



Lantra

Horse Care and Management

**National Occupational Standards
and
Qualification Structure for
NVQ/SVQ Level 3**

(November 2000)

Copies of this document are available from Lantra Connect:

Helpline: 0845 707 8007

Fax: 024 7669 6732

Email: connect@lantra.co.uk

Website: www.lantra.co.uk

Write: Lantra, Lantra House, NAC,
Kenilworth, Warwickshire, CV8 2LG

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Horse Care

Qualification Structure for NVQ Level 3

The candidate must achieve all six of the mandatory units plus all of the units within the selected optional group, in order to achieve the qualification.

Mandatory Units

Unit 301	Plan and monitor routine care
Unit 302	Promote and maintain the health and well-being of horses
Unit 303	Prepare horses for work
Unit 304	Maintain the health and well-being of horses during transportation
Unit 305	Maintain activities to meet requirements (METO, Unit A1)
Unit 306	Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)

Optional Units – the candidate must achieve one of these groups of units

Group A Exercising Option

Unit 314	Contribute to the design and implementation of a work programme for horses
Unit 315	Work horses to improve fitness

Group B Schooling Option

Unit 314	Contribute to the design and implementation of a work programme for horses
Unit 316	Exercise schooled horses to maintain training

Group C Light Horse Driving Option

Unit 318	Prepare driving horses and vehicles for use and contribute to the daily exercise
Unit 319	Drive horses on the road

Group D Heavy Horses Option

Unit 314	Contribute to the design and implementation of a work programme for horses
Unit 317	Work heavy horses

Group E Trekking Option

Unit 314	Contribute to the design and implementation of a work programme for horses
Unit 320	Provide trekking opportunities

Continued

Group F Polo Option
Unit 314 Contribute to the design and implementation of a work programme for horses
Unit 321 Contribute to the training of polo ponies

Group G Breaking Option
Unit 307 Contribute to the training of young horses
Unit 314 Contribute to the design and implementation of a work programme for horses

Group H Breeding Option
Unit 312 Contribute to getting the mare in foal and maintain stud documentation –
Unit 313 Contribute to the management of the mare and foal

Group I Coaching Option
Unit 315 Work horses to improve fitness –
Unit 322 Prepare for coaching sessions (SPRITO)
Unit 323 Conduct coaching sessions (SPRITO)

Group J Competition Option
Unit 314 Contribute to the design and implementation of a work programme for horses
Unit 324 Provide specialist care to performance horses

Additionally Accredited Units

Unit 325 Contribute to the management of stallions under supervision
Unit 326 Train ponies to improve polocrosse performance
Unit 327 Maintain and repair structures and surfaces
Unit 328 Prepare and maintain horses on grazing land

Horse Care

Unit and Element Titles

Unit 301	Plan and monitor routine care
Element 301.1	Plan diets and implement feeding regimes
Element 301.2	Monitor and maintain stocks of feed and bedding
Unit 302	Promote and maintain the health and well-being of horses
Element 302.1	Promote the health and well-being of horses
Element 302.2	Deliver basic health care treatment to horses
Unit 303	Prepare horses for work
Element 303.1	Tack up horses for specialist work
Element 303.2	Prepare horses for public appearance
Element 303.3	Clip horses
Unit 304	Maintain the health and well-being of horses during transportation
Element 304.1	Prepare for transportation
Element 304.2	Care for horses during and after transportation
Unit 305	Maintain activities to meet requirements (METO, Unit A1)
Element 305.1	Maintain work activities to meet requirements
Element 305.2	Maintain healthy, safe and productive working conditions
Element 305.3	Make recommendations for improvements to work activities
Unit 306	Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)
Element 306.1	Identify the hazards and evaluate the risks in your workplace
Element 306.2	Reduce the risks to health and safety in your workplace
Unit 307	Contribute to the training of young horses
Element 307.1	Introduce young horses to equipment
Element 307.2	Contribute to training from the ground and backing
Unit 312	Contribute to getting the mare in foal and maintain stud documentation
Element 312.1	Contribute to getting the mare in foal
Element 312.2	Maintain stud documentation
Unit 313	Contribute to the management of the mare and foal
Element 313.1	Attend to the mare and foal during foaling
Element 313.2	Care for the mare and foal
Unit 314	Contribute to the design and implementation of a work programme for horses
Element 314.1	Contribute to the design and implementation of daily exercise programmes for horses
Element 314.2	Exercise and improve the performance of horses using lunging or long reining
Unit 315	Work horses to improve fitness
Element 315.1	Ride horses for exercise
Element 315.2	Ride and lead horses for exercise

Continued

Unit 316	Exercise schooled horses to maintain training
Element 316.1	Ride schooled horses to maintain training
Element 316.2	Jump schooled horses to maintain training
Unit 317	Work heavy horses
Element 317.1	Work a pair of heavy horses
Element 317.2	Prepare and use experienced heavy horses in woodland maintenance
Unit 318	Prepare driving horses and vehicles for use and contribute to the daily exercise programmes for driving horses
Element 318.1	Prepare driving horses and vehicles for road use
Element 318.2	Contribute to the design and implementation of daily exercise programmes for driving horses
Unit 319	Drive horses on the road
Element 319.1	Carry out road driving manoeuvres
Element 319.2	Attend to horses and vehicles after driving
Unit 320	Provide trekking opportunities
Element 320.1	Prepare to lead a trek
Element 320.2	Lead a trek
Element 320.3	Carry out post trek activities
Unit 321	Contribute to the training of polo ponies
Element 321.1	Contribute to the training of schooled ponies
Element 321.2	Ride and lead ponies
Element 321.3	Carry out pre and post play routines
Unit 322	Prepare for coaching sessions (SPRITO)
Element 322.1	Collect and analyse information to plan sessions
Element 322.2	Produce coaching plans to meet participants' needs
Element 322.3	Make arrangements for coaching sessions
Unit 323	Conduct coaching sessions (SPRITO)
Element 323.1	Prepare participants for coaching sessions
Element 323.2	Instruct participants
Element 323.3	Coach participants to improve performance
Element 323.4	End coaching sessions
Element 323.5	Review the effectiveness of coaching sessions
Unit 324	Provide specialist care to performance horses
Element 324.1	Assist with the exercise and care of performance horses
Element 324.2	Care for performance horses after strenuous exercise
Element 324.3	Escort horses to competition
Element 324.4	Care for horses after competition
Unit 325	Contribute to the management of stallions under supervision
Element 325.1	Handle and present stallions under supervision
Element 325.2	Establish and maintain the care of stallions
Unit 326	Train ponies to improve polocrosse performance
Element 326.1	Contribute to the design and implementation of daily exercise programmes for ponies
Element 326.2	Ride schooled ponies
Element 326.3	Introduce stick and ball to ponies

Continued

Unit 327 **Maintain and repair structures and surfaces**

Element 327.1 Maintain structures and surfaces

Element 327.2 Repair structures and surfaces

Unit 328 **Prepare and maintain horses on grazing land**

Element 328.1 Prepare grazing land for the introduction of horses

Element 328.2 Maintain horses on grazing land

Unit 301

Plan and monitor routine care

Element 301.1	Plan diets and implement feeding regimes
Element 301.2	Monitor and maintain stocks of feed and bedding

About this unit

This unit is about planning and monitoring routine care for horses. Routine care includes suitable feeding regimes, bedding and the availability of feed.

Element 301.1 involves planning diets and implementing feeding regimes. You will need to be able to identify the dietary requirements of horses and decide the quantity of feed required. You will also need to deal with any necessary supplements to the diet and special dietary requirements. It is also essential that your work identifies any necessary changes in dietary requirements and allows for changes in the ration.

Element 301.2 involves the management of supplies of feed and bedding, including monitoring stocks, ensuring adequate supply, storage and handling. You will need to be able to check the supply and take the appropriate action if there are any shortfalls. You will also need to be able to store and use feed and bedding correctly.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 301.1 Plan diets and implement feeding regimes

Performance Criteria

You must be able to:

- 1 identify the dietary requirements of horses accurately
- 2 establish the quantity of feed and frequency of feeding necessary
- 3 accurately specify any necessary supplements to the diet
- 4 identify and record special dietary requirements
- 5 adapt ration to meet changes in the horse's dietary requirements and optimise the health and well-being of the horses
- 6 plan diets and feeding regimes that take account of feeding policy and allow for changes in the ration
- 7 keep accurate, legible and complete records
- 8 maintain the health, safety and security of others, self and horse

Knowledge and Understanding

You must know and understand:

- (a) the dietary requirements for horses of different ages, conditions and different work levels
- (b) the effects of costs and methods of feeding on planning rations
- (c) the types of dietary additives or supplements and reasons for their inclusion in the diet
- (d) feeding and watering the horse before, during and after strenuous work
- (e) reasons for using different systems of feeding
- (f) diseases and illnesses which require special diets
- (g) rules of feeding and watering
- (h) the basic function of the digestive system
- (i) types of feed, feed preparation, hay alternatives

Element 301.1 Plan diets and implement feeding regimes

Evidence Requirements

Your evidence must prove that you can plan diets and implement feeding regimes to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for planning a diet and implementing a feeding regime for at least three horses which should be at varying levels of work and/or reproductive status or age.

You must provide performance evidence for the following feeding regimes:

- normal husbandry
- special dietary requirements

You must provide performance evidence for the following dietary requirements:

- forage
- concentrates
- water
- supplements and additives

You must provide performance evidence for planning and feeding rations taking into account:

- current good practice
- horse body weight
- condition
- level of work
- type and temperament (including tired, sick or fussy horses)

You must provide performance evidence for planning effective feeding regimes taking into account:

- availability of feed and forages
- seasonality
- costs of feed and forages

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

This element applies to new and established horses.

Where performance criteria 3 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 301.2 Monitor and maintain stocks of feed and bedding

Performance Criteria

You must be able to:

- 1 receive materials and check accurately against delivery note and original order
- 2 record any faults or shortfalls, report to the appropriate person and take the appropriate follow up action
- 3 store feed and bedding appropriately
- 4 use feed and bedding effectively
- 5 check and record supplies to maintain the required levels
- 6 take appropriate action where supplies fall below, or are likely to fall below, the required level
- 7 maintain the health, safety and security of self and others at all times
- 8 use safe lifting techniques at all times

Knowledge and Understanding

You must know and understand:

- (a) why feed and bedding should be checked against the delivery note and original order and any shortfalls followed up
- (b) effective methods of storing different types of feed and bedding and the purpose of manufacturer's recommendations regarding storage
- (c) how poor storage may affect feed and bedding
- (d) why feed must be used systematically
- (e) the purpose of checking feed and bedding and the impact which low levels may have
- (f) what action to take when feed and bedding supplies fall below the required level
- (g) why any damage should be recorded and reported, and the potential consequences of not doing so
- (h) methods of safe handling and storing of feed and bedding
- (i) your role in the storage and maintenance of feed and bedding
- (j) current good practices which affect health and safety legislation in the handling and storage of feed and bedding

Element 301.2 Monitor and maintain stocks of feed and bedding

Evidence Requirements

Your evidence must prove that you can monitor and maintain stocks of feed and bedding to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for monitoring and maintaining the following materials:

- foodstuffs
- bedding

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 2 is not evidenced from observation the following are potential sources of evidence.

- oral questioning
- written
- witness testimony
- portfolio

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Unit 302

Promote and maintain the health and well-being of horses

Element 302.1	Promote the health and well-being of horses
Element 302.2	Deliver basic health care treatment to horses

About this unit

This unit is about providing the type of care, environment and routine treatments that ensure that the horse remains healthy and content. It also involves the recognition and treatment of health problems and minor ailments. This unit applies to all types of horses.

Element 302.1 involves caring for horses so that the risk of injury and illness is minimised, being able to recognise and respond to signs of health and ill-health, and knowing when to summon professional help.

Element 302.2 involves delivering basic health care treatments according to veterinary instructions and legislative requirements. You will need to seek assistance without delay if it's not possible to administer the treatment. You will also need to keep accurate records, dispose of waste safely and provide the routine care to the horse after treatment.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 302.1 Promote the health and well-being of horses

Performance Criteria

You must be able to:

- 1 treat horses in a manner which minimises any likelihood of stress, and maintains their health and well-being
- 2 work with horses in a way that complies with current good practice and legislation
- 3 monitor the horses' physical condition and behaviour effectively
- 4 record the temperature, pulse and respiration of the horse accurately
- 5 recognise any abnormal signs and take the appropriate action
- 6 keep records accurate, legible and up to date
- 7 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) how to promote the health and well-being of horses and minimise their stress and injury
- (b) first aid procedures, the treatment of horses and your responsibility under welfare legislation
- (c) why horses need exercise and the exercise requirements for different types of activity
- (d) signs of health in relation to the appearance, posture and movement, behaviour, bodily functioning
- (e) abnormal signs including: ill health, lameness, disease, parasites, infestation, stress and injury, and the actions to take when these conditions are recognised
- (f) how to recognise a horse health emergency and when to call the vet
- (g) the organisation's health records and why they exist
- (h) anatomy of the lower leg and foot
- (i) the care of horses after specific treatments and procedures (e.g. a colt after gelding)
- (j) procedures for isolation and sick nursing
- (k) the conformation of the horse and its relationship to movement and action
- (l) the basic skeletal and muscular structure
- (m) the basic circulatory and respiratory system
- (n) risks to horses, yourself and others and how these can be minimised
- (o) how to maintain health, safety and welfare for people and horses

Element 302.1 Promote the health and well-being of horses

Evidence Requirements

Your evidence must prove that you promote the health and well-being of horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for at least three horses.

You must provide performance evidence for monitoring the following aspects of physical condition and behaviour:

- appearance
- posture and movement
- behaviour
- bodily functioning
- signs of health

You must prove that you have the necessary knowledge, understanding and skills to recognise and deal with the following:

- ill health
- disease
- lameness
- parasites
- injury
- infestation
- stress
- health emergency

This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You need to be able to recognise and take the appropriate action in response to a variety of common health problems. Examples include: colic, azoturia, COPD, strangles, flu, laminitis, ringworm, pus in the foot, mud fever, wounds, splints, rain scald, sweet itch. The action you take must be within the limits of your responsibility and expertise. In many cases, referring the problem to a colleague or professional would be the appropriate action to take.

Where performance criteria 5 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 302.2 Deliver basic health care treatment to horses

Performance Criteria

You must be able to:

- 1 store and administer drugs, medications and equipment in accordance with veterinary instructions and health and safety requirements
- 2 use current and uncontaminated prescribed medication for the intended horse
- 3 give the specified treatment using the correct technique and at the stated time and frequency
- 4 seek assistance without delay when it is not possible to administer the treatment
- 5 give appropriate routine care, diet and exercise after treatment
- 6 observe horses after treatment and report unusual signs immediately
- 7 take appropriate action if contagious or infectious diseases are expected
- 8 keep your records of treatment accurate, legible and complete
- 9 dispose of waste from health care treatments safely
- 10 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the significance of expiry dates on drugs and medications and safe procedures for disposal
- (b) why it is necessary to interpret medication instructions accurately
- (c) how to use the equipment appropriate to the treatment
- (d) importance of restraint techniques, minimising stress levels, safety of the handler and horse
- (e) cleaning and hygiene procedures to be followed when carrying out treatments
- (f) how to administer prescribed oral and topical treatments
- (g) the side effect or adverse reactions to medication that might occur
- (h) procedures for the safe disposal of contaminated and non-contaminated waste, and sharps
- (i) reasons and legislative requirements for 'withdrawal of drugs' - racing, competing or being destroyed
- (j) reasons for taking personal hygiene and safety precautions e.g. zoonoses and other communicable diseases between horses and humans
- (k) the types of health records and the reasons for maintaining them
- (l) routine vaccinations required
- (m) how to administer suitable treatments to wounds and injuries
- (n) how to administer effective worming programmes
- (o) the contents of the first aid kit and their use
- p) risks to horses, yourself and others and how these can be minimised
- q) how to maintain health, safety and welfare for people and horses

Element 302.2 Deliver basic health care treatment to horses

Evidence Requirements

Your evidence must prove that you can deliver basic health care treatment to horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for administering the following medication:

- prescription only medicine
- over-the-counter
- wormers

You must provide performance evidence for administering these types of treatments:

- cleaning and hygiene procedures
- topical treatments
- oral treatments
- treatments for wounds

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Examples of treatments covered by this element may include; poulticing (hot or cold), tubbing, hosing, fomentation. Medications may include; pastes, powders, liquids by mouth or in the feed. Topical treatments may include; antiseptic powders, ointments and washes.

