

# Level 4 Award, Certificate and Diploma in Work-based Agricultural Management

(0097)



## Learner Guide and Log book

[www.cityandguilds.com](http://www.cityandguilds.com)

Version 2.1  
March 2018



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<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
2.1 March 2018	Credit value amended	Unit 410

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## Level 4 Award, Certificate and Diploma in Work-based Agricultural Management (0097)

### What is it all about?

You are about to start a programme of work-based training and assessment leading to a nationally recognised qualification, based on the National Occupational Standards for the industry. This learner guide has been written in order to provide you with information and support as you work through to achieving your qualification. As you make progress you will be able to demonstrate that you have the necessary practical skills and the knowledge to do your work effectively and efficiently.

### Introduction

This document contains the information for the following qualifications:

Qualification title(s) and level(s)	City & Guilds qualification number(s)	Ofqual accreditation number(s)	Review date
Level 4 Award in Work-based Agricultural Management (Livestock)	0097-40	600/2787/3	31/08/2014
Level 4 Award in Work-based Agricultural Management (Crop Production)	0097-42	600/2787/3	31/08/2014
Level 4 Certificate in Work-based Agricultural Management (Livestock)	0097-41	600/2788/5	31/12/2020
Level 4 Certificate in Work-based Agricultural Management (Crop Production)	0097-43	600/2788/5	31/12/2020
Level 4 Diploma in Work-based Agricultural Business Management	0097-44	600/2842/7	31/12/2020
Level 4 Diploma in Work-based Agricultural Business Management (unit route)	0097-94	6010/2842/7	31/12/2020

Please note that this qualification handbook and assessor guidance details the information for all the routes within this qualification. The following routes are available:

- 0097-40 Level 4 Award in Work-based Agricultural Management (Livestock)
- 0097-42 Level 4 Award in Work-based Agricultural Management (Crop Production)
- 0097-41 Level 4 Certificate in Work-based Agricultural Management (Livestock)
- 0097-43 Level 4 Certificate in Work-based Agricultural (Crop Production)
- 0097-44 Level 4 Diploma in Work-based Agricultural Business Management
- 0097-94 Level 4 Diploma in Work-based Agricultural Business Management – unit route

The Guided Learning Hours and minimum credits for the Award, Certificate and Diploma are as follow:

Award (Livestock):	9 GLH	10 credits
Award (Crop Production):	9 GLH	10 credits
Certificate (Livestock):	18 GLH	20 credits
Certificate (Crop production):	21 GLH	22 credits
Diploma:	203 GLH	82 credits

## **The Qualifications**

The Level 4 Award, Certificate and Diploma in Work-Based Agricultural Management (0097-40 to 44 and -94) are programmes of workplace training and assessment leading to nationally recognised qualifications. They aim to:

- meet the needs of learners who work or want to work in the agriculture sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the agriculture sector
- replace the following qualifications:  
Level 4 NVQ in Agricultural Management (0133-41 to -44, -91 to -94) which expired on 31/12/2011. (QAN 500/1221/6)

### **Level 4 Award in Work-based Agricultural Management (0097-40, -42)**

The aim of this qualification is to provide bite sized learning through a work-related, competence-based qualification which could then allow progression to further learning or qualifications such as the Level 4 Certificate in Work-based Agricultural Management. The qualification has two endorsed routes; Livestock and Crop Production.

### **Level 4 Certificate in Work-based Agricultural Management (0097-41, -43)**

The aim of this qualification is to provide a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a learner is competent in the area of work the qualification represents. The different routes available within this qualification are Livestock and Crop Production.

### **Level 4 Diploma in Work-based Agricultural Business Management (0097-44, -94)**

It is a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a learner is competent in the area of work the qualification represents.

## 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
- Job descriptions
- Certificates
- Records of achievement
- Accounts of experience
- Case studies or projects from previous work
- Licences
- Records of courses attended
- Staff appraisals
- Products
- Endorsements
- 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
- Completed Forms
- Job Sheets
- Plans
- Diaries
- Completed projects, case studies or assignments that are part of your work
- Finished or end products
- Witness statements about your work
- Contact with clients
- Memos
- Reports
- Logbooks
- Checklists
- Tape recordings
- Visual aids/photographs/videos
- Authenticated reports from appropriate personnel, e.g. line managers
- Staff appraisals
- References received
- Witness Statements from clients

## **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 City & Guilds website **[www.cityandguilds.com](http://www.cityandguilds.com)**. Click on 'Qualifications' and then click on 'Land-based industries'.

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.	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>
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.	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>
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 Land Based work-based qualification.	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>
Information guide for centres	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>
Product briefing sheet	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>

## Level 4 Award, Certificate and Diploma in Work-based Agricultural Management

0097- 40 to 44 and -94

### Unit details

All units available in the different qualification routes are listed below. The rules of combination for each route within the qualification are detailed separately. Please refer to this carefully to ensure that the correct units are delivered for the chosen routes.

City & Guilds Unit Number	Unit title	UAN	Unit level	Credits
401	Develop and implement plans for the storage, utilisation and disposal of organic by-products	L/503/4316	4	12
402	Develop and implement plans for the storage and disposal of inorganic waste	K/503/4324	4	10
403	Plan and monitor the movement of animals	A/503/4330	4	10
404	Manage grassland and forage crops for livestock production systems	J/503/4330	4	12
405	Plan and manage forage conservation and storage	L/503/4333	4	12
406	Produce, monitor and manage forage plans including grazing	R/503/4334	4	12
407	Plan, monitor and evaluate the nutrition of production ruminants	Y/503/4335	4	12
408	Farm environmental planning, management and monitoring	H/503/4337	4	15
409	Plan , manage and monitor the operation and performance of the enterprise	M/503/4339	4	15
410	Plan, manage and evaluate breeding programmes	M/503/4342	4	12
411	Plan and manage the health and welfare of livestock	M/503/4373	4	12

412	Plan and maintain the provision of livestock replacements	M/503/4356	4	12
413	Plan, manage and evaluate site hygiene and biosecurity	A/503/4358	4	12
414	Plan, monitor and evaluate the nutrition of mono-gastrics	F/503/4362	4	12
415	Plant nutrients and fertiliser planning	R/503/4365	4	12
416	Plan, monitor and evaluate the management of crops	H/503/4368	4	15
417	Plan and manage the harvesting, transportation and storage of crops	K/503/4369	4	12
418	Plan and manage the control of weeds, pests and diseases	D/503/4370	4	12
419	Manage the transportation of animals	H/503/4371	4	12
420	Manage Emergencies and Incidents in the Land-Based Sector	Y/503/1595	4	15
421	Develop, negotiate and agree proposals to offer land based services and products	K/503/4372	4	14
422	Commission, monitor and evaluate contract work for the land-based sector	M/503/4287	4	12
423	Develop and review a Marketing Policy	R/503/1594	4	15
424	Manage information, knowledge and communications within the land based sector	T/503/4388	4	15
425	Plan and manage the development of those working in the land based sector	A/503/4389	4	15
426*	Manage own professional development in an organisation	L/600/9586	3	4

427	Contract Documentation and Management for Land-based Industries	T/503/4391	4	15
428	Prepare a plan for your business	J/500/4599	3	2
429	Produce a plan for your business	M/500/4600	3	1
430	Make changes to improve a business	J/601/4382	3	4
431	Estimate financial needs of your business	H/500/4593	3	3
432	Improve the Financial Performance of a Business	J/601/5791	3	4
433	Make a cash flow forecast	A/500/4597	3	2
434	Invest Capital in a Business	L/601/5792	3	2
435	Recruit staff in own area of responsibility	T/600/9663	5	4
436	Plan, allocate and monitor work in own area of responsibility	H/600/9674	4	4
437	Manage a budget for own area or activity of work	A/600/9695	5	7
438*	Manage physical resources	K/600/9711	4	3
439*	Make effective decisions	F/600/9715	3	3
440	Procure supplies	L/600/9734	3	2
526**	Manage own professional development in an organisation	A/615/8558	3	4
538**	Manage physical resources	T/615/8560	4	3
539**	Make effective decisions	K/615/8555	3	3

\*Learners registered before 1<sup>st</sup> July 2017 should use this unit.

\*\* Learners registered after 1<sup>st</sup> July 2017 should use this unit.

