidence provided by products of this work and witness testimony, it will be necessary for your assessor to seek supplementary evidence.

This may be done by asking you to:

- provide answers to oral or written questions
- attend a professional discussion
- complete written tests
- provide a written personal account to support other evidence.

Portfolio building

The generic document 'Portfolio builder pack for learners and assessors' contains the documents we have produced to help you plan your work and record the evidence. You may not need all of the forms; they are there to help if you need them.

If witness statements are to be used, the witness should complete/amend one line of the Witness Status List, providing a specimen signature.

You must use the evidence summary sheets provided for each element. These allow you to collate all the evidence you have collected for an element and to cross reference evidence from other parts of your portfolio.

Your assessor should complete the 'Record of Units Achieved' as each unit is signed off.

When requested, your portfolio must be available for inspection by the internal verifier and the external verifier during their visits. Only approved assessors and internal verifiers can confirm that you have completed a unit and the assessor completes your 'Record of Units Achieved'.

Supporting Information

The following categories of information are not regarded as Performance Evidence, nor will they meet your requirements to demonstrate your Knowledge and Understanding. They will however, provide valuable supporting information for you, which should be kept in a separate information file.

This information should not be included as part of the Portfolio of Evidence:

- leaflets or booklets supporting legislative requirements
 - the session plans or overall content of training programmes
 - any notes or information handouts from training courses
 - booklets explaining company operating policy or work procedures, unless they are evidence of systems that you have developed at work
 - handbooks describing e.g. how the company computer system works
 - technical information about specific products supplied by manufacturers
- product catalogues.

Publications and resources

City & Guilds provides the following publications and resources specifically for this qualification.

To access these documents, go to the NPTC website www.nptc.org.uk. Click on 'Qualifications' and then click on 'Equine'. The documents can be found under 0071 Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Horse Care and Riding.

Description	How to access
Qualification handbook and assessor guidance This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.	www.nptc.org.uk
Learner guide and logbook This provides guidance for learners and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by learners and assessors at the centre.	www.nptc.org.uk
Portfolio builder pack for learners and assessors This has a series of recording forms that may be helpful for centres and learners to use. The forms are generic and may be used for any City & Guilds NPTC work-based qualification.	www.nptc.org.uk
Information sheet	www.nptc.org.uk
Product briefing sheet	www.nptc.org.uk

NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding

0071-11

Unit specifications

All units available are listed below. The rules of combination for the qualifications are detailed separately.

Accreditation unit reference	City & Guilds unit number	Unit Title	Level	Credit Value
T/600/2471	101	Principles of Maintaining Health and Safety in the Workplace	1	2
J/600/2460	102	Maintain Health and Safety in the Workplace	1	3
A/600/0379	103	Principles of maintaining good working relations with others	1	1
D/600/0374	104	Maintain good working relations with others	1	2
M/600/0461	105	Principles of feeding and watering horses	1	2
A/600/0463	106	Assist with feeding and watering horses	1	2
D/502/5653	107	Principles of grooming and washing horses under direction	1	1
K/502/5655	108	Groom and wash horses under direction	1	3
F/600/0464	109	Principles of cleaning the stables and yard	1	3
J/600/0465	110	Assist with cleaning the stables and yard	1	4
L/600/3089	111	Principles of putting on and taking off tack	1	1
D/600/0407	112	Assist with putting on and taking off tack	1	3
R/600/3093	113	Principles of cleaning tack and horse clothing	1	2
R/600/0422	114	Assist with cleaning tack and horse clothing	1	2
J/600/3091	115	Principles of putting on and taking off horse rugs	1	2
M/600/0413	116	Assist with putting on and taking off horse rugs	1	2
T/600/0428	117	Principles of leading and controlling a horse for inspection under direction	1	1
H/600/0425	118	Lead and control a horse for inspection under direction	1	2
J/600/0434	119	Principles of catching and moving horses under direction	1	1
A/600/0432	120	Catch and move horses under direction	1	2
K/600/0393	121	Principles of mounting and dismounting quiet horses under supervision	1	1
R/600/0386	122	Mount and dismount quiet horses under supervision	1	2
M/600/0394	123	Principles of riding horses in an enclosed area	1	2
J/600/0398	124	Ride horses in an enclosed area under supervision	1	3
Y/600/3483	201	Clean and maintain stables	2	2
R/600/3482	208	Prepare a stable for a horse	2	1
	900	Certification module for the NPTC Level 1 Award in Work-based Horse Care		
	901	Certification module for the NPTC Level 1 Certificate in Work-based Horse Care		
	902	Certification module for the NPTC Level 1 Diploma in Work-based Horse Care		
	903	Certification module for the NPTC Level 1 Diploma in Work-based Horse Care Riding		