Where performance criteria 4, 6 and 7 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio
- simulations

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Unit 303

Prepare horses for work

Element 303.1	Tack up horses for specialist work
Element 303.2	Prepare horses for public appearance
Element 303.3	Clip horses

About this unit

This unit is about preparing horses for work according to the specialist discipline in which the horses are involved. It covers tacking up, plaiting, trimming and clipping.

Element 303.1 involves tacking up horses for specialist work. You will need to be able to select, apply and fit the tack for the specified activity. You will also need to be able to check that the tack is safe before handing over to the user.

Element 303.2 involves trimming and plaiting horses which compete or are on show to the public. You will need to be able to use suitable methods of restraint during the work, and use the equipment safely and correctly.

Element 303.3 involves clipping horses according to agreed requirements. It also covers the care and maintenance of clipping equipment.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 303.1 Tack up horses for specialist work

Performance Criteria

You must be able to:

- 1 confirm requirements for tacking up with the appropriate person
- 2 select, apply and fit the tack for the specified activity according to requirements
- 3 check that the tack is safe before handing over to the user
- 4 identify any defective tack and take the appropriate action within the limits of your authority
- 5 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the requirements for tacking up horses for the specialist work activity
- (b) the types of saddlery, bits and equipment used for specialist work activity
- (c) the health and safety precautions which must be taken for this type of work
- (d) the dangers of unsafe tack and how to check that the tack is safe
- (e) the limits of your responsibility for dealing with defective tack
- (f) the policy and procedures for tacking up
- (g) the reasons for using specialist tack
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 303.1 Tack up horses for specialist work

Evidence Requirements

Your evidence must prove that you can tack up horses for specialist work to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for tacking up more than one horse for specialist work.

You must provide performance evidence for selecting, applying and fitting the following:

- saddles
- nose bands
- bits
- specialist equipment
- specialist bridles
- exercise bandages
- boots

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 4 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Specialist equipment and specialist bridles may include items used for racing, schooling, competition, as appropriate to the discipline.

Element 303.2 Prepare horses for public appearance

Performance Criteria

You must be able to:

- 1 confirm the requirements for preparing the horse with the appropriate person
- 2 select the correct tools and equipment for the work
- 3 apply suitable methods of restraint
- 4 pull a mane in accordance with requirements
- 5 trim a horse in accordance with requirements
- 6 use equipment safely in accordance with laid down procedures
- 7 plait a mane in accordance with requirements
- 8 apply quarter marks in accordance with requirements
- 9 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) how to pull a mane
- (b) how to plait and trim horses, and apply quarter marks
- (c) the types of tools and equipment used for the work
- (d) correct use of tools and equipment
- (e) why suitable appearance of horse is essential for public events
- (f) variation of requirements for different disciplines for trimming and plaiting
- (g) methods of restraint, and their use in different circumstances
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 303.2 Prepare horses for public appearance

Evidence Requirements

Your evidence must prove that you can prepare horses for a public appearance to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for preparing more than one horse for public appearance.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

This element applies to plaiting for competition within agreed timescales. Thread or bands may be used providing that the plaits meet the specified criterion i.e. for public appearance according to the particular discipline.

Trimming can include whiskers, heels, jaw line and tails.

Element 303.3 Clip horses

Performance Criteria

You must be able to:

- 1 confirm the requirements for clipping the horse with the appropriate person
- 2 prepare the horse, equipment and area for clipping according to requirements
- 3 select the necessary type of clip to meet requirements
- 4 remove any excess coat for the type of clip selected
- 5 use and maintain clipping equipment in accordance with laid down procedures
- 6 minimise stress and injury to the horse during restraint techniques
- 7 care for horse after clipping according to the needs of the horse and laid down procedures
- 8 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) how to clip horses and where clipping should take place
- (b) the different types of clip used, including full and partial
- (c) how to introduce horses to clipping
- (d) the methods of restraint which must be used during clipping
- (e) the reasons for clipping horses
- (f) the use of circuit breakers
- (g) how to anticipate and deal with horses that are difficult to clip
- (h) how to clip awkward areas and leg lines
- (i) care and maintenance of clipping equipment
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 303.3 Clip horses

Evidence Requirements

Your evidence must prove that you can clip horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for clipping horses on more than one occasion.

You must provide performance evidence for using the following types of clip:

- full
- partial

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 6 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio
- simulations

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Unit 304 Maintain the health and well-being of horses during transportation

Element 304.1	Prepare for transportation
Element 304.2	Care for horses during and after transportation

About this unit

This unit is about maintaining the health and well-being of horses during transportation. It covers organising the timetable, preparing the equipment necessary for travelling, loading horses and the care of the horses during and after the journey.

Element 304.1 covers the preparation necessary for transportation. You will need to be able to make sure the transport is in a suitable condition, load horses and inform the appropriate person about the details of the journey.

Element 304.2 covers caring for horses during transportation. You will need to check the horses condition at regular intervals and take action in the event of problems arising. You will also need to provide horses with feed and water as necessary during the journey, and unload them safely at the end of the journey.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 304.1 Prepare for transportation

Performance Criteria

You must be able to:

- 1 thoroughly clean and disinfect the transport ready for use
- 2 arrange an effective timetable for the preparation of transport and horses prior to journey
- 3 organise the equipment and resources necessary in time for the journey
- 4 prepare the transport and make it safe, comfortable and secure
- 5 clearly inform the appropriate person about the destination and expected time of arrival
- 6 load horse(s) for the journey in a way which minimises stress
- 7 check the transport for safety and report any concerns to the appropriate person
- 8 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) how transport needs to be prepared for the horses
- (b) the different requirements for long and short journeys
- (c) the destination and likely time of arrival and to whom this information should be given
- (d) factors which cause horses stress and how to minimise them
- (e) how to load horses onto transport
- (f) the potential difficulties and hazards associated with loading difficult horses and the correct actions to take
- (g) how to prepare, establish and secure horses ready for transport
- (h) the records which are required for the journey
- (i) legal requirements in relation to the number of horses in transport
- (j) your responsibility under animal welfare, the transportation of horses and health and safety legislation
- (k) who to contact for advice and assistance and when to seek veterinary help
- (l) the powers of enforcement authorities before, during and after transport
- (m) the authorisation requirements for journey and the differences between a General Authorisation and a Specific Authorisation
- (n) risks to horses, yourself and others and how these can be minimised
- (o) how to maintain health, safety and welfare for people and horses

Element 304.1 Prepare for transportation

Evidence Requirements

Your evidence must prove that you can prepare for transportation to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for preparing the following:

- cleanliness
- safety
- security
- travel requirements of horse
- hay, water and feed

You must prove that you have the necessary knowledge, understanding and skills to load the following types of horses:

- difficult
- inexperienced
- experienced

This may be achieved through questioning and answering.

You must also provide evidence for all of the knowledge and understanding stated in the element.

Notes

This element applies to both horse boxes and trailers.

Assessment should cover awareness of all new legislation which affects travelling horses, including The Welfare of Animals (Transport) Order 1997, and who enforces this legislation and the powers they possess.

The travel requirements of the horses include appropriate clothing for weather, time of year, length of journey.

Element 304.2 Care for horses during and after transportation

Performance Criteria

You must be able to:

- 1 check the horses condition at regular intervals during the journey
- 2 identify any causes for concern, signs of stress or ill-health and take the appropriate action
- 3 reschedule the timetable and promptly inform the appropriate person if problems occur
- 4 feed and water horses during the journey to maintain their health and well-being
- 5 unload horses in a manner which minimises stress
- 6 establish horses safely in their stable or field
- 7 maintain the health, safety and welfare of the horse, self and others at all times

Knowledge and Understanding

You must know and understand:

- (a) indicators of a horses health and well-being
- (b) signs, symptoms and causes of stress
- (c) how often to check horses during the journey depending on method of transport and legislation
- (d) action to be taken when a horse shows sign of stress or ill health during a journey
- (e) the provision of feed or rest breaks for particular horses during the journey
- (f) the clothing and ventilation requirements of horses during transport
- (g) circumstances in which horses can be left and how safety and security may be maintained
- (h) problems that may occur and how to deal with them
- (i) any necessary documentation and your responsibility in relation to it
- (j) your responsibilities under health and safety, animal welfare and animal transportation legislation
- (k) different species water requirements during a journey

Element 304.2 Care for horses during and after transportation

Evidence Requirements

Your evidence must prove that you can care for horses during transportation to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for monitoring all of the following:

- behaviour
- appearance
- warmth and comfort

You must prove that you have the necessary knowledge, understanding and skills to care for horses during the following kinds of journeys:

- short and long journeys
- journeys in the winter and summer

This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 2 and 3 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

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Unit 305

Maintain activities to meet requirements

Element 305.1	Maintain work activities to meet requirements
Element 305.2	Maintain healthy, safe and productive working conditions
Element 305.3	Make recommendations for improvements to work activities

About this unit

This unit is about ensuring that activities for which you are responsible meet the requirements of your organisation and your customers. This involves agreeing, planning and monitoring work activities, maintaining suitable work conditions and continuously looking for ways to improve work activities.

This unit contains three elements:

- 305.1 *Maintain work activities to meet requirements;*
- 305.2 *Maintain healthy safe and productive working conditions;*
- 305.3 *Make recommendations for improvements to work activities.*

In order to *maintain work activities to meet requirements*, you need to agree these requirements with your customers, plan appropriate work activities, allocate tasks and monitor work performance. You also need to take decisive action to deal with situations where requirements are not being met.

To *maintain healthy, safe and productive working conditions*, you need to make sure that all members of your team are aware of their legal and organisational responsibilities for health and safety. You must continuously seek ways to improve working conditions and take action when there are breaches in health and safety requirements.

You must continuously look for opportunities to *make recommendations for improvements to work activities*, taking into account the effect any changes these will have on other people and parts of your organisation. You must also encourage others to make their suggestions for improvements.

This unit is taken from the Management Standards (Unit A1), and is included in the Management N/SVQ (Level 3).

Element 305.1 Maintain work activities to meet requirements

Performance Criteria

You must be able to:

- 1 agree requirements with customers in sufficient detail to allow work to be planned
- 2 explain requirements to relevant people in sufficient detail and at an appropriate level and pace
- 3 confirm with relevant people their understanding of, and commitment to, meeting requirements
- 4 monitor your team's work at appropriate intervals and in compliance with your organisation's procedures
- 5 ensure that the work under your control normally meets agreed requirements
- 6 take prompt and effective corrective action when products, services and processes do not meet agreed requirements
- 7 ensure that records relating to the work under your control are complete, accurate and in line with your organisation's procedures
- 8 give opportunities to relevant people to make recommendations for improving work activities

Knowledge and Understanding

You must know and understand:

- (a) how to communicate effectively with team members, colleagues, line managers and people outside your organisation
- (b) the importance of a focus on customer requirements and quality issues, and your role and responsibilities in relation to this
- (c) the differences between internal and external customers
- (d) how to identify customer requirements to a level of detail sufficient for planning work
- (e) how to encourage and enable team members, colleagues and line managers to help to improve efficiency
- (f) how to monitor work activities and take corrective action to ensure requirements are being met
- (g) the records which need to be completed and how this should be done
- (h) the principles of planning work activities, setting objectives and priorities to ensure requirements are met efficiently

Element 305.1 Maintain work activities to meet requirements

Evidence Requirements

You must prove that you maintain work activities to meet requirements to the National Occupational Standard. To do this, you must provide evidence to prove that you consistently meet all the performance criteria. Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulations is not acceptable for this element.

You must show evidence that you agree the following types of requirements:

- quality
- quantity
- delivery
- health and safety

You must show evidence that you agree requirements with one of the following customers:

- internal
- external

You must also show that you explain work activities and provide opportunities for making recommendations to one of the following people:

- team members
- colleagues working at your level
- higher-level managers or sponsors
- people outside your organisation

You must, however, prove that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of customer and relevant people, listed above.

Notes

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Work activities

- leading team meetings
- negotiations with colleagues

Products or outcomes

- printouts of your scheduling records and revised work plans
- your memos to staff explaining changes to plans
- your team briefing notes

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports describing

- the opportunities and constraints of your organisation's expected standards and management systems
- the requirements for work under your control
- your role in scheduling and allocating work loads
- how you anticipated potential problems
- how you identified possible solutions

Witness testimony

- statements from relevant people about how you explained work plans
- statements from individuals whose understanding and commitment you confirmed

Element 305.2 Maintain healthy, safe and productive working conditions

Performance Criteria

You must be able to:

- 1 inform relevant people about their legal and organisational responsibilities for maintaining healthy, safe and productive work conditions
- 2 give sufficient support to relevant people to ensure they are able to work in a healthy, safe and productive way
- 3 give opportunities to relevant people to make recommendations for improving working conditions
- 4 ensure that working conditions under your control conform to organisational and legal requirements
- 5 ensure that working conditions under your control are as conducive to the work activity as possible within organisational constraints
- 6 respond to breaches in health and safety requirements in ways which are prompt and consistent with organisational and legal requirements
- 7 make recommendations for improving working conditions clearly and promptly to relevant people
- 8 ensure that your records relating to health and safety and working conditions are complete, accurate and comply with organisational and legal requirements

Knowledge and Understanding

You must know and understand:

- (a) how to assess current working conditions and identify possible areas for improvement
- (b) how to communicate effectively with team members, colleagues, line managers and people outside the organisation
- (c) the importance of health and safety at work and your role and responsibility in relation to this
- (d) the organisational and legal requirements for maintaining a healthy, safe and productive work environment
- (e) the types of support it may be necessary to provide on health and safety issues and how to provide such support
- (f) how to monitor work conditions to ensure they meet health and safety requirements
- (g) how to respond to contradictions between health and safety requirements and organisational demands and constraints
- (h) the procedures to follow in order to recommend improvements in working conditions
- (i) the records which need to be kept and the organisational and legislative requirements for doing so
- (j) the types of work conditions are most conducive to productive work

Element 305.2 Maintain healthy, safe and productive working conditions

Evidence Requirements

You must prove that you maintain healthy, safe and productive working conditions to the National Occupational Standard. To do this, you must provide evidence to prove that you consistently meet all the performance criteria. Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulations is not acceptable for this element.

You must show evidence that you provide information, support and recommendations to two of the following people:

- team members
- colleagues working at your level
- higher-level managers or sponsors
- people outside your organisation

Your evidence must cover the following working conditions:

- physical environment
- equipment
- materials
- working procedures

You must, however, prove that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of relevant people, listed above.

