

NPTC Level 2 Diploma in Work-based Horse Care (0071)



www.nptc.org.uk

Learner guide and logbook 501/1857/2

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

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

Email: information@cityandguilds.com

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NPTC Level 2 Diploma in Work-based Horse Care (0071)

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 that centres need to offer the following qualifications:

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number	Last registration date	Last certification date
NPTC Level 2 Diploma in Work-based Horse Care	0071 -21, -22, -23	501/1857/2	31/08/2013	31/08/2015

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

0071-21 Level 2 Diploma in Work-based Horse Care (Horse Care)

0071-22 Level 2 Diploma in Work-based Horse Care (Horse Care and Riding)

0071-23 Level 2 Diploma in Work-based Horse Care (Breeding)

Guided Learning Hours and Credit

The Guided Learning Hours for this qualification is 645. The minimum credit value varies depending on the route chosen:

Scheme number	Qualification title and level	Credit
0071-21	Level 2 Diploma in Work-based Horse Care (Horse Care)	41
0071-22	Level 2 Diploma in Work-based Horse Care (Horse Care and Riding)	50
0071-23	Level 2 Diploma in Work-based Horse Care (Breeding)	42

What is the Qualifications and Credit Framework?

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

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

Each unit has been assigned a number of credits and the units will be assessed in the workplace and build up to a Diploma.

The Qualification

The NPTC Level 2 Diploma in Work-based Horse Care (0071 21 to 23) is a programme of workplace training and assessment leading to a nationally recognised qualification. It aims to:

- meet the needs of learners who work or want to work in the equine industry
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the equine industry
- replace the following qualification:
NPTC Level 2 NVQ in Horse Care (7482-02) (QAN 100/1410/X) which expires on 31 December 2010

NPTC Level 2 Diploma in Work-based Horse Care (0071 21 to 23)

This qualification will form part of the Apprenticeship framework for Horse Care. 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. The different routes available within this qualification are Horse Care, Horse Care and Riding and Breeding.

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 may be 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 NPTC website www.nptc.org.uk. Click on 'Qualifications' and then click on 'Equine'. The documents can be found under 0071 Level 2 Diploma in Work-based Horse Care.

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

NPTC Level 2 Diploma in Work-based Horse Care

0071 21 to 23

Unit specifications

All units available are listed below. The rule of combination for the qualification is detailed separately.

Accreditation unit reference	City & Guilds unit number	Unit Title	Level	Credit Value
Y/600/3483	201	Clean and maintain stables	2	2
D/600/3484	202	Provide feed and water to horses	2	2
H/600/3485	203	Carry out routine care and monitor the health and well-being of horses	2	5
K/600/3486	204	Restrain horses using specified methods	2	2
Y/501/6353	205	Monitoring and maintaining health and safety	2	3
F/502/1689	206	Maintain and develop personal performance	2	2
T/502/1690	207	Establish and maintain effective working relationships with others	2	2
R/600/3482	208	Prepare a stable for a horse	2	1
T/600/3488	209	Fit and remove horse clothing	2	2
A/600/3489	210	Plait and trim horses manes and tails	2	3
M/600/3490	211	Clean and groom horses for appearance	2	3
T/600/3491	212	Assess grazing land for the introduction of horses	2	2
A/600/3492	213	Turn out, catch and maintain horses when turned out	2	3
F/600/3493	214	Fit, remove and maintain tack for exercise	2	3
J/600/3494	215	Long rein a horse under supervision	2	4
L/600/3495	216	Lunge a horse under supervision	2	4
Y/600/3497	217	Care for horses after exercise	2	2
D/600/3503	218	Assist with the preparation of horses for sale	2	5
F/600/3770	219	Assist with pre and post trek procedures	2	5
L/600/3772	220	Assist with the day to day care of performance horses	2	4
R/600/3773	221	Assist with the care of performance horses after strenuous exercise	2	6
H/600/3776	222	Assist with the care of horses at competitions	2	6
K/600/3777	223	Prepare horses for riders with special requirements	2	3
M/600/3778	224	Assist with mounting and dismounting riders with special requirements	2	2
M/600/3781	225	Assist with riding activity for riders with special requirements	2	4
D/600/3789	226	Assist with receiving a horse and carry out an initial assessment	2	2
R/600/3790	227	Assist with the rehabilitation of horses	2	3
K/502/1492	228	Load and unload animals for transportation	2	3
L/600/3500	229	Assist with getting the mare in foal	2	5
R/600/3501	230	Assist with foaling	2	5

Y/600/3502	231	Assist in handling mares and foals	2	5
F/600/3512	232	Ride horses on the road	2	8
M/600/3506	233	Ride a horse in the open	2	8
N/600/3508	234	Ride and lead horses	2	8
D/600/3520	235	Ride a schooled horse	2	17
U/600/3769	236	Jump a schooled horse	2	17
J/600/3771	237	Assist the trek leader during a trek	2	7

Rules of combination for the NPTC Level 2 Diploma in Work-based Horse Care (0071)

0071-21 NPTC Level 2 Diploma in Work-based Horse Care (Horse Care)	
Rules for achievement of qualification	<p>In order to achieve this qualification the learner must gain a minimum of 41 credits. 18 credits from the core mandatory units (201-207) and 23 credits (10 units) from the optional units (208-228)</p> <p>(Knowledge based assessment for the Apprenticeship can be accessed by using the following qualification code 0070-25)</p>

0071-22 NPTC Level 2 Diploma in Work-based Horse Care (Horse Care and Riding)	
Rules for achievement of qualification	<p>In order to achieve this qualification the learner must gain a minimum of 50 credits. 18 credits from the core mandatory units (201-207), 3 out of 6 mandatory units for the pathway (232-237) and 5 units from the optional units (208-228)</p> <p>(Knowledge based assessment for the Apprenticeship can be accessed by using the following qualification code 0070-25)</p>

0071-23 NPTC Level 2 Diploma in Work-based Horse Care (Breeding)	
Rules for achievement of qualification	<p>In order to achieve this qualification the learner must gain a minimum of 42 credits. 18 credits from the core mandatory units (201-207) 15 credits from the mandatory units for the pathway (229-231) and 9 credits (5 units) from the optional units (208-228)</p> <p>(Knowledge based assessment for the Apprenticeship can be accessed by using the following qualification code 0070-25)</p>

Learners completing the NPTC Level 2 Diploma in Work-based Horse Care as part of the Apprenticeship framework

Learners who are completing the NPTC Level 2 Diploma in Work-based Horse Care as part of the Advanced Apprenticeship framework are required to undertake an additional knowledge based qualification. The qualification details are below:

0070-25 Level 2 Award in Business for the Environment and Land-based Sector QAN: 500/9311/3.

This single unit Award (10 credits) covers the underpinning knowledge for the Framework.

The assessment for this qualification is a City & Guilds set, internally marked, and externally verified assignment.

Appeals and Equal opportunities

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

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

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

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

The units

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

How to use the Evidence Recording Sheets

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

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

Exemplar unit

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

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

Exemplar unit

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	Personal targets set on 25 th June 2008. See evidence ref 1
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	Performance is reviewed every 3 months. See update 30 th September 2008. Evidence ref 2
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14 th July 2008. AB Tom asked for clarification of the order of work at 25 Common Lane on 30 th August 2008 AB
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	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. 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 th October 2008
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	I have to arrive at the customer's address at the specified time and behave in a manner that gives a good impression to customers. I have to work tidily and steadily and do the jobs in the right order and do them how Joe and Alan have shown me. I have to avoid causing any unnecessary damage to the site and clear up any mess promptly. On longer jobs, I have to make sure I am not leaving hazards unguarded overnight.

Exemplar unit

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

Exemplar unit

Learner's signature

I confirm that the evidence above is all my own work

Tom Goodboy Date 31st October 2008.

Assessor's name A.N.Other I

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

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

Internal verifier's signature (if sampled)

.....Date.....