## Rules of combination for the Level 4 Award and Certificate in Work-based Agricultural Management and the Level 4 Diploma in Work-based Agricultural Business Management

(0097)

### Award

<b>0097-40 Level 4 Award in Work-based Agricultural Management (Livestock)</b>	
Rules for achievement of qualification	Minimum of 10 credits from units 401- 407, 411-415 and 419

<b>0097-42 Level 4 Award in Work-based Agricultural Management (Crop Management)</b>	
Rules for achievement of qualification	Minimum of 10 credits from units 401, 402, 413, 415, 417, 418

### Certificate

<b>0097-41 Level 4 Certificate in Work-based Agricultural Management (Livestock)</b>	
Rules for achievement of qualification	Minimum of 20 credits from units 401-415, 419, 420

<b>0097- 43 Level 4 Certificate in Work-based Agricultural Management (Crop Production)</b>	
Rules for achievement of qualification	Minimum of 22 credits from units 401, 402, 408, 409, 413, 415- 418, 420

### Diploma

<b>0097-44 Level 4 Diploma in Work-based Agricultural Business Management</b>	
Rules for achievement of qualification	minimum of 68 credits from 6 units in group A (units 401 - 420) and a minimum of 14 credits from 6 units in group B (units 421 – 440, 526, 538, 539)

<b>0097-94 Level 4 Diploma in Work-based Agricultural Business Management - UNIT ROUTE</b>	
Rules for achievement of qualification	minimum of 68 credits from 6 units in group A (units 401 - 420) and a minimum of 14 credits from 6 units in group B (units 421 – 440, 526, 538, 539)



## 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 their City & Guilds local office.

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 *Access to Assessment and Qualifications*, which is available from **[www.cityandguilds.com](http://www.cityandguilds.com)**

## **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 Qualification handbook this column is used for assessor guidance. In the Learners 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 candidate, 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.

## Example Unit

TITLE	Maintain and develop personal performance	Learner's name <b>Tom Goodboy</b>
UAN 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> <p>(i) working to targets and completing specific tasks</p> <p>(ii) quality of work</p> <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	<i>Current competence was identified via self assessment and discussion at appraisal interview on 25<sup>th</sup> June 2008. Identified that updating on current legislation and first aid training are required. See evidence ref 1</i>
	1.2 Carry out work in accordance with responsibilities and organisational requirements	<p>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</p> <p><i>25<sup>th</sup> 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</i></p>

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	<i>Personal targets set on 25<sup>th</sup> June 2008. See evidence ref 1</i>
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	<i>Performance is reviewed every 3 months. See update 30<sup>th</sup> September 2008. Evidence ref 2</i>
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	<i>Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14<sup>th</sup> July 2008. AB</i>  <i>Tom asked for clarification of the order of work at 25 Common Lane on 30<sup>th</sup> August 2008 AB</i>
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	<i>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.</i>  <i>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 20<sup>th</sup> October 2008</i>
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	<i>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.</i>

	<b>3.2 State who to obtain advice from in relation to specific tasks and activities</b>	<i>Straight forward tasks, I refer to my colleague Joe. More complex things to my supervisor Alan.</i>
	<b>3.3 List the correct procedures for obtaining advice</b>	<i>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.</i>
	<b>3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear</b>	<i>Safety may be put at risk or the job might not be done how the company or customer wants it to be done</i>
	<b>3.5 Describe how to determine and agree development needs and personal targets</b>	<i>We do this formally at appraisal meeting and 3 monthly reviews. I fill in a self assessment form and then discuss this with Alan.</i>
	<b>3.6 State why personal performance should be reviewed</b>	<i>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.</i>

**Learner's signature**

I confirm that the evidence above is all my own work

Tom Goodboy..... Date 31<sup>st</sup> 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 31<sup>st</sup> 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. E.g. in the example above the learner's Appraisal current skills and action plan would be referenced as Evidence 1. The update form from 30<sup>th</sup> 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.

**Record of Units Achieved**

Unit no	Title	Date achieved	Assessor's name and signature
201	Monitoring and maintaining health and safety ( 3 credits)		

I confirm that the evidence in this portfolio relates to my own work.

Learner Name.....Signature.....Date.....

I confirm that all Practical and Underpinning Knowledge requirements have been assessed for this qualification and the evidence meets the required standards for validity, authenticity, and sufficiency.

Assessor Name.....	Signature.....	Date.....
Internal verifier.....	Signature.....	Date.....



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## Unit 401

TITLE	Develop and implement plans for the storage, utilisation and disposal of organic by-products	Learner's name
UAN REFERENCE	L/503/4316	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and evaluate the storage, utilisation and disposal of organic by-products.		
Relationship to National Occupational Standards : AgM1		

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 plan and manage the storage, utilisation and disposal of organic by products	1.1 Critically compare alternative management systems for the effective storage, utilisation and disposal	
	1.2 Develop plans for the effective storage, utilisation and disposal	
	1.3 Ensure that plans are in accordance with relevant legislation and codes of practice	

## Unit 401

2. Be able to monitor and evaluate the effective storage, utilisation and disposal of organic by products	2.1	Justify the necessary recording and reporting arrangements	
	2.2	Ensure working methods and practices are consistent with legislation and codes of practice	
	2.3	Monitor the storage, utilisation and disposal and implement remedial action where necessary	
	2.4	Critically evaluate the effectiveness of the storage, utilisation and disposal system being used	
3 Understand how to plan, monitor and evaluate the effective storage, utilisation and disposal of disposal of organic by products	3.1	Describe the types, composition and volumes of various organic by products	
	3.2	Discuss the various methods of storage, utilisation and disposal and the necessary resources for each	
	3.3	Explain the relevant legislation and codes of practice and associated recording arrangements	

## Unit 401

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 402

TITLE	Develop and implement plans for the storage and disposal of inorganic waste	Learner's name
UAN REFERENCE	K/503/4324	
LEVEL	4	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and evaluate the storage and disposal of inorganic waste.		
Relationship to National Occupational Standards : AgM2		

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 plan and manage the storage and disposal of inorganic waste	1.1 Critically compare alternative waste management systems	
	1.2 Develop plans for the effective storage and disposal	
	1.3 Ensure that plans are in accordance with relevant legislation and codes of practice	

## Unit 402

2. Be able to monitor and evaluate the effective storage and disposal of inorganic waste	2.1 Justify the necessary recording and reporting arrangements	
	2.2 Ensure working methods and practices are consistent with legislation and codes of practice	
	2.3 Describe appropriate monitoring arrangements and types of remedial action if problems are identified	
	2.4 Critically evaluate the effectiveness of the storage and disposal systems being used	
3. Understand how to plan, monitor and evaluate the storage and disposal of inorganic waste	3.1 Describe the specific types and properties of inorganic waste produced on farms and how these must be stored and disposed	
	3.2 Explain the relevant legislation and codes of practice and associated recording and reporting requirements	

## Unit 402

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 403

TITLE	Plan and monitor the movement of animals	Learner's name
UAN REFERENCE	A/503/4330	
LEVEL	4	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and implement the movement of animals.		
Relationship to National Occupational Standards : AgM 3		

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 plan and manage the movement of animals on farms	1.1 Develop plans that ensure the availability of suitable locations/premises and associated resources	
	1.2 Explain the necessary hygiene and bio-security arrangements	
	1.3 Produce protocols for particular movement procedures that farm staff and others can follow and develop effective communication strategies	
2. Be able to monitor the implementation and effectiveness of the plans	2.1 Monitor the implementation and effectiveness of plans, protocols and procedures	



## Unit 403

	2.2	Justify the necessary recording and reporting arrangements	
	2.3	Explain contingency action	
	2.4	Ensure all procedures comply with appropriate legislation and codes of practice	
3. Understand how to plan, implement and monitor appropriate arrangements for the movement of animals on farms	3.1	Describe the circumstances which require livestock to be moved and the necessary resources required	
	3.2	Explain the legislation and codes of practice and associated recording/reporting arrangements	
	3.3	Describe the implications to health and safety and welfare of animals, farm biosecurity and possible environmental impacts	

## Unit 403

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 404

TITLE	Manage grassland and forage crops for livestock production systems	Learner's name
UAN REFERENCE	J/503/4330	
LEVEL	4	
CREDIT VALUE	12	
<p>The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, monitor and evaluate the management of grassland and forage crops for livestock production systems.</p> <p>Relationship to National Occupational Standards : AgM4</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 plan an establishment programme for a range of grass and forage crops	1.1 Judge the importance of rotation	
	1.2 Critically compare different crop/ variety choices in relation to a given situation	
	1.3 Develop a plan to establish a range of grass and forage crops for a chosen livestock production system	

