



# **Racehorse Care and Management**

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

**(November 2000)**

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# Contents

Page

## Qualification Structures

Racehorse Care NVQ/SVQ Level 3 2

## National Occupational Standards

Unit and Element Titles 3

Unit 301 Plan and monitor routine care 5

Unit 302 Promote and maintain the health and well-being of horses 11

Unit 303 Prepare horses for work 17

Unit 304 Maintain the health and well-being of horses during transportation 25

Unit 306 Ensure your own actions reduce risks to health and safety  
(Employment NTO Unit A) 31

Unit 307 Contribute to the training of young horses 39

Unit 308 Prepare horses for racing 45

Unit 309 Take horses racing 51

Unit 310 Contribute to the design and implementation of training programmes for  
racehorses 57

Unit 311 Contribute to the evaluation and modification of training programme for  
racehorses 63

Unit 312 Contribute to getting the mare in foal and maintain stud documentation 69

Unit 313 Contribute to the management of the mare and foal 75

Unit 322 Prepare for coaching sessions (SPRITO) 81

Unit 323 Conduct coaching sessions (SPRITO) 89

Unit 325 Contribute to the management of stallions under supervision 103

Unit 327 Maintain and repair structures and surfaces 109

Unit 328 Prepare and maintain horses on grazing land 115

Unit CU3 Promote, monitor and maintain health, safety and security 121

# Racehorse Care and Management

## Qualification Structure for NVQ/SVQ 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 306	Ensure your own actions reduce risks to health and safety (Employment NTO Unit A)
Unit 307	Contribute to the training of young horses

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

### **Group A Racing Option (Riding)**

Unit 308	Prepare horses for racing
Unit 309	Take horses racing

### **Group B Racing Option (Specialist Racehorse Care)**

Unit 309	Take horses racing
Unit 310	Contribute to the design and implementation of training programmes for racehorses
Unit 311	Contribute to the evaluation and modification of training programme for racehorses

### **Group C 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
Unit 328	Prepare and maintain horses on grazing land

### **Additionally Accredited Units**

Unit 322	Prepare for coaching sessions (SPRITO)
Unit 323	Conduct coaching sessions (SPRITO)
Unit 325	Contribute to the management of stallions under supervision
Unit 327	Maintain and repair structures and surfaces
Unit CU3	Promote, monitor and maintain health, safety and security

## Racehorse Care and Management Unit and Element Titles

<b>Unit 301</b>	<b>Plan and monitor routine care</b>
Element 301.1	Plan diets and implement feeding regimes
Element 301.2	Monitor and maintain stocks of feed and bedding
<b>Unit 302</b>	<b>Promote and maintain the health and well-being of horses</b>
Element 302.1	Promote the health and well-being of horses
Element 302.2	Deliver basic health care treatment to horses
<b>Unit 303</b>	<b>Prepare horses for work</b>
Element 303.1	Tack up horses for specialist work
Element 303.2	Prepare horses for public appearance
Element 303.3	Clip horses
<b>Unit 304</b>	<b>Maintain the health and well-being of horses during transportation</b>
Element 304.1	Prepare for transportation
Element 304.2	Care for horses during and after transportation
<b>Unit 306</b>	<b>Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)</b>
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
<b>Unit 307</b>	<b>Contribute to the training of young horses</b>
Element 307.1	Introduce young horses to equipment
Element 307.2	Contribute to training from the ground and backing
<b>Unit 308</b>	<b>Prepare horses for racing</b>
Element 308.1	Ride racehorses to improve performance
Element 308.2	School racehorses
<b>Unit 309</b>	<b>Take horses racing</b>
Element 309.1	Carry out racecourse procedures
Element 309.2	Prepare horses for saddling up and the parade ring
<b>Unit 310</b>	<b>Contribute to the design and implementation of training programmes for racehorses</b>
Element 310.1	Assist with designing training programmes for racehorses
Element 310.2	Assist with the implementation of training programmes for racehorses
<b>Unit 311</b>	<b>Contribute to the evaluation and modification of training programme for racehorses</b>
Element 311.1	Assist with the evaluation of training programmes for racehorses
Element 311.2	Assist with the modification of training programmes for racehorses
<b>Unit 312</b>	<b>Contribute to getting the mare in foal and maintain stud documentation</b>
Element 312.1	Contribute to getting the mare in foal
Element 312.2	Maintain stud documentation

Continued

<b>Unit 313</b>	<b>Contribute to the management of the mare and foal</b>
Element 313.1	Attend to the mare and foal during foaling
Element 313.2	Care for the mare and foal
<b>Unit 322</b>	<b>Prepare for coaching sessions (SPRITO) – page 81</b>
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
<b>Unit 323</b>	<b>Conduct coaching sessions (SPRITO)</b>
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
<b>Unit 325</b>	<b>Contribute to the management of stallions under supervision</b>
Element 325.1	Handle and present stallions under supervision
Element 325.2	Establish and maintain the care of stallions
<b>Unit 327</b>	<b>Maintain and repair structures and surfaces</b>
Element 327.1	Maintain structures and surfaces
Element 327.2	Repair structures and surfaces
<b>Unit 328</b>	<b>Prepare and maintain horses on grazing land</b>
Element 328.1	Prepare grazing land for the introduction of horses
Element 328.2	Maintain horses on grazing land
<b>Unit CU3</b>	<b>Promote, monitor and maintain health, safety and security</b>
Element CU3.1	Monitor and maintain the health, safety and security of the workplace
Element CU3.2	Promote good standards of health and safety
Element CU3.3	Respond to health emergencies within the workplace

## 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

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### 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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 identify the dietary requirements of horses accurately</li><li>2 establish the quantity of feed and frequency of feeding necessary</li><li>3 accurately specify any necessary supplements to the diet</li><li>4 identify and record special dietary requirements</li><li>5 adapt ration to meet changes in the horse's dietary requirements and optimise the health and well-being of the horses</li><li>6 plan diets and feeding regimes that take account of feeding policy and allow for changes in the ration</li><li>7 keep accurate, legible and complete records</li><li>8 maintain the health, safety and security of others, self and horse</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) the dietary requirements for horses of different ages, conditions and different work levels</li><li>b) the effects of costs and methods of feeding on planning rations</li><li>c) the types of dietary additives or supplements and reasons for their inclusion in the diet</li><li>d) feeding and watering the horse before, during and after strenuous work</li><li>e) reasons for using different systems of feeding</li><li>f) diseases and illnesses which require special diets</li><li>g) rules of feeding and watering</li><li>h) the basic function of the digestive system</li><li>i) types of feed, feed preparation, hay alternatives</li></ol>



**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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 receive materials and check accurately against delivery note and original order</li><li>2 record any faults or shortfalls, report to the appropriate person and take the appropriate follow up action</li><li>3 store feed and bedding appropriately</li><li>4 use feed and bedding effectively</li><li>5 check and record supplies to maintain the required levels</li><li>6 take appropriate action where supplies fall below, or are likely to fall below, the required level</li><li>7 maintain the health, safety and security of self and others at all times</li><li>8 use safe lifting techniques at all times</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) why feed and bedding should be checked against the delivery note and original order and any shortfalls followed up</li><li>b) effective methods of storing different types of feed and bedding and the purpose of manufacturer's recommendations regarding storage</li><li>c) how poor storage may affect feed and bedding</li><li>d) why feed must be used systematically</li><li>e) the purpose of checking feed and bedding and the impact which low levels may have</li><li>f) what action to take when feed and bedding supplies fall below the required level</li><li>g) why any damage should be recorded and reported, and the potential consequences of not doing so</li><li>h) methods of safe handling and storing of feed and bedding</li><li>i) your role in the storage and maintenance of feed and bedding</li><li>j) current good practices which affect health and safety legislation in the handling and storage of feed and bedding</li></ol>