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

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

Unit 201

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

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

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

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

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

Unit 201

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

Unit 201

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

Unit 201

3.	4.2	Describe signs of stress of the horse that may be observed during mucking out	
	4.3	State the importance of clean water	
	4.4	Identify the types of problems which may occur and describe how to deal with them	
	4.5	Describe different types of bedding that can be used within a stable	

Unit 201

4.		4.6 Describe how to check and maintain stable conditions	
5.	Know the current health and safety legislation and environmental good practice	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
		5.2 Describe how environmental damage can be minimised	
		5.3 Describe the correct methods for disposing waste	

Unit 201

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

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Unit 202

TITLE	Provide feed and water to horses	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	D/600/3484	
The aim of this unit is to provide the learner with the knowledge and skills required to provide feed and water to a variety of horses in stables and fields. It also includes the identification of feed types including roughage and concentrates and how to assess their quality		
Relationship to National Occupational Standards: This unit directly relates to O29NHC202.1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to select, use and maintain equipment to feed and water horses	1.1 Select and use appropriate equipment for this area of work	
	1.2 Prepare, maintain and store equipment in a safe and effective working condition throughout	
2. Be able to feed and water horses	2.1 Prepare rations according to instructions to include concentrates and roughage	

Unit 202

	2.2	Identify feed types and assess quality including roughage and concentrates	
	2.3	Provide feed and water to the horses in the required place according to procedures for both stabled and grazing horses	
	2.4	Report any changes in the feeding and drinking habits of horses to the appropriate person	
3. Be able to work safely	3.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 202

	3.2 Dispose of waste safely and correctly	
4. Know how to feed and water horses	4.1 Describe how to prepare rations	
	4.2 State the different procedures between feeding an individual horse to groups of horses	
	4.3 Describe normal feeding and drinking habits and behaviours of horses	

Unit 202

	4.4	State the correct storage and use of feedstuffs	
	4.5	Describe signs and effects of vermin contamination to feed stocks and state to whom this should be reported	
	4.6	List the rules of good feeding and watering practice	
	4.7	Describe what to do if there are changes in the feeding and drinking behaviour of the horse	

Unit 202

	4.8	State the risks during feeding and watering to horses to self and others and how these can be minimised	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment methods of using and maintaining the equipment in a fit state for use which will be necessary to feed and water horses	
6. Know the current health and safety legislation	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements which apply to this area of work.	
	6.2	Describe the correct methods for disposing of waste	

Unit 202

Learner's signature

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Unit 203

TITLE	Carry out routine care and monitor the health and well-being of horses	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	H/600/3485	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out routine care and routine monitoring of healthy horses, the recognition of the signs of ill-health and lameness, the nursing of sick horses and routine treatments.		
Relationship to National Occupational Standards: This unit directly relates to O29NRC 202.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to carry out routine husbandry and monitor health and well-being of horses	1.1 Care for horses in a manner which optimises their health and well-being	
	1.2 Monitor horses physical condition and behaviour at regular intervals and report concerns to the appropriate person covering the following <ul style="list-style-type: none"> i. posture ii. movement iii. behaviour iv. appetite v. condition vi. bodily functions 	

Unit 203

	1.3	Carry out routine husbandry and health care, observe and monitor to promote horses health according to instructions	
	1.4	Provide clear and accurate information for recording purposes	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to carry out routine husbandry and monitor the health and well-being of horses	3.1	Describe how to recognise signs of health and ill-health covering all of the following: i. disease ii. disability iii. pest infestation iv. trauma v. colic	

Unit 203

	3.2	Describe how to monitor horses physical condition and behaviour at regular intervals and when to report concerns to the appropriate person covering all the following i. posture ii. movement iii. behaviour iv. appetite v. condition vi. bodily functions	
	3.3	Describe how to recognise horse health emergencies and when to call supervisor	
	3.4	Describe routine measures of worming, vaccination, foot care	

Unit 203

	3.5	Describe the basic structure of the foot and leg and describe how to recognise a lame horse	
	3.6	Describe how to recognise and treat minor ailments	
4. Know the current health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 203

Learner's signature

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Unit 204

TITLE	Restrain horses using specified methods	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	K/600/3486	
The aim of this unit is to provide the learner with the knowledge and skills required for restraining horses using specified methods. The unit covers maintaining control throughout, communicating effectively with others and seeking assistance should any difficulties occur.		
Relationship to National Occupational Standards: This unit directly relates to O29NHC202.3		

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 restrain horses using specified methods	1.1 Select and wear suitable protective clothing for the work	
	1.2 Restrain horse according to instructions	
	1.3 Work in a quiet, calm and confident manner while restraining the horse	

Unit 204

	1.4	Maintain control of the horse throughout the process	
	1.5	Release the horse from restraint safely as instructed	
	1.6	Communicate effectively with those working with the horse during restraint and seek the assistance without delay should any difficulties arise	
2.		Be able to select, use and maintain equipment for restraining horses using specified methods	
	2.1	Identify, select and use appropriate equipment according to instructions	

Unit 204

	2.2	Prepare, maintain and store equipment correctly	
3. Be able to work safely	3.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant codes of practice and any appropriate guidance	
4. Know how to restrain horses using specified methods	4.1	<p>Explain the reasons for restraining horses, the methods of restraint and when to use them covering all the following</p> <ul style="list-style-type: none"> i. holding up a leg ii. pinching skin on the neck iii. bridle iv. headcollar v. lunge line vi. chifney vii. twitch 	

Unit 204

	4.2	Specify the protective clothing which may be required and why this should be worn	
	4.3	Describe how to recognise if the horse is becoming stressed during restraint and when to seek assistance	
	4.4	State the importance of communicating with the person working with the horse while it is being restrained	
5. Know the current health and safety legislation	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 204

Learner's signature

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Unit 205

TITLE	Monitoring and maintaining health and safety	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	Y/501/6353	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain a healthy and safe working environment under minimal guidance or direction. Learners should be familiar with the health and safety policy and understand their responsibilities under the policy.		
Relationship to National Occupational Standards: This unit directly relates to NOS: CU 2.1, 2.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to maintain health, safety and security in the workplace	1.1 Identify health and safety risks in relation to the workplace covering the following <ul style="list-style-type: none"> • people • equipment & materials • the work area 	
	1.2 Carry out specified measures to control risks and keep the appropriate people fully informed.	

Unit 205

	1.3	Seek guidance on measures to control unfamiliar risks arising from non-routine work situations	
	1.4	Relay health and safety information to others in a manner likely to be understood	
	1.5	Take the appropriate action without delay as soon as an emergency is suspected	

Unit 205

	1.6	Dispose of hazardous and non-hazardous waste safely and appropriately	
	1.7	Maintain the security of the workplace in accordance with organisational requirements	
2. Be able to use equipment and materials safely	2.1	Use equipment and materials in accordance with manufacturers' instructions and any organisational training	

Unit 205

	2.2	Transport any equipment and materials safely and store them correctly at an approved location when not in use	
3. Know the systems and procedures for maintaining health, safety and security.	3.1	State the organisational requirements with regard to ensuring the security of the workplace	
	3.2	Describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation	

Unit 205

	3.3	State why inadequate measures to control risks should be reported	
	3.4	Describe procedures for different types of emergencies appropriate to the relevant industry	
	3.5	Explain how the procedures for specific emergencies may be affected by location	

Unit 205

	3.6	Identify different types of fire extinguishers and their use, relevant to the work area	
	3.7	Describe the different forms of waste and appropriate methods of disposal	
	3.8	Explain the relationship between security and safety within the workplace	

Unit 205

	3.9	List any specific risks relevant to child safety in the workplace	
	3.10	State who and why accidents should be reported	
4. Understand why equipment is transported and stored safely	4.1	Explain how to transport and store equipment and materials safely	

Unit 205

5. Know the reason for following manufacturers' guidance	5.1 State the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so	
6. Maintain good standards of health and safety for self and for others	6.1 Supply the necessary personal medical information in accordance with organisational requirements	
	6.2 Use and care for the correct personal protective equipment and clothing necessary for work	

Unit 205

	6.3	Use approved methods of handling when moving and lifting items	
	6.4	Use the appropriate personal and workplace hygiene at all times	
	6.5	Provide accurate information about location so that contact can be made if necessary	