## Unit 404

2.	Understand the influence of the soil on the establishment and management of grass and forage crops	2.1	Explain how different soils will determine cropping policy	
		2.2	Describe how soil structure can be assessed and improved	
3.	Be able to produce a management plan for a range of different grasses and forage crops	3.1	Design a fertiliser programme	
		3.2	Produce a programme for the control of selected weeds, pests and diseases	
4.	Monitor and evaluate the management plan	4.1	Explain the records necessary for compliance and for monitoring the crop management plan	
		4.2	Appraise the adequacy of overall fodder production in relation to livestock needs on the farm	
		4.3	Evaluate the physical and financial effectiveness of the plant nutrient and crop health programmes	

## Unit 404

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 405

TITLE	Plan and manage forage conservation and storage	Learner's name
UAN REFERENCE	L/503/4333	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, monitor and evaluate forage conservation and storage.		
Relationship to National Occupational Standards : AgM5		

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 plan and manage the conservation and storage of grass and forage crops	1.1 Critically compare alternative systems of harvesting and storage	
	1.2 Develop plans for the effective harvesting, storage and utilisation of grass and forage crops	
	1.3 Ensure plans are in accordance with relevant legislation and codes of practice	

## Unit 405

2. Be able to monitor and evaluate the effectiveness of harvesting and storage of conserved grass and forage crops	2.1	Assess the quality and feed value of stored crops	
	2.2	Monitor crop volumes in store and relate to requirements, taking appropriate action if needed	
	2.3	Ensure storage management during feeding minimizes quality deterioration and waste	
	2.4	Ensure working methods promote good health a safety	
3. Understand how to plan, manage, monitor and evaluate the harvesting, storage and utilisation of grass and forage crops	3.1	Describe the conditions/ characteristics that indicate that the crop is suitable for harvest	
	3.2	Discuss the factors linked to harvest and storage that will influence the quality of conserved crops	
	3.3	Explain how to calculate the quantity in store and how to interpret conserved forage analyses	
	3.4	Explain the health and safety standards and other compliance requirements relating to the harvesting, storage and utilisation of conserved crops	

## Unit 405

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....



## Unit 406

TITLE	Produce, monitor and manage forage plans including grazing	Learner's name
UAN REFERENCE	R/503/4334	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to produce, monitor, manage and evaluate forage plans to include grazing.		
Relationship to National Occupational Standards : AgM 6		

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 produce and manage forage plans including grazing	1.1 Calculate forage requirements based on a chosen production system and available resources	
	1.2 Evaluate forage crops/grass and match these to production system requirements	
	1.3 Use grass budgeting techniques including measuring grass and take action as required	

## Unit 406

2. Be able to monitor and evaluate the forage plan	2.1	Decide on the most appropriate recording system and embed this	
	2.2	Implement the plan and monitor on a regular basis	
	2.3	Evaluate the outcomes of the plan and compare to relevant benchmarks	
	2.4	Ensure working methods promote health and safety and are consistent with relevant legislation and codes of practice	
3. Understand how to plan, manage, monitor and evaluate forage plans	3.1	Describe the potential yields, costs and nutritional benefits of a range of suitable forage crops/grasses	
	3.2	Explain the methods of calculating annual forage requirements	
	3.3	Explain how grass budgeting should be used to aid management	
	3.4	Explain how to source new technology and how to evaluate the usefulness to the situation	
	3.5	Describe the legislative factors and codes of practice that relate to forage planning and management	

## Unit 406

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 407

TITLE	Plan, monitor and evaluate the nutrition of production ruminants	Learner's name
UAN REFERENCE	Y/503/4335	
LEVEL	4	
CREDIT VALUE	12	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan, implement, monitor and evaluate the nutrition of production ruminants.		
Relationship to National Occupational Standards: AgM7		

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 recognise the role of nutrition in animal health and performance	1.1 Establish the effects nutrition has on an animals performance	
	1.2 Evaluate the benefits of improved nutrition	
	1.3 Identify nutritional practices that can lead to nutritional problems	

## Unit 407

	1.4	Evaluate a range of feedstuffs and supplements	
2. Be able to plan, implement and monitor rationing systems for livestock	2.1	Evaluate the raw materials available, purchased feedstuffs and rations to be prepared	
	2.2	Determine rationing policies that promote animal health, welfare and productivity	
	2.3	Formulate diets for a range of livestock situations	
	2.4	Monitor the diets given to livestock	

## Unit 407

3. Understand how to recognise the role of nutrition in animal health and performance	3.1	Discuss the digestive processes linked to animal species, animal health, well being and productivity	
	3.2	Explain the benefits of improved nutrition on animal health, well-being and productivity	
	3.3	Explain how to evaluate feedstuffs for ration use	
	3.4	Discuss the specific action of mineral, vitamins and other supplements and their cost benefit	
	3.5	Explain the legislation, regulations, codes of practice and quality assurance affecting the nutritional management of animals	

## Unit 407

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 408

TITLE	Farm environmental planning, management and monitoring	Learner's name
UAN REFERENCE	H/503/4337	
LEVEL	4	
CREDIT VALUE	15	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, monitor, manage and evaluate a farm environmental plan.		
Relationship to National Occupational Standards : AgM 8		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand how to plan, monitor and evaluate an environmental plan	1.1 Describe the detail of agri-environmental designations, directives, grants, status options and biodiversity programmes	
	1.2 Explain the need for a well planned and integrated environmental management plan on a farm	
	1.3 Explain how to assess the environmental value and potential of a site	
	1.4 Explain how to assess a farm's carbon footprint and how to reduce the contribution to emissions	
	1.5 Describe the process of producing a work specification and estimate of resources	



## Unit 408

2. Be able to plan and manage a farm environmental management plan	2.1	Identify designations, directives, grant schemes, status options and biodiversity programmes relevant to a given farm situation and maximise the overall benefits of these	
	2.2	Carry out an environmental audit for a farm ensuring compliance with farm assurance schemes	
	2.3	Identify key priorities and timescales	
	2.4	Produce and implement an environmental management plan for a given farm	
	2.5	Ensure that the plan meets and embeds the requirements of cross compliance and relevant legislation and codes of practice	
3. Be able to monitor and evaluate the effectiveness of an environmental plan	3.1	Justify the necessary recording and reporting arrangements	

## Unit 408

	3.2 Critically evaluate the outcomes of completed work and implement remedial action where necessary	
	3.3 Analyse data and use this to inform the planning of future work	

### Learner's signature

I confirm that the evidence above is all my own work

..... Date .....

### Assessor's name

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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)

.....Date.....

## Unit 409

TITLE	Plan , manage and monitor the operation and performance of the enterprise	Learner's name
UAN REFERENCE	M/503/4339	
LEVEL	4	
CREDIT VALUE	15	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and evaluate the operation of an enterprise.		
Relationship to National Occupational Standards : AgM9		

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 plan and manage the operation of an enterprise	1.1 Appraise and agree the objectives/ targets of the enterprise	
	1.2 Develop plans for the system of production that will deliver the objectives/targets set	
	1.3 Ensure plans are in accord with recognised standards and meet current and emerging legislation and codes of practice	
	1.4 Produce physical and financial forecasts based on the targets	

## Unit 409

		1.5 Interpret and respond to market requirements so as to maximise opportunities	
2.	Be able to monitor and evaluate the operation and performance of the enterprise	2.1 Justify a suitable physical/ financial enterprise control system	
		2.2 Monitor and evaluate the performance of the enterprise on a regular basis and implement remedial action where necessary	
		2.3 Review regularly the effectiveness of procedures and protocols and make changes as necessary	
		2.4 Monitor compliance to farm assurance standards and with statutory requirements and codes of practice	
3.	Understand how to plan, manage and monitor the operation and performance of the enterprise	3.1 Explain the importance of establishing a balanced (complementary) enterprise mix	

## Unit 409

	3.2 Describe the relevant legislation and codes of practice and associated recording and reporting requirements	
	3.3 Explain how to research and evaluate new and emerging technology	
	3.4 Describe how anticipated internal and external policy changes may influence the enterprise	

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 410

TITLE	Plan, manage and evaluate breeding programmes	Learner's name
UAN REFERENCE	M/503/4342	
LEVEL	4	
CREDIT VALUE	12	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan, implement, monitor and evaluate breeding programmes.		
Relationship to National Occupational Standards: AgM10		

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 plan breeding programmes	1.1 Establish the intended purpose, objectives and targets of the breeding programme	
	1.2 Specify arrangements for monitoring and reviewing policies	
	1.3 Implement and maintain necessary recording and reporting arrangements for the breeding programme	

## Unit 410

2. Be able to implement and monitor breeding programmes	2.1	Plan and implement mating from chosen parents matching the breeding objectives	
	2.2	Obtain data and information from the implementation of the breeding programme	
	2.3	Review progress and adapt policies by internal and external factors	
3. Understand how to plan, implement and monitor breeding programmes	3.1	Describe how to obtain and interpret generic information on sire and dams	
	3.2	Explain how to calculate potential genetic merit of planned mating	
	3.3	Explain the desirable and undesirable traits in animal specific to purpose	
	3.4	Explain the implications of inbreeding, line breeding, crossbreeding and resultant hybrid vigour	

## Unit 410

	3.5 Describe how to implement and communicate breeding plans	
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### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....