**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

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### **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	Knowledge and Understanding
<b>You must be able to:</b>	<b>You must know and understand:</b>
1 treat horses in a manner which minimises any likelihood of stress, and maintains their health and well-being	a) how to promote the health and well-being of horses and minimise their stress and injury
2 work with horses in a way that complies with current good practice and legislation	b) first aid procedures, the treatment of horses and your responsibility under welfare legislation
3 monitor the horses' physical condition and behaviour effectively	c) why horses need exercise and the exercise requirements for different types of activity
4 record the temperature, pulse and respiration of the horse accurately	d) signs of health in relation to the appearance, posture and movement, behaviour, bodily functioning
5 recognise any abnormal signs and take the appropriate action	e) abnormal signs including: ill health, lameness, disease, parasites, infestation, stress and injury, and the actions to take when these conditions are recognised
6 keep records accurate, legible and up to date	f) how to recognise a horse health emergency and when to call the vet
7 maintain health, safety and security of horse, self and others throughout	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

<b>Evidence Requirements</b>	<b>Notes</b>
<p>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.</p> <p>Successful performance is required for at least three horses.</p> <p>You must provide performance evidence for monitoring the following aspects of physical condition and behaviour:</p> <ul style="list-style-type: none"><li>- appearance</li><li>- posture and movement</li><li>- behaviour</li><li>- bodily functioning</li><li>- signs of health</li></ul> <p>You must prove that you have the necessary knowledge, understanding and skills to recognise and deal with the following:</p> <ul style="list-style-type: none"><li>- ill health</li><li>- disease</li><li>- lameness</li><li>- parasites</li><li>- injury</li><li>- infestation</li><li>- stress</li><li>- health emergency</li></ul> <p>This may be achieved through questioning and answering.</p> <p>You must also provide evidence for the knowledge and understanding stated in this element.</p>	<p>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.</p> <p>Where performance criteria 5 is not evidenced from observation the following are potential sources of evidence:</p> <ul style="list-style-type: none"><li>- oral questioning</li><li>- written</li><li>- witness testimony</li><li>- portfolio</li></ul>

**Element 302.2 Deliver basic health care treatment to horses**

Performance Criteria	Knowledge and Understanding
<b>You must be able to:</b>	<b>You must know and understand:</b>
1 store and administer drugs, medications and equipment in accordance with veterinary instructions and health and safety requirements	a) the significance of expiry dates on drugs and medications and safe procedures for disposal
2 use current and uncontaminated prescribed medication for the intended horse	b) why it is necessary to interpret medication instructions accurately
3 give the specified treatment using the correct technique and at the stated time and frequency	c) how to use the equipment appropriate to the treatment
4 seek assistance without delay when it is not possible to administer the treatment	d) importance of restraint techniques, minimising stress levels, safety of the handler and horse
5 give appropriate routine care, diet and exercise after treatment	e) cleaning and hygiene procedures to be followed when carrying out treatments
6 observe horses after treatment and report unusual signs immediately	f) how to administer prescribed oral and topical treatments
7 take appropriate action if contagious or infectious diseases are expected	g) the side effect or adverse reactions to medication that might occur
8 keep your records of treatment accurate, legible and complete	h) procedures for the safe disposal of contaminated and non-contaminated waste, and sharps
9 dispose of waste from health care treatments safely	i) reasons and legislative requirements for 'withdrawal of drugs' - racing, competing or being destroyed
10 maintain health, safety and security of horse, self and others throughout	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

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### 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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 confirm the requirements for preparing the horse with the appropriate person</li><li>2 select the correct tools and equipment for the work</li><li>3 apply suitable methods of restraint</li><li>4 pull a mane in accordance with requirements</li><li>5 trim a horse in accordance with requirements</li><li>6 use equipment safely in accordance with laid down procedures</li><li>7 plait a mane in accordance with requirements</li><li>8 apply quarter marks in accordance with requirements</li><li>9 maintain health and safety, and the welfare of the horse, during your work</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) how to pull a mane</li><li>b) how to plait and trim horses, and apply quarter marks</li><li>c) the types of tools and equipment used for the work</li><li>d) correct use of tools and equipment</li><li>e) why suitable appearance of horse is essential for public events</li><li>f) variation of requirements for different disciplines for trimming and plaiting</li><li>g) methods of restraint, and their use in different circumstances</li><li>h) risks to horses, yourself and others and how these can be minimised</li><li>i) how to maintain health, safety and welfare for people and horses</li></ol>

**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.

<b>Element 303.3      Clip horses</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 confirm the requirements for clipping the horse with the appropriate person</li> <li>2 prepare the horse, equipment and area for clipping according to requirements</li> <li>3 select the necessary type of clip to meet requirements</li> <li>4 remove any excess coat for the type of clip selected</li> <li>5 use and maintain clipping equipment in accordance with laid down procedures</li> <li>6 minimise stress and injury to the horse during restraint techniques</li> <li>7 care for horse after clipping according to the needs of the horse and laid down procedures</li> <li>8 maintain health, safety and security of horse, self and others throughout</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) how to clip horses and where clipping should take place</li> <li>b) the different types of clip used, including full and partial</li> <li>c) how to introduce horses to clipping</li> <li>d) the methods of restraint which must be used during clipping</li> <li>e) the reasons for clipping horses</li> <li>f) the use of circuit breakers</li> <li>g) how to anticipate and deal with horses that are difficult to clip</li> <li>h) how to clip awkward areas and leg lines</li> <li>i) care and maintenance of clipping equipment</li> <li>j) risks to horses, yourself and others and how these can be minimised</li> <li>k) how to maintain health, safety and welfare for people and horses</li> </ol>



<b>Element 303.3      Clip horses</b>	
<p><b>Evidence Requirements</b></p> <p>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.</p> <p>Successful performance is required for clipping horses on more than one occasion.</p> <p>You must provide performance evidence for using the following types of clip:</p> <ul style="list-style-type: none"> <li>- full</li> <li>- partial</li> </ul> <p>You must also provide evidence for the knowledge and understanding stated in this element.</p>	<p><b>Notes</b></p> <p>Where performance criteria 6 is not evidenced from observation the following are potential sources of evidence:</p> <ul style="list-style-type: none"> <li>- oral questioning</li> <li>- written</li> <li>- witness testimony</li> <li>- portfolio</li> <li>- simulations</li> </ul>

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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

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### **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.

<b>Element 304.1 Prepare for transportation</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 thoroughly clean and disinfect the transport ready for use</li> <li>2 arrange an effective timetable for the preparation of transport and horses prior to journey</li> <li>3 organise the equipment and resources necessary in time for the journey</li> <li>4 prepare the transport and make it safe, comfortable and secure</li> <li>5 clearly inform the appropriate person about the destination and expected time of arrival</li> <li>6 load horse(s) for the journey in a way which minimises stress</li> <li>7 check the transport for safety and report any concerns to the appropriate person</li> <li>8 maintain health, safety and security of horse, self and others throughout</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) how transport needs to be prepared for the horses</li> <li>b) the different requirements for long and short journeys</li> <li>c) the destination and likely time of arrival and to whom this information should be given</li> <li>d) factors which cause horses stress and how to minimise them</li> <li>e) how to load horses onto transport</li> <li>f) the potential difficulties and hazards associated with loading difficult horses and the correct actions to take</li> <li>g) how to prepare, establish and secure horses ready for transport</li> <li>h) the records which are required for the journey</li> <li>i) legal requirements in relation to the number of horses in transport</li> <li>j) your responsibility under animal welfare, the transportation of horses and health and safety legislation</li> <li>k) who to contact for advice and assistance and when to seek veterinary help</li> <li>l) the powers of enforcement authorities before, during and after transport</li> <li>m) the authorisation requirements for journey and the differences between a General Authorisation and a Specific Authorisation</li> <li>n) risks to horses, yourself and others and how these can be minimised</li> <li>o) how to maintain health, safety and welfare for people and horses</li> </ol>