Notes

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Work activities

- conducting inspections and audits
- leading team training events and meetings
- running fire drills and evacuation tests

Products or outcomes

- induction packs you have contributed to
- your team briefing notes and handouts
- your procedures for dealing with accidents, emergencies and evacuations (fire and bomb alerts)
- accident book and records of drills and tests
- your reports recording real incidents
- your plans, reports and recommendations to line management for improvements

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or oral reports

- how your organisation's systems meet legal requirements and the implications if they do not
- initial induction training and how you make staff aware of changes to procedures
- how to encourage people to take responsibility for a healthy and safe environment
- how you dealt with emergencies and accidents

Witness testimony

- statements from those who have seen you providing information, support and opportunities to make recommendations

Element 305.3 Make recommendations for improvements to work activities

Performance Criteria

You must be able to:

- 1 provide opportunities for relevant people to suggest ways of improving activities
- 2 make recommendations for improvements to activities that are based on sufficient, valid and reliable information
- 3 make recommendations for improvements that are consistent with the objectives of your team and organisation
- 4 make recommendations that take into account the impact of introducing change on other parts of your organisation
- 5 make recommendations promptly to the relevant people
- 6 present your recommendations in a manner and form consistent with your organisation's procedures

Knowledge and Understanding

You must know and understand:

- (a) how to assess current working practices and identify possible areas for improvement
- (b) how to identify the implications of change for other parts of your organisation
- (c) how to communicate effectively with team members, colleagues, line managers and people outside your organisation
- (d) how to present and argue a case for change most effectively
- (e) the importance of continuous improvement in the management of activities and your responsibilities are in relation to this
- (f) the procedures to follow in order to recommend improvements in working practices

Element 305.3 Make recommendations for improvements to work activities

Evidence Requirements

You must prove that you make recommendations for improvements to work activities to the National Occupational Standard. To do this, you must provide evidence to prove that you consistently meet all the performance criteria. Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this element.

You must show evidence that you provide opportunities for suggestions and make recommendations to two of the following people:

- team members
- colleagues working at the same level
- higher-level managers or sponsors
- specialists

You must, however, prove that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of relevant people, listed above.

Notes

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Work activities

- presenting recommendations to team members and higher-level managers

Products or outcomes

- project proposals, plans and budgets to which you have contributed
- your evaluation reports and status report printouts
- minutes of relevant meetings
- your briefing notes and presentation materials

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or oral reports

- how you developed recommendations and the extent to which it was an individual or team effort
- the rationale and justification for accepting your recommendations and their associated costs
- the extent to which your recommendations contributed to meeting your organisation's objectives and any other potential benefits likely to result
- the impact of your recommendations on other parts of the organisation

Witness testimony

- statements from the people who saw you presenting recommendations

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Unit 306

Ensure your own actions reduce risks to health and safety

Element 306.1

Identify the hazards and evaluate the risks in your workplace

Element 306.2

Reduce the risks to health and safety in your workplace

About this unit

This unit is from the Employment NTO 'Approved Standards – Health and Safety for People at Work' (Unit A) and is also used in the Racehorse Care/Horse Care NVQs/SVQs at Level 2.

Fundamental to this unit is an understanding of the terms "hazard" and "risk". They have been defined overleaf and it is VERY IMPORTANT that they are understood before undertaking the Unit.

This unit is for:

everyone at work - (whether paid, unpaid, full or part-time). The scope of the Health and Safety at Work Act 1974 covers "all persons" whether employers, employees, self-employed, contractors, etc. Amongst other things the Act seeks to secure the health, safety and welfare of people whilst they work and protect other people against risks to health or safety arising from the activity of people at work. This unit does not require the candidate to undertake a full risk assessment, it is about having an appreciation of significant risks in the workplace and knowing how to identify them and deal with them.

This unit covers:

the health and safety duties for everyone in the workplace. It describes the competence's required to ensure that:

- your own actions do not create any health and safety risks,
- you do not ignore significant risks in your workplace, and
- you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

This is what you need to show

In Element 306.1 you need to show that you understand the health and safety requirements and policies in the workplace, and that you check your own working practices and work area for any risk of you or others being harmed. You should be able to identify the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those which you must report to the "responsible person" for attention.

Element 306.2 requires you to show you have taken steps to reduce those health and safety risks with which you might come into contact during the course of your work. It covers carrying out tasks safely and in accordance with instructions and workplace requirements.

This is what you need to do next

Read the section on "Key Words and Phrases". This explains how some words and phrases have been used in this unit and will help you understand it more easily.

KEY WORDS AND PHRASES which you might see used frequently within the *Health and safety for People at Work* units

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined two important concepts as follows:

Hazard "a hazard is something with potential to cause harm".

Risk "a risk is the likelihood of the hazard's potential being realised".

Almost anything may be a hazard, but may or may not become a risk. For example:

1. A trailing electric cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of the way, the risk is much less.
2. Toxic or flammable chemicals stored in a building are a hazard, and by their nature may present a high risk. However, if they are kept in a properly designed secure store, and handled by properly trained and equipped people, the risk is much less than if they are left about in a busy workshop for anyone to use - or misuse.
3. A failed light bulb is a hazard. If it is just one bulb out of many in a room it presents very little risk, but if it is the only light on a stairwell, it is a very high risk. Changing the bulb may be a high risk, if it is high up, or if the power has been left on, or low risk if it is in a table lamp which has been unplugged.
4. A box of heavy material is a hazard. It presents a higher risk to someone who lifts it manually than if a mechanical handling device is properly used.

Workplace: This word is used to describe the single or multiple areas in which you carry out your work.

Working practices: Any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. In this unit it also covers any omissions in good working practice which may pose a threat to health and safety.

Workplace policies: This covers the documentation prepared by the employer on the procedures to be followed regarding health and safety matters. It could be the employer's safety policy statement, or general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the employees' (and "other persons' ") attention.

Other persons: This phrase refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients, students, pupils.

Personal presentation: This includes, personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

Responsible persons: The person or persons at work to whom you should report any health and safety issues or hazards. This could be a supervisor, line manager or your employer.

Key points regarding Health and Safety legislation and regulations.

"Health and Safety At Work Act 1974"

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit.

Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the people for whom they are responsible and the people who may be affected by the work they do.

Under this Act it is also important to be aware that all people at work, not just employers, have a duty to take reasonable care to avoid harming themselves or others through the work they do.

Risks should be reduced "so far as is reasonably practicable". This term means the duty-holder (in most instances the employer) can balance the cost against the degree of risk although obviously any Health and Safety Inspectors would expect that relevant good practice is followed.

According to the Act

Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them and "other persons". This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.

People at work also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

Other Legislation

There is an array of health and safety regulations and codes of practice which affect people at work. There are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc. The specific requirements for all or any of these can be obtained from HSE local offices.

As many of the regulations are only relevant to certain workplaces or working practices no specific reference has been made in the Knowledge Requirements to any of these regulations. The phrase "*your responsibilities for health and safety as required by any specific legislation covering your job role*" is intended to relate to those specific pieces of legislation important to your workplace and/or working practices which you should be able to find out about.

Element 306.1 Identify the hazards and evaluate the risks in your workplace

Performance Criteria

You must be able to:

- 1 correctly name and locate the persons responsible for health and safety in the workplace
- 2 identify which workplace policies are relevant to your working practices
- 3 identify those working practices in any part of your job role which could harm yourself or other persons
- 4 identify those aspects of the workplace which could harm yourself or other persons
- 5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others
- 6 report those hazards which present a high risk to the persons responsible for health and safety in the workplace
- 7 deal with hazards with low risks in accordance with workplace policies and legal requirements

Knowledge and Understanding

You must know and understand:

- (a) the following aspects of health and safety legislation:
 - your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
 - your duties for health and safety as defined by any specific legislation covering your job role
- (b) the following relating to risks to health and safety:
 - what hazards may exist in your workplace
 - the particular health and safety risks which may be present in your own job role and the precautions you must take
 - the importance of remaining alert to the presence of hazards in the whole work place
 - the importance of dealing with or promptly reporting risks
 - the requirements and guidance on the precautions
- (c) agreed workplace policies relating to controlling risks to health and safety
- (d) responsibilities for health and safety in your job description
- (e) the responsible persons to whom to report health and safety matters

Element 306.1 Identify the hazards and evaluate the risks in your workplace

Evidence Requirements

You should prove that you consistently meet the National Occupational Standard.

Evidence must be drawn from real working practices, and evidence must be provided across all the performance criteria in this element.

Evidence must be provided to demonstrate competence in identifying hazards with reference to working activities or aspects of the workplace and acting upon your decisions as to whether the hazard presents a high or low risk.

You must provide performance evidence for evaluating risks resulting from a minimum of two of the following:

- the use and maintenance of machinery or equipment
- the use of materials or substances
- working practices which do not conform to laid down procedures
- unsafe behaviour
- accidental breakages and spillages
- environmental factors

You must, however, prove that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of the items listed.

Answers to questions and other forms of evidence may additionally be used to demonstrate an understanding of the essential knowledge required for this element.

Notes

Evidence from performance is required and should be the primary source of evidence, but this will often be supported by questioning or other forms in order to gather evidence of your ability to perform competently.

Knowledge and understanding (a) and (b) also appear in the next element and could be assessed together.

Element 306.2 Reduce the risks to health and safety in your workplace

Performance Criteria

You must be able to:

- 1 carry out your working practices in accordance with legal requirements
- 2 follow the most recent workplace policies for your job role
- 3 rectify those health and safety risks within your capability and the scope of your job responsibilities
- 4 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- 5 ensure that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- 6 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- 7 report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate
- 8 ensure that your personal presentation at work maintains the health and safety of yourself and others, meets any legal duties, and is in accordance with workplace policies

Knowledge and Understanding

You must know and understand:

- (a) the following aspects of health and safety legislation:
 - your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
 - your duties for health and safety as defined by any specific legislation covering your job role
- (b) the following relating to risks to health and safety:
 - what hazards may exist in your workplace
 - the particular health and safety risks which may be present in your own job role and the precautions you must take
 - the importance of remaining alert to the presence of hazards in the whole work place
 - the importance of dealing with or promptly reporting risks
 - the requirements and guidance on the precautions
- (c) the specific workplace policies covering your job role
- (d) suppliers' and manufacturers' instruction for the safe use of equipment, materials and products
- (e) safe working practices for your own job role
- (f) the importance of personal presentation in maintaining health and safety in the workplace
- (g) the importance of personal conduct in maintaining the health and safety of yourself and others
- (h) your scope and responsibility for rectifying risks
- (i) workplace procedures for handling risks which you are unable to deal with

Element 306.2 Reduce the risks to health and safety in your workplace

Evidence Requirements

You should prove that you can consistently meet the National Occupational Standard.

Evidence must be drawn from real working practices, and evidence must be provided across all the performance criteria in this element.

Evidence must be provided to demonstrate competence in reducing the risk to health and safety.

You must provide performance evidence for following a minimum of four types of workplace policies which cover:

- the use of safe working methods and equipment
- the safe use of hazardous substances
- smoking, eating, drinking and drugs
- what to do in the event of an emergency
- personal presentation

You must, however, prove that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of the items listed.

Answers to questions and other forms of evidence may additionally be used to demonstrate an understanding of the essential knowledge required for this element.

Notes

Evidence from performance is required and should be the primary source of evidence, but this will often be supported by questioning or other forms in order to gather evidence of your ability to perform competently.

Knowledge and understanding (a) and (b) also appear in the previous element and could be assessed together.

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Unit 307

Contribute to the training of young horses

Element 307.1	Introduce young horses to equipment
Element 307.2	Contribute to training from the ground and backing

About this unit

This unit is about contributing to the training of young horses. It covers teaching the young horse to accept discipline, the bridle, saddle and rider.

Element 307.1 involves introducing young horses to equipment. You will need to be able to identify the training needs of young horses, introduce training procedures, monitor progress and adjust the programme. You will need to agree the training with the appropriate person and where necessary, modify it to take into account advice.

Element 307.2 involves leading, long reining or lunging the horse and backing the horse. You will need to be able to select and fit suitable tack, train the horse and introduce the horse to the rider.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 307.1 Introduce young horses to equipment

Performance Criteria

You must be able to:

- 1 identify training needs of individual horse and agree with appropriate person
- 2 introduce the appropriate preliminary training procedures
- 3 select and fit suitable breaking equipment to the horse according to laid down procedures
- 4 monitor progress of the training process and report to the appropriate person
- 5 adjust the programme according to requirements and within your level of responsibility
- 6 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) how to train young horses from 8 months to backing
- (b) the psychology of young horses
- (c) the importance of good manners in young horses
- (d) the use and fitting of training equipment
- (e) effective methods of starting the training of young horses
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 307.1 Introduce young horses to equipment

Evidence Requirements

Your evidence must prove that you can introduce young horses to equipment to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following training procedures:

- stable manners
- tying up

You must provide performance for selecting and fitting the following breaking equipment:

- bit
- rug
- roller
- bridle
- side reins

You must provide performance evidence for communicating with the following people:

- trainer
- supervisor

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

This element applies to assisting with the early education of unbroken horses showing confident and competent performance that results in suitable progress of the young horse.

Element 307.2 Contribute to training from the ground and backing

Performance Criteria

You must be able to:

- 1 select and fit suitable tack for training the horse from the ground
- 2 train the horse at the required location in accordance with the agreed training needs
- 3 establish targets and monitor the progress of training process
- 4 maintain the health, safety and security of horse, self and others throughout
- 5 select and fit suitable tack for backing the horse
- 6 introduce the horse to the rider according to current good practice

Knowledge and Understanding

You must know and understand:

- (a) the types of specialist equipment required
- (b) how to use specialist equipment
- (c) the effects of lunging/long reining on various types of horses
- (d) how to cover lunging/long reining in a training programme
- (e) the procedures associated with training young and difficult horses
- (f) methods of introducing the horse to the rider
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 307.2 Contribute to training from the ground and backing

Evidence Requirements

Your evidence must prove that you can contribute to training from the ground and backing to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for lunging or long reining at least two young horses, and assisting with the backing of an unbroken horse.

You must provide performance evidence for training in the following locations:

- enclosed area
- in the open

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

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Unit 312

Contribute to getting the mare in foal and maintain stud documentation

Element 312.1	Contribute to getting the mare in foal
Element 312.2	Maintain stud documentation

About this unit

This unit is about contributing to the process of getting the mare in foal, and maintaining the necessary stud documentation.

Element 312.1 is about the work involved in getting the mare in foal. You will need to be able to care for the barren mare, confirm the mare's receptivity for covering, prepare the mare for covering, assist with covering, carry out arrangement for pregnancy tests and care for in-foal mares from covering to foaling. You will also need to contribute to the organisation of teasing routines, and maintain the safety of the foal throughout.

Element 312.2 involves working with a senior member of staff to maintain stud documentation. The element covers documentation for veterinary, farrier, worming, teasing and covering, paddocks, diaries, charts, teasing books, foaling dates, registrations and nomination forms. You will need to be able to maintain such records, resolve any discrepancies in information and pass on relevant information to others as appropriate.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 312.1 Contribute to getting the mare in foal

Performance Criteria

You must be able to:

- 1 care for the barren mare during the run up to the covering season, using management techniques to optimise her chances of conception
- 2 take appropriate precautions to prevent sexually transmitted diseases
- 3 confirm the mare's receptivity for covering in accordance with current good practice
- 4 prepare the mare correctly for covering in accordance with current good practice
- 5 assist with covering of mare with designated stallion
- 6 promote condition and health of in-foal mares from covering to foaling
- 7 carry out arrangements for pregnancy tests and communicate promptly to appropriate person
- 8 maintain the health, safety and welfare of horses, self and others throughout
- 9 promote the seasonal resumption of regular oestrus in the barren or maiden mare
- 10 contribute to the organisation of teasing routines, drawing up lists of mares that need to be teased and recognising the response of the mare to the teaser
- 11 maintain the safety of foal during teasing, covering, veterinary examination and treatment

Knowledge and Understanding

You must know and understand:

- (a) regulations regarding swabbing of mares for venereal disease and infection
- (b) venereal diseases and notification to relevant authority
- (c) breeding and registration schemes
- (d) methods and timing of pregnancy testing
- (e) pedigrees and the selection of mares and stallions for breeding
- (f) the oestrus cycle; signs of oestrus and hormonal control
- (g) methods of confirming receptivity for covering
- (h) equipment that can be used during teasing and covering
- (i) procedures to be followed when artificially inseminating the mare
- (j) the selection of mares and stallions for breeding purposes and intended use of the progeny
- (k) reproductive anatomy of mare and stallion
- (l) risks to horses, yourself and others and how these can be minimised
- (m) how to maintain health, safety and welfare for people and horses

Element 312.1 Contribute to getting the mare in foal

Evidence Requirements

Your evidence must prove that you can contribute to getting the mare into foal to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for preparing at least one mare for teasing and at least one mare for covering, one of which should have a foal at foot.