## Unit 411

TITLE	Plan and manage the health and welfare of livestock	Learner's name
UAN REFERENCE	M/503/4373	
LEVEL	4	
	12	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan, implement and manage the health and welfare of livestock.		
Relationship to National Occupational Standards: AgM11		

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 plan and implement the health and welfare of animals	1.1 Design a health and welfare plan	
	1.2 Implement a health and welfare plan	
2. Be able to manage the health and welfare animals	2.1 Ensure that a health and welfare plan is implemented successfully	
	2.2 Implement a recording keeping system	

## Unit 411

	2.3	Monitor and evaluate the effectiveness of the plan	
3. Understand the planning of the health and welfare of animals	3.1	Discuss the symptoms and seasonality of all significant diseases and disorders that affect the enterprise	
	3.2	Explain how to monitor information and data and implement necessary action	
4. Understand managing of health and welfare of animals	4.1	Explain how to implement a system of management that prevent or lessens the likelihood of disease, disorders or other health related issues occurring	
	4.2	Describe how to produce or obtain health and welfare recording and reporting systems that meet managerial requirements, legislation and farm assurance schemes	

## Unit 411

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 412

TITLE	Plan and maintain the provision of livestock replacements	Learner's name
UAN REFERENCE	M/503/4356	
LEVEL	4	
CREDIT VALUE	12	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan, buy, rear and maintain the provision of livestock replacements.		
Relationship to National Occupational Standards: AgM12		

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 plan the provision of livestock replacements	1.1 Evaluate options for obtaining replacement livestock	
	1.2 Select preferred feasible options matching business requirements and restraints	
2. Be able to buy in livestock replacements	2.1 Determine specification for livestock purchase to meet enterprise requirements	

## Unit 412

	2.2 Plan and implement appropriate bio-security measures to receive the new stock linked to the health and welfare plan	
	2.3 Determine procedures for monitoring stock health, well-being and performance and any necessary actions	
3. Be able to rear livestock replacements	3.1 Determine policies for chosen rearing system	
	3.2 Monitor performance against targets identifying problem areas and modify plans as appropriate	
4. Understand how to plan and maintain the provision of livestock replacements	4.1 Explain how to evaluate the opportunities and constraints in determining a course of action beneficial to the organisation	
	4.2 Explain how to identify suitable sources with appropriate health status when buying in livestock	

## Unit 412

	4.3 Discuss the physiology of animal growth and possible effects of rearing performance on subsequent performance	
	4.4 Explain the different aspects and policies of animal health, well-being, performance and nutrition and how they interrelate	
	4.5 Explain how to monitor performance against key targets	

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 413

TITLE	Plan, manage and evaluate site hygiene and biosecurity	Learner's name
UAN REFERENCE	A/503/4358	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage and evaluate site hygiene and biosecurity.		
Relationship to National Occupational Standards : AgM13		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the planning, managing and evaluation of site hygiene and biosecurity	1.1 Explain the importance of good hygiene and biosecurity procedures and protocols	
	1.2 Explain the relevant legislation and codes of practice and their associated monitoring	
	1.3 Describe the sources of information and advice available	
	1.4 Describe the standards required by given quality assurance Schemes	

## Unit 413

2. Be able to plan and manage farm hygiene and biosecurity	2.1 Manage the necessary procedures and protocols for a given farm situation	
	2.2 Ensure comprehensive risk assessments are carried out and remedial action taken	
	2.3 Ensure all agreed procedures and protocols are communicated to and understood by all relevant parties	
3. Be able to monitor and evaluate the sufficiency and adequacy of the hygiene and biosecurity arrangements	3.1 Justify the necessary recording and reporting arrangements	
	3.2 Critically evaluate the effectiveness of the hygiene and biosecurity procedures and protocols	
	3.3 Ensure all procedures and protocols meet Quality Assurance standards, legal requirements and appropriate codes of practice	



## Unit 413

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 414

TITLE	Plan, monitor and evaluate the nutrition of mono-gastrics	Learner's name
UAN REFERENCE	A/503/4358	
LEVEL	4	
CREDIT VALUE	12	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan, monitor and evaluate the nutrition of mono-gastrics.		
Relationship to National Occupational Standards: AgM15		

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 plan, monitor and evaluate the nutrition	1.1 Recognise the structure, function and rationale of a feeding programme	
	1.2 Select diets for the feeding programme	
	1.3 Plan for medication and ensure documentation is complete	
	1.4 Monitor that farm staff are adhering to feeding programme	

## Unit 414

	1.5	Implement plans to monitor performance of animals	
	1.6	Evaluate programmes effectiveness	
	1.7	Investigate problems relating to performance or diet	
2. Understand how to plan, monitor and evaluate the nutrition	2.1	Explain the digestive processes linked to animal species	
	2.2	Describe the nutritional requirements for species	
	2.3	Explain the dietary specifications produced by mil/nutritionist	
	2.4	Describe the different types of medication available and their purpose	

## Unit 414

	2.5	Discuss how to monitor the nutrition programme for animals	
	2.6	Discuss how to evaluate the nutrition programme for animals	

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 415

TITLE	Plant nutrients and fertilizer planning	Learner's name
UAN REFERENCE	R/503/4365	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan and manage plant nutrients and fertiliser use.		
Relationship to National Occupational Standards : AgM21		

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 produce a manure management plan	1.1 Clarify the optimum levels of plant nutrients and pH levels for crops in a named rotation	
	1.2 Develop a fertiliser management plan that will deliver sufficient plant nutrients and pH level to grow the named crops in a given rotation	
2. Be able to advise others who need to know the implementation of the manure plan	2.1 Carry out or instruct others on the implementation of the fertiliser plan	

## Unit 415

3 Be able to calculate the cost of the manure plan and evaluate its effectiveness	3.1 Calculate and critically compare the cost of the fertiliser plan for different crops in a given rotation.	
4. Understand the properties and environmental impact of plan nutrient application	4.1 Explain how nutrients are lost from plants to the environment	
	4.2 Judge the economic and environmental consequences of: a) Inaccurate fertiliser spreading b) poor storage	
	4.3 Clarify the influence of local climate geographic factors on fertiliser quantity and timing for a given crop.	
	4.4 Explain how the placement of fertiliser can influence the quantity and timing of fertilizer for the crops grown	

## Unit 415

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 416

TITLE	Plan, monitor and evaluate the management of crops	Learner's name
UAN REFERENCE	H/503/4368	
LEVEL	4	
CREDIT VALUE	15	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, monitor, manage and evaluate the establishment of crops.		
Relationship to National Occupational Standards : AgM30		

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 plan and manage the establishment of crops	1.1 Identify the intended purpose of the crop area.	
	1.2 Produce a management plan that includes: i) the resources required ii) health and safety policy	
	1.3 Communicate the management plan to those involved	



## Unit 416

2. Be able to monitor and evaluate the management of crops	2.1 Use suitable methods to monitor the management of the cropped areas	
	2.2 Take appropriate actions to maintain the crop management plan	
	2.3 Evaluate the management plan with the use of accurate records	
3. Understand how to plan, monitor and manage crop areas	3.1 Explain the potential consequences of poor management of the planted area	
	3.2 Define specific details of: <ul style="list-style-type: none"> <li>i) interventions</li> <li>ii) methods and consequences</li> <li>iii) disposal of waste</li> <li>iv) final intended condition of the site</li> <li>v) limits of own responsibility/ authority</li> </ul>	

## Unit 416

	<p>3.3 Summarise own responsibilities within:</p> <ul style="list-style-type: none"><li>(i) the organisations health and safety policy</li> <li>(ii) other relevant legislation</li></ul>	
	<p>3.4 Explain the likely causes of deviations from plans</p>	

## Unit 416

### Learner's signature

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## Unit 417

TITLE	Plan and manage the harvesting, transportation and storage of crops	Learner's name
UAN REFERENCE	K/503/4369	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learners with the knowledge, understanding and skills to plan and manage harvesting, transportation and storage of crops.		
Relationship to National Occupational Standards : Ag M 31		

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 plan the harvesting, transportation and storage of crops	1.1. Identify the destination and marketing requirements of crops grown	
	1.2. Produce a management plan for the harvesting, transport and storage of crops	