Unit 205

	6.6	Work in a way which minimises risk to self, others and the environmental	
	6.7	Take appropriate action where incidents affect the health and safety of workers	
	6.8	Report incidents without delay and complete records accurately, legibly and completely	

Unit 205

7. Understand how to maintain the health and safety of self and others	7.1 Explain the roles in maintaining health and safety	
	7.2 Explain the reasons for leaving information about location when working in isolation or in remote locations	
	7.3 Explain why accidents should be reported without delay and recorded in the appropriate document	

Unit 205

	7.4	Explain the methods of minimising environmental damage during work	
8. Know the safe lifting techniques	8.1	Describe the safe methods for moving and lifting items	
9. Know how to maintain health and safety	9.1	Describe the reasons for maintaining good personal and workplace hygiene	

Unit 205

	9.2	State own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond capabilities).	
	9.3	Describe how to administer basic emergency first aid procedures	
	9.4	Identify the types of personal protective equipment and clothing needed for work and how they must be used, cleaned, stored, inspected and replaced	

Unit 205

Learner's signature

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Unit 206

TITLE	Maintain and develop personal performance	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	F/502/1689	
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. The learner will maintain and develop personal performance with regard to: (i) working to targets and completing specific tasks (ii) quality of work Relationship to National Occupational Standards: This unit directly relates to O29NCU5.1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	
	1.2 Carry out work in accordance with responsibilities and organisational requirements	

Unit 206

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	

Unit 206

	2.4	Seek constructive feedback and advice from others and use it to help maintain and improve performance	
3. Know how to develop personal performance	3.1	State own limits of responsibility in relation to specific tasks and activities	
	3.2	State who to obtain advice from in relation to specific tasks and activities	

Unit 206

	3.3	List the correct procedures for obtaining advice	
	3.4	State the risks involved in not obtaining advice where specific tasks and activities are unclear	
	3.5	Describe how to determine and agree development needs and personal targets	

Unit 206

	3.6 State why personal performance should be reviewed	
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Unit 206

Learner's signature

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Unit 207

TITLE	Establish and maintain effective working relationships with others	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	T/502/1690	
<p>The aim of this unit is to provide the learner with the knowledge and skills required to work effectively with others under minimal direction through clear communication and co-operation</p> <p>The learner will establish and maintain effective working relationships with the colleagues, supervisors and managers, persons external to the team, department or organisation</p> <p>Relationship to National Occupational Standards: This unit directly relates to O239NCU5.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Maintain working relationships with others	1.1 Identify opportunities to improve working practices with the appropriate person	
	1.2 Carry out activities requiring co-operation with others in accordance with required procedures	

Unit 207

	1.3	Communicate with others in a way which promotes effective working relationships	
	1.4	Keep others informed about work plans or activities which affect them	
	1.5	Seek assistance from others without causing undue disruption to normal work activities	

Unit 207

	1.6	Respond in a timely and positive way when others ask for help or information	
2. Understand why good working practices are important	2.1	State why good working relationships are important	
	2.2	Suggest ways in which good working relationships can be maintained	

Unit 207

	2.3	State the methods of dealing with disagreements within the workplace	
	2.4	Describe own level of responsibility in relation to dealing with disagreements	
	2.5	State why effective communication is important	

Unit 207

Learner's signature

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Unit 208

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

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

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

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

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

Unit 208

	1.3 Assess suitability of bedding and bed down according to instructions	
	1.4 Ensure water and food is available	
	1.5 Introduce horse to the stable safely, securely and to maintain welfare	

Unit 208

2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to prepare stables for horses	3.1 Describe the types of stabling suitable for different types of horses	
	3.2 Describe common stable fittings	

Unit 208

	3.3 State the required ventilation and light for horses	
	3.4 Describe a range of bedding and their uses	
	3.5 Describe safe and suitable methods of introducing horses to stables	

Unit 208

4.	Know the current health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements which apply to this area of work	
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Unit 208

Learner's signature

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Unit 209

TITLE	Fit and remove horse clothing	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	T/600/3488	

The aim of this unit involves putting on and removing stable/protective and tail bandages. It also involves putting on, fitting and removal of rugs. The learner will need to be fully aware of the importance of health and safety in connection with this work. The learner will need to be able to recognise hazards and assess risks within the workplace

Relationship to National Occupational Standards: This unit directly relates to 029NHC203.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to fit and remove horse clothing	1.1 Select and apply stable/protective bandages with protective padding as required maintaining safety and security of self and horse throughout	
	1.2 Select and apply tail bandage	
	1.3 Check comfort and safety of bandages to ensure they are fit for purpose	

Unit 209

	1.4	Remove roll and store bandages, as appropriate	
	1.5	Select and fit suitable rugs according to instructions	
	1.6	Remove, fold and store rugs according to organisational requirements	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with codes of practice and any additional requirements	

Unit 209

3. Know how to fit and remove horse clothing	3.1 Explain the reasons for applying stable/protective/tail bandages	
	3.2 Describe the dangers of unsafe bandaging	
	3.3 Describe a range of different types of rugs and their applications for: <ul style="list-style-type: none"> •Indoor rugs •Outdoor rugs 	
	3.4 Describe the principles of fitting and measuring rugs	

Unit 209

	3.5	Explain the effects of ill-fitting rugs	
	3.6	Explain the importance of cleaning and storing rugs and bandages in good condition	
4. Know the current health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 209

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Unit 210

TITLE	Plait and trim horses manes and tails	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	A/600/3489	
The aim of this unit is to provide the learner with the knowledge and skills to plait the mane and trim the horse as appropriate		
Relationship to National Occupational Standards: This unit directly relates to O29NHC203.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to plait and trim horses	1.1 Prepare and control horse prior to plaiting and trimming	
	1.2 Prepare and plait the mane according to instructions	
	1.3 Carry out trimming according to instructions to include one of the following: i. Bottom of tail ii. Bridle gap iii. Feathers	

Unit 210

2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant codes of practice and any additional requirements	
3. Be able to select, use and maintain relevant equipment for plaiting and trimming	3.1 Select and use appropriate equipment for plaiting and trimming according to relevant legislation and manufacturer's instructions	
	3.2 Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to plait and trim horses	4.1 Explain how and when a horse might be plaited	

Unit 210

	4.2	State when trimming is required	
	4.3	Describe how to control a horse when plaiting or trimming	
	4.4	Describe how to carry out trimming for all the following i.Bottom of tail ii.Bridle gap iii.Feathers	
5.		Know the current health and safety legislation	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

Unit 210

6. Know the types of equipment required and how to maintain them	6.1 Describe the equipment and methods of maintaining the range of equipment used required for plaiting and trimming	
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Unit 210

Learner's signature

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Unit 211

TITLE	Clean and groom horses for appearance	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	M/600/3490	

The aim of this unit is to provide the learner with the knowledge and skills required to clean and groom horses for appearance. It also covers recognising when horses hooves need attention

The learner will need to be fully aware of the importance of health and safety in connection with this work

Relationship to National Occupational Standards: This unit directly relates to 029NHC203.3

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 clean and groom horses	1.1 Groom horses efficiently and correctly	
	1.2 Recognise and report when a horse's hooves need attention	
	1.3 Wash and dry horse according to conditions and requirements covering both: i.a full wash ii.sponging off	

Unit 211

2. Be able to select, use and maintain equipment for cleaning and grooming horses	2.1 Select and use appropriate equipment for grooming and washing according to requirements	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant codes of practice and any additional requirements	
4. Know how to clean and groom horses	4.1 Outline the dangers of a dusty environment for the handler	

Unit 211

	4.2	Describe the dangers of wearing perfume and jewellery	
	4.3	Describe the reason why a horse's hooves might need attention	
	4.4	Explain the principles and reasons for grooming	
	4.5	Name and describe the correct use of items in the grooming kit	

Unit 211

	4.6	Describe the procedure for washing and sponging off dirty horses and drying	
5. Know the current health and safety legislation	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 211

Learner's signature

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Unit 212

TITLE	Assess grazing land for the introduction of horses	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	T/600/3491	

This aim of this unit is to provide the learner with the knowledge and skills to assess grazing land ready for the introduction of horses. This unit involves checking land for its suitability for grazing by horses. This includes; recognising and removing hazards, providing a suitable supply of water, checking boundaries and the quality of the grazing.