You must provide performance evidence for communicating with the following people:

- manager
- owner

You must provide performance evidence for promoting health through three of the following:

- worming
- teeth rasping
- feet trimming
- routine vaccination

You must, however, prove that you have the necessary knowledge, understanding and skills to promote health using all of the above.

You must provide performance evidence for taking the following precautions:

- swabbing
- hygiene

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

The 'management techniques' in performance criteria 1 may include; the use of day length to promote early onset of regular oestrus.

Where veterinary techniques are used rather than natural ones, you should visit an appropriate establishment to observe teasing routines.

Element 312.2 Maintain stud documentation

Performance Criteria

You must be able to:

- 1 maintain records completely, legibly and accurately as appropriate
- 2 resolve discrepancies in information and report to designated person
- 3 maintain discretion where appropriate
- 4 disclose appropriate information to client in accordance with current good practice

Knowledge and Understanding

You must know and understand:

- (a) which records are appropriate to stud requirements e.g. charts, diaries and teasing books
- (b) why it is essential to keep accurate records
- (c) policies on disclosure of information
- (d) availability of relevant computer programmes
- (e) registration of mares, stallions and foals
- (f) stud terms, fees and methods of payment
- (g) vaccination, swabbing and other routine health care records
- (h) the nomination form

Element 312.2 Maintain stud documentation

Evidence Requirements

Your evidence must prove that you can maintain stud documentation to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for maintaining appropriate records.

You must provide performance evidence for maintaining the following types of records:

- veterinary
- farrier
- worming
- teasing and covering
- paddocks
- diaries
- charts
- teasing books
- foaling dates
- registrations
- nomination forms

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Simulated working conditions can be used to assess competence where necessary, but should be kept to a minimum.

Where performance criteria 2 and 3 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

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Unit 313

Contribute to the management of mare and foal

Element 313.1	Attend to the mare and foal during foaling
Element 313.2	Care for the mare and foal

About this unit

This unit is about helping with the management of the mare and foal. It covers the care and management of the mare prior to, during and after foaling, the weaning process, the care of mare and weanlings and the care of young stock.

Element 313.1 covers attending to the mare prior to, and during, foaling. It also covers the care of the mare and foal immediately after foaling. You will need to be able to prepare suitable facilities and equipment, care for the mare and foal throughout, respond to signs of imminent foaling and obtaining professional advice and help when this is required.

Element 313.2 covers caring for the mare and foal after foaling. You will need to be able to monitor the health of the new-born foal and the mare, identify any health problems, take the appropriate action in response to health problems and implement routine health care. You will also need to be able to carry out appropriate methods of weaning, check the health of the horses post-weaning and check the health of young stock.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 313.1 Attend to the mare and foal during foaling

Performance Criteria

You must be able to:

- 1 prepare suitable facilities and equipment for foaling a mare
- 2 care for the mare prior to foaling according to instructions
- 3 monitor the mare and respond to signs of imminent foaling
- 4 seek professional advice immediately if you suspect an abnormal or difficult foaling
- 5 take appropriate action when abnormal signs of health and behaviour are identified
- 6 sustain care of the mare and foal for the 24 hours following foaling
- 7 maintain the health, safety and welfare of horses, self and others

Knowledge and Understanding

You must know and understand:

- (a) the types of facilities and equipment required
- (b) the requirements for foaling in stabling as well as in the field
- (c) the signs of imminent foaling and the correct actions to take
- (d) the different stages of labour
- (e) the types of abnormal signs of health and behaviour
- (f) abnormal presentation and when to seek help
- (g) the problems concerned with retention of placenta
- (h) the appropriate action to take in response to abnormal signs of health and behaviour including; reporting the signs and seeking assistance
- (i) reasons for checking placenta after foaling
- (j) the use of close circuit television and mare alarms
- (k) the procedures immediately following parturition
- (l) risks to horses, yourself and others and how these can be minimised
- (m) how to maintain health, safety and welfare for people and horses

Element 313.1 Attend to the mare and foal during foaling

Evidence Requirements

Your evidence must prove that you can attend to the mare and foal during foaling to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for preparing facilities and equipment for foaling and caring for the mare prior to foaling.

You must provide performance evidence for preparing the following facilities:

- stabling
- bedding
- lighting
- phone and relevant phone numbers

You must provide performance evidence for preparing the following equipment:

- first aid kit
- headcollar
- rugs
- colostrum

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 4 and 5 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

In performance criteria 5 the 'appropriate action' may involve reporting the signs and seeking assistance.

Element 313.2 Care for the mare and foal

Performance Criteria

You must be able to:

- 1 monitor and maintain the health of the new-born foal and mare
- 2 identify health problems in the mare and foal and take the appropriate action
- 3 establish and implement the daily handling routine of mare and foal
- 4 plan and implement routine health care for the mare and foal
- 5 introduce the mare and foal to grazing according to current good practice
- 6 establish and implement appropriate methods of weaning
- 7 monitor and maintain the health and well-being of the mare and the foal post-weaning
- 8 monitor and maintain the health and well-being of young stock
- 9 maintain the health, safety and welfare of horses, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) signs of health in new-born foal
- (b) the identification and treatment of health problems e.g. haemolytic foals, entropion, urinary problems, neonatal maladjustment syndrome, joint ill, meconium retention
- (c) the importance of colostrum and how to ensure that the foal has obtained sufficient colostrum
- (d) management procedure for deformed foals
- (e) caslicks operations
- (f) fostering procedures and care of the orphan foal
- (g) timing and methods of weaning for groups, individual, stalled and paddocked foals
- (h) problems which may affect mare and foal after weaning
- (i) reasons for substitution of mare and foal e.g. mare not accepting foal
- (j) developmental problems in growing youngsters
- (k) the appropriate action to take in response to health problems, including; reporting, recording and seeking assistance
- (l) risks to horses, yourself and others and how these can be minimised
- (m) how to maintain health, safety and welfare for people and horses

Element 313.2 Care for the mare and foal

Evidence Requirements

Your evidence must prove that you can maintain care of mare and foal to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for handling the mare and foal, assisting with weaning, caring for weaned foals.

You must provide performance evidence for implementing the following routine health care:

- worming
- vaccination
- foot care

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 2 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

The 'appropriate action' in performance criteria 2 is likely to include reporting, recording and seeking assistance.

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Unit 314

Contribute to the design and implementation of a work programme for horses

Element 314.1	Contribute to the design and implementation of daily exercise programmes for horses
Element 314.2	Exercise and improve the performance of horses using lunging or long reining

About this unit

This unit is about contributing to the design and implementation of a work programme for horses.

Element 314.1 covers the design and implementation of daily exercise programmes for horses. You will need to be able to determine the condition of the horse, identify the exercise needs, plan the work programme, carry out exercise activities and evaluate the results. You will need to liaise and discuss the performance of the horse with the appropriate person.

Element 314.2 covers exercising and improving the performance of horses using lunging or long reining. You will need to be able to select and fit tack, maintain control of the horse, determine and agree the exercise needs of the horse and exercise the horse. You will need to liaise and discuss the performance of the horse with the appropriate person.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 314.1 Contribute to the design and implementation of daily exercise programmes for horses

Performance Criteria

You must be able to:

- 1 determine the current condition and performance of the horse
- 2 accurately identify the exercise needs of individual horses
- 3 plan the work programme and feed regime, and agree it with the appropriate person
- 4 produce plans that fully meet the requirements of the activity
- 5 carry out exercise activities using appropriate methods and aids
- 6 evaluate the effects that the exercise activities are having on the horse
- 7 pass information regarding the performance of the horse to the appropriate person
- 8 maintain the health, safety and welfare of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the types and use of schooling aids
- (b) the additional fitness techniques (e.g. horse walkers and swimming)
- (c) the physical and psychological effects of exercise and training on the horse
- (d) the reasons for developing plans for individual horses
- (e) the process of getting a horse up from grass and roughing off
- (f) how to assess fitness and condition
- (g) the effects of temperament, age and experience on the behaviour of horses
- (h) how to identify exercise needs, including; timescales and outcomes
- (i) the objectives of the training programme
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 314.1 Contribute to the design and implementation of daily exercise programmes for horses

Evidence Requirements

Your evidence must prove that you can contribute to the design and implementation of daily exercise programmes for horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for more than one horse at varying levels of fitness, for a specified discipline.

You must provide performance evidence for carrying out the following exercise activity:

- slow work
- development work

You must provide performance evidence for determining the following:

- the physical condition of the horse
- the psychological condition of the horse

You must provide performance evidence for using the following methods:

- strapping
- riding

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

The 'varying levels of fitness' described in the Evidence Requirements are likely to cover fit, semi-fit and unfit horses.

Element 314.2 Exercise and improve the performance of horses using lunging or long reining

Performance Criteria

You must be able to:

- 1 select and fit suitable tack according to current procedures
- 2 maintain control of the horse at all times appropriate to the conditions
- 3 determine the exercise and training needs of the horse and agree them with the appropriate person
- 4 exercise the horse according to the agreed requirements
- 5 exercise the horse for improvement using appropriate methods and aids
- 6 evaluate the effects that the exercise activities are having on the horse
- 7 pass information regarding the performance of the horse to the appropriate person
- 8 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the types and uses of training aids
- (b) the use of lunging or long reining in exercise and training programmes
- (c) the uses of the various schooling aids when lunging
- (d) how horses can be worked from the ground for other disciplines
- (e) with whom you must liaise, including; owner, rider, trainer and supervisor
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 314.2 Exercise and improve the performance of horses using lunging or long reining

Evidence Requirements

Your evidence must prove that you can exercise and improve the performance of horses using lunging or long reining to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for the exercise and improvement of more than one horse for a specified discipline. The horses should be at varying levels of training.

You must provide performance evidence for maintaining control of horses as required by the following conditions:

- surface
- weather
- presence of other horses

You must provide performance evidence for working with at least two types of horse:

- fit
- unfit
- performance
- leisure
- working

You must provide performance evidence for exercising horses in the following:

- walk
- trot
- canter on the lunge

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Simulations can be used where necessary, but should be kept to a minimum.

This element applies to working horses systematically, using specific exercises to improve the horse's way of going, as agreed with the supervisor or trainer. This could include working over poles, increasing and decreasing the size of the circle, transitions and lengthened strides.

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Unit 315

Work horses to improve fitness

Element 315.1	Ride horses for exercise
Element 315.2	Ride and lead horses for exercise

About this unit

This unit is about working horses to improve fitness. It includes riding horses for exercise, as well as riding and leading horses.

Element 315.1 covers riding horses for exercise. You will need to be able to select and fit tack, adopt the correct riding position, ride the horse in a controlled manner, exercise the horse according to requirements and monitor the progress of the horse. You will need to be able to carry out this work for fit, semi-fit and unfit horses.

Element 315.2 involves riding and leading horses for exercise. You will need to be able to ride and lead a selection of horses, select and fit suitable tack, maintain control of horses and identify and deal with difficult conditions.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 315.1 Ride horses for exercise

Performance Criteria

You must be able to:

- 1 select and fit tack to meet individual requirements
- 2 adopt the correct riding position to exercise control over the horse
- 3 ride the horse in a controlled manner appropriate to the working area and conditions
- 4 exercise the horse according to exercise requirements
- 5 monitor progress of the horse against the exercise programme and report to the appropriate person
- 6 maintain the health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the behaviour of horses at different stages of training and fitness
- (b) the reasons for monitoring performance
- (c) the effects of exercise on the horse
- (d) the importance of adopting the appropriate riding position for the type of exercise
- (e) the reaction of horses under different circumstances (e.g. newly clipped on a frosty morning)
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 315.1 Ride horses for exercise

Evidence Requirements

Your evidence must prove that you can ride horses for exercise to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for riding more than one horse for exercise for a specified discipline, which should be at varying levels of fitness.

You must provide performance evidence for reporting to the following people:

- trainer
- supervisor

You must provide performance evidence for riding in a controlled manner in the following conditions:

- surface condition
- presence of other horses
- presence of other people
- weather (to include adverse weather)

You must provide performance evidence for riding in these situations:

- singly
- in groups
- walk, trot and canter
- in open
- on road

You must provide performance evidence for riding at least two of the following types of horse:

- fit
- semi-fit
- unfit

You must, however, prove that you have the necessary knowledge, understanding and skills for all the levels of fitness listed above.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Simulations may be used where this is necessary, but should be kept to a minimum.

Element 315.2 Ride and lead horses for exercise

Performance Criteria

You must be able to:

- 1 ride and lead a selection of horses appropriate to exercise requirements
- 2 select and fit suitable tack and equipment
- 3 maintain control over ridden and led horses throughout the exercise
- 4 identify difficult conditions and take appropriate action in accordance with current good practice
- 5 maintain health, safety and welfare of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the suitability of horses to ride together
- (b) the types of difficult conditions
- (c) the reasons for selecting horses to be ridden and led
- (d) the reasons for selection of tack and equipment e.g. use of bridle when leading on road
- (e) the risks to horses, yourself and others and how these can be minimised
- (f) how to maintain health, safety and welfare for people and horses

Element 315.2 Ride and lead horses for exercise

Evidence Requirements

Your evidence must prove that you can ride and lead horses for exercise to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for riding one horse and leading another in walk and trot for exercise.

You must provide performance evidence for riding horses according to:

- suitability to ride together
- exercise requirements

You must provide performance evidence for identifying and dealing with the following conditions:

- surface
- weather (including adverse weather)
- presence of other horses
- presence of people
- road

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Simulations may be used where necessary, but should be kept to a minimum.

Where performance criteria 4 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

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Unit 316

Exercise schooled horses to maintain training

Element 316.1	Ride schooled horses to maintain training
Element 316.2	Jump schooled horses to maintain training

About this unit

This unit is about riding and jumping schooled horses to maintain their training. It applies to riding astride or riding sidesaddle.

Element 316.1 involves riding a schooled horse on the flat. You will need to be able to fit tack, adopt a suitable riding position and ride the horse in a controlled manner. You will have to carry out exercise and movements appropriate to the horses' level of fitness and training, and report on progress.

Element 316.2 involves jumping a schooled horse to maintain training. You will need to be able to fit tack, maintain a suitable riding position and balance whilst jumping fences. You will also need to be able to adjust speed and gait to suit the terrain, type of jump and work area. The work will also involve monitoring and reporting the progress of the horses, and making suggestion for improvement.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 316.1 Ride schooled horses to maintain training

Performance Criteria

You must be able to:

- 1 select and adjust tack to meet individual requirements
- 2 adopt the appropriate riding position to exercise control over the horse
- 3 ride the horse in a controlled manner appropriate to the working area and conditions
- 4 carry out movements safely according to exercise requirements
- 5 monitor the progress of the horse against exercise requirements and report to the appropriate person
- 6 make suggestions to the appropriate person about the future training programme of the horse
- 7 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the mental and muscular effects of schooling horses
- (b) the behaviour of horses at different stages of training and fitness
- (c) the reasons for monitoring performance
- (d) the use of school movements and appropriate aids
- (e) the types and use of schooling aids
- (f) the importance of adopting the correct riding position for schooling horses
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 316.1 Ride schooled horses to maintain training

Evidence Requirements

Your evidence must prove that you can ride schooled horses to the National Occupational Standard.