Rules of combination for the NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding (0071)

0071-11 NPTC Level 1 Award in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a minimum of 10 credits from the units (101 & 102), (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124), 201, 208 Plus the 900 module for certification

0071-11 NPTC Level 1 Certificate in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a minimum of 28 credits. 20 credits from the mandatory units (101 & 102), (105 & 106), (109 & 110), (111 & 112) and 8 credits from the optional units (103 & 104), (107 & 108), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124), 201, 208 Plus the 901 module for certification

0071-11 NPTC Level 1 Diploma in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a total of 41 credits from the mandatory units (101 & 102), (103 & 104) (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120) Plus the 902 module for certification

0071-11 NPTC Level 1 Diploma in Work-based Horse Care and Riding	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a total of 49 credits from the mandatory units (101 & 102), (103 & 104), (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124) Plus the 903 module for certification

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a learner is not satisfied with the examination conditions or a learner feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

For learners with particular requirements, centres should refer to City & Guilds policy document. *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from www.nptc.org.uk

The units

As units are signed off as completed, the record of units achieved proforma should be updated.

How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Learner Guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Learner Guide and Logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.

Below is an example of how a recording sheet may look, with entries by the learner, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.

Exemplar unit

TITLE	Maintain and develop personal performance	Learner's name Tom Goodboy
NDAQ REFERENCE	F/502/1689	
LEVEL	2	
CREDIT VALUE	2	
<p>The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person.</p> <p>The learner will maintain and develop personal performance with regard to:</p> <ul style="list-style-type: none"> (i) working to targets and completing specific tasks (ii) quality of work <p>Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.</p> <p>Relationship to National Occupational Standards : CU5.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	Current competence was identified via self assessment and discussion at appraisal interview on 25 th June 2008. Identified that updating on current legislation and first aid training are required. See evidence ref 1
	1.2 Carry out work in accordance with responsibilities and organisational requirements	Tom is carrying out his duties to the high standard required by the company. He understands company policies and procedures for setting out work, the standard of work required and meeting targets agreed with customers. He arrives on site with required PPE and clean company uniform, giving a good impression of the company to customers. AB 25 th September 2008. Visited Tom on site at 36 High Street. He was fully aware of what the job entailed. His work site was tidy and the customer was very satisfied with the work accomplished so far. ANO

Exemplar unit

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	Personal targets set on 25 th June 2008. See evidence ref 1
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	Performance is reviewed every 3 months. See update 30 th September 2008. Evidence ref 2
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	<p>Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14th July 2008. AB</p> <p>Tom asked for clarification of the order of work at 25 Common Lane on 30th August 2008 AB</p>
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	<p>Feedback from June has been acted on. Tom has improved his timekeeping since his appraisal. He is working in a more methodical way since our discussion, so that his work area is tidier and safer for Tom and the customers. It also gives a better impression of the company.</p> <p>Although Tom works well on his own initiative, Tom seeks feedback from me if ever he is unsure what is required of him. Alan Boss 20th October 2008</p>
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	I have to arrive at the customer's address at the specified time and behave in a manner that gives a good impression to customers. I have to work tidily and steadily and do the jobs in the right order and do them how Joe and Alan have shown me. I have to avoid causing any unnecessary damage to the site and clear up any mess promptly. On longer jobs, I have to make sure I am not leaving hazards unguarded overnight.

Exemplar unit

	3.2 State who to obtain advice from in relation to specific tasks and activities	Straight forward tasks, I refer to my colleague Joe. More complex things to my supervisor Alan.
	3.3 List the correct procedures for obtaining advice	Initially I ask my colleague Joe, who has been here 5 years, then my supervisor Alan, if Joe can't help. If Alan cannot advise me he tells me where to find the advice or finds out the answer for me.
	3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear	Safety may be put at risk or the job might not be done how the company or customer wants it to be done
	3.5 Describe how to determine and agree development needs and personal targets	We do this formally at appraisal meeting and 3 monthly reviews. I fill in a self assessment form and then discuss this with Alan.
	3.6 State why personal performance should be reviewed	So that I can improve in my job and advance my career. So that the company has well trained staff that can meet customers' needs and expectations.

Exemplar unit

Learner's signature

I confirm that the evidence above is all my own work

Tom Goodboy Date 31st October 2008.

Assessor's name A.N.Other I

confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed **A N Other** Date 31st October 2008.