## 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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 check the horses condition at regular intervals during the journey</li> <li>2 identify any causes for concern, signs of stress or ill-health and take the appropriate action</li> <li>3 reschedule the timetable and promptly inform the appropriate person if problems occur</li> <li>4 feed and water horses during the journey to maintain their health and well-being</li> <li>5 unload horses in a manner which minimises stress</li> <li>6 establish horses safely in their stable or field</li> <li>7 maintain the health, safety and welfare of the horse, self and others at all times</li> </ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) indicators of a horses health and well-being</li> <li>b) signs, symptoms and causes of stress</li> <li>c) how often to check horses during the journey depending on method of transport and legislation</li> <li>d) action to be taken when a horse shows sign of stress or ill health during a journey</li> <li>e) the provision of feed or rest breaks for particular horses during the journey</li> <li>f) the clothing and ventilation requirements of horses during transport</li> <li>g) circumstances in which horses can be left and how safety and security may be maintained</li> <li>h) problems that may occur and how to deal with them</li> <li>i) any necessary documentation and your responsibility in relation to it</li> <li>j) your responsibilities under health and safety, animal welfare and animal transportation legislation</li> <li>k) different species water requirements during a journey</li> </ol>

**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 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

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### **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.

<b>Element 306.1 Identify the hazards and evaluate the risks in your workplace</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 correctly name and locate the persons responsible for health and safety in the workplace</li> <li>2 identify which workplace policies are relevant to your working practices</li> <li>3 identify those working practices in any part of your job role which could harm yourself or other persons</li> <li>4 identify those aspects of the workplace which could harm yourself or other persons</li> <li>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</li> <li>6 report those hazards which present a high risk to the persons responsible for health and safety in the workplace</li> <li>7 deal with hazards with low risks in accordance with workplace policies and legal requirements</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the following aspects of health and safety legislation: <ul style="list-style-type: none"> <li>- your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974</li> <li>- your duties for health and safety as defined by any specific legislation covering your job role</li> </ul> </li> <li>b) the following relating to risks to health and safety: <ul style="list-style-type: none"> <li>- what hazards may exist in your workplace</li> <li>- the particular health and safety risks which may be present in your own job role and the precautions you must take</li> <li>- the importance of remaining alert to the presence of hazards in the whole work place</li> <li>- the importance of dealing with or promptly reporting risks</li> <li>- the requirements and guidance on the precautions</li> </ul> </li> <li>c) agreed workplace policies relating to controlling risks to health and safety</li> <li>d) responsibilities for health and safety in your job description</li> <li>e) the responsible persons to whom to report health and safety matters</li> </ol>

**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.

<b>Element 306.2 Reduce the risks to health and safety in your workplace</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 carry out your working practices in accordance with legal requirements</li> <li>2 follow the most recent workplace policies for your job role</li> <li>3 rectify those health and safety risks within your capability and the scope of your job responsibilities</li> <li>4 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons</li> <li>5 ensure that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons</li> <li>6 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products</li> <li>7 report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate</li> <li>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</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the following aspects of health and safety legislation: <ul style="list-style-type: none"> <li>- your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974</li> <li>- your duties for health and safety as defined by any specific legislation covering your job role</li> </ul> </li> <li>b) the following relating to risks to health and safety: <ul style="list-style-type: none"> <li>- what hazards may exist in your workplace</li> <li>- the particular health and safety risks which may be present in your own job role and the precautions you must take</li> <li>- the importance of remaining alert to the presence of hazards in the whole work place</li> <li>- the importance of dealing with or promptly reporting risks</li> <li>- the requirements and guidance on the precautions</li> </ul> </li> <li>c) the specific workplace policies covering your job role</li> <li>d) suppliers' and manufacturers' instruction for the safe use of equipment, materials and products</li> <li>e) safe working practices for your own job role</li> <li>f) the importance of personal presentation in maintaining health and safety in the workplace</li> <li>g) the importance of personal conduct in maintaining the health and safety of yourself and others</li> <li>h) your scope and responsibility for rectifying risks</li> <li>i) workplace procedures for handling risks which you are unable to deal with</li> </ol>

**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

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### **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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1      select and fit suitable tack for training the horse from the ground</li><li>2      train the horse at the required location in accordance with the agreed training needs</li><li>3      establish targets and monitor the progress of training process</li><li>4      maintain the health, safety and security of horse, self and others throughout</li><li>5      select and fit suitable tack for backing the horse</li><li>6      introduce the horse to the rider according to current good practice</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a)    the types of specialist equipment required</li><li>b)    how to use specialist equipment</li><li>c)    the effects of lunging/long reining on various types of horses</li><li>d)    how to cover lunging/long reining in a training programme</li><li>e)    the procedures associated with training young and difficult horses</li><li>f)    methods of introducing the horse to the rider</li><li>g)    risks to horses, yourself and others and how these can be minimised</li><li>h)    how to maintain health, safety and welfare for people and horses</li></ol>

**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 308      Prepare horses for racing**

Element 308.1	Ride racehorses to improve performance
Element 308.2	School racehorses

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### **About this unit**

This unit is about preparing racehorses for racing. It covers the work that you need to do to improve the performance of racehorses.

Element 308.1 covers riding racehorses to improve performance. You will need to be able to ride the racehorse at all paces: walking, trotting, cantering and galloping, according to instructions. You will also need to give feedback on the horses performance to the appropriate person. You will need to be aware of the procedures for riding fit, unfit, straightforward and difficult horses.

Element 308.2 covers schooling racehorses to meet agreed requirements. Schooling is likely to be either hurdles, fences or starting stalls. You will need to be able to establish the level of education of the horse, confirm requirements with the appropriate person, plan and carry out the schooling programme, and report back on the progress made.

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.

<b>Element 308.1 Ride racehorses to improve performance</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 ride the racehorse at all paces according to instructions</li> <li>2 report the type of going suitable for individual horses to the appropriate person</li> <li>3 give feedback on the horses performance and discuss the accuracy of your feedback with the appropriate person</li> <li>4 maintain the health, safety and welfare of horse, self and others at all times</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the correct riding position for this type of work</li> <li>b) the effect of group exercise on some horses</li> <li>c) possible abnormalities in the performance of horses</li> <li>d) the effects of going on horses</li> <li>e) the pace and distance required during this type of work</li> <li>f) the procedures for riding fit and unfit horses</li> <li>g) the procedures for riding straightforward and difficult horses</li> <li>h) risks to horses, yourself and others and how these can be minimised</li> <li>i) how to maintain health, safety and welfare for people and horses</li> </ol>



**Element 308.1 Ride racehorses to improve performance**

**Evidence Requirements**

Your evidence must prove that you can ride racehorses 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 riding at least 2 horses and giving feedback on the performance of those horses.

You must provide performance evidence for riding at these paces:

- walk
- trot
- canter
- gallop

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

**Notes**

Horses may include flat, national Hunt or point-to point horses.

With riding work, a fit racehorse must be used and a minimum of 6 furlongs gallop must be available.