Successful performance is required for riding more than one horse carrying out exercises and movements as appropriate to the horse's level of fitness and training, and should include riding at least one unpredictable horse.

You must provide performance evidence for riding in the following working areas:

- enclosed space
- open space

You must provide performance evidence for riding in the following conditions:

- singly
- in groups

You must provide performance evidence for carrying out the following movements:

- walk
- trot - rising and sitting
- canter
- lengthened strides
- school figures
- basic lateral work – leg yield, turn about at the forehand
- transitions
- work without stirrups in all three paces

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Element 316.2 Jump schooled horses to maintain training

Performance Criteria

You must be able to:

- 1 select and adjust tack to meet individual requirements
- 2 adopt and maintain the appropriate jumping position
- 3 maintain balance whilst jumping fences
- 4 take an appropriate track between fences
- 5 adjust speed and gait to suit terrain, type of jump and work area
- 6 take the appropriate actions if the horse refuses to jump or becomes over excited
- 7 monitor the progress of the horse against exercise requirements and report to the appropriate person
- 8 make suggestions concerning any areas for improvement
- 9 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) actions to be taken if the horse refuses or becomes over excited
- (b) the effects of going and terrain on the horse
- (c) how to walk a course and the reasons for walking the course
- (d) the course design and positioning of fences
- (e) the distances between poles, grids and combination fences
- (f) how to introduce young horses to jumping show jumps and cross country
- (g) the types of problems encountered when introducing young horses to jumping
- (h) the importance of adopting the correct riding position for jumping show jumps and cross country fences
- (i) how to assess the way of going of a horse and make any suggestions for improvement
- (j) how to recognise problems in horses attitudes to jumping and the appropriate action to take
- (k) risks to horses, yourself and others and how these can be minimised
- (l) how to maintain health, safety and welfare for people and horses

Element 316.2 Jump schooled horses to maintain training

Evidence Requirements

Your evidence must prove that you can jump schooled horses to maintain training to the National Occupational Standard.

Successful performance is required for riding more than one horse, to include working over poles and a show jumping course at 3' (0.9m).

Successful performance is required for schooling a horse over a variety of single cross country fences (between 2'6" and 3') on varying terrain.

You must provide performance evidence for jumping in the following work areas:

- enclosed space
- open space

You must provide performance evidence for jumping horses over the following fences:

- fixed
- unfixed

You must provide performance evidence for selecting and adjusting the following tack:

- jumping saddle
- snaffle bridle
- curb bits

You must provide performance evidence for riding the following horses:

- alone
- in company

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

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Unit 317

Work heavy horses

Element 317.1

Work a pair of heavy horses

Element 317.2

Prepare and use experienced heavy horses in woodland maintenance

About this unit

This unit is about working heavy horses on the land and in woodland.

Element 317.1 covers working a pair of heavy horses on the land and in woodland. You must be able to fit the appropriate equipment, hitch the horses to the vehicle, control and manoeuvre horses and take account of load placement. On completion of the work you will need to be able follow the agreed cooling down procedure, unhitch and take care of the horses.

Element 317.2 covers preparing and using heavy horses in woodland maintenance. You will need to be able to fit the equipment to the horse, hitch the horse, control and manoeuvre the horse and extract the timber from the woodland. On completion of the work you will need to be able follow the agreed cooling down procedure, unhitch and take care of the horse.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 317.1 Work a pair of heavy horses

Performance Criteria

You must be able to:

- 1 fit the appropriate equipment to horses according to requirements
- 2 safely hitch the horses to the vehicle in accordance with agreed procedures
- 3 control and manoeuvre horses according to working conditions
- 4 take account of balance, safety and security on load placement
- 5 follow the agreed cooling down procedure on completion of work
- 6 unhitch and take care of the horses in accordance with agreed procedures
- 7 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) use of different types of harness
- (b) safe capacity of vehicle
- (c) operating limits of vehicle
- (d) effects of weather on different terrain
- (e) safety precautions to be taken when handling a pair of horses
- (f) methods of braking
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 317.1 Work a pair of heavy horses

Evidence Requirements

Your evidence must prove that you can work a pair of horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for working a pair of horses.

You must provide performance evidence for controlling and manoeuvring horses:

- on varied terrain
- in varied weather conditions

You must provide performance evidence for fitting the following types of equipment:

- pole
- chains
- shaft
- trace

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In the evidence requirements, 'varied terrain' may include flat or steep terrain, depending on the region.

Element 317.2 Prepare and use experienced heavy horses in woodland maintenance

Performance Criteria

You must be able to:

- 1 fit the appropriate equipment to the horse according to specific requirements
- 2 hitch the horse safely to the equipment in accordance with agreed procedures
- 3 control and manoeuvre the horse according to working conditions
- 4 extract designated timber from woodland efficiently and effectively
- 5 follow agreed cooling down procedure on completion of work
- 6 unhitch and take care of horses in accordance with agreed procedures
- 7 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) load factors
- (b) use of different types of harness
- (c) safe capacity of equipment
- (d) operating limits of equipment
- (e) effects of weather on different terrain
- (f) safety precautions to be taken when handling horses in timber felling operations
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 317.2 Prepare and use experienced heavy horses in woodland maintenance

Evidence Requirements

Your evidence must prove that you can prepare and use horses in woodland maintenance to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for preparing and using horses in woodland maintenance.

You must provide performance evidence for fitting the following types of equipment:

- trace
- Scandinavian
- cart
- plough

You must provide performance evidence for controlling and manoeuvring horses:

- on varied terrain
- in varied weather conditions

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In the evidence requirements, 'varied terrain' may include flat or steep terrain, depending on the region.

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Unit 318

Prepare driving horses and vehicles for use and contribute to the daily exercise programmes for driving horses

Element 318.1	Prepare driving horses and vehicles for road use
Element 318.2	Contribute to the design and implementation of daily exercise programmes for driving horses

About this unit

This unit is about preparing driving horses and vehicles for use and planning and implementing fitness programmes. This level equates to the British Driving Society's Intermediate competence, Level 2.

Element 318.1 covers preparing driving horses and vehicles for road use. This includes maintaining control of the horse, fitting harnesses to the horse, hitching the horse to the vehicle, balancing a two-wheeled vehicle and adopting the controlling position.

Element 318.2 covers contributing to the design and implementation of daily exercise programmes for driving horses. You will need to be able to determine the current condition of the horse, carry out exercise activities, evaluate the effects that the exercise effects are having and pass on information regarding the performance of the horse to the appropriate person.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 318.1 Prepare driving horses and vehicles for road use

Performance Criteria

You must be able to:

- 1 maintain control of the horse at all times
- 2 select and fit harness to the horse for road use
- 3 safely hitch the horse to the vehicle following laid down procedures
- 4 balance a two-wheeled vehicle as appropriate
- 5 adopt the controlling position appropriate to the vehicle in use
- 6 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the correct fitting and function of all parts of a set of single harness
- (b) the dangers of inappropriate procedures and adjustments to harness
- (c) safety precautions to be taken when handling horses
- (d) the condition of feet and the effect on pulling power
- (e) the implications of the Road Traffic Act when preparing vehicle
- (f) the importance of safety checks
- (g) the correct mounting and dismounting procedures
- (h) how to balance a two wheeled vehicle, including vehicles with fixed and adjustable seats
- (i) why it is important to adopt the correct driving position
- (j) the essential spare equipment to be carried on the vehicle
- (k) how to fit and when to use full and breast collars
- (l) how to fit and when to use full and false breeching
- (m) how to use an assistant
- (n) risks to horses, yourself and others and how these can be minimised
- (o) how to maintain health, safety and welfare for people and horses

Element 318.1 Prepare driving horses and vehicles for road use

Evidence Requirements

Your evidence must prove that you can prepare driving horses and vehicles for road use to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for at least four horses.

You must provide performance evidence for working with the following harness:

- show
- exercise

You must provide performance evidence for preparing the following vehicles:

- two wheeled
- four wheeled

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In normal circumstances you should be able to safely harness up and put to in approximately 15-20 minutes.

Element 318.2 Contribute to the design and implementation of daily exercise programmes for driving horses

Performance Criteria

You must be able to:

- 1 determine the current condition and performance of the horse
- 2 accurately identify exercise needs of the horse and agree with the appropriate person
- 3 carry out exercise activity using appropriate methods and aids
- 4 vary the exercise activities as necessary to suit the horse
- 5 evaluate the effects that the exercise activities are having on the horse
- 6 pass on information regarding the performance of the horse to the appropriate person
- 7 maintain health, safety and welfare of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) types and use of schooling aids
- (b) additional fitness techniques e.g. horse walkers and swimming
- (c) effects of exercise and training on body systems
- (d) reasons for developing plans for individual horses
- (e) knowledge of roughing off
- (f) assessment of condition and fitness
- (g) effects of temperament, age and experience on the behaviour of horses
- (h) with whom you will need to liaise, including; the trainer and owner
- (i) risks to horses, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 318.2 Contribute to the design and implementation of daily exercise programmes for driving horses

Evidence Requirements

Your evidence must prove that you can contribute to the design and implementation of daily exercise programmes for driving horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for contributing to the design and implementation of an exercise programme for at least four horses at varying levels of fitness.

You must provide performance evidence for working with the following horses:

- fit
- semi-fit
- unfit

You must provide performance evidence for using the following methods:

- strapping
- schooling

You must provide performance evidence for identifying the following exercise needs:

- timescale
- outcomes

You must provide performance evidence for carrying out these exercise activities:

- slow work
- development work

You must provide performance evidence for determining the following conditions:

- physical
- psychological

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Simulated working conditions can be used to assess competence where naturally occurring performance evidence does not arise.

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Unit 319

Drive horses on the road

Element 319.1	Carry out road driving manoeuvres
Element 319.2	Attend to horses and vehicles after driving

About this unit

This unit is about driving horses on the road. This level equates to the British Driving Society's Intermediate competence, Level 2.

Element 319.1 involves carrying out road driving manoeuvres. It covers driving the horse and vehicle, road safety, use of the whip, communicating effectively with an assistant and following agreed cooling down procedures on completion of work.

Element 319.2 involves caring for the vehicle and the horse after exercise. You will need to be able to park and secure the vehicle, unhitch the horse, implement cooling down procedure, maintain control of the horse at all times, thoroughly clean vehicle and make the necessary safety checks.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 319.1 Carry out road driving manoeuvres

Performance Criteria

You must be able to:

- 1 drive the horse and vehicle smoothly at a speed appropriate to road conditions
- 2 drive the horse and vehicle confidently and showing an element of style
- 3 safely negotiate obstacles during driving
- 4 correctly position the vehicle on the road for safe and effective driving
- 5 use and handle the whip effectively and correctly
- 6 adhere to road safety procedures at all times
- 7 show consideration to all other road users on the public highway
- 8 communicate effectively with an assistant
- 9 follow agreed cooling down procedures on completion of work
- 10 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) horses reactions when working alone and in company
- (b) the importance of returning a horse 'cool' from work
- (c) the effects of weather on road surfaces
- (d) the operating limits of vehicles
- (e) the application of the Highway Code and Road Traffic Acts
- (f) the safe and effective use of the whip
- (g) the procedures to follow in the event of a road traffic accident
- (h) types of hand signals that should be used
- (i) how to make smooth changes of direction
- (j) styles of driving, including the English coaching styles
- (k) risks to horses, yourself and others and how these can be minimised
- (l) how to maintain health, safety and welfare for people and horses

Element 319.1 Carry out road driving manouevres

Evidence Requirements

Your evidence must prove that you can carry out road driving manouevres to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for driving more than one horse, including turns, pulling up and coping with hazards.

You must provide performance evidence for driving according to the following conditions:

- traffic
- road surface
- weather conditions
- gradient
- pedestrians

You must provide performance evidence for negotiating:

- road junctions
- stationary vehicles
- traffic lights
- roundabouts
- bends

You must provide performance evidence for driving horse and vehicle at these paces:

- walk
- working trot
- slow balanced trot
- progressive halts
- transitions
- rein back of at least three paces
- sustain a period of immobility lasting approximately 20 seconds

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In meeting the requirements of performance criteria 2 you should be capable of driving confidently and showing an element of style, using the English coaching style of driving (i.e. the reins held in the left hand supported by the right hand). **This style of driving should be used for driving on the public highway.**

The 'other road users' in performance criteria 7 may include pedestrians, cyclists and motorised transport.

Element 319.2 Attend to horses and vehicles after driving

Performance Criteria

You must be able to:

- 1 park and secure the vehicle at the designated location
- 2 unhitch the horse from the vehicle, remove the harness and return it to the relevant location
- 3 implement approved cooling down procedure before the horse is returned to stables
- 4 maintain control of the horse at all times
- 5 thoroughly clean vehicle and make the necessary safety checks
- 6 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the relevant safety procedure when unhitching
- (b) the recommended cooling down procedures
- (c) the methods of securing vehicles
- (d) the circumstances when assistance is required
- (e) the correct use and storage of whip
- (f) the recognition of a variety of horse-drawn vehicles
- (g) the necessary safety checks to vehicle as laid down in the Department of Transport Code of Practice
- (h) how to strip down and thoroughly, clean, check and re-assemble a set of single harness
- (i) risks to horses, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 319.2 Attend to horses and vehicles after driving

Evidence Requirements

Your evidence must prove that you can attend to horses and vehicles after driving to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for attending to more than one horse and vehicle after driving.

You must provide performance evidence for attending to the following vehicles:

- two wheeled
- four wheeled

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In normal circumstances you should be able to take out and unharness in approximately 15 minutes.

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Unit 320

Provide trekking opportunities

Element 320.1	Prepare to lead a trek
Element 320.2	Lead a trek
Element 320.3	Carry out post trek activities

About this unit

This unit is about providing trekking opportunities. You will need to be able to carry out this work for at least three treks of varying lengths, up to and including one day.

Element 320.1 covers preparing to lead a trek. You will need to be able to check that sufficient horses and tack are available, assess clients suitability for the activity, brief clients, issue and fit safety equipment, allocate clients to horses and respond to any problems.

Element 320.2 covers leading a trek. You will need to be able to follow the trek route, monitor clients, identify and respond to any hazardous situations, provide information to clients and keep to road traffic requirements.

Element 320.3 involves caring for horses and riders on return from a trek. You will need to be able to assist clients to dismount, hand over horses to staff, escort clients to designated area, discuss the trek with clients and deal with anything requiring attention within the limits of your responsibility.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 320.1 Prepare to lead a trek

Performance Criteria

You must be able to:

- 1 confirm sufficient horses are available with suitable tack for the activity
- 2 assess client suitability for the activity
- 3 carry out a full briefing of procedures and confirm client's understanding
- 4 issue and fit safety equipment correctly
- 5 allocate clients a suitable horse, give assistance during mounting and adjust tack to suit the rider
- 6 confirm that the appropriate emergency equipment is available
- 7 respond appropriately to any problems that arise
- 8 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the reasons for briefing clients and checking understanding
- (b) your organisation's procedures for trekking activities
- (c) why it is important to ensure that safety helmets are correctly fitted and worn at all times
- (d) the reasons for communicating the proposed route to someone in authority
- (e) how to establish and maintain relationships with clients
- (f) how to assess the suitability of clients for the activity
- (g) reasons for allocating clients to particular horses
- (h) provisions of the Riding Establishments Act 1964/70
- (i) the insurance requirements for trekking activities
- (j) the emergency equipment required for the trek, including; first aid kit, spare tack and communication equipment
- (k) risks to horses, yourself and others and how these can be minimised
- (l) how to maintain health, safety and welfare for people and horses

Element 320.1 Prepare to lead a trek

Evidence Requirements

Your evidence must prove that you can prepare to lead a trek to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for assessing the following aspects of client suitability:

- dress
- age
- weight
- experience

You must provide performance evidence for briefing clients on the following:

- trek route
- basic horse control
- safety precautions and equipment
- emergency procedures
- rules regarding position in string

You must provide performance evidence for working with the following clients:

- adults
- children
- experienced riders
- inexperienced riders

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

The problems in performance criteria 7 could include; lack of equipment, unsuitability of clients, equipment that is not working, or an accident. The action you take will be within your responsibility and may include referring the problem to another person.