## Unit 417

2. Be able to manage the harvesting, transportation and storage of crops grown	2.1 Monitor the management plan from accurately provided records	
	2.2 Manage the safe use of equipment in accordance with legislation and manufacturers instructions	
	2.3 Manage the health and safety of all involved in harvesting, transportation and storage of crops grown	
3. Understand how to plan and manage the harvesting, transportation and storage of crops grown	3.1 Explain the importance of recognising and dealing with deviations from the plan	
	3.2 Summarise the types of crop harvesting, transportation and storage records and their purpose	
	3.3 Clarify the organisational health and safety policy	
	3.4 Evaluate the impact different management methods have on harvesting, transportation and storage	

## Unit 417

	3.5 Clarify remedial action that supports the harvesting, transportation and storage of the crop	
	3.6 Analyse the skills required to monitor the crop through harvesting, transportation and storage	

### Learner's signature

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## Unit 418

TITLE	Plan and manage the control of weeds, pests and diseases	Learner's name
UAN REFERENCE	D/503/4370	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and review the control of weeds, pests and diseases.		
Relationship to National Occupational Standards : CU 110		

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 plan control measures for weeds, pests and diseases.	1.1 Justify the need for control measures	
	1.2 Develop a crop and environmental protection plan	
2. Be able to implement control measures	2.1 Monitor and modify control measures appropriately as problems change	
	2.2 Develop and maintain effective communication strategies and reporting procedures	

## Unit 418

3	Be able to monitor and review control measures	3.1	Judge that work is carried out according to plan	
		3.2	Review and evaluate that appropriate action is taken in the event of problems	
		3.3	Revise the effectiveness of the plan	
4.	Understand how to plan and manage the control of weeds, pests and diseases	4.1	Discuss the effect of weather and site conditions	
		4.2	Explain advantages and disadvantages of integrated pest management	
		4.3	Explain the importance and options for sourcing independent specialist advice.	
		4.4	Discuss the importance of control measures and their effective implementation	
		4.5	Explain public relationship protocols when implementing the control plan	



## Unit 418

### Learner's signature

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## Unit 419

TITLE	Manage the transportation of animals	Learner's name
UAN REFERENCE	H/503/4371	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan and manage the transportation of animals.		
Relationship to National Occupational Standards : CU117		

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 plan and manage the transportation of animals	1.1 Develop and implement plans, specific to the species where appropriate	
	1.2 Critically compare alternative systems of handling and restraint for both safe loading and transportation	
	1.3 Determine the system procedures that are important for good hygiene and biosecurity	
	1.4 Ensure that plans offer good welfare standards and are in accordance with relevant legislation and codes of practice	

## Unit 419

2. Be able to monitor and evaluate the effectiveness of the transportation arrangements for animals	2.1	Justify the necessary recording and reporting arrangements	
	2.2	Monitor that all animal transportation methods are in accordance with the approved plan	
	2.3	Critically evaluate the effectiveness of the approved plan	
3. Understand how to plan, manage, monitor and evaluate the transportation of animals	3.1	Describe the legislation and powers of authority relating to the movement of animals	
	3.2	Describe the statutory paperwork and reporting procedures that must be adhered to	
	3.3	Explain the importance of animal movement controls	

## Unit 419

	3.4 State the common diseases for each species of animal being transported and describe how each is transmitted	
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### Learner's signature

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## Unit 420

TITLE	Manage Emergencies and Incidents in the Land-Based Sector	Learner's name
UAN REFERENCE	Y/503/1595	
LEVEL	4	
CREDIT VALUE	15	
The aim of this unit is to provide learners with the knowledge, understanding and skills to manage emergencies and incidents in the land-based sector.		
Relationship to National Occupational Standards : CU141		

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 manage incidents or emergencies in the land-based sector	1.1 Ensure that procedures are in place to deal with incidents and emergencies	
	1.2 Oversee the allocation of resources to manage an incident or emergency	
	1.3 Take appropriate action in the event of an incident or emergency	
	1.4 Give full and accurate details of the incident or emergency to the emergency services of others that need the information	

## Unit 420

	1.5	Ensure that procedures are communicated to those who need to be informed	
	1.6	Ensure that those who need to know can use emergency equipment	
	1.7	Maintain own safety whilst dealing with an incident or emergency	
2. Understand how to manage an incident or emergency in the land-based sector	2.1	Discuss appropriate ways to communicate procedures and instructions to others	
	2.2	Explain the limits of own responsibility, authority and competence to deal with incidences and emergencies	
	2.3	Evaluate the effectiveness of the procedures used in an incident or emergency	
3. Understand the procedures in place to deal with incidents and emergencies	3.1	Explain the procedures for dealing with incidents and emergencies	
	3.2	Explain the procedures for contacting the emergency services	

## Unit 420

	3.3 State the details that should be recorded and reported	
	3.4 Explain why these details should be recorded	
4. Understand related legislative requirements involved in the management of incidents and emergencies	4.1 Explain the legal requirements relating to an incident or emergency	

## Unit 420

### Learner's signature

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### Assessor's name

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## Unit 421

TITLE	Develop, negotiate and agree proposals to offer land based services and products	Learner's name
UAN REFERENCE	K/503/4372	
LEVEL	4	
CREDIT VALUE	14	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to develop, negotiate and agree proposals to offer land-based services and products.		
Relationship to National Occupational Standards : CU 96		

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 interpret specifications and evaluate capacity to act	1.1 Check the specification documents and identify any issues for your organisation	
	1.2 Evaluate the opportunities and constraints the work offers the organisation	
	1.3 Seek advice on areas of uncertainty or inconsistencies	
	1.4 Plan the preparation of a suitable proposal that meets the required submission date	

## Unit 421

2. Be able to prepare proposals to offer services and products	2.1	Identify the resources required to achieve the contract	
	2.2	Evaluate the influence of external factors on the proposal	
	2.3	Produce costings that will provide adequate profit margins	
	2.4	Supply additional information required by the customer.	
	2.5	Produce and submit proposals which meet the customer's requirements	
3. Be able to negotiate proposals and agree services and product provision	3.1	Negotiate, clarify and agree responsibilities and procedures	

## Unit 421

	3.2	Agree and confirm contracts prior to the start of work	
4. Understand how to develop, negotiate and agree proposals to offer services and products	4.1	Discuss the purpose of thoroughly inspecting and cross referencing specification documents	
	4.2	Explain the organisational, legal, resource and ethical issues that might be involved in taking on particular work	
	4.3	Identify the reasons for not taking on contracts even if the organisation has the capacity to carry them out	
	4.4	Explain why post- proposal negotiations may be necessary and how to conduct them in an effective manner	
	4.5	Describe when it may be advisable to draw others in the negotiation to help achieve a successful outcome.	

## Unit 421

### Learner's signature

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## Unit 422

TITLE	Commission, monitor and evaluate contract work for the land-based sector	Learner's name
UAN REFERENCE	M/503/4287	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to commission, monitor, support and evaluate contract work for the land-based sector.		
Relationship to National Occupational Standards : CU 97		

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 commission work to enable objectives to be met	1.1 Produce specifications in accordance with organisational requirements	
	1.2 Develop selection criteria and make available to potential contractors	
	1.3 Use a commissioning/ tendering process	
	1.4 Accept a commission/ tender	

## Unit 422

		1.5 Produce and issue a contract	
2	Be able to monitor and evaluate the progress of contract work against targets	2.1 Monitor and review the progress of work	
		2.2 Ensure the contract work complies with relevant legislation, regulations and guidelines	
		2.3 Identify and record deviations and redefine the contract as necessary	
3.	Be able to support contractors to enable them to achieve objectives	3.1 Provide contractors with appropriate information	
		3.2 Develop an effective communication system with the contractors	

## Unit 422

4. Understand how to commission contract work	4.1	Explain why it is important to include information in relation to purpose, objectives, methods, legislation, outcomes, budgets, environmental and safety issues	
	4.2	Explain the importance of establishing and maintaining good working relationships with contractors	
	4.3	Clarify why control systems are necessary	
	4.4	Discuss the importance of accountability, openness and probity in the management of contract work	
	4.5	Explain a contractors needs in terms of cash flow	
	4.6	Explain how contracts are commissioned and tenders are accepted	

## Unit 422

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## Unit 423

TITLE	Develop and review a Marketing Policy	Learner's name
UAN REFERENCE	R/503/1594	
LEVEL	4	
CREDIT VALUE	15	
Relationship to National Occupational Standards : CU 108		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the role of marketing	1.1 Evaluate techniques used to market products and services in the sector	
	1.2 Analyse the main principles of marketing	
	1.3 Assess risk factors associated with the marketing process	
	1.4 Discuss potential constraints on resources used to carry out marketing activities	
2. Be able to develop a marketing policy	2.1 Identify target markets for the product or service	