<b>Element 308.2      School racehorses</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 accurately establish the level of education of the horse</li> <li>2 discuss and confirm requirements with the appropriate person</li> <li>3 plan the schooling to meet agreed requirements</li> <li>4 school the horse at all paces and according to the plan</li> <li>5 use equipment correctly and safely</li> <li>6 provide a detailed report on progress to the appropriate person</li> <li>7 maintain the health, safety and welfare of the horse, self and others at all times</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) how to establish the level of education of the horse</li> <li>b) how to plan the schooling of racehorses to agreed requirements</li> <li>c) the types of equipment necessary for the work and how to use it</li> <li>d) how to school racehorses</li> <li>e) the effects of temperament, age and experience on the behaviour of horses</li> <li>f) the effects of exercise on horses</li> <li>g) types of problems encountered when schooling young horses</li> <li>h) risks to horses, yourself and others and how these can be minimised</li> <li>i) how to maintain health, safety and welfare for people and horses</li> </ol>

**Element 308.2 School racehorses**

**Evidence Requirements**

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

You must provide performance evidence for schooling at least 2 horses at all paces, carrying out the schooling and giving feedback on the performance of those horses.

You must provide performance evidence for schooling the horses using one of the following schooling aids:

- hurdles
- fences
- starting stalls

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

**Notes**

Horses may include either flat, national Hunt or point-to point horses.

Conditional or apprentice licences will indicate that you are riding at the required level.

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## Unit 309

## Take horses racing

Element 309.1	Carry out racecourse procedures
Element 309.2	Prepare horses for saddling up and the parade ring

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### About this unit

This unit is about taking horses racing. Element 309.1 involves carrying out racecourse procedures on arrival at the race course, prior to the race and after the race. You will need to be able to carry out the pre-race procedures, complete the declaration documentation, adhere to security procedures and liaise with other personnel. You will also need to be able to provide the horse and jockey with the necessary horse and equipment and complete the post race procedures.

Element 309.2 involves preparing horses for saddling up. You will need to be able to plan the saddling up procedure and select and fit the saddlery and equipment. If the trainer will not allow you to saddle the horse up at a race, then simulations will need to be used. You will also need to be able to prepare the horse for the parade ring.

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.

<b>Element 309.1 Carry out racecourse procedures</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 carry out the pre-race procedures correctly</li> <li>2 complete the declaration documentation accurately and pass it to the appropriate person</li> <li>3 adhere to the racecourse security precautions at all times</li> <li>4 produce the relevant documentation for racecourse officials when required</li> <li>5 maintain the necessary liaison with relevant personnel at all times</li> <li>6 provide clothing and equipment required by the horse and jockey according to race requirements</li> <li>7 complete the post race procedures correctly</li> <li>8 maintain health, safety and welfare of the horse, self and others at all times</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the pre-race procedures and procedures for saddling up</li> <li>b) the temperament of the horses which you are working with</li> <li>c) the broad rules of racing and how they are applied</li> <li>d) the racecourse procedures and security precautions</li> <li>e) the personnel with whom you will need to liaise, including; trainers, jockeys, officials and owners</li> <li>f) the clothing and equipment required by the horse and jockey</li> <li>g) the action to be taken in the event of an enquiry</li> <li>h) the reasons why the tack has to be weighed out</li> <li>i) post race procedures, including selling races and dope testing</li> <li>j) risks to horses, yourself and others and how these can be minimised</li> <li>k) how to maintain health, safety and welfare for people and horses</li> </ol>

<b>Element 309.1 Carry out racecourse procedures</b>	
<p><b>Evidence Requirements</b></p> <p>Your evidence must prove that you can carry out racehorse procedures to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.</p> <p>You must provide performance evidence for carrying out pre-and post-race procedures at a minimum of 3 race meetings.</p> <p>You must provide performance evidence for the following pre-race procedures:</p> <ul style="list-style-type: none"> <li>- declarations</li> <li>- stable passes</li> <li>- passports</li> </ul> <p>You must provide performance evidence for the following post-race procedures:</p> <ul style="list-style-type: none"> <li>- after care of the horse</li> <li>- collection of colours</li> </ul> <p>You must provide performance evidence for providing the following equipment:</p> <ul style="list-style-type: none"> <li>- saddle</li> <li>- tack</li> <li>- colours</li> </ul> <p>You must also provide evidence for the knowledge and understanding stated in this element.</p>	<p><b>Notes</b></p> <p>Evidence from witness testimony may be used for the race meetings.</p> <p>Horses may include either flat or National Hunt.</p>

**Element 309.2 Prepare horses for saddling up and the parade ring**

**Performance Criteria**

**You must be able to:**

- 1 plan the saddling up procedure in accordance with race programme
- 2 select and fit the appropriate saddlery and equipment
- 3 prepare the horse for the parade ring according to requirements
- 4 maintain the health, safety and welfare of the horse at all times

**Knowledge and Understanding**

**You must know and understand:**

- a) the racecourse procedures
- b) the rules of racing
- c) how to saddle up horses
- d) the correct fitting and use of equipment
- e) health and safety precautions to be taken
- f) how to prepare horses for the parade ring
- g) difficulties likely to be encountered when saddling up
- h) saddlery and equipment collected after weighing out
- 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 309.2      Prepare horses for saddling up and the parade ring**

**Evidence Requirements**

Your evidence must prove that you can prepare horses for saddling up and the parade ring to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for saddling up and preparing horses for the parade ring at a minimum of 3 race meetings.

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

- breastplate
- breast girth
- blinkers
- visors
- weight cloth
- net
- tongue strap
- over girth
- Australian cheeker
- eye shield
- number cloth
- Irish martingale
- chamois/scrim/pad

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

**Notes**

Horses may include either flat or national Hunt

Simulation is acceptable if the trainer will not allow you to saddle the horse up at a race.

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## **Unit 310      Contribute to the design and implementation of training programmes for racehorses**

Element 310.1	Assist with designing training programmes for racehorses
Element 310.2	Assist with the implementation of training programmes for racehorses

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### **About this unit**

This unit is about contributing to the design and implementation of training programmes for racehorses. You will need to carry out this work for horses at varying levels of fitness, up to and including race fitness.

Element 310.1 is about designing suitable training programmes. It involves identifying the present level of fitness of the horse, the required end point of the programme and designing a programme of training to achieve the end point.

Element 310.2 is about the implementation of training programmes. You will need to be able to brief the relevant personnel (e.g. trainer, deputy or work rider), use the appropriate resources and vary the training programme to suit 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.

<b>Element 310.1 Assist with designing training programmes for racehorses</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 define the standards of performance the horse is required to achieve and agree them with the appropriate person</li> <li>2 determine the current condition and performance of the horse using valid and reliable methods</li> <li>3 base the training activities on the agreed objectives</li> <li>4 select training activities which have the greatest potential for the successful development of the horse</li> <li>5 maintain health and safety, and the welfare of the horse, during your work</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the objectives of the training programme</li> <li>b) how to establish accurate performance records for individual horses</li> <li>c) how to assess the condition of the horses, including; physical and psychological condition, and fitness</li> <li>d) how to recognise and assess the effects of physical problems and behavioural problems on a horse and its attitude to work</li> <li>e) reasons for blood testing and the importance of liaison with the veterinary surgeon</li> <li>f) the significance of identifying optimum body weights and the use of weigh bridges</li> <li>g) alternative training methods e.g. horse walkers and swimming pools</li> <li>h) how to incorporate road work, fast work and schooling into the training programme</li> <li>i) the effects of temperament, age and experience on the behaviour of horses</li> <li>j) the physical and psychological development of the horse</li> <li>k) the effects of exercise of horses</li> <li>l) risks to horses, yourself and others and how these can be minimised</li> <li>m) how to maintain health, safety and welfare for people and horses</li> </ol>

**Element 310.1 Assist with designing training programmes for racehorses**

**Evidence Requirements**

Your evidence must prove that you can assist with designing training programmes for racehorses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for designing training programmes for at least 4 horses. The horses should be at varying levels of fitness up to and including race fitness, and with different training objectives.

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

**Notes**

The 'appropriate person' in performance criteria 1 may be the trainer or deputy.

Horses may include either flat, National Hunt or point-to point horses.

Varying levels of fitness in the Evidence Requirements may include; unfit, part-fit and fit horses.