Element 320.2 Lead a trek

Performance Criteria

You must be able to:

- 1 follow the trek route within the agreed timescale
- 2 monitor clients and conditions according to agreed procedures
- 3 identify hazardous situations and take appropriate remedial action within limits of authority
- 4 provide information to clients at appropriate times and frequencies
- 5 adhere to agreed procedure in the event of an emergency
- 6 follow statutory road traffic requirements at all times
- 7 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) safe conditions for trekking
- (b) how weather conditions effect different terrain
- (c) the reasons for continually checking of trek members
- (d) the appropriate emergency procedures in the event of an accident or illness
- (e) when it is necessary to have assistants accompanying the trek
- (f) the road safety procedures
- (g) implications of the Country Code for trek leaders
- (h) the types of hazards to horses and riders which may be present during trekking
- (i) how to recognise clients distress
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 320.2 Lead a trek

Evidence Requirements

Your evidence must prove that you can lead a trek to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for leading at least 3 treks of varying lengths (up to one day).

You must provide performance evidence for monitoring the following conditions:

- weather
- terrain
- client health
- client attitude
- horse welfare

You must provide performance evidence for providing clients with the following information:

- hazardous situations (both to the rider and the horse)
- points of local interest
- progress of trek

You must prove that you have the necessary knowledge, understanding and skills for emergency procedures following:

- accidents
 - injury to rider
 - injury to horse
- This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 3 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 320.3 Carry out post trek activities

Performance Criteria

You must be able to:

- 1 assist clients to dismount according to agreed procedures
- 2 hand over horses to staff for return to suitable environment
- 3 escort clients to designated area for return of safety equipment
- 4 discuss trek with clients and deal with items requiring attention within limits of authority
- 5 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the agreed procedures regarding dismounting
- (b) customer relations and the importance of good communications before, during and after the trek
- (c) how to deal with complaints and limits of authority
- (d) how to care for horses after a trek
- (e) why it is important to ensure that all incidents are reported
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 320.3 Carry out post trek activities

Evidence Requirements

Your evidence must prove that you can carry out post trek activities to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for carrying out activities after at least 3 treks.

You must provide performance evidence for discussing the following aspects of the trek with clients:

- customer satisfaction
- route
- duration
- timing

You must prove that you have the necessary knowledge, understanding and skills to deal with the following:

- complaints
- comments
- recommendations

This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

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Unit 321

Contribute to the training of polo ponies

Element 321.1	Contribute to the training of schooled ponies
Element 321.2	Ride and lead ponies
Element 321.3	Carry out pre and post play routines

About this unit

This unit is about contributing to the training of polo ponies. You will need to carry out this work for ponies at varying levels of fitness.

Element 321.1 covers contributing to the training of schooled ponies. You must be able to fit tack, adopt the correct riding position, ride the pony in a controlled position, monitor and report progress.

Element 321.2 covers riding and leading ponies. You will need to be able to fit tack, ride and lead a selection of ponies, recognise and respond to any difficult conditions, communicate with members of the team and supervise others as appropriate.

Element 321.3 involves the care and management of ponies before, during and after play. You will need to be able to fit tack, select equipment for matches, fit boots and bandages, prepare for match play, cool the ponies down after play, provide feed and water and assist the players with equipment.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 321.1 Contribute to the training of schooled ponies

Performance Criteria

You must be able to:

- 1 select and adjust tack to meet individual requirements
- 2 adopt the correct riding position to exercise control over the pony
- 3 ride the pony in a controlled manner appropriate to the working area and conditions
- 4 undertake exercise according to exercise requirements and the exercise programme
- 5 monitor the progress of the pony against the exercise programme and report to the appropriate person
- 6 deal with any problems and adapt to different situations safely and effectively
- 7 maintain the health, safety and security of pony, self and others throughout
- 8 warm up for match play according to instructions

Knowledge and Understanding

You must know and understand:

- (a) the behaviour of ponies at different stages of training and fitness
- (b) the reasons for monitoring performance
- (c) the effects of exercise on ponies
- (d) the schooling requirements of polo ponies
- (e) the specialist equipment used in polo
- (f) the importance of the correct riding position
- (g) how to deal with problems and adapt to different situations within your responsibility
- (h) how to warm up for match play
- (i) risks to ponies, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 321.1 Contribute to the training of schooled ponies

Evidence Requirements

Your evidence must prove that you can contribute to the training of schooled ponies to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for riding at least two ponies for exercise which should be at varying levels of fitness or training, and should include riding at least one unpredictable pony.

You must provide performance evidence for riding in the following conditions:

- surface conditions
- in the presence of other ponies
- in the presence of other people
- varying weather conditions (including adverse weather)

You must provide performance evidence for the following types of ride:

- singly
- in groups
- on prepared surfaces
- on unprepared surfaces
- walk
- trot
- canter
- gallop

You must provide performance evidence for riding ponies at two of these levels of fitness:

- fit
- semi-fit
- unfit

However, you must prove that you have the necessary knowledge, understanding and skills to ride ponies at all levels of fitness.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In performance criteria 5 the 'appropriate person' may be the trainer or your supervisor.

Element 321.2 Ride and lead ponies

Performance Criteria

You must be able to:

- 1 select and fit suitable tack and equipment
- 2 ride and lead a selection of ponies appropriate to exercise requirements
- 3 maintain control over ridden and led ponies throughout the exercise
- 4 recognise any difficult conditions and take appropriate action in accordance with current good practice
- 5 communicate effectively with others during the work
- 6 maintain health, safety and welfare of ponies, self and others throughout
- 7 supervise others who are riding and leading appropriately

Knowledge and Understanding

You must know and understand:

- (a) the exercise requirements of the ponies
- (b) the tack required for this type of work
- (c) how to fit tack to ponies
- (d) the suitability of ponies to ride together
- (e) how to maintain control over ridden and led ponies
- (f) the recognition of difficult conditions
- (g) the appropriate action to take in response to difficult conditions
- (h) reasons associated with this type of exercise
- (i) risks to ponies, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 321.2 Ride and lead ponies

Evidence Requirements

Your evidence must prove that you can ride and lead ponies to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for riding one horse and leading others for exercise.

You must provide performance evidence for selecting ponies according to the following:

- suitability to ride together
- exercise requirements

You must provide performance evidence for dealing with the following conditions:

- surface
- various weather conditions (including adverse conditions)
- presence of other ponies
- presence of people

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

In performance criteria 5 the 'others' are likely to include team members, other riders, the trainer and your supervisor.

Element 321.3 Carry out pre and post play routines

Performance Criteria

You must be able to:

- 1 select and fit tack appropriate for schooling, exercise and play
- 2 select equipment needed before, during and after matches
- 3 fit boots and bandages securely and effectively for protection
- 4 prepare for match play according to current good practice procedures
- 5 react quickly and efficiently to any emergency that may arise
- 6 cool the ponies down after play to maintain health and well being
- 7 provide feed and water before, during and after play to maintain health and well being
- 8 assist player with equipment when necessary
- 9 maintain the health, safety and welfare of the horse, self and others at all times

Knowledge and Understanding

You must know and understand:

- (a) the effects of anaerobic exercise on ponies
- (b) how to warm up and stop a pony on its hocks, reinback cooling down procedures
- (c) the correct ways to feed and water ponies after work
- (d) how procedures vary according to weather conditions
- (e) how to care for tired ponies
- (f) the match procedures
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 321.3 Carry out pre and post play routines

Evidence Requirements

Your evidence must prove that you can carry out pre and post play routines to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for managing the care of ponies before, during and after play.

Notes

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Unit 322

Prepare for coaching sessions

Element 322.1	Collect and analyse information to plan sessions
Element 322.2	Produce coaching plans to meet participants' needs
Element 322.3	Make arrangements for coaching sessions

About this unit

This unit is about the preparation that a coach/teacher/instructor needs to undertake prior to coaching /teaching /instructing sessions. It deals with gathering the information to produce a number of coaching/teaching/instructing plans and make the necessary preparations. Candidates plan to coach/teach/instruct the skills and techniques as defined by the sport in the technical definition. The technical definition will define the target group for the unit i.e. adults and/or children.

Who is this Unit for?

The unit is aimed at people who have basic training and experience of coaching/teaching/instructing and are capable of running sessions on their own. Candidates should be familiar with the skills and techniques of the sport they intend to coach/teach/instruct, as defined by the technical definition and assessment specification of the sport.

What does the Candidate have to do?

The unit has three elements. These are:

322.1 Collect and analyse information to plan sessions

The candidate has to show that they can gather information from a variety of sources, to enable coaching/teaching/instructing plans to be produced. The needs of participants are seen as a priority, as is gaining confirmation that information is as accurate as possible. The 'particular needs' of participants that the coach/teacher/instructor must evidence will be defined by the technical definition and assessment specification of the sport.

322.2 Produce coaching plans to meet participants' needs

The candidate must produce coaching/teaching/instructing plans based upon the information gathered for a variety of level of participant(s). Plans must aim to coach/teach/instruct skills, techniques and knowledge identified by the technical definition and assessment specification of the sport.

322.3 Make arrangements for coaching sessions

The candidate has to show that they can make the necessary preparations to coach/teach/instruct the plans produced. The Health and Safety requirements of the sport will be defined by the technical definition and assessment specification of the sport.

Element 322.1 Collect and analyse information to plan sessions

Performance Criteria

You must be able to:

- 1 ensure information is as up to date and as comprehensive as sources will allow
- 2 utilise information from your evaluation and action plans from previous sessions
- 3 make sure that conflicting information is resolved by seeking confirmation from reliable sources
- 4 confirm that the needs of participants are accurately identified
- 5 make sure that identified needs are consistent with collected information
- 6 correctly handle information on participants which should be treated confidentially

Knowledge and Understanding

You must know and understand:

- (a) the range of information required including: needs of participants; numbers; age; gender; experience; medical conditions; available resources; the type of environment
- (b) the sources of information including: previous knowledge of participants; facilities and resources; information from participants and organisations
- (c) means of resolving conflicting information
- (d) means of gathering evaluation from participants and colleagues
- (e) how to self evaluate and action plan
- (f) the likely needs of people taking part in sport/activity: sporting; social; personal
- (g) the types of information which should be treated confidentially
- (h) participants' particular needs a coach may encounter as defined in the technical definition of the sport/activity

Element 322.1 Collect and analyse information to plan sessions

Evidence Requirements

Your evidence must prove that you can collect and analyse information to plan sessions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for both of the following types of information:

- recorded
- spoken

You must provide performance evidence for the following **participants**:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered .

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 322.2 Produce coaching plans to meet participants' needs

Performance Criteria

You must be able to:

- 1 produce plans which accurately summarise collected information
- 2 include aims relevant to identified needs in plans
- 3 make sure that your plans include suitable activities to meet needs of participants, the sport/activity and resources available
- 4 confirm that your plans conform to health and safety requirements and accepted good practice in the sport/activity
- 5 make sure your plans include activities which build on evaluations and action plans of previous sessions
- 6 make sure your plans enable all participants to take part to the best of their ability
- 7 make sure that the sequencing and timing of activities are realistic
- 8 identify medical conditions of participants likely to endanger self or others, and check these with an appropriate authority

Knowledge and Understanding

You must know and understand:

- (a) how to record plans which include: needs of participants; numbers; age; gender; experience; medical conditions; available resources; the type of environment
- (b) the range of equipment appropriate to session
- (c) the rules and/or regulations of the sport/activity
- (d) the importance of physical and mental preparation of participants to begin and end the session
- (e) the range of techniques, progressions, organisational requirements, physiological considerations, skills and methods of presentation appropriate to the aims of the session
- (f) the type, intensity, duration and sequencing of activities appropriate to the range of participants
- (g) the arrangements appropriate to the sport/activity when planning to work with people with particular needs

Element 322.2 Produce coaching plans to meet participants' needs

Evidence Requirements

Your evidence must prove that you can produce coaching plans to meet participant's needs to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for producing plans for two of the following:

- introductory participants
- participants with some experience
- a mixed ability group

You must provide performance evidence for the following **participants**:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 322.3 Make arrangements for coaching sessions

Performance Criteria

You must be able to:

- 1 confirm that arrangements enable the aims of plans to be met
- 2 ensure that arrangements conform to health, safety and security requirements, and accepted good practice in the sport/activity
- 3 make sure arrangements enable all participants to become involved
- 4 ensure that arrangements enable those with particular requirements which the coach is unable to meet are referred to a competent person/agency
- 5 clearly inform participants of all the necessary information about arrangements
- 6 make sure there is sufficient space for the activity

Knowledge and Understanding

You must know and understand:

- (a) the safety standards required for the handling of equipment in your area of responsibility
- (b) the correct lifting techniques appropriate to the equipment being handled
- (c) the procedures for maintaining the security of equipment
- (d) the current accepted good practice in the sport/activity with particular reference to the participation of children
- (e) the health and safety requirements and accepted good practice in the sport/activity
- (f) how arrangements might differ when working with people with particular needs appropriate to the sport/activity
- (g) the range of medical conditions requiring referral to an appropriate authority as defined by the technical definition

Element 322.3 Make arrangements for coaching sessions

Evidence Requirements

Your evidence must prove that you can make arrangements for coaching sessions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for making one of the following arrangements:

- equipment and facilities
- assistance

You must provide performance evidence for at least two plans for the following:

- introductory **participants**
- participants with some experience
- a mixed ability group

You must provide performance evidence for the following participants:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

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Unit 323

Conduct coaching sessions

Element 323.1	Prepare participants for coaching sessions
Element 323.2	Instruct participants
Element 323.3	Coach participants to improve performance
Element 323.4	End coaching sessions
Element 323.5	Review the effectiveness of coaching sessions

About this unit

This unit is about a coach/teacher/instructor conducting and evaluating planned coaching sessions. Candidates should coach/teach/instruct the skills and techniques as defined by the sport in the technical definition. The sport's technical definition will define the target group for the unit i.e. adults and/or children.

This unit is most likely assessed in conjunction with unit 322 - Prepare for coaching sessions.

Who is this Unit for?

The unit is aimed at people who have some basic training and experience of coaching/teaching/instructing and are capable of running sessions safely on their own. Candidates should be familiar with the skills and techniques of the sport they intend to coach/teach/instruct, as defined by the technical definition and assessment specification of the sport.

What does the Candidate have to do?

The unit has five elements. These are:

323.1 Prepare participants for coaching sessions

The candidate has to conduct all the necessary preliminary activities and checks with participants before the core of the session begins. This will include the participants being warmed-up, both mentally and physically, in a manner appropriate to the activities to follow.

323.2 Instruct participants

The candidate must instruct the participants in the skills and/or techniques to be covered in the session. If the session aims to coach a variety of skills and/or techniques, this process should be repeated a number of times during a single session. The sport's technical definition will define the range of skills and/or techniques, and where appropriate, the recommended progression between these and also the health and safety considerations.

323.3 Coach participants to improve performance

The candidate must encourage the participants to practice the skills and or techniques. They should correct faults and giving appropriate feedback which improves the participants' performance. The process described by this unit may occur a number of times during a session as new skills and/or techniques are introduced.

About this unit (cont'd)

323.4 End coaching sessions

The candidate must allow participants time to cool down appropriately and review their performance with the candidate. The candidate should provide the participants with information on further sessions and opportunities to participate. They must deal with the equipment and the environment used during the session and supervise the participants departure.

323.5 Review the effectiveness of coaching sessions

The candidate should collate the responses from those involved in the session and provide a (verbal and/or recorded) review of the outcomes of the session, against what was planned. This review should take into account the opinions of as many people as possible and result in an action plan being produced which takes lessons from the session to future sessions.