Relationship to National Occupational Standards: This unit directly relates to O29NHC204.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assess grazing land for the introduction of horses	1.1 Make a basic assessment of the quantity and quality of grazing to ensure it is appropriate for the intended purpose	
	1.2 Check for and identify presence of poisonous plants and weeds and any hazards	
	1.3 Check that the boundaries are safe and secure	

Unit 212

	1.4	Ensure a supply of clean water is available	
	1.5	Report the condition of the grazing land to the appropriate person	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assess grazing land for the introduction of horses	3.1	Describe the differences between good and poor grazing	

Unit 212

	3.2	Describe different methods for providing water for grazing horses	
	3.3	State the importance of clean grazing in preventing parasitic infections	
	3.4	Identify common types of poisonous plants and weeds	
	3.5	Describe the suitability of different types of fencing for horses	

Unit 212

	3.6	Describe the ideal location of a gate and appropriate measures for securing gates	
4. Know the current health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 212

Learner's signature

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Signed.....Date

Assessor's name

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Unit 213

TITLE	Turn out, catch and maintain horses when turned out	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	A/600/3492	
The aim of this unit is to provide the learner with the knowledge and skills required to turn out, catch and maintain horses when turned out. It includes the routine checking of the horse and the land and catching and bringing in horses as required		
Relationship to National Occupational Standards: This unit directly relates to O29NHC204.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare to turn horses out	1.1 Check the land, boundaries and any shelter are suitable and secure	
	1.2 Check that an adequate supply of clean water is available	
	1.3 Identify the horse to be turned out as instructed	

Unit 213

	1.4	Select and fit equipment as necessary and lead the horse to the land appropriately	
2. Be able to maintain horses when turned out	2.1	Release the horse into turn out area as instructed	
	2.2	Take the appropriate action to resolve any problems as necessary	
	2.3	Check the behaviour and condition of horses regularly	

Unit 213

3. Be able to catch up horses	3.1 Catch and bring in horses as instructed	
4. Be able to work safely	4.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
5. Know how to maintain horses when turned out	5.1 Describe the process for turning out horses in to regular and new turn out areas	
	5.2 State how often to check the horse, area and water and how this varies depending on the time of year and weather	

Unit 213

	5.3	Identify the types of records required and the importance of accurate record keeping	
	5.4	Describe how to introduce a new horse into an established group	
	5.5	Outline the group behaviour of horses	
	5.6	State how to make sure the land boundaries and any shelters are suitable and secure	

Unit 213

6. Know the current health and safety legislation	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
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Unit 213

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 214

TITLE	Fit, remove and maintain tack for exercise	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	F/600/3493	

The aim and purpose of this unit provides the learner with the knowledge and skills to tack up and un-tack horses for exercise.

The learner will need to be fully aware of the importance of health and safety in connection with this work and will need to be able to recognise hazards and assess risks.

Relationship to National Occupational Standards: This unit directly relates to 029NHC205.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to fit and remove tack for exercise	1.1 Prepare and control the horse in preparation for tacking up	
	1.2 Fit suitable tack for exercise including: i.bridles ii.martingales iii.saddles iv.nosebands and bits v.breastplate	
	1.3 Fit suitable boots for exercise	

Unit 214

	1.4	Remove equipment after exercise and store tack safely and correctly	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Be able to select, use and maintain tack	3.1	Select and check tack for safety and suitability for the specified work	
	3.2	Clean, maintain and store tack in a safe and effective working condition	

Unit 214

4. Know how to fit tack and remove for exercise	4.1 State the reasons for checking tack for comfort and safety	
	4.2 Identify a range of tack in common use and how to fit	
	4.3 Describe the problems which may occur when tacking up or untacking	
	4.5 Describe how to recognise ill-fitting tack and the appropriate action to take	

Unit 214

	4.6	Describe the procedure for untacking a horse safely and securely and the purpose of checking condition of horse after untacking	
	4.7	Describe the reasons for checking, cleaning, maintaining and storing tack and the actions to take if tack is found to be unsafe	
5. Know relevant health and safety legislation	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 214

Learner's signature

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Unit 215

TITLE	Long rein a horse under supervision	Learner's name
LEVEL	2	
CREDIT LEVEL	4	
UAN	J/600/3494	

The aim of this unit is to provide the learner with the skills and knowledge for long reining a horse under supervision. It includes checking and fitting suitable tack and the conditions which may affect the process

The learner will need to be fully aware of the importance of health and safety in connection with this work and will need to be able to recognise hazards and assess risks

Relationship to National Occupational Standards: This unit directly relates to 029NHC205.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to long rein a horse	1.1 Check that the area is suitable for the exercise	
	1.2 Wear the appropriate protective clothing	
	1.3 Select, check and fit suitable long rein tack and equipment according to instructions	

Unit 215

	1.4	Maintain control of the horse at all times appropriate to the conditions	
	1.5	Long rein the horse according to instructions	
	1.6	Remove tack and maintain security and safety of horse throughout	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and is consistent with current codes of practice and any additional requirements	

Unit 215

3. Know how to long rein horses	3.1	State the purpose of long reining and the reasons why long reining can be substituted for exercise	
	3.2	Describe procedures associated with long reining horses	
	3.3	List types and use of equipment and protective clothing	
	3.4	Describe the ways in which conditions such as; weather, surface and other horses affect the process	

Unit 215

	3.5	Explain the long rein process and how to recognise and deal with problems	
4. Know the current health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 215

Learner's signature

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Unit 216

TITLE	Lunge a horse under supervision	Learner's name
LEVEL	2	
CREDIT LEVEL	4	
UAN	L/600/3495	

The aim of this unit is to provide the learner with the skills and knowledge for lunging a horse under supervision. It includes checking and fitting suitable tack and the conditions which may affect the process

The learner will need to be fully aware of the importance of health and safety in connection with this work and will need to be able to recognise hazards and assess risks

Relationship to National Occupational Standards: This unit directly relates to 029NHC205.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to lunge a horse	1.1 Check that the lunge area is suitable for the exercise	
	1.2 Wear the appropriate protective clothing	
	1.3 Select, check and fit suitable lunge tack and equipment according to instructions	

Unit 216

	1.4	Maintain control of the horse at all times appropriate to the conditions	
	1.5	Lunge the horse according to instructions	
	1.6	Remove tack and maintain security and safety of horse throughout	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and is consistent with current codes of practice and any additional requirements	

Unit 216

3. Know how to lunge horses	3.1 State the reasons why lungeing can be substituted for ridden exercise	
	3.2 Describe procedures associated with lungeing horses	
	3.3 List types of equipment and protective clothing their purpose and use	
	3.4 Describe the ways in which conditions, such as; weather, surface and other horses affect the process	

Unit 216

	3.5	Explain the lungeing process and how to recognise and deal with problems	
4. Know the current health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 216

Learner's signature

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Unit 217

TITLE	Care for horses after exercise	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	Y/600/3497	

The claim and purpose of this unit is to provide the learner with the knowledge and skills to provide care for horses after they have exercised. The learner will provide appropriate care suited to the condition of the horse and ensuring the comfort and safety of the horse.