**Element 310.2 Assist with the implementation of training programmes for racehorses**

Performance Criteria	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 brief the relevant personnel on the appropriate aspects of the training programme and activity</li><li>2 optimise the use of available resources during the training programme</li><li>3 vary the training programme as necessary to suit the horse while still achieving the objectives</li><li>4 maintain the health, safety and welfare of the horse, self and others at all times</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) how to monitor the progress of horses</li><li>b) the importance of varying speed, distance, incline and surface within a training programme</li><li>c) the effects of exercise of horses</li><li>d) how to recognise and assess the effects of physical problems and behavioural problems on a horse and its attitude to work and amend the programme accordingly</li><li>e) the safety precautions to be taken when schooling racehorses</li><li>f) the types of problems encountered when schooling racehorses</li><li>g) how to incorporate road work, fast work and schooling into the training programme</li><li>h) the use of resources including; time, facilities, finance, labour</li><li>i) the effects of going on horse</li><li>j) the risks to horses, yourself and others and how these can be minimised</li><li>k) how to maintain health, safety and welfare for people and horses</li></ol>

**Element 310.2 Assist with the implementation of training programmes for racehorses**

**Evidence Requirements**

Your evidence must prove that you can assist with the implementation of training programmes for racehorses 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 training programmes for at least 4 horses. The horses should be at varying levels of fitness up to and including race fitness, and with different training objectives.

You must provide performance evidence for training to the following objectives:

- physical development
- psychological development

You must provide performance evidence for the following activities:

- road work
- fast work
- routine fitness work
- schooling

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

**Notes**

The relevant personnel in performance criteria 1 may include the owner, trainer, deputy, jockey or work rider.

Horses may include either flat, National Hunt or point-to-point horses.

Varying levels of fitness in the Evidence Requirements may include; unfit, part-fit and fit horses.

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## **Unit 311      Contribute to the evaluation and modification of training programmes for racehorses**

Element 311.1	Assist with the evaluation of training programmes for racehorses
Element 311.2	Assist with the modification of training programmes for racehorses

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### **About this unit**

This unit is about contributing to the evaluation and modification of training programmes for racehorses. You will be carrying out this work at each stage of fitness from road work to fast work. You will also need to carry out this work for horses at varying levels of fitness, up to and including race fitness.

Element 311.1 involves assisting with the evaluation of training programmes for racehorses. You will need to be able to evaluate the training activities, obtain feedback about the horse's performance and analyse the effectiveness of the training programme.

Element 311.2 involves assisting with the modification of training programmes for racehorses. You will need to be able to review and adjust the objectives of the training programme, consider the potential and desired performance of the horse and communicate the changes to others.

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 311.1 Assist with the evaluation of training programmes for racehorses

Performance Criteria	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 evaluate the training activities at regular intervals in accordance with current good practice and the objectives</li><li>2 obtain feedback from relevant personnel on all aspects relating to the training programme</li><li>3 analyse the effects the training programme is having on the horse</li><li>4 record the results of the training programme</li><li>5 evaluate and record the suitability of the facilities, equipment and staff</li><li>6 maintain the health, safety and welfare of the horse, self and others at all times</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) the objectives of the training programme</li><li>b) the psychological effects of training on the horse</li><li>c) the physical effects of training on the horse</li><li>d) reasons for blood testing and the importance of liaison with the veterinary surgeon</li><li>e) the significance of identifying optimum body weights and the use of weigh bridges</li><li>f) alternative training methods e.g. horse walkers and swimming pools</li><li>g) the effects of temperament, age and experience on the behaviour of horses</li><li>h) why the training programme should be regularly evaluated</li><li>i) how to recognise and assess the effects of physical problems and behavioural problems on a horse and its attitude to work and amend the programme accordingly</li><li>j) why it is important to agree changes with relevant personnel</li><li>k) risks to horses, yourself and others and how these can be minimised</li><li>l) how to maintain health, safety and welfare for people and horses</li></ol>

**Element 311.1 Assist with the evaluation of training programmes for racehorses**

**Evidence Requirements**

Your evidence must prove that you can assist with the evaluation of training programmes for racehorses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for evaluating a training programme for at least 4 horses. The horses should be at varying levels of fitness up to and including race fitness, and with different training objectives.

You must provide performance evidence for assisting with evaluating the following activities:

- road work
- fast work
- routine fitness work
- schooling

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

**Notes**

The relevant personnel in performance criteria 2 may include the trainer, deputy or work rider.

Horses may include either flat, national hunt or point-to-point horses.

**Element 311.2 Assist with the modification of training programmes for racehorses**

**Performance Criteria**

**You must be able to:**

- 1 discuss the evaluation of the training activities with the relevant personnel
- 2 review and adjust the objectives of the training programme where necessary
- 3 take into account the potential and the desired performance of the horse
- 4 take into account the availability of resources, facilities and equipment
- 5 communicate the modifications to the relevant personnel
- 6 identify and record the effects of the modifications
- 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) when the training programme should be reviewed
- b) how to recognise physical and psychological problems in horses and how to deal with them
- c) the training aids and methods used
- d) the facilities required, including; grass gallops, all weather gallops, hurdles, fences
- e) why it is important to agree changes with relevant personnel
- f) how a feeding programme will alter at various stages of fitness
- g) importance of regular, correct shoeing
- h) Jockey Club regulations regarding routine vaccinations
- i) how to recognise and assess the effects of physical problems and behavioural problems on a horse and its attitude to work and amend the programme accordingly
- 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 311.2 Assist with the modification of training programmes for racehorses**

**Evidence Requirements**

Your evidence must prove that you can assist with the modification of training programmes for racehorses to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for modifying training programmes for at least 4 horses. The horses should be at varying levels of fitness up to and including race fitness, and with different training objectives.

You must provide performance evidence for assisting with evaluating the following activities:

- road work
- fast work
- routine fitness work
- schooling

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

**Notes**

Horses may include either flat, national hunt or point-to-point horses.

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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

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### 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.

<b>Element 312.1      Contribute to getting the mare in foal</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1      care for the barren mare during the run up to the covering season, using management techniques to optimise her chances of conception</li> <li>2      take appropriate precautions to prevent sexually transmitted diseases</li> <li>3      confirm the mare’s receptivity for covering in accordance with current good practice</li> <li>4      prepare the mare correctly for covering in accordance with current good practice</li> <li>5      assist with covering of mare with designated stallion</li> <li>6      promote condition and health of in-foal mares from covering to foaling</li> <li>7      carry out arrangements for pregnancy tests and communicate promptly to appropriate person</li> <li>8      maintain the health, safety and welfare of horses, self and others throughout</li> <li>9      promote the seasonal resumption of regular oestrus in the barren or maiden mare</li> <li>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</li> <li>11     maintain the safety of foal during teasing, covering, veterinary examination and treatment</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a)     regulations regarding swabbing of mares for venereal disease and infection</li> <li>b)     venereal diseases and notification to relevant authority</li> <li>c)     breeding and registration schemes</li> <li>d)     methods and timing of pregnancy testing</li> <li>e)     pedigrees and the selection of mares and stallions for breeding</li> <li>f)     the oestrus cycle; signs of oestrus and hormonal control</li> <li>g)     methods of confirming receptivity for covering</li> <li>h)     equipment that can be used during teasing and covering</li> <li>i)     procedures to be followed when artificially inseminating the mare</li> <li>j)     the selection of mares and stallions for breeding purposes and intended use of the progeny</li> <li>k)     reproductive anatomy of mare and stallion</li> <li>l)     risks to horses, yourself and others and how these can be minimised</li> <li>m)     how to maintain health, safety and welfare for people and horses</li> </ol>



**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.

<b>Element 312.2      Maintain stud documentation</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1      maintain records completely, legibly and accurately as appropriate</li> <li>2      resolve discrepancies in information and report to designated person</li> <li>3      maintain discretion where appropriate</li> <li>4      disclose appropriate information to client in accordance with current good practice</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a)    which records are appropriate to stud requirements e.g. charts, diaries and teasing books</li> <li>b)    why it is essential to keep accurate records</li> <li>c)    policies on disclosure of information</li> <li>d)    availability of relevant computer programmes</li> <li>e)    registration of mares, stallions and foals</li> <li>f)    stud terms, fees and methods of payment</li> <li>g)    vaccination, swabbing and other routine health care records</li> <li>h)    the nomination form</li> </ol>

**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

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### **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.