Internal verifier's signature (if sampled)

.....Date.....

In the example above, Alan Boss is the learner's supervisor, Anthony Other is the assessor and Tom Goodboy is the learner. All 3 can complete sections of the Learner's logbook. Supplementary evidence needs to be referenced as in previous NVQ qualifications. Eg in the example above the learner's Appraisal current skills and action plan would be referenced as Evidence 1. The update form from 30th September would be evidence ref 2.

Guidance on the unit is given at the top. Any items of scope are dealt with within the assessment criteria: they do not have to be recorded separately. Alan Boss, and anyone else except the learner and the assessor, would need to complete a line on the Witness status list.

Unit 101

TITLE	Principles of maintaining health and safety in the workplace	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	T/600/2471	
<p>This unit provides the learner with the knowledge required regarding the important areas of health and safety, and working with others.</p> <p>This unit covers maintaining health and safety in the workplace; including recognising and reporting hazards, complying with legislation and codes of practice, using equipment safely, reporting accidents, wearing the right clothing for the job, using safe lifting techniques and disposing of waste.</p> <p>Relationship to National Occupational Standards : 029NCH105.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the Principles of maintaining health and safety in the workplace	1.1 Identify the types of hazards which may be present and to whom these should be reported: <ul style="list-style-type: none"> • mechanical • chemical • electrical • horses • environmental 	
	1.2 Describe fire and accident procedures	

Unit 101

	1.3	Describe safe lifting and handling techniques		
	1.4	Describe methods of minimising the contamination of edible materials when moving them around the work area		
	1.5	Describe methods of stacking materials safely		
2.	Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 101

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment in a fit state for use	

Unit 101

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 102

TITLE	Maintain health and safety in the workplace	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	J/600/2460	
<p>This unit provides the learner with the basic skills required to recognise the important areas of health and safety, and working with others.</p> <p>This unit covers maintaining health and safety in the workplace; including recognising and reporting hazards, complying with legislation and codes of practice, using equipment safely, reporting accidents, wearing the right clothing for the job, using safe lifting techniques and disposing of waste.</p> <p>Relationship to National Occupational Standards : 029NHC105.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to maintain health and safety in the workplace	1.1 Recognise hazards and report them to the appropriate person	
	1.2 Keep your own work area tidy at all times	
	1.3 Report accidents promptly in accordance with legal and organisational policy	

Unit 102

	1.4	Wear clothing which is consistent with good health and safety practice	
	1.5	Use safe techniques for lifting or moving heavy and awkward items	
2. Be able to select, use and maintain relevant equipment	2.1	Select appropriate equipment for this area of work	
	2.2	Use equipment according to relevant legislation and manufacturer's instructions	

Unit 102

	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and security of horse, self and others during work; consistent with relevant legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	

Unit 102

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 103

TITLE	Principles of maintaining good working relations with others	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	A/600/0379	
<p>This unit provides the learner with the knowledge required regarding the important areas of health and safety, and working with others. As such it underpins all the work activities which are described in the other units in this qualification.</p> <p>This unit covers maintaining good working relations with others. This includes working with colleagues, as well as visitors (e.g. vets, clients) to the workplace.</p> <p>Relationship to National Occupational Standards : 029NHC105.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the principles of maintaining good working relations with others	1.1 State how to communicate effectively with others	
	1.2 State the roles and responsibilities of the people in the organisation	
	1.3 Describe the advantages of effective teamwork	

Unit 103

	1.4	Explain why visitors should be dealt with courteously	
	1.5	Describe the need for security in the workplace	
	1.6	Outline the reasons why personal progress should be reviewed, and with whom	
	1.7	Refer any unresolved difficulties to the appropriate person	

Unit 103

2. Know relevant health and safety legislation and environmental good practice	2.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
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Unit 103

Learner's signature

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Unit 104

TITLE	Maintain good working relations with others	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	D/600/0374	
<p>This unit provides the learner with the basic skills required regarding the important areas of health and safety, and working with others. As such it underpins all the work activities which are described in the other units in this qualification.</p> <p>This unit covers maintaining good working relations with others. This includes working with colleagues, as well as visitors (e.g. vets, clients) to the workplace.</p> <p>Relationship to National Occupational Standards : 029NHC105.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to maintain good working relations with others	1.1 Communicate effectively with others	
	1.2 Greet and assist visitors courteously	
	1.3 Take part in reviews of your progress with the appropriate person at suitable intervals	

Unit 104

	1.4	Seek advice and clarification if there are aspects of your work which are unclear	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 104