Relationship to National Occupational Standards: This unit directly relates to O29NHC205.3

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 care for horses after exercise	1.1 Provide care which is appropriate to the condition of the horse after exercise	
	1.2 Report any problems relating to the health and condition of the horse to the appropriate person	
	1.3 Return the horse to stabling or field ensuring comfort and safety	

Unit 217

	1.4	Provide food and water according to instructions	
	1.5	Clean and groom the horse according to instructions	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant codes of practice and any additional requirements	
3. Know how to care for horses after they have exercised	3.1	Describe the signs of tiredness and stress following exercise	

Unit 217

	3.2	State the feed and water requirements following exercise	
	3.3	Describe how the needs of the horse will vary depending on duration and intensity of the exercise, and time of year	
	3.4	Describe the grooming and cleaning requirements of horses following work	
	3.5	Describe the appropriate care to be provided to horses after exercise for both i. a hot sweaty horse after exercise ii. a wet horse on a cold day on return from exercise	

Unit 217

4. Know relevant health and safety legislation	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
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Unit 217

Learner's signature

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Unit 218

TITLE	Assist with the preparation of horses for sale	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	D/600/3503	
The aim of this unit is to provide the learner with the knowledge and skills to assist with the preparation of horses and/or young stock for sale including showing the horse to the prospective client.		
Relationship to National Occupational Standards: This unit directly relates to O29NHC210.4		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of a horse for sale	1.1 Prepare a horse for sale according to instructions	
	1.2 Show the horse to prospective client according to instructions including i.leading and trotting up ii.standing horses for viewing	
2. Be able to select, use and maintain relevant equipment	2.1 Select and use the appropriate equipment according to instruction	

Unit 218

	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely	3.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
4. Know how to prepare horses for sale	4.1	Describe the sales preparation procedures, including; feeding, rugging, grooming, fitting equipment, plaiting and trimming	
	4.2	Explain when to plait and when it is not appropriate	

Unit 218

	4.3	Explain the importance of good manners in a horse and how to deal with any problems such as nipping or pulling away when exhibiting for sale	
5. Know relevant health and safety legislation	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be required for the activity and the methods of maintaining the range of equipment	

Unit 218

Learner's signature

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Unit 219

TITLE	Assist with pre and post trek procedures	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	F/600/3770	

This unit is about assisting with commercial trekking activities including the preparations before the trek, helping during the trek and the care of the horses on return from the trek.

This unit involves preparing the horses for the trek, helping the clients mount and dismount, adjusting tack as necessary and caring for the horses on return from the trek. The importance of customer relations and perception.

Relationship to National Occupational Standards: This unit directly relates to O29NHC 215.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with pre and post trek procedures	1.1 Assist with pre-trek assessment for treks involving beginners and capable riders according to agreed procedures	
	1.2 Tack up horses in accordance with instructions. Check the suitability of tack provided and query any issues found i.bridle ii.saddle iii.neck strap iv.protective numnahs	

Unit 219

	1.3	Assist with mounting and dismounting from the ground and a mounting block as instructed by the trek leader	
	1.4	Adjust tack to suit individual riders	
	1.5	Recognise hazardous situations and report promptly to the trek leader	
	1.6	Recognise health problems in both horse and rider and report appropriately	

Unit 219

	1.7	Provide horses with water and make them comfortable according to season and work levels	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, Health and Safety at work act 1974, codes of practice and any additional requirements	
3. Be able to select, use and maintain relevant equipment	3.1	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to assist with pre and post trek procedures	4.1	Explain why it is important to follow instructions	

Unit 219

	4.2	Identify potential hazards likely to be encountered during mounting and dismounting from both the ground and from a mounting block.	
	4.3	Identify the insurance requirements for trekking establishments	
	4.4	Outline agreed procedures for trekking activities	
	4.5	Identify importance of good customer relations	

Unit 219

	4.6	State why it is important to recognise poor fitting, broken or unsafe tack	
	4.7	Define different types of treks and the requirements of short and long treks, and seasonal differences.	
	4.8	Outline procedures for pre-trek assessments of the horses and clients	
	4.9	Identify the appropriate uses of numnahs and gel pads	

Unit 219

	4.10	Define how to adjust tack for comfort, safety, secure girth and how stirrup adjustment effects rider balance i.size of saddle ii.width of stirrup iii.stirrup length iv.balance straps v.grass reins	
	4.11	Identify risks to horses, yourself and others and how these can be minimised	
	4.12	Describe to recognise horse health problems i.sweating ii.lameness iii.breathing ivcuts/girth galls	
	4.13	Describe how to recognise health problems with riders	

Unit 219

5.	Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice that may effect the working environment.	
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Unit 219

Learner's signature

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Assessor's name

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Signed.....Date

Unit 220

TITLE	Assist with the day to day care of performance horses	Learner's name
LEVEL	2	
CREDIT LEVEL	4	
UAN	L/600/3772	
The aim of this unit is to provide the learner with the knowledge and skills to assist with the day to day care of performance horses assisting with specialist healthcare, monitoring the health of horses and helping to keep the yard in a tidy and serviceable condition.		
Relationship to National Occupational Standards: This unit directly relates to O29N216.1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the day to day care of performance horses	1.1 Carry out exercise in accordance with instructions	
	1.2 Assist with the administration of routine healthcare for horses in accordance with instructions	
	1.3 Monitor the health and well-being of the horse and report any problems to the appropriate person	

Unit 220

2. Be able to assist with maintaining facilities	2.1 Assist with the maintenance of the following facilities in accordance with instructions: i. tack room ii. feed room iii. yards iv. muck heap	
3. Be able to work safely	3.1 Work in a way which maintains health and safety and welfare of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
4. Know how to assist with the day to day care of performance horses	4.1 Describe how to use exercise routines	
	4.2 Describe the types of specialist healthcare covering all the following i.vet ii.farrier iii.dentist iv.therapy	

Unit 220

	4.3	Identify the types of records required and state reasons for keeping accurate stable records, including records concerning health, treatments, shoeing and exercise	
	4.4	Describe why it is important to maintain facilities in serviceable conditions	
	4.5	State the risks to horses, yourself and others and how these can be minimised	
	4.6	Explain how to administer routine healthcare for horses	

Unit 220

5. Know relevant health and safety legislation	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
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Unit 220

Learner's signature

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Unit 221

TITLE	Assist with the care of performance horses after strenuous exercise	Learner's name
LEVEL	2	
CREDIT LEVEL	6	
UAN	R/600/3773	
The aim of this unit is to provide the learner with the knowledge and skills to assist with the care of performance horses after strenuous exercise according to the needs of the individual horse, the weather conditions and the time of year.		
Relationship to National Occupational Standards: This unit directly relates to O29NHC216.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the care of performance horses after strenuous exercise	1.1 Safely remove tack and equipment, maintaining horse welfare throughout	
	1.2 Wash the horse down safely and appropriate for conditions and according laid down procedures	
	1.3 Cool and dry the horse appropriate to the weather conditions	

Unit 221

	1.4	Apply appropriate clothing and equipment to the horse as directed	
	1.5	Provide the horse with food and water as directed	
	1.6	Recognise and report problems to the appropriate person as required	
	1.7	Assist with the treatment of health problems as directed	

Unit 221

2. Be able to work safely	2.1 Work in a way which maintains health and safety and welfare of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist with the care of performance horses after strenuous exercise	3.1 Summarise the signs of tiredness and overstress following strenuous exercise and why it is important to report any problems	
	3.2 State the feed and water requirements following strenuous exercise	
	3.3 Explain how different weather conditions may affect the care of the horse after strenuous exercise	

Unit 221

	3.4	Describe how to correctly wash and dry a horse after strenuous exercise	
4. Know relevant health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 221

Learner's signature

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Unit 222

TITLE	Assist with the care of horses at competitions	Learner's name
LEVEL	2	
CREDIT LEVEL	6	
UAN	H/600/3776	

The aim of this unit is to provide the learner with the knowledge and skills to care for horses at competitions.

The learner will need to be fully aware of the importance of health and safety in connection with this work and will need to be able to recognise hazards and assess risks.