<b>Element 313.1 Attend to the mare and foal during foaling</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 prepare suitable facilities and equipment for foaling a mare</li> <li>2 care for the mare prior to foaling according to instructions</li> <li>3 monitor the mare and respond to signs of imminent foaling</li> <li>4 seek professional advice immediately if you suspect an abnormal or difficult foaling</li> <li>5 take appropriate action when abnormal signs of health and behaviour are identified</li> <li>6 sustain care of the mare and foal for the 24 hours following foaling</li> <li>7 maintain the health, safety and welfare of horses, self and others</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the types of facilities and equipment required</li> <li>b) the requirements for foaling in stabling as well as in the field</li> <li>c) the signs of imminent foaling and the correct actions to take</li> <li>d) the different stages of labour</li> <li>e) the types of abnormal signs of health and behaviour</li> <li>f) abnormal presentation and when to seek help</li> <li>g) the problems concerned with retention of placenta</li> <li>h) the appropriate action to take in response to abnormal signs of health and behaviour including; reporting the signs and seeking assistance</li> <li>i) reasons for checking placenta after foaling</li> <li>j) the use of close circuit television and mare alarms</li> <li>k) the procedures immediately following parturition</li> <li>l) risks to horses, yourself and others and how these can be minimised</li> <li>m) how to maintain health, safety and welfare for people and horses</li> </ol>

**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	Knowledge and Understanding
<p><b>You must be able to:</b></p> <ol style="list-style-type: none"><li>1 monitor and maintain the health of the new-born foal and mare</li><li>2 identify health problems in the mare and foal and take the appropriate action</li><li>3 establish and implement the daily handling routine of mare and foal</li><li>4 plan and implement routine health care for the mare and foal</li><li>5 introduce the mare and foal to grazing according to current good practice</li><li>6 establish and implement appropriate methods of weaning</li><li>7 monitor and maintain the health and well-being of the mare and the foal post-weaning</li><li>8 monitor and maintain the health and well-being of young stock</li><li>9 maintain the health, safety and welfare of horses, self and others throughout</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>a) signs of health in new-born foal</li><li>b) the identification and treatment of health problems e.g. haemolytic foals, entropion, urinary problems, neonatal maladjustment syndrome, joint ill, meconium retention</li><li>c) the importance of colostrum and how to ensure that the foal has obtained sufficient colostrum</li><li>d) management procedure for deformed foals</li><li>e) caslicks operations</li><li>f) fostering procedures and care of the orphan foal</li><li>g) timing and methods of weaning for groups, individual, stalled and paddocked foals</li><li>h) problems which may affect mare and foal after weaning</li><li>i) reasons for substitution of mare and foal e.g. mare not accepting foal</li><li>j) developmental problems in growing youngsters</li><li>k) the appropriate action to take in response to health problems, including; reporting, recording and seeking assistance</li><li>l) risks to horses, yourself and others and how these can be minimised</li><li>m) how to maintain health, safety and welfare for people and horses</li></ol>



**Element 313.2      Maintain care of 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 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

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### **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.

<b>Element 322.1 Collect and analyse information to plan sessions</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 ensure information is as up to date and as comprehensive as sources will allow</li> <li>2 utilise information from your evaluation and action plans from previous sessions</li> <li>3 make sure that conflicting information is resolved by seeking confirmation from reliable sources</li> <li>4 confirm that the needs of participants are accurately identified</li> <li>5 make sure that identified needs are consistent with collected information</li> <li>6 correctly handle information on participants which should be treated confidentially</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the range of information required including: needs of participants; numbers; age; gender; experience; medical conditions; available resources; the type of environment</li> <li>b) the sources of information including: previous knowledge of participants; facilities and resources; information from participants and organisations</li> <li>c) means of resolving conflicting information</li> <li>d) means of gathering evaluation from participants and colleagues</li> <li>e) how to self evaluate and action plan</li> <li>f) the likely needs of people taking part in sport/activity: sporting; social; personal</li> <li>g) the types of information which should be treated confidentially</li> <li>h) participants' particular needs a coach may encounter as defined in the technical definition of the sport/activity</li> </ol>

**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

-

<b>Element 322.2 Produce coaching plans to meet participants' needs</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 produce plans which accurately summarise collected information</li> <li>2 include aims relevant to identified needs in plans</li> <li>3 make sure that your plans include suitable activities to meet needs of participants, the sport/activity and resources available</li> <li>4 confirm that your plans conform to health and safety requirements and accepted good practice in the sport/activity</li> <li>5 make sure your plans include activities which build on evaluations and action plans of previous sessions</li> <li>6 make sure your plans enable all participants to take part to the best of their ability</li> <li>7 make sure that the sequencing and timing of activities are realistic</li> <li>8 identify medical conditions of participants likely to endanger self or others, and check these with an appropriate authority</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) how to record plans which include: needs of participants; numbers; age; gender; experience; medical conditions; available resources; the type of environment</li> <li>b) the range of equipment appropriate to session</li> <li>c) the rules and/or regulations of the sport/activity</li> <li>d) the importance of physical and mental preparation of participants to begin and end the session</li> <li>e) the range of techniques, progressions, organisational requirements, physiological considerations, skills and methods of presentation appropriate to the aims of the session</li> <li>f) the type, intensity, duration and sequencing of activities appropriate to the range of participants</li> <li>g) the arrangements appropriate to the sport/activity when planning to work with people with particular needs</li> </ol>

**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

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### **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

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<b>Element 323.2     Instruct participants</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1     give instructions which are clear and consistent with the plans, the identified needs of the participants' and their level of experience</li> <li>2     give clear explanations and demonstrations, which are technically correct and appropriate to the participants' needs and level of experience</li> <li>3     check the participants' understanding of instructions and give them the opportunity to ask questions</li> <li>4     make sure that the session achieves a balance between activity and instruction according to participants' needs</li> <li>5     maintain a safe working environment</li> <li>6     keep to the planned timings for the session</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a)    the up to date techniques, skills and tactics of the sport/activity</li> <li>b)    how to achieve a balance between activity, instruction and coaching as appropriate to participants' level of experience</li> <li>c)    the effective organisation of groups</li> <li>d)    the activities/practices to facilitate learning and development</li> <li>e)    the reasons for using particular activities/practices in a session</li> <li>f)    the accepted current rules and/or regulations of the sport/activity</li> <li>g)    the current accepted health and safety practice for the sport/activity</li> </ol>



<b>Element 323.2     Instruct participants</b>	
<p><b>Evidence Requirements</b></p> <p>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.</p> <p>You must provide performance evidence for the following participants:</p> <ul style="list-style-type: none"> <li>- individuals</li> <li>- groups</li> <li>- with particular needs as defined by the technical definition of the sport/activity</li> </ul> <p>You must provide performance evidence for instructing two of the following:</p> <ul style="list-style-type: none"> <li>- introductory participants</li> <li>- participants with some experience</li> <li>- a mixed ability group</li> </ul> <p>You must provide performance evidence for one of the following needs:</p> <ul style="list-style-type: none"> <li>- individual</li> <li>- group</li> </ul> <p>Any remaining categories should be assessed by other means, for example, 'what if' scenarios, projects or assignments.</p> <p>You must also provide evidence for the knowledge and understanding stated in this element.</p>	<p><b>Notes</b></p> <p>You must ensure that whilst meeting the demands of the evidence requirements, that the entire range below is covered.</p> <ul style="list-style-type: none"> <li>- a lesson on the flat</li> <li>- a lesson over jumps</li> <li>- a lunge lesson or starting stalls lesson</li> <li>- a lead rein lesson or a lesson for riders on the gallop</li> <li>- a stable management lesson</li> <li>-</li> </ul>