Learner's signature

I confirm that the evidence above is all my own work

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Assessor's name

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Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 105

TITLE	Principles of feeding and watering horses	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0461	
<p>This unit provides the learner with the knowledge required for providing routine feeding and watering to individual and groups of horses, working in supervised environments.</p> <p>Relationship to National Occupational Standards: Underpinning knowledge of 029NCH101.1.</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to provide feed and water to stabled and grazing horses	1.1 Describe methods of feeding and watering horses throughout the year	
	1.2 State the normal feeding habits of horses and why it is important to report any changes	
	1.3 List the types of changes in horses' feeding habits which may occur	

Unit 105

	1.4	State how equipment should be cleaned, maintained and stored	
	1.5	State the hygiene requirements of horses, self and others	
	1.6	State changes in horses' behaviour at feeding time, and safety awareness	

Unit 105

2. Know how to work safely	2.1	State the health and safety policy, and own responsibility under health and safety legislation	
	2.2	State how waste should be disposed of	
	2.3	State health and safety practice when feeding including groups of loose horses	

Unit 105

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 106

TITLE	Assist with feeding and watering horses	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	A/600/0463	

This unit provides the learner with the basic skills required for providing routine feeding and watering to individual and groups of horses, working in supervised environments.

Relationship to National Occupational Standards: Practical outcomes of 029NCH101.1.

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with providing feed and water for stabled and grazing horses	1.1 Feed horses according to instructions, to include both forage and concentrate	
	1.2 Supply horses with water using the correct sources, system and quantities	
	1.3 Report any changes in the feeding and drinking habits of horses to the appropriate person	

Unit 106

	1.4	Clean and replace equipment, ensuring it is ready for use	
2. Be able to work safely	2.1	Dispose of waste from feeding safely and correctly	
	2.2	Maintain the health and safety of horses, self and others	
	2.3	Correctly identify and report any hazards to the appropriate person	

Unit 106

Learner's signature

I confirm that the evidence above is all my own work

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Assessor's name

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Signed.....Date

Unit 107

TITLE	Principles of feeding and watering horses	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	D/502/5653	
<p>This unit provides the learner with the knowledge required for caring for horses under the direction of a supervisor and covers grooming and washing horses. You will need to be fully aware of the importance of health and safety in connection with this work.</p> <p>Relationship to National Occupational Standards : 029NHC107.1a</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to groom and wash horses	1.1 Describe the dangers of a dusty environment	
	1.2 Describe the dangers of wearing perfume and jewellery	
	1.3 Describe the different types of grooming techniques and when to use them	

Unit 107

	1.4	Describe importance of drying legs after washing	
	1.5	Describe different grooming requirements of stabled and grass kept horses	
	1.6	State the reasons why changes in the condition of the shoes (e.g. loose, lost, damaged) must be reported	
	1.7	Identify the items of the grooming kit	

Unit 107

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity and are commonly used	
	2.2 Describe the methods of maintaining the range of equipment in a fit state for use	
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	3.2 Describe how environmental damage can be minimised	

Unit 107

	3.3 Describe the correct methods for disposing of organic and inorganic waste
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Unit 107

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

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Signed.....Date

Unit 108

TITLE	Groom and wash horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	K/502/5655	
<p>This unit provides the learner with the basic skills required for caring for horses under the direction of a supervisor and covers grooming and washing horses. You will need to be fully aware of the importance of health and safety in connection with this work.</p> <p>Relationship to National Occupational Standards : 029NCH107.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to groom and wash horses	1.1 Wash feet and legs according to the approved method	
	1.2 Wash tail according to approved method	
	1.3 Sponge the horse down in accordance with instructions	

Unit 108

	1.4	Groom the horse ready for exercise	
	1.5	Groom the horse after exercise	
	1.6	Report concerns regarding changes in the condition of the shoes to the appropriate person	
	1.7	Identify and report hazards to the appropriate person	

Unit 108

2. Be able to select, use and maintain relevant equipment	2.1 Select and use grooming or other appropriate equipment according to instruction	
	2.2 Prepare, maintain and store grooming or other appropriate equipment correctly after use to ensure that equipment is in a safe and effective working condition	
3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 108

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

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Unit 109

TITLE	Principles of cleaning the stables and yard	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	F/600/0464	
<p>This unit provides the learner with the knowledge required for, maintaining the stable and yard areas by cleaning, mucking out and maintaining the welfare of the horse.</p> <p>Relationship to National Occupational Standards: Underpinning knowledge of 029NHC102.1 and 029NHC102.2.</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to clean stables and yard	1.1 State the horses' basic welfare requirements and how to maintain their health and well-being	
	1.2 List the types of bedding used in stabling to maintain horses' health and well-being	
	1.3 State how to handle horses and tie horses up safely and securely	