Relationship to National Occupational Standards: This unit directly relates to O29NHC216.3

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 assist with the care of horses at competitions	1.1 Care for the horse on arrival as directed	
	1.2 Comply with the appropriate competition rules and etiquette at all times	
	1.3 Provide feed, water and exercise as directed at the competition	

Unit 222

	1.4	Assist with the preparation of the horse for the competition within the appropriate time and in accordance with instructions	
	1.5	Care for horse after competition as directed	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist with the care of horses at competitions	3.1	Describe acceptable behaviour and etiquette for individuals at competitions	

Unit 222

	3.2	Describe the potential hazards and the reactions of horses at competitions	
	3.3	Outline risks to horses, yourself and others and how these can be minimised	
	3.4	Describe how to provide feed, water and exercise whilst at competition	
	3.5	Outline how to prepare a horse for a competition within the appropriate time scales	

Unit 222

	3.6	Describe the importance of adhering to competition rules	
4. Know relevant health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 222

Learner's signature

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Unit 223

TITLE	Prepare horses for riders with special requirements	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	K/600/3777	

The aim of this unit is to provide the learner with the knowledge and skills to check rider records and prepare a suitable horse for riders with special needs to ride, and ensuring that riders are correctly and safely dressed.

Relationship to National Occupational Standards: This unit directly relates to O29NHC217.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare horses for riders with special requirements	1.1 Check rider records and select equipment to meet the rider's needs	
	1.2 Prepare the horse in accordance with instructions	
	1.3 Adjust tack to suit individual riders	

Unit 223

	1.4	Assess the rider for appropriate dress and safety equipment for the activity	
	1.5	Report hazardous situations promptly to group leader as necessary	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to prepare horses for riders with special requirements.	3.1	Identify the types of records required and the importance of accurate record keeping	

Unit 223

	3.2	Explain how individuals' special requirements affect riding	
	3.3	Describe the hazards likely to be encountered and how they should be dealt with	
	3.4	Explain the importance of following instructions	
	3.5	State the importance of ensuring that riders are appropriately dressed	

Unit 223

	3.6	Outline risks to horses, yourself and others and how these can be minimised	
4. Know relevant health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 223

Learner's signature

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Signed.....Date

Assessor's name

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Unit 224

TITLE	Assist with mounting and dismounting riders with special requirements	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	M/600/3778	

The aim of this unit is to provide the learner with knowledge and skills required to help riders with special needs to mount and dismount safely.

Relationship to National Occupational Standards: This unit directly relates to O29NHC217.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with mounting and dismounting	1.1 Position the horse correctly in the mounting area	
	1.2 Assist with mounting and dismounting as instructed to include assisted lifts, block and ramps	
	1.3 Provide clear and accurate information for recording purposes	

Unit 224

2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist with mounting and dismounting	3.1 Describe the different methods of mounting and dismounting and how they are carried out to include assisted lifts, blocks and ramps and hoists	
	3.2 Explain the importance of using assistants when dismounting riders	
	3.3 Describe hazards likely to be encountered and how they should be dealt with	

Unit 224

	3.4	Explain how to position the horse in the mounting area	
	3.5	Identify the types of records required and the importance of accurate record keeping	
4. Know relevant health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 224

Learner's signature

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Signed.....Date

Assessor's name

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Signed.....Date

Unit 225

TITLE	Assist with riding activity for riders with special requirements	Learner's name
LEVEL	2	
CREDIT LEVEL	4	
UAN	M/600/3781	
The aim of this unit is to provide the learner with knowledge and skills to assist with riding activity for riders with special needs. It is recommended this unit is carried out within recommended RDA provision.		
Relationship to National Occupational Standards: This unit directly relates to O29NRC217.2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. To be able to assist with riding activity for riders with special requirements	1.1 Lead the horse at the required pace according to instructions	
	1.2 Monitor individual riders according to instructions	
	1.3 Liaise with instructor and other assistants throughout activity	

Unit 225

	1.4	Give information to riders at appropriate times	
	1.5	Monitor the welfare and comfort of the horse and report any concerns	
	1.6	Follow instructions at all times	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 225

3. Know how to assist with riding activity for riders with special requirements	3.1 Describe the reasons why side walking is necessary	
	3.2 State reasons why riders must be continuously monitored	
	3.3 Describe how to recognise distress in riders and horses and the appropriate actions to be taken	
	3.4 Describe three examples of how different special requirements may affect riding	

Unit 225

	3.5	Describe hazards likely to be encountered and how they are dealt with	
	3.6	Explain why it is essential to maintain communication with the rider and others throughout the activity	
	3.7	Outline the risks to horses, self and others and how these can be minimised	
4. Know relevant health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 225

Learner's signature

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Signed.....Date

Assessor's name

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Unit 226

TITLE	Assist with receiving a horse and carry out initial assessment	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	D/600/3789	
The aim of this unit is to provide the learner with the knowledge and skills required to assist with receiving horses and carrying out an initial assessment		
Relationship to National Occupational Standards: This unit directly relates to O29NHC219.1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with receiving a horse and carry out an initial assessment	1.1 Prepare accommodation or assessment area ready to receive a horse	
	1.2 Receive horse and settle into accommodation according to instruction	
	1.3 Assist with initial assessment procedure	

Unit 226

	1.4	Communicate and share information with colleagues in relation to the initial assessment as appropriate	
	1.5	Contribute to the provision of information for recording purposes	
	1.6	Maintain health and welfare of horse throughout	
	1.7	Clean assessment area ready for next use	

Unit 226

2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist with receiving horses and carry out an initial assessment	3.1 Explain the importance of preparing the assessment area ready for initial assessment	
	3.2 Describe how horses are settled into the assessment area	
	3.3 Describe the initial assessment procedures for the following: i) Identification ii) Health iii) Mobility iv) Behaviour	

Unit 226

	3.4	Identify the types of records required and the importance of accurate record keeping	
	3.5	State why initial assessments are carried out	
	3.6	Describe working practices and bio-security requirements when receiving new horses	
	3.7	State how to communicate effectively and in a professional manner with clients	

Unit 226

4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
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Unit 226

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date

Unit 227

TITLE	Assist with the rehabilitation of horses	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	R/600/3790	
The aim of this unit is to provide the learner with the knowledge and skills required to contribute to rehabilitation of horses.		
Relationship to National Occupational Standards: This unit directly relates to O29NHC219.3		

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 assist with the rehabilitation of horses	1.1 Care for horse according to agreed plan including horses that live on their own and those that live in groups	
	1.2 Monitor the progress of horses health and welfare against rehabilitation plan covering: i) condition ii) health iii) mobility iv) behaviour	
	1.3 Identify and report any behavioural patterns or difficulties	

Unit 227

	1.4 Record and provide feedback to the relevant person on progress against rehabilitation plan	
	1.5 Assist with controlling horse for health care professionals	
2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist to the rehabilitation care of horses	3.1 Describe the behaviour of horses living alone or in groups and how this may affect their care	

Unit 227

	3.2 State the basic dietary requirements for horses that are underweight and overweight	
	3.3 Describe exercise regimes for horses undergoing rehabilitation (i) Lungeing (ii) Ridden (iii) Horse walker (iv) In hand (v) Swimming (vi) Different surfaces (vii) Grazing	
	3.4 Describe how any two conditions may affect stabling and/or paddock requirements	
	3.5 Explain the problems relating to box resting a horse	

Unit 227

	3.6 Explain why it is important to follow a rehabilitation plan	
	3.7 Explain your role in recording and providing feedback on progress against plan	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 227

Learner's signature

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Unit 228

TITLE	Load and unload animals for transportation	Learner's name
LEVEL	2	
CREDIT LEVEL	3	
UAN	K/502/1492	

The aim of this unit is to provide the learner with the knowledge and skills needed to load and unload animals for transportation. It includes preparation of the transportation equipment, health and safety, legislation, maintaining the welfare of the animal throughout the process and effective communication.