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Element 323.1 Prepare participants for coaching sessions

Performance Criteria

You must be able to:

- 1 meet the participants punctually and make them feel welcome and at ease
- 2 based on information available, advise the participants of any reasons why they should not participate in the sport/activity
- 3 check that the dress and equipment being used are safe and appropriate for the sport/activity
- 4 make the participants aware of all necessary information
- 5 prepare the participants physically and mentally to participate
- 6 check the participants' level of experience and use it as a starting point for the rest of the session

Knowledge and Understanding

You must know and understand:

- (a) the requirements of the sport/activity in terms of dress and equipment
- (b) the appropriate equipment, facilities and clothing for the activity
- (c) the accepted current code of ethics and conduct of the sport/activity
- (d) the accepted current rules and/or regulations of the sport/activity
- (e) the principles and techniques of physical and mental preparation for the sport/activity as defined by the technical definition of the sport/activity
- (f) the importance of using participants' level of experience as a starting point for sessions
- (g) agencies to whom you might refer people with particular needs
- (h) the reasons for the immediate deferral of a potential participant from the session
- (i) the recorded plans, evaluations and other sources of evidence including testimonials for sessions which cover the remaining parts of the technical definition

Element 323.1 Prepare participants for coaching sessions

Evidence Requirements

Your evidence must prove that you can prepare participants for coaching sessions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for all of the following participants:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

You must provide performance evidence for two of these levels of experience:

- introductory participants
- participants with some experience
- mixed ability group

You must provide performance evidence for checking the following:

- your own dress and equipment
- participants dress and equipment

You must provide performance evidence for two of these types of information:

- aims of sessions
- rules of the sport/activity
- code of conduct of the sport/activity

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 323.2 Instruct participants

Performance Criteria

You must be able to:

- 1 give instructions which are clear and consistent with the plans, the identified needs of the participants' and their level of experience
- 2 give clear explanations and demonstrations, which are technically correct and appropriate to the participants' needs and level of experience
- 3 check the participants' understanding of instructions and give them the opportunity to ask questions
- 4 make sure that the session achieves a balance between activity and instruction according to participants' needs
- 5 maintain a safe working environment
- 6 keep to the planned timings for the session

Knowledge and Understanding

You must know and understand:

- (a) the up to date techniques, skills and tactics of the sport/activity
- (b) how to achieve a balance between activity, instruction and coaching as appropriate to participants' level of experience
- (c) the effective organisation of groups
- (d) the activities/practices to facilitate learning and development
- (e) the reasons for using particular activities/practices in a session
- (f) the accepted current rules and/or regulations of the sport/activity
- (g) the current accepted health and safety practice for the sport/activity

Element 323.2 Instruct participants

Evidence Requirements

Your evidence must prove that you can instruct participants to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following participants:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

You must provide performance evidence for instructing two of the following:

- introductory participants
- participants with some experience
- a mixed ability group

You must provide performance evidence for one of the following needs:

- individual
- group

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 323.3 Coach participants to improve performance

Performance Criteria

You must be able to:

- 1 observe the participants' performance throughout the session as appropriate to the their needs and their level of experience
- 2 identify the participants' strengths and weaknesses correctly
- 3 use appropriate coaching methods and activities to develop the participants' performance
- 4 adapt their plans to respond to the changing needs of the participants during the session and the environment
- 5 provide feedback in a clear and positive manner

Knowledge and Understanding

You must know and understand:

- (a) the accepted and current coaching methods of the sport/activity
- (b) how participants learn and develop skills
- (c) how to give feedback to participants and how to choose the right time to do so
- (d) modifications to plans to cater for different and changing environmental conditions
- (e) the psychology of performance as defined by the technical definition
- (f) the physiology of performance as defined by the technical definition
- (g) when to involve other coaches or assistants
- (h) the current accepted health and safety practice for the sport/activity
- (i) the needs of the participants
- (j) the accepted current code of ethics and conduct of the sport/activity

Element 323.3 Coach participants to improve performance

Evidence Requirements

Your evidence must prove that you can coach participants to improve performance to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following participants:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

You must provide performance evidence for coaching two of the following:

- introductory participants
- participants with some experience
- a mixed ability group

You must provide performance evidence for one of the following needs:

- individual
- group

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 323.4 End coaching sessions

Performance Criteria

You must be able to:

- 1 allow sufficient time to end the session according to the participants' level of experience
- 2 end the session using activities which are safe and effective
- 3 give the participants sufficient opportunity to provide feedback and identify their further needs
- 4 inform the participants correctly of the time, location and content of further sessions
- 5 advise the participants of any preparation needed for further sessions
- 6 give the participants an accurate summary of their own feedback on the session
- 7 supervise the participants' departure in a manner appropriate to the situation and with due regard to their safety
- 8 dismantle and put away the equipment they have used safely and in line with good practice, reporting any damage to the appropriate authority
- 9 leave the environment in a condition acceptable for future use

Knowledge and Understanding

You must know and understand:

- (a) the activities which safely enable participants to physically end sessions
- (b) the importance of seeking feedback
- (c) methods of gathering feedback from participants
- (d) others from whom feedback could be sought
- (e) the types of information which will inform participants of the availability of further activities
- (f) the appropriate lifting techniques for equipment which is used
- (g) the accepted good practice in the handling and storage of equipment appropriate to the sport/activity
- (h) types of damage to the equipment of the sport/activity which make it unsafe to use
- (i) accepted good practice in the care of the environment

Element 323.4 End coaching sessions

Evidence Requirements

Your evidence must prove that you can end coaching sessions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following participants:

- individuals
- groups
- with particular needs as defined by the technical definition of the sport/activity

You must provide performance evidence for ending coaching with two of the following:

- introductory participants
- participants with some experience
- a mixed ability group

You must provide performance evidence for one of the following needs:

- individual
- group

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

Element 323.5 Review the effectiveness of coaching sessions

Performance Criteria

You must be able to:

- 1 conduct a review which accurately reflects the progress made during the session
- 2 take full account of the views of the participants and others involved
- 3 take full account of the conclusions drawn from the review of previous sessions
- 4 produce an action plan which accurately identifies where improvements are needed

Knowledge and Understanding

You must know and understand:

- (a) how to record the review as defined by the sport/activity
- (b) the principles of self evaluation
- (c) the importance of seeking views of others
- (d) how to review
- (e) how to develop an action plan
- (f) the sources of information on means of improving personal performance

Element 323.5 Review the effectiveness of coaching sessions

Evidence Requirements

Your evidence must prove that you can review the effectiveness of coaching sessions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following types of review:

- recorded
- spoken

You must provide performance evidence for covering five of the following areas:

- original aims and objectives
- arrangements
- your own performance
- participants' progress
- health and safety
- content
- organisation

You must provide performance evidence for one of the following action plans:

- short term
- long term

Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.

- a lesson on the flat
- a lesson over jumps
- a lunge lesson or starting stalls lesson
- a lead rein lesson or a lesson for riders on the gallop
- a stable management lesson

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Unit 324

Provide specialist care to performance horses

Element 324.1	Assist with the exercise and care of performance horses
Element 324.2	Care for performance horses after strenuous exercise
Element 324.3	Escort horses to competition
Element 324.4	Care for horses after competition

About this unit

This unit is about giving the competition horse non-ridden exercise and health care, helping to maintain the yard and the care of horses before and after competition.

Element 324.1 covers assisting with the exercise and care of performance horses. You will need to be able to implement non-riding exercise routines, assist with the administration of specialist health care as directed, maintain accurate stable records and assist with facilities.

Element 324.2 covers caring for performance horses after strenuous exercise. You will need to be able to remove tack and equipment, wash the horse down, cool and dry the horse, apply clothing and equipment, provide feed and water and assist with the treatment of health problems.

Element 324.3 covers escorting horses to competition. You will need to adhere to competition rules and regulations, care for the horses, provide feed and water, provide exercise as directed and keep the horse ready for the competition.

Element 324.4 covers caring for horses after competition. You will need to be able to establish control of the horse after competition, escort the horse to the appropriate location, care for the horse, provide the horse with food and water as directed, and identify and report any problems.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 324.1 Assist with the exercise and care of performance horses

Performance Criteria

You must be able to:

- 1 implement non-riding exercise routines as directed
- 2 assist with the administration of specialist health care as directed
- 3 maintain accurate stable records for individual horses as directed
- 4 assist with the monitoring and maintenance of facilities in accordance with instructions
- 5 maintain the health, safety and welfare of self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) how to use non-riding exercise routines
- (b) different types of exercise routines including; in hand, horse walker, swimming and treadmill
- (c) the types of specialist health care
- (d) the reasons for keeping accurate stable records, including; health, treatment, shoeing and exercise records
- (e) how to maintain facilities in serviceable conditions
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 324.1 Assist with the exercise and care of performance horses

Evidence Requirements

Your evidence must prove that you can assist with the exercise and care of performance horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for implementing the following exercise routines:

- in hand
- horse walker

You must provide performance evidence for assisting two of the following:

- vets
- farriers
- dentist
- therapy

You must, however, prove that you have the necessary knowledge and understanding to assist all of the experts listed above.

You must provide performance evidence for maintaining the following records:

- health
- treatments
- shoeing
- exercise

You must provide performance evidence for maintaining the following facilities:

- tack room
- feed room
- yards
- muck heap

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Element 324.2 Care for performance horses after strenuous exercise

Performance Criteria

You must be able to:

- 1 remove tack and equipment, maintaining safety and the comfort of the horse throughout
- 2 wash the horse down safely, following laid down procedures
- 3 cool and dry the horse as appropriate to the weather conditions
- 4 apply appropriate clothing and equipment to the horse
- 5 assist with the application of specialist leg preparations according to current good practice
- 6 provide the horse with food and water as directed
- 7 assist with the treatment of health problems as directed
- 8 monitor the health and well-being of the horse and identify and report problems to appropriate person
- 9 maintain the health, safety and welfare of self, horse and others throughout

Knowledge and Understanding

You must know and understand:

- (a) signs of tiredness and overstress following work
- (b) the feed and water requirements following work
- (c) the benefits of using heat lamps
- (d) the requirements of the horse depending on duration and intensity of work and time of year
- (e) grooming and cleaning requirements which horses may have following work
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 324.2 Care for performance horses after strenuous exercise

Evidence Requirements

Your evidence must prove that you can care for performance horses after strenuous exercise to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for caring for the following:

- a hot sweaty horse immediately after exercise
- a cold wet horse on return from exercise

You must provide performance evidence for the following types of washing:

- sponge down
- full wash
- hose
- sweat scrape

You must provide performance evidence for the following cooling and drying:

- walking off
- towelling
- heat lamps

You must provide performance evidence for the following specialist leg preparations:

- cooling agents
- poultice
- bandages
- cooling agents

You must provide performance evidence for applying the following clothing:

- sweat sheet
- thermal rugs

You must prove that you have the necessary knowledge, understanding and skills to recognise and report problems with:

- cuts
- swellings
- shoes
- the respiratory rate
- not drinking
- appetite

This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Element 324.3 Escort horses to competitions

Performance Criteria

You must be able to:

- 1 adhere to the appropriate competition rules and regulations at all times
- 2 care for the horse on arrival as directed
- 3 provide feed, water and exercise as directed before, during and after competition
- 4 keep the horse prepared at the appropriate time and in accordance with specified instructions
- 5 maintain the health, safety and welfare of self, horse and others throughout

Knowledge and Understanding

You must know and understand:

- (a) competition rules and regulations
- (b) horse passport and identity requirements
- (c) reactions of horses at competitions
- (d) hazards likely to be encountered when handling horses at competitions
- (e) risks to horses, yourself and others and how these can be minimised
- (f) how to maintain health, safety and welfare for people and horses

Element 324.3 Escort horses to competitions

Evidence Requirements

Your evidence must prove that you can escort horses to competitions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the care of horses at two different competitions.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Evidence can be gathered at any registered or affiliated competition.

Element 324.4 Care for horses after competition

Performance Criteria

You must be able to:

- 1 establish control of the horse after the competition
- 2 escort the horse to the appropriate location according to instructions
- 3 carry out the appropriate after competition procedures to maintain the health and condition of the horse
- 4 provide the horse with food and water as directed
- 5 identify health and condition problems and report these to the designated person
- 6 maintain the health, safety and welfare of self, horse and others throughout

Knowledge and Understanding

You must know and understand:

- (a) health and condition problems associated with competition and the actions to be taken
- (b) hazards likely to be encountered when controlling horses after competition
- (c) post competition procedures to be followed
- (d) provision of food and water after competition according to instructions
- (e) how to control horses after competition
- (f) how to escort the horse to the appropriate location
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 324.4 Care for horses after competition

Evidence Requirements

Your evidence must prove that you can care for horses after competitions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following after competition procedures:

- removing tack and equipment
- walking off
- cooling down
- washing off
- application of rugs
- leg protection

You must prove that you have the necessary knowledge, understanding and skills to recognise and report problems with:

- recovery rate
- cuts
- swellings
- shoes
- loss of appetite
- not drinking

This may be achieved through questioning and answering.

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Evidence can be gathered at any registered or affiliated competition.

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Unit 325

Contribute to the management of stallions under supervision

Element 325.1	Handle and present stallions under supervision
Element 325.2	Establish and maintain the care of stallions

About this unit

This unit is about using a stallion for teasing and covering and caring for the stallion on a day to day basis.

Element 325.1 is about handling the stallion for teasing, covering and presentation to clients, under supervision. You will need to be able to present the stallion to the mare for covering, report any problems and present stallions to clients for inspection.

Element 325.2 is about exercising, feeding and caring for the stallion on a day to day basis. You will need to establish and maintain an exercise programme, specify and implement dietary requirements, identify health problems and take the appropriate remedial action.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 325.1 Handle and present stallions under supervision

Performance Criteria

You must be able to:

- 1 take the appropriate precautions to prevent sexually transmitted diseases
- 2 present the teaser to the mare to establish receptivity for covering
- 3 present the stallion to the mare for covering
- 4 report any problems in handling the stallion or covering to the appropriate person
- 5 present stallion to clients for inspection
- 6 maintain the health, safety and security of stallion, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the implications of over use of stallions
- (b) the safety precautions when handling stallions
- (c) stallion psychology and behaviour
- (d) the different methods of teasing
- (e) the importance of hygiene
- (f) the equipment to be used on stallion
- (g) regulations regarding swabbing
- (h) venereal diseases and notification to relevant authority
- (i) the breeding of the stallion, progeny, his stud fees and conditions
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 325.1 Handle and present stallions under supervision

Evidence Requirements

Your evidence must prove that you can handle and present stallions under supervision to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for handling a well-behaved teaser and/or stallion for covering or for inspection.

If you are only handling pony stallions, you will need to provide evidence of dealing with horses.

You must provide performance evidence for reporting to the following people:

- manager
- owner

You must provide performance evidence for taking the following precautions:

- swabbing
- hygiene

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 4 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 325.2 Establish and maintain the care of stallions

Performance Criteria

You must be able to:

- 1 establish and maintain exercise programme for stallions to maintain health, well-being and fitness
- 2 specify and implement dietary requirements of stallion
- 3 report any problems encountered in exercising and feeding the stallion to the appropriate person
- 4 identify health problems and take appropriate remedial action
- 5 maintain the health, safety and security of horse, self and others

Knowledge and Understanding

You must know and understand:

- (a) the dietary requirements of stallions
- (b) the exercise requirements of stallions
- (c) the necessary fitness prior to the covering season
- (d) how to maintain the physical and psychological well-being of the stallion
- (e) the behavioural problems which may arise and how to deal with them
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 325.2 Establish and maintain the care of stallions

Evidence Requirements

Your evidence must prove that you can establish and maintain the care of stallions to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for caring for the stallion using an appropriate exercise and feeding regime.