## Unit 423

	2.2	Describe consumer groups, needs and benefits of using a product or service	
	2.3	Identify cost effective ways in which to market products or services	
	2.4	Identify a work schedule from product development to marketing	
	2.5	Identify resources needed to market a product or service	
3. Be able to manage a marketing activity	3.1	Communicate the marketing policy to those involved with implementation	
	3.2	Describe ways in which to sell the product to enable most effective sales	
	3.3	Evaluate objectives, targets and criteria for successful marketing a product or service	
	3.4	Analyse the importance of branding and special identity of products	

## Unit 423

4. Understand the review process of marketing activities	4.1 Evaluate legal, regulatory and other constraints affecting marketing policy	
	4.2 Analyse methods of communicating policy to those involved in implementation	
	4.3 Make recommendations for further development of the marketing policy	

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## Unit 424

TITLE	Manage information, knowledge and communications within the land based sector	Learner's name
UAN REFERENCE	T/503/4388	
LEVEL	4	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to plan, manage, monitor and evaluate communications within the land-based sector.		
Relationship to National Occupational Standards : CU123		

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 plan and manage information, knowledge and communications	1.1 Ensure staff have easy access to appropriate knowledge and information	
	1.2 Ensure confidential information and knowledge are kept secure	
	1.3 Ensure that information is made available in ways that are timely and cost effective	

**Note:** this unit does not necessarily relate to using information or communication technology but may do if appropriate

## Unit 424

2. Be able to monitor and evaluate the effective planning and management of information, knowledge and communication	2.1	Ensure that the need for information and knowledge are continually reviewed	
	2.2	Evaluate stored information and update or destroy as appropriate	
	2.3	Ensure that all information is stored in compliance with data protection legislation	
3. Understand how to plan, manage and evaluate information, knowledge and communication	3.1	Describe the types of knowledge and information that needs to be shared in a given organisation and the likely benefits of doing so	
	3.2	Critically appraise evidence of past experience and use as an aid to planning	
	3.3	Explain the protocols and procedures for managing confidential information and the importance of doing this	
	3.4	Describe where to seek specialist advice and support relating to knowledge management	

## Unit 424

	3.5	Describe the types of people outside the organisation who can benefit from or contribute to the pool of knowledge and information	
	3.6	Summarise the principles of data protection legislation	

### Learner's signature

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## Unit 425

TITLE	Plan and manage the development of those working in the land based sector	Learner's name
UAN REFERENCE	A/503/4389	
LEVEL	4	
CREDIT VALUE	15	
The aim of the unit is to provide the learner with the knowledge, understanding and skills to plan and manage the development of those working in the land-based sector.		
Relationship to National Occupational Standards : CU131		

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 identify, plan and implement personal development plans	1.1 Identify the development needs of all staff both as individuals and teams	
	1.2 Compare and contrast the needs of individuals with the strategic/operational objectives of the organisation and set priorities	
	1.3 Produce a development plan for all staff	

## Unit 425

		1.4 Implement the development plan and review regularly, agree remedial action where necessary	
2.	Be able to assess performance	2.1 Discuss with staff the introduction/use of a performance appraisal system	
		2.2 Implement a system of performance appraisal	
3	Understand how to identify, plan, and implement development needs and assess performance	3.1 Explain the importance of human resource development to the effectiveness of the business	
		3.2 Describe how to establish development needs and how to present a development plan	
		3.3 Discuss the various ways in which development needs may be met	
		3.4 Explain the key underlying principles to effective performance appraisal	



## Unit 425

### Learner's signature

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## Unit 426\*

This unit has been replaced by unit 526. Learners registered before 1<sup>st</sup> July 2017 should use this unit. Learners registered after 1<sup>st</sup> July 2017 should use unit 526.

TITLE	Manage own professional development in an organisation	Learner's name
UAN REFERENCE	L/600/9586	
LEVEL	3	
CREDIT VALUE	4	
Relationship to National Occupational Standards: n/a		

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 assess own goals and career development	1.1 Identify own career and personal goals	
	1.2 Assess how own career goals affect work role and professional development	
2. Be able to set personal work objectives	2.1 Agree SMART (Specific, Measurable, Achievable, Realistic and Time-bound) personal work objectives in line with work objectives	

## Unit 426

3.	Be able to produce a personal development plan	3.1	Identify gaps between objectives set, own current knowledge and skills	
		3.2	Produce a development plan	
4.	Be able to implement and monitor own personal development plan	4.1	Plan activities identified in own development plan	
		4.2	Explain how to monitor and review own personal development plan	

## Unit 426

### Learner's signature

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## Unit 427

TITLE	Contract Documentation and Management for Land-based Industries	Learner's name
UAN REFERENCE	T/503/4391	
LEVEL	5	
CREDIT VALUE	15	
The aim of this unit is to provide the learner with the knowledge, understanding and skills to apply and manage contract documentation to land-based industries.		
Relationship to National Occupational Standards :		

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 type of contract documents required for land-based projects	1.1 Identify the contract documents used in and-based contract procurement	
	1.2 Describe the relationship between documents	
2. Understand how works are specified in respect of standards and quality	2.1 Review the purpose of specification writing within a land-based sector	
	2.2 Discuss clause content of a specification for major work sections	

## Unit 427

	2.3 Discuss relevant quality and standards within major project sector	
3. Understand provisions of the contract documents required for land-based projects	3.1 Compare the purpose and uses of different contract documents within the forms of contract	
	3.2 Analyse the relationship of different contract documents within the forms of contract	
	3.3 Explain how disputes arise and how they can be resolved	
4. Be able to apply the contract documents to all stages of a land-base project work	4.1 Prepare a complete specification for a land- based project	
	4.2 Produce valid specification clauses to communicate design information to members of the project team	

## Unit 427

### Learner's signature

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## Unit 428

TITLE	Prepare a plan for your business	Learner's name
UAN REFERENCE	J/500/4599	
LEVEL	3	
CREDIT VALUE	2	
Relationship to National Occupational Standards: n/a		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand how to prepare a plan for your business	1.1 Present a clear case for your business and evaluate its potential for success	
	1.2 Identify and provide a case for short, medium and long term goals for your business, based on the current market position	
	1.3 Explain how different parts of your business might affect each other, for example, how marketing and other hidden costs might affect your business	
	1.4 Select from a range of options the most suitable method to fund the business	



## Unit 428

2. Understand how to integrate the elements of your business plan	2.1 Set realistic targets and show how each part of your business will contribute to meet them	
	2.2 Describe how all aspects of your business will be funded and identify a budget for contingencies	
	2.3 Evaluate how relevant laws and regulations might affect your business plans	

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## Unit 429

TITLE	Produce a plan for your business	Learner's name
UAN REFERENCE	M/500/4600	
LEVEL	3	
CREDIT VALUE	1	
Relationship to National Occupational Standards:		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand how to produce and present a plan for your business	1.1 Produce a business plan in a format that demonstrates robust operational and financial planning for your business	
	1.2 Use the business plan to illustrate clearly how your operational and financial targets can be met	
	1.3. Present your business plan to others (such as financial backers) to enlist their support for your business	

## Unit 429

2. Understand how to use the business plan to support the continuing success of your business plan	2.1 Design a robust system to review and monitor your business plans for all parts of the business and to assess its continuing progress and success	
	2.2 Describe how to communicate your business plan so that all people involved in your business are motivated to support you to meet its targets	
	2.3 Explain how monitoring the business plan will be used to check continual compliance with relevant laws and regulations	

## Unit 429

### Learner's signature

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## Unit 430

TITLE	Make changes to improve a business	Learner's name
UAN REFERENCE	J/601/4382	
LEVEL	3	
CREDIT VALUE	4	
Relationship to National Occupational Standards: n/a		

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 plan of changes to improve the business	1.1 Collect and evaluate reliable information to identify changes needed for to improve the business	
	1.2 Anticipate problems that may arise in achieving the changes and explain how they could be addressed	
	1.3 Estimate the resources needed to introduce the improvements	
	1.4 Analyse the potential risks and evaluate the cost effectiveness of incorporating the changes into the business	

## Unit 430

2. Be able to persuade relevant people to support the proposed changes	2.1	Evaluate the implications of the feedback on the proposed improvements from relevant people (for example, business advisors, staff, customers, suppliers)	
	2.2	Develop appropriate ways to inform, motivate, encourage and get the support of these people	
	2.3	Specify and allocate the resources and support necessary for the changes to be successful	
3. Be able to develop a system for monitoring and evaluating the impact of the changes	3.1	Develop a plan to monitor and analyse the changes as they are implemented.	
	3.2	Analyse problems arising and develop solutions for them	
	3.3	Continue to monitor and review the effects of the changes and make further proposals for improvements	

## Unit 430

### Learner's signature

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..... Date .....