Relationship to National Occupational Standards: This unit directly relates to CU42.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to prepare animals and transport	1.1 Communicate effectively with colleagues	
	1.2 Prepare the correct animals as instructed	
	1.3 Prepare and make safe the appropriate transportation equipment covering: (i) cleanliness (ii) health and safety (iii) security (iv) removal of hazards	

Unit 228

2.	Be able to load and unload animals for transportation	2.1	Load and unload the animals as required	
3.	Be able to work safely	3.1	Work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements	
4.	Know how to prepare animals and transport	4.1	Outline how to communicate effectively with colleagues	

Unit 228

	4.2	Outline how to make the transportation method ready for animals including: cleanliness, health and safety, security and removal of hazards	
5. Know how to load and unload animals for transport	5.1	Describe how to prepare, load and unload animals safely and effectively minimising stress to the animal	
	5.2	Describe how to approach, handle and restrain animals correctly minimising stress	

Unit 228

	5.3	State the types of problems which should be reported, when and to whom	
6. Know the relevant legislation and codes of practice	6.1	Summarise the relevant legislation and codes of practice relating to health and safety and maintaining the welfare of animals	

Unit 228

Learner's signature

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Unit 229

TITLE	Assist with getting the mare in foal	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	L/600/3500	

The aim of this unit is to provide the learner with the knowledge and skills required in assisting with the teasing process and involves holding a quiet mare for teasing, recognising the signs of a mare in season, and completion of appropriate stud records.

Relationship to National Occupational Standards: This unit directly relates to 029NHC210.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the teasing process	1.1 Select and wear suitable protective clothing for the work	
	1.2 Hold a quiet mare for teasing	
	1.3 Present and position the mare according to instructions	

Unit 229

	1.4	Note reactions of mares to other horses, especially males and report to the appropriate person	
	1.5	Assist with stud documentation according to instructions including: i.Dates of foaling ii.Mare records iii.Stallion records iv.Teasing and covering records	
2. Be able to work safely	2.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist with the teasing process	3.1	Explain the reasons for teasing and the importance of observation of signs of oestrus, including silent mares	

Unit 229

	3.2 Describe the covering process	
	3.3 Describe the main stages of oestrus in the mare	
	3.4 Describe the reaction of stallions to mares in oestrus	
	3.5 Outline points to be aware of when working with teasers and stallions, including potential dangers	

Unit 229

	3.6 Explain why it is necessary to maintain appropriate records	
4. Know the current health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 229

Learner's signature

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Unit 230

TITLE	Assist with foaling	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	R/600/3501	

The aim of this unit is to provide the learner with the knowledge and skills required to assist with foaling and involves the preparation of the foaling box, recognition of the signs of imminent foaling, observation of foaling and the handling of the newborn foal.

Relationship to National Occupational Standards: This unit directly relates to 029NHC210.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with foaling	1.1 Prepare foaling box according to instructions	
	1.2 Recognise the main signs of imminent foaling and report to the appropriate person	
	1.3 Assist with foaling according to instructions	

Unit 230

	1.4	Handle the newly born foal in accordance with instructions	
2. Be able to select, use and maintain equipment to assist with foaling	2.1	Select, prepare and use the appropriate equipment needed for foaling according to instructions	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely	3.1	Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 230

4. Know how to assist with foaling	4.1 Describe how to prepare foaling boxes with regard to the special requirements of the foaling mare and the newborn foal	
	4.2 State the main stages of foaling	
	4.3 Describe the signs of imminent foaling	
	4.4 Explain the assistance that may be required during foaling	

Unit 230

	4.5	Explain when it may be necessary to call the veterinary surgeon	
	4.6	Describe the normal reactions of the mare to the newborn foal	
	4.7	Outline how to maintain foaling records	
5.	Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work

Unit 230

6. Know the types of equipment required and how to maintain them	6.1 Describe the equipment which will be necessary and methods of maintaining the equipment to assist with foaling	
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Unit 230

Learner's signature

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Unit 231

TITLE	Assist in handling mares and foals	Learner's name
LEVEL	2	
CREDIT LEVEL	5	
UAN	Y/600/3502	

The aim of this unit is to provide the learner with the knowledge and skills required to assist with the handling of mares and foals. The learner will be involved in catching, leading and turning a mare and foal out into the field, and holding a mare and foal for examination or treatment. It also covers knowledge of the weaning procedure.

Relationship to National Occupational Standards: This unit directly relates to O29NRC210.3

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 assist in handling mare and foals	1.1 Approach mares and foals in a calm and confident manner	
	1.2 Hold a mare and foal for examination according to laid down procedures	
	1.3 Assist with turning out a mare and foal in accordance with instructions	

Unit 231

	1.4 Assist with catching and bringing in a mare and foal according to instructions	
	1.5 Assist with the weaning process according to instructions	
2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to be able to assist in handling mare and foals	3.1 Describe the methods for holding mares and foals for veterinary examination or routine treatments	

Unit 231

	3.2	Explain the requirements for introducing a mare and foal to a group	
	3.3	List the methods of weaning and the reactions of mare and foal to weaning	
	3.4	State the normal age for weaning a foal	
4.	Know relevant health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements

Unit 231

5. Know the types of equipment required and how to maintain them	5.1 Describe the equipment which will be required for the activity
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Unit 231

Learner's signature

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Unit 232

TITLE	Ride a horse on the road	Learner's name
LEVEL	2	
CREDIT LEVEL	8	
UAN	F/600/3512	

The aim of this unit is to provide the learner with the knowledge and skills to exercise horses on the road
This unit involves riding safely on the road according to laid down procedures and the highway Code.

Relationship to National Occupational Standards: This unit directly relates to O29NHC212.1

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to ride a horse on the road	1.1 Complete the relevant preparation before ride commences to include checking horses' shoes	
	1.2 Plan intended route	
	1.3 Mount and dismount horse according to instructions adjust girth and stirrups	

Unit 232

	1.4	Adjust gait and speed according to conditions	
	1.5	Follow highway code for riding on the road at all times	
	1.6	Report any problems to the appropriate person as necessary	
2. Be able to ride safely	2.1	Ride in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	

Unit 232

3.	Be able to select, use and maintain relevant equipment	3.1	Select and wear the appropriate personal protective equipment in accordance with instructions	
		3.2	Use equipment according to relevant legislation and instructions	
		3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4.	Know how to ride horses on the road	4.1	State the road safety requirements and the relevance of the Highway Code	

Unit 232

	4.2	Outline the principles of riding in a group	
	4.3	Describe the all the following conditions and how they may affect riding on the road: i.road surface ii.weather iii.other road users iv.riding in a group v.visibility	
	4.4	State the actions to be taken in the event of an accident	
	4.5	List hazards likely to be encountered when riding on the road	

Unit 232

	4.6 List the necessary preparations and equipment prior to riding on the road	
5. Know relevant health and safety legislation	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 232

Learner's signature

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Assessor's name

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Signed.....Date

Unit 233

TITLE	Ride a horse in the open	Learner's name
LEVEL	2	
CREDIT LEVEL	8	
UAN	M/600/3506	

The aim of this unit is to provide the learner with the knowledge and skills to ride horses in the open.
This unit involves exercising horses in the open in walk, trot and canter, under supervision and following specific instructions.

Relationship to National Occupational Standards: This unit directly relates to 029NHC212.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to ride a horse in the open	1.1 Complete the relevant preparations before the ride commences	
	1.2 Report any difficulties to the appropriate person as necessary	
	1.3 Mount and dismount the horse according to instructions and adjust girth and stirrups to suit	

Unit 233

	1.4	Exercise horse in walk, trot and canter in accordance with instructions and prevailing conditions	
	1.5	Adopt the correct riding position to exercise control over the horse	
	1.6	Ride the horse in a controlled manner appropriate to conditions, singly and in a group	
	1.7	Negotiate gates when riding in the open	

Unit 233

2. Be able to work safely and minimise environmental damage	2.1 Ride in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Be able to select, use and maintain relevant equipment	3.1 Select and wear the appropriate personal protective equipment according to instructions	
	3.2 Use equipment according to relevant legislation and instructions	
	3.3 Prepare, maintain and store equipment in a safe and effective condition	

Unit 233

4. Know how to ride horses in the open	4.1 State the possible effects on horse's behaviour when riding horses singly and in a group	
	4.2 List the necessary preparations to make prior to riding in the open	
	4.3 State the reasons for adopting the correct riding position	
	4.4 State why it is important to adjust girth and stirrups	

Unit 233

	4.5	Explain the basic principles of controlling a horse	
	4.6	List the hazards likely to be encountered when riding in the open	
	4.7	State the actions to be taken in response to adverse surfaces, weather conditions other horses, animals and people	
	4.8	State the importance of following exercise routines	

Unit 233

	4.9 State the procedures to be followed in the event of an accident	
5. Know relevant health and safety legislation and environmental good practice	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

Unit 233

Learner's signature

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Unit 234

TITLE	Ride and lead horses	Learner's name
LEVEL	2	
CREDIT LEVEL	8	
UAN	A/600/3508	

The aim of this unit is to provide the learner with the knowledge and skills required to ride and lead horses.
This unit involves 'ride and lead' of quiet horses in the open, under supervision and following specific instructions.