You must provide performance evidence for specifying and implementing the following dietary requirements:

- water
- feed
- supplementary feed
- seasonal variations

You must provide performance evidence for reporting to the following people:

- manager
- owner

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where performance criteria 3 and 4 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

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Unit 326

Train ponies to improve polocrosse performance

Element 326.1	Contribute to the design and implementation of daily exercise programmes for ponies
Element 326.2	Ride schooled ponies
Element 326.3	Introduce stick and ball to ponies

About this unit

This unit is about training ponies to improve polocrosse performance.

Element 326.1 covers contributing to the design and implementation of daily exercise programmes for ponies. You will need to be able to determine the current performance of the pony, identify exercise needs, plan the work programme, carry out and evaluate exercise activities, and pass on information about performance to the trainer, supervisor or other appropriate person.

Element 326.2 involves riding schooled ponies. You will need to be able to fit tack, adopt the correct riding position and ride in a controlled manner. You will also need to be able to carry out movements, including; full pirouette, rein back, halt from canter and barrel racing.

Element 326.3 involves introducing stick and ball to ponies. You will need to be able to introduce the pony to stick and ball, and introduce the pony to play situations with other ponies. You will also need to be able to carry out manoeuvres safely, including; tackling, throwing pick ups, passing and bouncing, riding off and ridden off.

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

You will need to be able to recognise hazards and assess risks within the workplace.

Element 326.1 Contribute to the design and implementation of daily exercise programmes for ponies

Performance Criteria

You must be able to:

- 1 determine the current condition and performance of the pony
- 2 accurately identify the exercise needs of individual ponies
- 3 plan the work programme and feed regime and agree it with the appropriate person
- 4 ensure plans fully meet the requirements of the activity
- 5 carry out exercise activity using appropriate methods and aids
- 6 evaluate the effects that the exercise activities are having on the pony
- 7 pass information about the performance of the pony to the appropriate person
- 8 maintain the health, safety and welfare of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the types of schooling aids and how to use them
- (b) the different fitness techniques that can be used
- (c) the physical and psychological effects of exercise and training on the pony
- (d) the effects of training on the ponies body systems and how to treat them accordingly (e.g. saddle fit may change as the horses shape changes as it becomes more fit)
- (e) the reasons for developing plans for individual ponies
- (f) process of getting horses up from grass and roughing off
- (g) how to assess fitness and condition
- (h) the effects of temperament, age and experience on the behaviour of ponies
- (i) the objectives of the training programme
- (j) how to incorporate road work and development work into the training programme
- (k) risks to horses, yourself and others and how these can be minimised
- (l) how to maintain health, safety and welfare for people and horses

Element 326.1 Contribute to the design and implementation of daily exercise programmes for ponies

Evidence Requirements

Your evidence must prove that you can contribute to the design and implementation of daily exercise programmes for ponies to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for at least two ponies which should be at varying levels of fitness, for polocrosse.

You must provide performance evidence for working with ponies at two of the following levels of fitness:

- fit
- semi-fit
- unfit

However, you must prove that you have the necessary knowledge, understanding and skills to work with ponies at all levels of fitness.

You must provide performance evidence for carrying out these exercise activities:

- slow work
- development work

You must provide performance evidence for identifying these exercise needs:

- timescale
- outcomes

You must provide performance evidence for determining the following conditions:

- physical
- psychological

You must provide performance evidence for using these methods:

- strapping
- riding

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Element 326.2 Ride schooled ponies

Performance Criteria

You must be able to:

- 1 select and adjust tack to meet individual requirements
- 2 adopt the correct riding position to exercise control over the pony
- 3 ride the pony in a controlled manner appropriate to the working area and conditions
- 4 carry out movements safely according to exercise requirements
- 5 monitor the progress of the pony against exercise requirements and report to the appropriate person
- 6 maintain health, safety and security of horse, self and others throughout

Knowledge and Understanding

You must know and understand:

- (a) the mental and muscular effects of schooling ponies
- (b) the behaviour of ponies at different stages of training and fitness
- (c) the reasons for monitoring performance
- (d) the use of movements and appropriate aids
- (e) the types of schooling aids and how to use them
- (f) the importance of adopting the correct riding position for schooling horses
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 326.2 Ride schooled ponies

Evidence Requirements

Your evidence must prove that you can ride schooled ponies to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for riding at least two schooled ponies (at least one of which should be unpredictable) carrying out exercises and movements as appropriate to the horse's level of fitness and training.

You must provide performance evidence for riding in the following:

- enclosed space
- open space

You must provide performance evidence for riding ponies at two of the following levels of fitness:

- fit
- semi-fit
- unfit

However, you must prove that you have the necessary knowledge, understanding and skills ride ponies at all levels of fitness.

You must provide performance evidence for riding in the following conditions:

- singly
- in groups
- on prepared surfaces
- on unprepared surfaces
- in difficult conditions (e.g. wet and windy weather)

You must provide performance evidence for carrying out the following movements:

- full pirouette
- rein back
- halt from canter
- barrel racing

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Element 326.3 Introduce stick and ball to pony

Performance Criteria

You must be able to:

- 1 introduce the pony to stick and ball following laid down procedures
- 2 introduce the pony to play situations with other ponies maintaining the level of training
- 3 maintain the health, safety and security of horse, self and others
- 4 carry out manoeuvres safely according to exercise requirements

Knowledge and Understanding

You must know and understand:

- (a) the types and use of aids for manoeuvres
- (b) the correct use of equipment
- (c) the International rules for competition
- (d) risks to horses, yourself and others and how these can be minimised
- (e) how to maintain health, safety and welfare for people and horses

Element 326.3 Introduce stick and ball to ponies

Evidence Requirements

Your evidence must prove that you can introduce stick and ball to ponies to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for introducing at least two ponies to stick and ball.

You must provide performance evidence for carrying out the following manoeuvres:

- tackling
- throwing
- pick ups
- passing and bouncing
- riding off
- ridden off

You must provide performance evidence for riding in all of the following conditions:

- singly
- in groups
- in difficult conditions (e.g. wet and windy weather)

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

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Unit 327

Maintain and repair structures and surfaces

Element 327.1	Maintain structures and surfaces
Element 327.2	Repair structures and surfaces

About this unit

This unit describes the standards expected of those whose role is maintain and repair structures and surfaces on land-based sites. The term 'structures and surfaces' has been used as an all encompassing term for man-made 'structures', such as fences, sheds and stiles; 'surfaces', such as paths and roads, or landforms which are a combination of the two, such as embankments, ponds and watercourses.

It is designed to be appropriate for the maintenance and repair of surfaces and structures using hand-held or pedestrian controlled power tools. There is no requirement within the unit to use chainsaws although this would be possible if you held the appropriate Certificate of Competence.

It is specifically designed for those who work in the land-based industries and for whom the maintenance and repair of surfaces is one small supporting part of their overall work role. The maintenance and repair structures and surfaces may be routine and scheduled, preventative or for full or part replacement, and be undertaken for safety, to maintain the effectiveness of the structure or surface, or increase/maintain its life span. Repair may be temporary or long-term. Preparation of the site will include such actions as securing boundaries to prevent animals straying.

Element 327.1 Maintain structures and surfaces

Performance Criteria

You must be able to:

- 1 prepare and maintain the necessary equipment and materials for the work
- 2 prepare the structure or surface and the surrounding site in a manner appropriate for the maintenance work
- 3 maintain the structure or surface to specification at a suitable time and finish it in a way which is consistent with the surrounding environment
- 4 use tools and equipment safely and correctly
- 5 use methods, material and equipment in a way which causes minimal disturbance to the site's environment
- 6 take the appropriate action without delay when problems are encountered during maintenance
- 7 maintain the health, safety and welfare of the horse, self and others at all times
- 8 ensure that the finished structure or surface and its site meet specifications
- 9 keep records accurate, legible and up to date
- 10 manage waste in a way which promotes sustainability of the environment
- 11 restore the site to a safe condition which is consistent with the surrounding environment and clear of unwanted materials

Knowledge and Understanding

You must know and understand:

- (a) why surfaces and structures need to be maintained and potential problems if not carried out
- (b) the range of equipment and materials which may be used to maintain different structures or surfaces and how to assess their appropriateness in a particular situation
- (c) methods of preparing, checking and adjusting, servicing, cleaning and storing the equipment and materials which are being used
- (d) correct preparation methods when maintaining different structures and surfaces and how these are related to the maintenance to be performed
- (e) the requirements of the specification and how to finish the structure or surface so that it meets specification
- (f) the different maintenance methods which would achieve the specification and their implications for the environment
- (g) working methods and systems which minimise the effect on the surrounding environment and promote the health and safety of self and others
- (h) potential damage to the environment and ways of minimising it
- (i) the actions to take should damage to the environment occur
- (j) health and safety risks in the maintenance of structures and surfaces including the handling of contaminated waste
- (k) current good practice health and safety policy and your specific responsibilities under health and safety legislation in relation to maintaining structures and surfaces
- (l) your specific responsibilities under environmental and conservation legislation in relation to maintaining structures and surfaces
- (m) the difference between organic and inorganic waste and how to dispose of and handle both types safely and effectively
- (n) the purpose of the structure and/or surface and the relationship of this to its planned use
- (o) methods of maintaining the structure and/or surface and the relationship of this to its planned use

Element 327.1 Maintain structures and surfaces

Evidence Requirements

Your evidence must prove that you can maintain structures and surfaces to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for the maintenance of at least one structure and one surface.

You must provide performance evidence for carrying out the following forms of maintenance on tools and equipment:

- preparation
- checks and adjustments
- servicing
- cleaning
- storage

You must provide performance evidence for interpreting the following aspects of the specification:

- quality
- design
- construction
- security

You must provide performance evidence for managing the following types of waste:

- organic
- inorganic

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where problems do not arise during maintenance, then you may be asked to explain how you would decide the action to take in the case of each of the following: accidental damage, pollution due to maintenance, in meeting the specification.

The structures and surfaces should prove to be useful sources of evidence.

Element 327.2 Repair structures and surfaces

Performance Criteria

You must be able to:

- 1 prepare and maintain the necessary equipment and materials for the work
- 2 prepare the structure or surface and the surrounding site in a manner appropriate for the repair work
- 3 repair the structure or surface to specification at a suitable time and finish it in a way which is consistent with the surrounding environment
- 4 use tools and equipment safely and correctly
- 5 use methods, material and equipment in a way which causes minimal disturbance to the site's environment
- 6 take the appropriate action without delay when problems are encountered during repair work
- 7 maintain the health, safety and welfare of the horse, self and others at all times
- 8 ensure that the finished structure or surface and its site meet specifications
- 9 keep records accurate, legible and up to date
- 10 manage waste in a way which promotes sustainability of the environment
- 11 restore the site to a safe condition which is consistent with the surrounding environment and clear of unwanted materials

Knowledge and Understanding

You must know and understand:

- (a) the need for repairing surfaces and structures and potential problems if not carried out
- (b) the range of equipment and materials which may be used to repair different structures or surfaces and how to assess their appropriateness in a particular situation
- (c) methods of preparing, checking and adjusting, servicing, cleaning and storing the equipment and materials which are being used
- (d) correct preparation methods when repairing different structures and surfaces and how these are related to the repair to be performed
- (e) the requirements of the specification and how to finish the structure or surface so that it meets the specification and is in harmony with the surrounding environment
- (f) working methods and systems which minimise the effect on the surrounding environment and promote the health and safety of self and others
- (g) potential damage to the environment and ways of minimising it
- (h) the actions to take should damage to the environment occur
- (i) health and safety risks in the maintenance of structures and surfaces including the handling of contaminated waste
- (j) current good practice health and safety policy and your specific responsibilities under health and safety legislation in relation to maintaining structures and surfaces
- (k) your specific responsibilities under environmental and conservation legislation in relation to maintaining structures and surfaces
- (l) the range of problems which may arise during repair, how to minimise these and what to do should they occur
- (m) the difference between organic and inorganic waste and how to dispose of and handle both types safely and effectively
- (n) the purpose of the structure and/or surface and the relationship of this to the specification
- (o) methods of repairing the structure and/or surface and the relationship of this to its planned use

Element 327.2 Repair Structures and surfaces

Evidence Requirements

Your evidence must prove that you can repair structures and surfaces to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

Successful performance is required for the repair of at least one structure and one surface.

You must provide performance evidence for carrying out the following forms of maintenance on tools and equipment:

- preparation
- checks and adjustments
- servicing
- cleaning
- storage

You must provide performance evidence for interpreting the following aspects of the specification:

- quality
- design
- construction
- security

You must provide performance evidence for managing the following types of waste:

- organic
- inorganic

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Where problems do not arise during repair, then you may be asked to explain how you would decide the action to take in the case of each of the following: accidental damage, pollution due to maintenance, in meeting the specification.

The repaired structures and surfaces should prove to be useful sources of evidence.

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Unit 328

Prepare and maintain horses on grazing land

Element 328.1	Prepare grazing land for the introduction of horses
Element 328.2	Maintain horses on grazing land

About this unit

This unit is about checking land for its suitability for grazing by horses, and the routine care of grazing horses.

Element 328.1 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.

Element 328.2 involves turning horses out to grass and the routine checking of the horses and the land.

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

You will need to be able to recognise hazards and assess risks.

Element 328.1 Prepare grazing land for the introduction of horses

Performance Criteria

You must be able to:

- 1 check that the land is suitable for grazing horses
- 2 confirm that the boundaries are safe and secure, and report any problems to the appropriate person
- 3 make an adequate supply of uncontaminated water available
- 4 recognise and minimise hazards or report them to the appropriate person
- 5 maintain health and safety, and the welfare of the horse, during your work
- 6 maintain effective communication with others in the team

Knowledge and Understanding

You must know and understand:

- (a) the condition and quality of grass, and the number of horses that can be kept
- (b) how to provide water for grazing horses
- (c) the importance of clean grazing in preventing parasitic infections
- (d) common types of poisonous plants and weeds
- (e) the suitability of different types of fencing for horses
- (f) arrangements of security and situation of gates
- (g) risks to horses, yourself and others and how these can be minimised, or reported
- (h) how to maintain health, safety and welfare for people and horses

Element 328.1 Prepare grazing land for the introduction of horses

Evidence Requirements

Your evidence must prove that you can prepare grazing land for the introduction of horses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for checking the following:

- the quantity and quality of grazing
- the presence of weeds and poisonous plants
- the security of boundaries
- the suitability of water supply

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Boundaries may include; gates, walls, fences, ditches and hedges.

Where performance criteria 4 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 328.2 Maintain horses on grazing land

Performance Criteria

You must be able to:

- 1 identify the horse to be turned out on grazing land
- 2 lead the horse to the land appropriately
- 3 release the horse into the field as instructed
- 4 check the behaviour and condition of horses regularly
- 5 check the land, boundaries and any shelter are suitable and secure
- 6 check that an adequate supply of uncontaminated water is available
- 7 take the appropriate action to resolve any problems
- 8 catch and bring in horses as instructed
- 9 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the potential hazards which might occur in moving, releasing and catching horses
- (b) methods of releasing horses into regular and new grazing land
- (c) how often to check the horse, field and water depending on the time of year and weather
- (d) the use of simple records stating the location of horses
- (e) how to introduce a new horse into an established group
- (f) the group behaviour of horses
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 328.2 Maintain horses on grazing land

Evidence Requirements

Your evidence must prove that you can maintain horses on grazing land to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for the following:

- releasing a horse into the grazing land
- catching a horse from grazing land

You must also provide evidence for the knowledge and understanding stated in this element.

Notes

Boundaries may include; gates, walls, fences, ditches and hedges.

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Lantra **CONNECT**

0845 707 8007
connect@lantra.co.uk
www.lantra.co.uk

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