**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

-

<b>Element 323.4 End coaching sessions</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ol style="list-style-type: none"> <li>1 allow sufficient time to end the session according to the participants' level of experience</li> <li>2 end the session using activities which are safe and effective</li> <li>3 give the participants sufficient opportunity to provide feedback and identify their further needs</li> <li>4 inform the participants correctly of the time, location and content of further sessions</li> <li>5 advise the participants of any preparation needed for further sessions</li> <li>6 give the participants an accurate summary of their own feedback on the session</li> <li>7 supervise the participants' departure in a manner appropriate to the situation and with due regard to their safety</li> <li>8 dismantle and put away the equipment they have used safely and in line with good practice, reporting any damage to the appropriate authority</li> <li>9 leave the environment in a condition acceptable for future use</li> </ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>a) the activities which safely enable participants to physically end sessions</li> <li>b) the importance of seeking feedback</li> <li>c) methods of gathering feedback from participants</li> <li>d) others from whom feedback could be sought</li> <li>e) the types of information which will inform participants of the availability of further activities</li> <li>f) the appropriate lifting techniques for equipment which is used</li> <li>g) the accepted good practice in the handling and storage of equipment appropriate to the sport/activity</li> <li>h) types of damage to the equipment of the sport/activity which make it unsafe to use</li> <li>i) accepted good practice in the care of the environment</li> </ol>

**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

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**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 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

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### **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.

<b>Element 325.1 Handle and present stallions under supervision</b>	
<p>Performance Criteria</p> <p><b>You must be able to:</b></p> <ul style="list-style-type: none"> <li>a) take the appropriate precautions to prevent sexually transmitted diseases</li> <li>b) present the teaser to the mare to establish receptivity for covering</li> <li>c) present the stallion to the mare for covering</li> <li>d) report any problems in handling the stallion or covering to the appropriate person</li> <li>e) present stallion to clients for inspection</li> <li>f) maintain the health, safety and security of stallion, self and others throughout</li> </ul>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ul style="list-style-type: none"> <li>1 the implications of over use of stallions</li> <li>2 the safety precautions when handling stallions</li> <li>3 stallion psychology and behaviour</li> <li>4 the different methods of teasing</li> <li>5 the importance of hygiene</li> <li>6 the equipment to be used on stallion</li> <li>7 regulations regarding swabbing</li> <li>8 venereal diseases and notification to relevant authority</li> <li>9 the breeding of the stallion, progeny, his stud fees and conditions</li> <li>10 risks to horses, yourself and others and how these can be minimised</li> <li>11 how to maintain health, safety and welfare for people and horses</li> </ul>

**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 327          Maintain and repair structures and surfaces**

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

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### **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	Knowledge and Understanding
<p><b>You must be able to:</b></p>	<p><b>You must know and understand:</b></p>
<p>1      prepare and maintain the necessary equipment and materials for the work</p>	<p>a)      why surfaces and structures need to be maintained and potential problems if not carried out</p>
<p>2      prepare the structure or surface and the surrounding site in a manner appropriate for the maintenance work</p>	<p>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</p>
<p>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</p>	<p>c)      methods of preparing, checking and adjusting, servicing, cleaning and storing the equipment and materials which are being used</p>
<p>4      use tools and equipment safely and correctly</p>	<p>d)      correct preparation methods when maintaining different structures and surfaces and how these are related to the maintenance to be performed</p>
<p>5      use methods, material and equipment in a way which causes minimal disturbance to the site's environment</p>	<p>e)      the requirements of the specification and how to finish the structure or surface so that it meets specification</p>
<p>6      take the appropriate action without delay when problems are encountered during maintenance</p>	<p>f)      the different maintenance methods which would achieve the specification and their implications for the environment</p>
<p>7      maintain the health, safety and welfare of the horse, self and others at all times</p>	<p>g)      working methods and systems which minimise the effect on the surrounding environment and promote the health and safety of self and others</p>
<p>8      ensure that the finished structure or surface and its site meet specifications</p>	<p>h)      potential damage to the environment and ways of minimising it</p>
<p>9      keep records accurate, legible and up to date</p>	<p>i)      the actions to take should damage to the environment occur</p>
<p>10     manage waste in a way which promotes sustainability of the environment</p>	<p>j)      health and safety risks in the maintenance of structures and surfaces including the handling of contaminated waste</p>
<p>11     restore the site to a safe condition which is consistent with the surrounding environment and clear of unwanted materials</p>	<p>k)      current good practice health and safety policy and your specific responsibilities under health and safety legislation in relation to maintaining structures and surfaces</p>
	<p>l)      your specific responsibilities under environmental and conservation legislation in relation to maintaining structures and surfaces</p>
	<p>m)     the difference between organic and inorganic waste and how to dispose of and handle both types safely and effectively</p>
	<p>n)      the purpose of the structure and/or surface and the relationship of this to its planned use</p>
	<p>o)      methods of maintaining the structure and/or surface and the relationship of this to its planned use</p>



**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	Knowledge and Understanding
<p><b>You must be able to:</b></p>	<p><b>You must know and understand:</b></p>
<p>1 prepare and maintain the necessary equipment and materials for the work</p>	<p>a) the need for repairing surfaces and structures and potential problems if not carried out</p>
<p>2 prepare the structure or surface and the surrounding site in a manner appropriate for the repair work</p>	<p>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</p>
<p>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</p>	<p>c) methods of preparing, checking and adjusting, servicing, cleaning and storing the equipment and materials which are being used</p>
<p>4 use tools and equipment safely and correctly</p> <p>5 use methods, material and equipment in a way which causes minimal disturbance to the site's environment</p>	<p>d) correct preparation methods when repairing different structures and surfaces and how these are related to the repair to be performed</p>
<p>6 take the appropriate action without delay when problems are encountered during repair work</p>	<p>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</p>
<p>7 maintain the health, safety and welfare of the horse, self and others at all times</p>	<p>f) working methods and systems which minimise the effect on the surrounding environment and promote the health and safety of self and others</p>
<p>8 ensure that the finished structure or surface and its site meet specifications</p>	<p>g) potential damage to the environment and ways of minimising it</p>
<p>9 keep records accurate, legible and up to date</p>	<p>h) the actions to take should damage to the environment occur</p>
<p>10 manage waste in a way which promotes sustainability of the environment</p>	<p>i) health and safety risks in the maintenance of structures and surfaces including the handling of contaminated waste</p>
<p>11 restore the site to a safe condition which is consistent with the surrounding environment and clear of unwanted materials</p>	<p>j) current good practice health and safety policy and your specific responsibilities under health and safety legislation in relation to maintaining structures and surfaces</p>
	<p>k) your specific responsibilities under environmental and conservation legislation in relation to maintaining structures and surfaces</p>
	<p>l) the range of problems which may arise during repair, how to minimise these and what to do should they occur</p>
	<p>m) the difference between organic and inorganic waste and how to dispose of and handle both types safely and effectively</p>
	<p>n) the purpose of the structure and/or surface and the relationship of this to the specification</p>
	<p>o) methods of repairing the structure and/or surface and the relationship of this to its planned use</p>

## 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

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### 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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## **Unit CU3      Promote, monitor and maintain health, safety and security**

Element CU3.1	Monitor and maintain the health, safety and security of the workplace
Element CU3.2	Promote good standards of health and safety
Element CU3.3	Respond to health emergencies within the workplace

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### **About this Unit**

It is the responsibility of all individuals, in all working contexts, to operate to certain standards of health, safety and security. The unit covers three key activities that are required: the first to prevent (as far as possible) any accidents or emergencies from occurring, the second to promote good health and safety practice and the third, to respond to accidents within the workplace.