Relationship to National Occupational Standards: This unit directly relates to O29NHC212.3

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 ride and lead horses	1.1 Complete the relevant preparations before the ride is commenced	
	1.2 Mount and dismount according to instruction, adjust girth and stirrups to suit	
	1.3 Carry out turns to the right and left	

Unit 234

	1.4	Exercise horses in walk and trot	
	1.5	Maintain control over ridden and led horses in a manner appropriate to the conditions	
	1.6	Report any difficulties to the appropriate person as necessary	
	1.7	Secure horses and equipment following exercise	

Unit 234

2.	Be able to ride and lead safely and minimise environmental damage	2.1	Ride in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
		2.2	Carry out work in a manner which minimises environmental damage	
3.	Be able to select, use and maintain relevant equipment	3.1	Select, fit and use suitable tack and equipment according to instructions	
		3.2	Select and wear appropriate Personal Protective Equipment in accordance with instruction	

Unit 234

	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to ride and lead quiet horses	4.1	Describe how to assess the suitability of horses for “riding and leading”	
	4.2	<p>List the hazards associated with riding and leading and the actions to be taken in response to</p> <ul style="list-style-type: none"> i. adverse surfaces ii. other horses iii. other people iv. adverse weather conditions v. if the horse slips vi. loss of stirrups 	

Unit 234

	4.3	State the actions to be taken if horses are unsettled	
	4.4	List the necessary preparations to be made prior to riding in the open	
5.	Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements

Unit 234

Learner's signature

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Unit 235

TITLE	Ride a schooled horse	Learner's name
LEVEL	2	
CREDIT LEVEL	17	
UAN	D/600/3520	

The aim of this unit is to provide the learner with the knowledge and skills required to ride schooled horses under supervision. It includes road work and basic schooling

Relationship to National Occupational Standards: This unit directly relates to O29NRC213.2

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to ride a schooled horse	1.1 Complete the relevant preparations before ride commences	
	1.2 Adjust tack so that it is suitable for the work	
	1.3 Mount and dismount the horse safely according to instructions	

Unit 235

	1.4	Adopt a balanced riding position which is not detrimental to the horse	
	1.5	Warm the horse up appropriately for the movements covering all the following i.walking ii.trotting on the correct diagonal iii.cantering on the correct lead iv.simple school movements v.transitions	
	1.6	Ride the horse in a controlled manner suitable for the working area and conditions i. with stirrups ii. without stirrups iii. singly iv. in a group v. reins held in one hand	
	1.7	Carry out movements safely in accordance with instructions	

Unit 235

	1.8 Cool the horse down appropriately after movements	
2. Be able to ride safely	2.1 Ride in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to ride schooled horses	3.1 State the possible effects on horse's behaviour when riding in groups or singly	
	3.2 State the reasons for adopting a balanced riding position	

Unit 235

	3.3	State why it is important to adjust girth and stirrups	
	3.4	Explain the basic principles of controlling a horse	
	3.5	List the hazards likely to be encountered when riding and the actions to be taken in response to i. adverse surfaces ii. other horses iii. other people iv. adverse weather conditions v. if the horse slips vi. loss of stirrups	
	3.6	Describe the aids required for simple exercises	

Unit 235

	3.7	State the importance of warming the horse up appropriately	
	3.8	Describe the principles of riding a horse to include <ul style="list-style-type: none"> i. with stirrups ii. without stirrups iii. singly iv. in groups v. reins held in one hand 	
4.	Know relevant health and safety legislation	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements

Unit 235

Learner's signature

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Assessor's name

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Unit 236

TITLE	Jump a schooled horse	Learner's name
LEVEL	2	
CREDIT LEVEL	17	
UAN	L/600/3769	

The aim of this unit is to provide the learner with the knowledge and skills to jump schooled horses under supervision. And following specific instructions to include pole work, grids and individual fences.

Fences are likely to be 2'6", including upright and spread fences.

Relationship to National Occupational Standards: This unit directly relates to O29NHC213.3

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 jump a schooled horse	1.1 Adopt and maintain the correct riding position	
	1.2 Warm the horse up appropriately for jumping	
	1.3 Maintain your balance whilst jumping fences	

Unit 236

	1.4	Maintain a balanced position which is not detrimental to the horse	
	1.5	Follow the correct route according to instructions	
	1.6	Adjust speed and gait to suit location and type of jump	
	1.7	Cool the horse down appropriately after jumping	

Unit 236

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to jump schooled horses	3.1 Explain the reasons for following the correct route and presenting the horse to the fence correctly	
	3.2 Describe how to warm up and cool down horses prior to and after jumping	
	3.3 Describe the actions to be taken if horses refuse to jump or run out	

Unit 236

	3.4	Describe the principles of controlling a horse when jumping	
	3.5	State the hazards likely to be encountered when jumping	
	3.6	State the actions to be taken in adverse weather and surface conditions	
4.	Know relevant health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements

Unit 236

Learner's signature

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Assessor's name

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Unit 237

TITLE	Assist the trek leader during a trek	Learner's name
LEVEL	2	
CREDIT LEVEL	7	
UAN	J/600/3771	
<p>This unit is about assisting with commercial trekking activities including the preparations before the trek, helping during the trek and the care of the horses on return from the trek.</p> <p>This unit involves assisting the trek leader in monitoring the conditions during the trek and safety and comfort of clients and horses as well as communicating with the clients.</p> <p>Relationship to National Occupational Standards: This unit directly relates to O29NHC 215.2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist the trek leader during a trek	1.1 Assist riders and monitor conditions i.weather ii.terrain iii.client health iv.client attitude v.horse welfare vi.potential hazards to the riders and horses	
	1.2 Report hazardous situations promptly to the trek leader according to agreed procedures where appropriate	

Unit 237

1.	1.3	Carry out the trek leader's instructions at all times	
	1.4	Comply with Riding & Road Safety Legislation and codes of practice	
	1.5	Put a horse on lead whilst mounted and ride and lead as directed.	
	1.6	Assess the risks of leading for both horse and rider	

Unit 237

1	1.7 Use safe techniques and control whilst riding and leading	
2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	
3. Know how to assist the trek leader during a trek	3.1 Define safe conditions for trekking and how to monitor i.weather ii.terrain iii.client health iv.client attitude v.horse welfare vi.potential hazards to the riders and horses	
	3.2 Outline the implications of correct horse and rider combinations	

Unit 237

	3.3	Indicate how weather conditions affect different terrain	
	3.4	Explain reasons for continuous monitoring of trek members	
	3.5	Outline Riding & Road Safety legislation and codes of practice	
	3.6	Give two examples of how to recognise clients in distress	

Unit 237

	3.7	Identify how the Highway Code applies to trekkers	
	3.8	Explain how and when the following information should be given i. points of local interest ii. progress of trek iii. basic riding/control	
	3.9	Describe how to communicate with participants on the trek	
	3.10	Outline how to put a horse on lead whilst mounted and how to ride and lead horses	

Unit 237

	3.11	Outline the risks to horses, yourself and others and how these can be minimised	
	3.12	Describe how clients medical conditions may affect their ability on the trek	
	3.13	Outline the Accident procedure	
	3.14	Describe how to follow trek leaders instructions at all times covering i.riding of hazards ii.opening and shutting of gates iii.dealing with obstacles	

Unit 237

4. Know relevant health and safety legislation	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements
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Unit 237

Learner's signature

I confirm that the evidence above is all my own work

Signed.....Date

Assessor's name

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

Signed.....Date

Internal verifier's signature (if sampled)

Signed.....Date