Unit 109

	1.4	List the types of equipment used when cleaning stables and describe how to use and store them correctly	
	1.5	Give reasons for personal hygiene as it applies to working on the yard	
	1.6	State reporting procedures and to whom faults and defects should be reported	
2. Know how to work safely	2.1	State own responsibilities under animal welfare and health and safety legislation	

Unit 109

	2.2	List types of hazards which may be present in the stables and yard and state how these should be removed or controlled	
	2.3	State health and safety implications associated with drains and muck heaps and how to dispose of waste safely and correctly	
	2.4	State the correct use of disinfectants and legislative requirements that apply to their use	
	2.5	State the procedures in icy and adverse weather conditions	

Unit 109

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 110

TITLE	Assist with cleaning the stables and yard	Learner's name
LEVEL	1	
CREDIT LEVEL	4	
UAN	J/600/0465	
<p>This unit provides the learner with the basic skills required for maintaining the stable and yard areas by cleaning. Mucking out and maintaining the welfare of the horse. This unit also includes bedding down using any of the following: Straw, shavings, paper, rubber matting or other alternative.</p> <p>Relationship to National Occupational Standards: Practice outcomes of 029NHC102.1 and 029NHC102.2.</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with cleaning stables	1.1 Tie the horse up safely and securely	
	1.2 Clean stables, to include skip out, full muck out and disinfection	
	1.3 Dispose of waste according to instructions	

Unit 110

	1.4	Select bedding and bed down according to instructions	
	1.5	Replace water and food containers when cleaning is complete	
	1.6	Replace equipment according to instructions	
2. Assist with cleaning the yard	2.1	Keep the yard clean and maintain the muck area in accordance with instructions	

Unit 110

	2.2	Clean surface drains to ensure the free flow of excess water	
	2.3	Report faults and defects immediately to the appropriate person	
3. Be able to work safely	3.1	Maintain the health and safety and welfare of horses, self and others	
	3.2	Correctly identify and report any hazards to the appropriate person	

Unit 110

	3.3 Select, check and use equipment correctly
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Unit 110

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Signed.....Date

Unit 111

TITLE	Principles of putting on and taking off tack	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	L/600/3089	
<p>This unit provides the learner with the basic knowledge to be able to tack up and untack the horse, putting on and taking off tack. Appropriate levels of hygiene must be maintained throughout the activity, which will be undertaken in a closely supervised context.</p> <p>Relationship to National Occupational Standards : 029NHC103.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to put on and take off tack	1.1 State how to recognise if the tack is likely to cause the horse discomfort or be unsafe	
	1.2 State how to secure the horse if it needs to be left when tacked up	
	1.3 List the parts of bridle and basic parts of the saddle, and the individual horse's equipment	

Unit 111

	1.4	Describe horse identification through colours and markings	
	1.5	State how to tack up and un-tack horses	
	1.6	State the types of difficulties which may occur and to whom these should be reported	
	1.7	State how and where to store tack	

Unit 111

2. Know how to work safely	2.1 State safety precautions to be taken while tacking up
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Unit 111

Learner's signature

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Signed.....Date

Assessor's name

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Unit 112

TITLE	Assist with putting on and taking off tack	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	D/600/0407	
<p>This unit provides the learner with the basic skills to be able to tack up and untack the horse, putting on and taking off tack. Appropriate levels of hygiene must be maintained throughout the activity, which will be undertaken in a closely supervised context.</p> <p>Relationship to National Occupational Standards : 029NHC103.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with putting on and taking off tack	1.1 Identify and approach the horse in a manner which minimises risk, according to instructions	
	1.2 Tack up correctly according to instructions, to include snaffle bridle, saddle, numnah, neck strap, exercise boots	

Unit 112

	1.3	Report any difficulties to the appropriate person	
	1.4	Remove tack after work and store it in the required place	
2. Be able to work safely	2.1	Maintain the health and safety and welfare of the horse, self and others during the work	

Unit 112

Learner's signature

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Assessor's name

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Internal verifier's signature (if sampled)

Signed.....Date

Unit 113

TITLE	Principles of cleaning tack and horse clothing	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/3093	
<p>This unit provides the learner with the basic knowledge required for cleaning and washing tack and horse clothing.</p> <p>Relationship to National Occupational Standards : 029NHC103.3</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to clean tack and horse clothing	1.1 State the dangers of unsafe stitching or damaged tack	
	1.2 Give the reasons for regular cleaning of tack and clothing	
	1.3 State the problems vermin may cause when storing tack	