The first element is about monitoring and maintaining the safety and security of the workplace. An important aspect of this element is risk assessment. You are expected to conduct a risk assessment prior to work activities, and to take action to minimise the potential risks to yourself and others within the workplace.

The second element covers the promotion of good standards of health and safety. The word promotion is used to mean encouraging good standards as well as implementing them personally. Work activities must adhere to health and safety codes of practice and relevant legislation. You must also minimise any potential environmental damage due to work activities.

The third element covers emergency aid to individuals who have had an accident in the workplace. This covers the actions that must be taken by those who are first on the scene. This will entail carrying out initial actions that are relevant to the condition, and summoning help.

**Element CU3.1****Monitor and maintain the health, safety and security of the workplace**

Performance Criteria	Knowledge and Understanding
<p><b>You must:</b></p> <ol style="list-style-type: none"> <li>1 maintain the safety and security of the working environment in accordance with relevant legal and organisational requirements</li> <li>2 review existing risk assessments for routine work activities</li> <li>3 assess the risks involved prior to undertaking new or non-routine work activities, recommend control measures and ensure agreed measures are applied</li> <li>4 select and apply the correct measures to control risk from routine work activities</li> <li>5 communicate any health and safety precautions that are being applied in the workplace to others entering the area</li> <li>6 use <b>equipment</b> and materials correctly according to relevant legislation and organisational requirements</li> <li>7 manage <b>waste</b> correctly in accordance with relevant legal and organisational requirements</li> <li>8 follow standard procedures for personal hygiene at all times</li> <li>9 implement safety procedures safely, correctly and without delay in an emergency situation</li> <li>10 keep health, safety and security records which are accurate, legible and complete</li> <li>11 perform work activities in a manner which minimises environmental damage</li> </ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"> <li>(a) your legal and organisational responsibility in relation to health, safety and security</li> <li>(b) the difference between 'hazard' and 'risk' and how to assess risk</li> <li>(c) the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment)</li> <li>(d) the risks which arise from routine work activities and the measures to control them</li> <li>(e) the importance of assessing risks from new and non-routine work activities</li> <li>(f) the need to communicate health and safety precautions to others entering the area</li> <li>(g) safe methods of using and storing equipment and materials</li> <li>(h) how hazardous and non-hazardous waste should be managed</li> <li>(i) security issues associated with the workplace and what actions to take</li> <li>(j) the relationship of extinguisher to fire type (electrical, chemical, combustible material)</li> <li>(k) procedures for different types of emergencies relevant to the industry in which you are working</li> <li>(l) any specific risks relevant to child safety from your work</li> <li>(m) your responsibility for maintaining health and safety records</li> <li>(n) the ways in which environmental damage must be minimised during work activities</li> </ol>

**Element CU3.1      Monitor and maintain the health, safety and security of the workplace**

<b>Scope</b>	<b>Notes</b>
<p>This element requires that you:</p> <p>A.    use the following <b>equipment</b>:</p> <ul style="list-style-type: none"><li>(i)    manually operated equipment</li><li>(ii)   powered equipment</li></ul> <p>B.    dispose of the following types of <b>waste</b>:</p> <ul style="list-style-type: none"><li>(i)    hazardous waste</li><li>(ii)   non-hazardous waste</li></ul>	<p>Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.</p>

**Element CU3.2****Promote good standards of health and safety**

Performance Criteria	Knowledge and Understanding
<p><b>You must:</b></p> <ol style="list-style-type: none"><li>1 assess the risk to yourself and others when carrying out work and take the necessary actions to minimise any potential dangers</li><li>2 wear <b>clothing</b> which is consistent with recognised good health and safety practice</li><li>3 use approved safe methods and systems when carrying out work</li><li>4 encourage and support others with whom you are working to maintain their own health and safety during work</li><li>5 perform your work in a manner which minimises environmental damage</li><li>6 stop work immediately if there is a danger of accidents or injury, and take the correct action</li><li>7 maintain accurate information regarding your whereabouts so that contact can be made should this be necessary</li><li>8 keep health and safety records which are accurate, legible and complete</li></ol>	<p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>(a) the contribution that good standards of health and safety make to the management and efficiency of the business or organisation</li><li>(b) the effect that your actions have on the attitudes of other workers towards health and safety</li><li>(c) the importance of discussing and agreeing how individuals are to work for safe co-ordination of their activities</li><li>(d) safe lifting and handling techniques</li><li>(e) safe methods of working with potentially hazardous equipment and the relevant legislation and guidelines related to this</li><li>(f) safe methods and systems of working with hazardous materials and the relevant legislation related to this</li><li>(g) methods for minimising environmental damage during work</li><li>(h) effective methods of promoting good health and safety practice to others</li><li>(i) the types of accidents or injury which may occur and the correct actions to take</li><li>(j) the reasons for providing information on whereabouts</li><li>(k) the records which it is necessary to keep under relevant legislation and your personal responsibility for maintaining these</li></ol>

<b>Element CU3.2      Promote good standards of health and safety</b>	
<p><b>Scope</b></p> <p>This element requires that you:</p> <p>A. wear the following <b>clothing</b> for the work:</p> <ul style="list-style-type: none"><li>(i) dress for general work</li><li>(ii) personal protective equipment according to the work involved</li></ul>	<p><b>Notes</b></p> <p>Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.</p>

**Element CU3.3****Respond to health emergencies within the workplace**

<p>Performance Criteria</p> <p><b>You must:</b></p> <ol style="list-style-type: none"><li>1 summon assistance immediately for any health emergency and initiate action appropriate to the condition and <b>situation</b></li><li>2 give assistance with ongoing care as required</li><li>3 provide the individual with the health emergency with suitable verbal support</li><li>4 make the immediate vicinity as private and safe as possible once the intervention has been taken over by an appropriate person</li><li>5 offer support to any others involved in the incident once any initial danger is passed</li><li>6 keep records which are accurate, legible and complete</li></ol>	<p>Knowledge and Understanding</p> <p><b>You must know and understand:</b></p> <ol style="list-style-type: none"><li>(a) the required action to take for the health emergency concerned</li><li>(b) your own competence in dealing with the health emergency</li><li>(c) the reasons for calling for assistance immediately</li><li>(d) the importance of not carrying out actions beyond your own capabilities</li><li>(e) the reasons why actions beyond your level of competence may further endanger life</li><li>(f) effective ways of providing support to those suffering a health emergency and of keeping them in the best possible condition</li><li>(g) the effects of shock on individual's with a health emergency and ways of dealing with this effectively</li><li>(h) the type of verbal support which can be provided to the individual suffering the health emergency</li><li>(i) potential health risks to others from an emergency</li><li>(j) reasons for offering support and help to others involved in the incident and how this should be achieved</li><li>(k) relevant legislative requirements for completing records of accidents and emergencies</li><li>(l) location and use of accident book and first aid equipment</li></ol>
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**Element CU3.3     Respond to health emergencies within the workplace**

**Scope**

This element requires that you:

- A.    respond to health emergencies in **situations** where:
  - (i)    there is no immediate access to a person competent to deal with the situation
  - (ii)    there is immediate access to a person competent to deal with the situation
  - (iii)    the individual with the health emergency is in a dangerous place

**Notes**

Simulations, supported by questioning, may be used to gather evidence of your competence in this area. Simulations must reflect the requirements of the real working environment.

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