**Assessor's name** .....

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.....Date.....

## Unit 431

TITLE	Estimate financial needs of your business	Learner's name
UAN REFERENCE	H/500/4593	
LEVEL	3	
CREDIT VALUE	3	
Relationship to National Occupational Standards: n/a		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Evaluate financial options to fund your business	1.1 Calculate all the potential costs associated with setting up your business	
	1.2. Assess the benefits and drawbacks of different ways of funding your business	
	1.3 Choose the most viable and suitable ways to finance your business	
2. Understand how to monitor income and expenditure against your business objectives	2.1 Prepare forecasts, estimates and projections on all aspects of income and expenditure for your business, including producing a financial break even analysis	



## Unit 431

	2.2 Set business and financial objectives which are realistic, achievable and measurable	
	2.3 Choose the systems that will be used to keep appropriate and efficient financial records for your business	
3. Understand how to monitor profit and loss for your business	3.1 Calculate realistic profit margins for your business	
	3.2 Calculate the projected gross and net profit for a minimum 12 month trading period	
	3.3 Explain how profit and loss statements and balance sheets can help to monitor the financial success of your business each year	

## Unit 431

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)

.....Date.....

## Unit 432

TITLE	Improve the Financial Performance of a Business	Learner's name
UAN REFERENCE	J/601/5791	
LEVEL	3	
CREDIT VALUE	4	
Relationship to National Occupational Standards: n/a		

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 assess the financial state of the business	1.1 Research different ways to measure the success of the business	
	1.2 Use appropriate measures to make a realistic estimate of the financial state of the business	
	1.3 Assess the impact of financial targets on productivity, sales and non sales revenue, costs and spending	

## Unit 432

2. Be able to prepare reliable financial forecasts for the business	2.1 Gather information to prepare a financial forecast to help plan the business and measure	
	2.2 Produce accurate forecasts for particular accounting periods and present them in an appropriate way	
	2.3 Evaluate the reliability and validity of the information being used for financial forecasting	
3. Be able to produce a plan to improve the financial performance of the business for different scenarios	3.1 Work out the difference between gross and net profit, basic profit and loss, high and low forecasts	
	3.2 Use this information to analyse the profit margins for different products and markets	
	3.3 Produce a financial plan that includes an assessment of the financial state of the business, financial forecasts for different scenarios and targets to improve the financial performance of the business	

## Unit 432

	3.4 Research different ways to reduce the various costs of the business and make plans for different contingencies	
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### Learner's signature

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..... Date .....

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## Unit 433

TITLE	Make a cash flow forecast	Learner's name
UAN REFERENCE	A/500/4597	
LEVEL	3	
CREDIT LEVEL	2	
Relationship to National Occupational Standards: n/a		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand how to set cash flow targets in line with financial plans for your business	1.1 Prepare annual cash flow targets with set dates (usually monthly) in line with your business' financial plans	
	1.2 Analyse trends (e.g. seasonal, sector or political changes) and evaluate how they might impact on cash flow at any point in the year	
	1.3 Calculate the money that is likely to be available at different times in a one year period	

## Unit 433

2. Understand how to set up systems to monitor cash flow forecasts for your business	2.1 Produce cash flow forecasts and calculate potential high and low cash flow rates	
	2.2 Choose and set up an effective system for monitoring cash flow for your business	
3. Understand how to control income and expenditure shortfalls for your business	3.1 Assess how to control sources and uses of cash for your business in order to minimise potential cash shortfalls	
	3.2 Assess and calculate how failure to meet external targets, deadlines or legal requirements might affect cash flow or damage your business	
	3.3 Accurately forecast cash shortfalls and plan the actions that need to be taken to address them	

## Unit 433

### Learner's signature

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**Assessor's name** .....

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

**Internal verifier's signature (if sampled)**

.....Date.....



## Unit 434

TITLE	Invest Capital in a Business	Learner's name
UAN REFERENCE	L/601/5792	
LEVEL	3	
CREDIT LEVEL	2	
Relationship to National Occupational Standards: n/a		

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 to invest capital in a business	1.1 Use reliable sources of advice to identify investment targets and costs (for example, business associates, banks, business or financial advisers)	
	1.2 Estimate the investment targets that might be achieved (for example, return on capital, improved profitability or productivity)	
	1.3 Assess the sources of funding that are possible (for example, overdraft or loans)	
	1.4 Explain why opportunity cost analysis is an important part of the decision-making process for the business	

## Unit 434

	1.5	Calculate the investment costs including capital costs, interest rates on loans, running costs and depreciation	
2. Be able to assess the risks of making an investment in a business	2.1	Compare benefits and risks of different ways of making capital investments	
	2.2	Assess any potential problems that might arise during the period of investment and explain how they can be addressed	
	2.3	Analyse any uncertainties there may be in different investments (for example, fall in sales, increased costs and their effects on profit margins)	
3. Be able to assess the impact of a capital investment on a business	3.1	Assess the return on capital for an investment (for example, by forecasting the possible high or low performance of an investment)	
	3.2	Assess how the investment will affect revenue, expenses and cash flow over the investment period	

## Unit 434

### Learner's signature

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## Unit 435

TITLE	Recruit staff in own area of responsibility	Learner's name
UAN REFERENCE	T/600/9633	
LEVEL	5	
CREDIT VALUE	4	
Relationship to National Occupational Standards: n/a		

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 review human resource requirements to meet business objectives in own area of responsibility	1.1 Examine the human resources required to meet objectives in own area of responsibility	
	1.2 Identify gaps between current and required human resources to meet objectives	
	1.3 Assess the options for human resource requirements to meet objectives	

## Unit 435

2. Understand the importance of ensuring that recruitment and selection processes meet legal, regulatory, ethical and social requirements	2.1 Explain how to ensure recruitment and selection processes are fair	
	2.2 Explain how to ensure that legal requirements, industry regulations, organisational policies and professional codes are met	
	2.3 Explain when to seek specialist expertise throughout the recruitment process	
3. Be able to participate in the recruitment and selection process	3.1 Consult with relevant others to produce or update job descriptions	
	3.2 Agree with colleagues the stages in the recruitment and selection process for identified vacancies	
	3.3 Identify the methods and criteria that will be used in the recruitment and selection process	

## Unit 435

4. Be able to evaluate the recruitment and selection process and identify improvements for the future	4.1 Assess and select candidates using agreed methods and criteria	
	4.2 Evaluate the recruitment and selection methods and criteria used in own area of responsibility	
	4.3 Identify ways of improving future recruitment and selection	

### Learner's signature

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## Unit 436

TITLE	Plan, allocate and monitor work in own area of responsibility	Learner's name
UAN REFERENCE	H/600/9674	
LEVEL	4	
CREDIT LEVEL	5	
Relationship to National Occupational Standards: n/a		

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 produce a work plan for own area of responsibility	1.1 Explain the context in which work is to be undertaken	
	1.2 Identify the skills base and the resources available	
	1.3 Examine priorities and success criteria needed for the team	
	1.4 Produce a work plan for own area of responsibility	
2. Be able to allocate and agree responsibilities with team members	2.1 Identify team members' responsibilities for identified work activities	

## Unit 436

	2.2	Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members	
3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback	3.1	Identify ways to monitor progress and quality of work	
	3.2	Monitor and evaluate progress against agreed standards and provide feedback to team members	
4. Be able to review and amend plans of work for own area of responsibility and communicate changes	4.1	Review and amend work plan where changes are needed.	
	4.2	Communicate changes to team members	



## Unit 436

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 437

TITLE	Manage a budget for own area or activity of work	Learner's name
UAN REFERENCE	A/600/9695	
LEVEL	5	
CREDIT LEVEL	7	
Relationship to National Occupational Standards: n/a		

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 a budget for own area of responsibility	1.1 Evaluate information on resource requirements for own area of activity or work	
	1.2 Produce a draft budget	
	1.3 Communicate the final budget with relevant stakeholders	
2. Be able to manage a budget.	2.1 Analyse variances between planned and actual expenditure	
	2.2 Provide information on performance to relevant stakeholders	
	2.3 Explain how to take corrective action within the limits of own authority, in response to budget variances and developments	

## Unit 437

	2.4	Explain proposed revisions to budget and obtain agreement where actions are beyond the scope of own authority	
3. Be able to review budget management performance	3.1	Review performance against budget	
	3.2	Assess improvements for future budget planning and management	
	3.3	Monitor budget performance and implement changes within the limits of own authority or obtain agreement	

## Unit 437

### 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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## Unit 438\*

This unit has been replaced by unit 538. Learners registered before 1st July 2017 should use this unit. Learners registered after 1st July 2017 should use unit 538.