Unit 113

	1.4	State how to store clothing and tack	
	1.5	Identify the basic parts of the saddle and bridle	
	1.6	State how to carry out routine cleaning of tack and clothing	
	1.7	State how to use cleaning equipment	

Unit 113

2. Know how to work safely	2.1 Describe health and safety requirements within the workplace
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Unit 113

Learner's signature

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Assessor's name

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Signed.....Date

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Signed.....Date

Unit 114

TITLE	Assist with cleaning tack and horse clothing	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/0422	
<p>This unit provides the learner with the basic skills required for cleaning and washing tack and horse clothing.</p> <p>Relationship to National Occupational Standards : 029NHC103.3</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Assist with cleaning tack and horse clothing	1.1 Carry out routine cleaning of tack and horse clothing according to instructions	
	1.2 Identify and report faults and defects in the tack and horse clothing to the appropriate person	

Unit 114

	1.3 Identify and report any hazards to the appropriate person	
2. Be able to work safely	2.1 Maintain the health, safety and security of self and others during work	

Unit 114

Learner's signature

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Assessor's name

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Signed.....Date

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Signed.....Date

Unit 115

TITLE	Principles of putting on and taking off horse rugs	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	J/600/3091	
<p>This unit provides the learner with the basic knowledge required for correctly fitting, putting on and taking off horse rugs.</p> <p>Relationship to National Occupational Standards : 029NHC103.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to put on and take off horse rugs	1.1 State the potential hazards when using rugs with leg straps	
	1.2 Give the reasons for ensuring the rugs are applied correctly	
	1.3 State the procedure to follow if rugs slip	

Unit 115

	1.4	State how to apply and remove the horse rug	
	1.5	State how to fold and store rugs	
	1.6	State the types of problems which may occur and to whom they should reported	
2. Know how to work safely	2.1	State safety precautions to be taken whilst putting on and taking off horse rugs	

Unit 115

Learner's signature

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Signed.....Date

Assessor's name

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Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 116

TITLE	Assist with putting on and taking off horse rugs	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0413	
<p>This unit provides the learner with the basic skills required for correctly fitting, putting on and taking off horse rugs.</p> <p>Relationship to National Occupational Standards : 029NHC103.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with putting on, and taking off horse rugs	1.1 Put on rugs according to instructions, to include under rugs and top rugs	
	1.2 Remove, fold and store rugs according to instructions	
	1.3 Report any problems and potential hazards to the appropriate person	

Unit 116

	1.4 Adjust rugs under supervision	
2. Be able to work safely	2.1 Maintain the health, safety and security of horse, self and others during the work	

Unit 116

Learner's signature

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Assessor's name

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Unit 117

TITLE	Principles of leading and controlling a horse for inspection under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	T/600/0428	
<p>This unit provides the learner with the knowledge required for the handling and moving of horses for inspection. The work described in this unit would be carried out under close supervision.</p> <p>It is relevant if you are involved in the routine handling of horses, including trotting up for soundness.</p> <p>This unit involves walking and trotting horses in hand for routine inspection and investigation.</p> <p>Relationship to National Occupational Standards : 029NHC104.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the Principles of leading and controlling a horse for inspection	1.1 State when it is necessary to control horses and the describe the potential dangers involved	
	1.2 State the reasons for safety procedures and identify protective clothing	

Unit 117

	1.3	Identify precautions to be taken when controlling horses	
	1.4	Describe methods for controlling the horse	
	1.5	Describe the correct use of tack	
	1.6	State the types of inspection and healthcare procedures which are used	

Unit 117

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity	
	2.2 Describe the methods of maintaining the range of equipment ready for use	
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 117

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

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Unit 118

TITLE	Lead and control a horse for inspection under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	H/600/0425	
<p>This unit provides the learner with the basic knowledge required for routine handling and moving of horses for inspection. The work described in this unit would be carried out under close supervision.</p> <p>It is relevant if you are involved in the routine handling of horses, including trotting up for soundness.</p> <p>This unit involves walking and trotting horses in hand for routine inspection and investigation.</p> <p>Relationship to National Occupational Standards : 029NHC104.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to lead and control a horse for inspection	1.1 Maintain control of the horse by using suitable tack and control techniques including with a head collar and a bridle	
	1.2 Move the horse for health and soundness inspections according to instructions	

Unit 118

	1.3	Lead and control the horse for inspection in accordance with instructions	
	1.4	Wear the appropriate protective clothing	
2. Be able to select, use and maintain relevant equipment	2.1	Select appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	

Unit 118

3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
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Unit 118

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

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Unit 119

TITLE	Principles of catching and moving horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	J/600/0434	
<p>This unit provides the learner with the knowledge required for the routine handling and moving of horses between field and stable. The work described in this unit would be carried out under close supervision.</p> <p>It is relevant if you are involved in the routine catching horses from and turning horses out into paddocks and stabling.</p> <p>This unit involves the identification of individual horses, catching them, moving them between field and stable and releasing them.</p> <p>Relationship to National Occupational Standards : 029NHC104.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the Principles of catching and moving horses under direction	1.1 Describe the correct method of handling horses	
	1.2 Describe how to identify horses including basic external points of the horse, colours and markings	

Unit 119

	1.3	State the importance of approaching horses in a calm, safe manner which promotes confidence	
	1.4	Describe how to move horses safely and correctly	
	1.5	Describe how to establish horses in the new location	
	1.6	Describe how to check that the area is safe and secure	

Unit 119

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity	
	2.2 Describe the methods of maintaining the range of equipment in a fit state for use	
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 119

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 120

TITLE	Catch and move horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	A/600/0432	

This unit provides the learner with the basic skills required for the routine handling and moving of horses between field and stable. The work described in this unit would be carried out under close supervision.

It is relevant if you are involved in the routine catching horses from and turning horses out into paddocks and stabling.

This unit involves the identification of individual horses, catching them, moving them between field and stable and releasing them.

Relationship to National Occupational Standards : 029NCH104.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. To be able to catch and move horses	1.1 Check the enclosure for safety and security of the horses and report to the appropriate person	
	1.2 Approach and catch the horses in a manner which minimises risk	

Unit 120

	1.3	Identify horses to be moved and remove carefully from enclosure using an appropriate method		
	1.4	Move horses to the required enclosure maintaining health, safety and welfare		
	1.5	Re-establish horses in the required enclosure		
2.	Be able to select, use and maintain relevant equipment	2.1	Select appropriate equipment for this area of work	

Unit 120

	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely	3.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 120

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 121

TITLE	Principles of mounting and dismounting quiet horses under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	K/600/0393	
<p>This unit provides the learner with the knowledge of mounting and dismounting a quiet horse. It is relevant to those involved with the routine exercise of quiet horses under saddle.</p> <p>This unit involves getting ready to ride and mounting and dismounting.</p> <p>Relationship to National Occupational Standards : 029NHC106.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know why it is important to be able to mount and dismount quiet horses	1.1 State how to recognise discomfort in horses associated with mounting and dismounting	
	1.2 State safety considerations when mounting and dismounting	

Unit 121

	1.3	Describe the necessary preparations for mounting including checking the girth and pulling down stirrups	
	1.4	State the effect on the horse of mounting and dismounting	
2. Know the types of equipment required and how to maintain them	2.1	Describe the use and care of personal protective equipment, including hats and boots	
	2.2	Describe the methods of maintaining the range of equipment in a fit state for use	

Unit 121

3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements
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Unit 121

Learner's signature

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Assessor's name

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Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 122

TITLE	Mount and dismount quiet horses under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/0386	
<p>This unit provides the learner with the basic skill of mounting and dismounting a quiet horse. It is relevant to those involved with the routine exercise of quiet horses under saddle.</p> <p>This unit involves getting ready to ride and mounting and dismounting.</p> <p>Relationship to National Occupational Standards : 029NHC106.1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to mount and dismount quiet horses under supervision	1.1 Identify, select and fit personal protective equipment according to instructions prior to mounting a horse, including hat, boots and body protector	
	1.2 Identify and lead the horse to the required area calmly and safely	
	1.3 Carry out the appropriate safety checks on tack and equipment, including checking the girth and pulling down stirrups	

Unit 122

	1.4	Mount and dismount under supervision, according to instructions and without causing discomfort to the horse	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 122

Learner's signature

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Unit 123

TITLE	Principles of riding horses in an enclosed area	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0394	
<p>This unit provides the learner with the knowledge required for being able to ride a quiet horse at walk, trot and canter in an enclosed area, working at all times in a supervised context.</p> <p>Relationship to National Occupational Standards : 029NCH106.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to mount and dismount quiet horses	1.1 State the use and care of personal protective equipment, including hats and boots	
	1.2 Describe how to recognise discomfort in horses associated with mounting and dismounting	
	1.3 State safety considerations when mounting and dismounting	