TITLE	Manage physical resources	Learner's name
UAN REFERENCE	K/600/9711	
LEVEL	4	
CREDIT LEVEL	3	
Relationship to National Occupational Standards: n/a		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Understand the importance of sustainability when using physical resources	1.1 Explain the importance of using sustainable resources	
	1.2 Explain the potential impact of resource use on the environment	
	1.3 Explain how to use resources effectively and efficiently	
	1.4 Describe actions one can take to minimise any adverse environmental impact of using physical resources	

2. Be able to identify resource requirements for own area of responsibility	2.1 Consult with colleagues to identify their planned activities and corresponding resource needs	
	2.2 Evaluate past resource use to inform expected future demand	

### Unit 438

	2.3 Identify resource requirements for own area of responsibility	
3. Be able to obtain required resources for own area of responsibility	3.1 Submit a business case to procure required resources	
	3.2 Review and agree required resources with relevant individuals	
	3.3 Explain an organisation's processes for procuring agreed resources	
4. Be able to monitor and review the quality and usage of resources in own	4.1 Monitor the quality of resources against required specifications	

area of responsibility	4.2 Identify differences between actual and planned use of resources and take corrective action	
	4.3 Analyse the effectiveness and efficiency of resource use in own area of responsibility	
	4.4 Make recommendations to improve the effectiveness and efficiency of resource use	

## Unit 438

### Learner's signature

I confirm that the evidence above is all my own work

..... Date .....

### Assessor's name

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

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.....Date.....



## Unit 439\*

This unit has been replaced by unit 539. Learners registered before 1st July 2017 should use this unit. Learners registered after 1st July 2017 should use unit 539.

TITLE	Make effective decisions	Learner's name
UAN REFERENCE	F/600/9715	
LEVEL	3	
CREDIT LEVEL	3	
Relationship to National Occupational Standards: n/a		

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 identify circumstances that require a decision to be made	1.1 Explain the circumstances requiring a decision to be made	
	1.2 State the desired objective(s) for making a decision	
	1.3 Establish criteria on which to base the decision, in line with own organisation	
2. Be able to collect information to inform decision-making	2.1 Identify information needed to inform the decision-making process	

	2.2	Communicate with stakeholders affected by the decision	
	2.3	Explain how to inform stakeholders about the decision-making process	

### Unit 439

3. Be able to analyse information to inform decision-making	3.1	Identify information for validity and relevance to the decision-making process	
	3.2	Analyse information and against established criteria	
3. Be able to make a decision	4.1	Apply decision-making technique(s) to determine a decision	
	4.2	Explain the decision made in line with desired objectives	
	4.3	Communicate the decision taken to relevant stakeholders	

## Unit 439

### Learner's signature

I confirm that the evidence above is all my own work

..... 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)**

.....Date.....

## Unit 440

TITLE	Procure supplies	Learner's name
UAN REFERENCE	L/600/9734	
LEVEL	3	
CREDIT LEVEL	2	
Relationship to National Occupational Standards: n/a		

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 identify requirements for supplies	1.1 Select colleagues to agree requirements for supplies	
	1.2 Produce a specification for supply requirements	
2. Be able to evaluate suppliers that meet identified requirements.	2.1 Identify suppliers that meet resource, organisational and legal requirements	
	2.2 Evaluate suppliers against requirements	
3. Be able to select suppliers and obtain supplies	3.1 Select supplier(s) that best meet requirements	

## Unit 440

	3.2 Explain how to agree with the contractual terms with selected supplier(s)	
4. Be able to monitor supplier performance	4.1 Identify how to monitor supplier performance and delivery against agreed contractual terms	
	4.2 Explain the procedure for dealing with breaches of contract	

### Learner's signature

I confirm that the evidence above is all my own work

..... Date .....

### Assessor's name

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### Internal verifier's signature (if sampled)

.....Date.....

## Unit 526\*\*

This unit has replaced unit 426. Learners registered before 1st July 2017 should use unit 426. Learners registered after 1st July 2017 should use this unit

TITLE	Manage own professional development within an organisation	Learner's name
UAN REFERENCE	A/615/8558	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is about learners managing own professional development in order to achieve work objectives, career and personal goals.		
Relationship to National Occupational Standards: This unit is linked to Council for Administrative Management NOS: M&LA2 Manage your own resources and professional development		

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 assess own career goals and personal development	1.1 Identify career and personal goals	
	1.2 Assess how own career goals affect work role and professional development	
2. Be able to set personal work objectives in line with organisational objectives	2.1 Agree SMART (Specific, Measurable, Achievable, Realistic and Time-bound) personal work objectives in line with work objectives	
3. Be able to produce a personal development plan	3.1 Identify gaps between objectives set and own current knowledge and skills	
	3.2 Produce a personal development plan	
4. Be able to implement and monitor own personal development plan	4.1 Produce a plan for activities identified in personal development plan	
	4.2 Explain how to monitor and review own personal development plan	

## Unit 538\*\*

This unit has replaced unit 438. Learners registered before 1st July 2017 should use unit 438. Learners registered after 1st July 2017 should use this unit.

TITLE	Manage physical resources	Learner's name
UAN REFERENCE	T/615/8560	
LEVEL	4	
CREDIT VALUE	3	
<p>This unit is about learners considering the physical resources required to carry out planned activity and ensuring they identify, obtain and plan their use effectively. Learners will also be considering the importance of using sustainable resources.</p> <p>Relationship to National Occupational Standards : This unit is linked to NOS MSCE8</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. Understand the importance of sustainability when using physical resources	1.1 Explain the importance of using sustainable resources	
	1.2 Explain the potential impact of using resources on the environment	
	1.3 Explain how to use resources effectively and efficiently	
	1.4 Describe actions individuals can take to minimise any adverse environmental impact of using physical resources	
2. Be able to identify resource requirements for own area of responsibility	2.1 Consult with colleagues to identify their planned activities and corresponding resource needs	

	2.2 Evaluate past resource use to inform expected future demand	
	2.3 Identify resource requirements for own area of responsibility	
3. Be able to obtain required resources for own area of responsibility	3.1 Produce a business case to procure required resources	
	3.2 Review and agree required resources with relevant individuals	
	3.3 Explain an organisation's processes for procuring agreed resources	
4. Be able to monitor and review the quality and usage of resources in own area of responsibility	4.1 Monitor the quality of resources against required specifications	
	4.2 Identify differences between actual and planned use of resources and take corrective actions where necessary	
	4.3 Analyse the effectiveness and efficiency of resource use in own area of responsibility	
	4.4 Make recommendations to improve the effectiveness and efficiency of resource use.	



## Unit 539\*\*

This unit has replaced unit 439. Learners registered before 1st July 2017 should use unit 439. Learners registered after 1st July 2017 should use this unit.

TITLE	Make effective decisions	Learner's name
UAN REFERENCE	K/615/8555	
LEVEL	3	
CREDIT LEVEL	3	
The aim of this unit is about developing learners understanding of the process of decision-making, identifying and analysing information to enable them to make a final decision.		
Relationship to National Occupational Standards: n/a		

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 identify situations where a decision needs to be made	1.1 Explain the situation requiring a decision to be made	
	1.2 Outline the objective(s) for making a decision	
	1.3 Establish criteria on which to base the decision.	
2. Be able to gather factual information to inform the decision-making	2.1 Identify factual information required to inform the decision-making process	
	2.2 Explain the process of informing stakeholders about the decision-making process	
	2.3 Communicate with all stakeholders affected by the decision.	

3. Be able to analyse valid information to inform decision-making	3.1	Identify relevant and valid information to inform the decision-making process	
	3.2	Analyse information and against established criteria.	
4. Be able to make a decision	4.1	Apply decision-making technique(s) to determine a decision	
	4.2	Explain the decision made in line with objectives	
	4.3	Communicate the decision to relevant stakeholders.	

## Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to City & Guilds, with the exception of registration and certification which is via the Walled Garden.

	Telephone	Facsimile	Email
City and Guilds Land Based Services Customer support desk	024 7685 7346	024 7669 6128	information@cityandguilds.com
City and Guilds Land Based Services switchboard	024 7685 7300	024 7669 6128	

City & Guilds Region	Telephone	Facsimile	Email
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