Unit 123

	1.4	State the necessary preparations for mounting, including checking the girth and pulling down stirrups	
	1.5	State the effect on the horse of mounting and dismounting	
2. Know how to ride a quiet horse	2.1	State why it is important to adjust girths and stirrups	
	2.2	Give reasons for adopting a suitable riding position	

Unit 123

	2.3	List the basic principles of controlling a horse	
3. Know how to work safely	3.1	List hazards likely to be encountered when riding in an enclosed space and state how these must be minimised	
	3.2	State health and safety precautions to be taken when riding	

Unit 123

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 124

TITLE	Ride horses in an enclosed area under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	J/600/0398	
<p>This unit provides the learner with the basic skills required for being able to ride a quiet horse at walk, trot and canter in an enclosed area, working at all times in a supervised context.</p> <p>Relationship to National Occupational Standards : 029NCH106.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to mount and dismount quiet horses under supervision	1.1 Select and wear the appropriate personal protective equipment (hat, boots) according to instructions	
	1.2 Identify and lead to the required area calmly and safely	
	1.3 Carry out the appropriate safety checks on tack and equipment	

Unit 124

	1.4	Mount and dismount under supervision, according to instructions and without causing discomfort to the horse	
2. Be able to ride a quiet horse under supervision	2.1	Adjust tack to meet individual requirements	
	2.2	Adopt an appropriate, balanced riding position which is not detrimental to the horse	
	2.3	Ride the horse in a controlled manner, appropriate to the working area and conditions	

Unit 124

	2.4	Ride the horse in the enclosed area according to instructions	
3. Be able to work safely	3.1	Maintain the health, safety and security of horse, self and others throughout	

Unit 124

Learner's signature

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Signed.....Date

Assessor's name

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Internal verifier's signature (if sampled)

Signed.....Date.....

Unit 201

TITLE	Clean and maintain stables	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	Y/600/3483	

The aim of this unit is about the daily routine of cleaning and maintaining stables. This work is carried out to ensure that the stabling provides safe and suitable accommodation for horses.

This unit involves cleaning and maintaining stables. The learner will need to be able to work with a variety of horses and types of bedding. The learner will also need to check and maintain ventilation, light, bedding and that the conditions are suitable for the individual horse.

Relationship to National Occupational Standards: This unit directly relates to 029NHC201.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	

Unit 201

1.		1.4 Wear appropriate PPE during cleaning	
2. Be able to select, use and maintain relevant equipment	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to clean and maintain stables	3.1	Clean and maintain two different types of bedding within the stable environment	

Unit 201

	3.2	Provide clean water	
	3.3	Provide food as instructed	
	3.4	Check and maintain stable conditions	
4.	Know how to clean and maintain stables	4.1	Outline the cleaning routines appropriate to different types of horse and stabling

Unit 201

	4.2	Describe signs of stress of the horse that may be observed during mucking out	
	4.3	State the importance of clean water	
	4.4	Identify the types of problems which may occur and describe how to deal with them	
	4.5	Describe different types of bedding that can be used within a stable	

Unit 201

	4.6	Describe how to check and maintain stable conditions	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing waste	

Unit 201

6. Know the types of equipment required and how to maintain them	6.1 Describe the equipment and methods of maintaining the range of equipment
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Unit 201

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 208

TITLE	Prepare a stable for a horse	Learner's name
LEVEL	2	
CREDIT LEVEL	1	
UAN	R/600/3482	

The aim of this unit is about the daily routine of preparing a stable. This work is carried out to ensure that the stabling provides safe and suitable accommodation for horses.

This unit involves preparing stables for horses. The learner will be able to select a stable for a horse, check the stable for safety, provide suitable bedding, check the availability/quality of food and water and put the horse in the stable.

Relationship to National Occupational Standards: This unit directly relates to 029NRC201.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare stable for a horse	1.1 Select a stable for a horse according to instructions	
	1.2 Check the safety of the stable	
	1.3 Assess suitability of bedding and bed down according to instructions	

Unit 208

	1.4	Ensure water and food is available	
	1.5	Introduce horse to the stable safely, securely and to maintain welfare	
2.	Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements

Unit 208

3. Know how to prepare stables for horses	3.1 Describe the types of stabling suitable for different types of horses	
	3.2 Describe common stable fittings	
	3.3 State the required ventilation and light for horses	

Unit 208

	3.4 Describe a range of bedding and their uses	
	3.5 Describe safe and suitable methods of introducing horses to stables	
4. Know the current health and safety legislation	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements which apply to this area of work	

Unit 208

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date.....