

**Equestrian
Qualifications GB
Limited**
the awarding body for equestrian activity



SVQ 3

Horse Care Management

at SCQF Level 6

UNIT DETAILS and GUIDANCE

Equestrian Qualifications GB Ltd is a subsidiary of
The British Horse Society

Registered Charity Nos. 210504 and SC038516



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Registered Office:

Lantra, Lantra House, Stoneleigh Park, Nr Coventry, Warwickshire CV8 2LG

Registered no: 2823181 • Charity no: 1022991

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Registered Office:

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Qualification Structure

SVQ 3 Horse Care Management at SCQF Level 6

The candidate must achieve all core mandatory units plus 4 optional units from the chosen group.

The certificate will then display the occupational route, chosen.

Exercising Option
Schooling Option
Trekking Option
Breaking Option
Breeding Option
Coaching Option
Competition Option

Core Mandatory Units		Page No
Unit Eq303	Deliver basic health care treatment to horses at SCQF Level 6	3
Unit Eq304	Plan diets and implement feeding regimes for horses at SCQF Level 6	6
Unit Eq305	Monitor and maintain stocks of feed and bedding for horses at SCQF Level 6	8
Unit Eq306	Promote the health and well-being of horses at SCQF Level 6	10
Unit Eq307	Tack up horses for specialist work at SCQF Level 6	12
Unit Eq308	Clip horses at SCQF Level 6	14
Unit Eq309	Prepare horses for public appearance at SCQF Level 6	16
Unit CU3	Promote, monitor and maintain health, safety and security at SCQF Level 6	18
Unit CU43	Maintain the health and well-being of animals during transportation at SCQF Level 6	22
Unit BAA626	Plan how to manage and improve own performance in a business environment at SCQF Level 6	24
Unit D1	Develop productive working relationships with colleagues (MSC) at SCQF Level 5	26

Group A – Exercising Option

Unit Eq301	Contribute to the development and implementation of an equine rehabilitation/retraining plan at SCQF Level 6	29
Unit Eq302	Receive an equine and carry out an initial assessment at SCQF Level 6	31
Unit Eq322	Ride and lead horses for exercise at SCQF Level 6	45
Unit Eq323	Contribute to the design and implementation of a daily exercise programme for horses at SCQF Level 7	46
Unit Eq324	Exercise and improve the performance of horses using lungeing or long reining at SCQF Level 6	48
Unit Eq325	Ride horses for exercise at SCQF Level 6	50

Group B – Schooling Option

Unit Eq301	Contribute to the development and implementation of an equine rehabilitation/retraining plan at SCQF Level 6	29
Unit Eq302	Receive an equine and carry out an initial assessment at SCQF Level 6	31
Unit Eq316	Ride schooled horses to maintain training at SCQF Level 6	39
Unit Eq321	Jump schooled horses to maintain training at SCQF Level 6	43
Unit Eq323	Contribute to the design and implementation of a daily exercise programme for horses at SCQF Level 7	46
Unit Eq324	Exercise and improve the performance of horses using lungeing or long reining at SCQF Level 6	48

Group C – Trekking Option

Unit Eq323	Contribute to the design and implementation of a daily exercise programme for horses at SCQF Level 7	46
Unit Eq324	Exercise and improve the performance of horses using lungeing or long reining at SCQF Level 6	48
Unit Eq326	Lead a horse trek at SCQF Level 7	52
Unit Eq327	Prepare to lead a horse trek at SCQF Level 6	54

Group D – Breaking Option

Unit Eq310	Introduce young horses to equipment at SCQF Level 7	33
Unit Eq320	Contribute to training of horses from the ground at SCQF Level 7	41
Unit Eq323	Contribute to the design and implementation of a daily exercise programme for horses at SCQF Level 7	46
Unit Eq324	Exercise and improve the performance of horses using lungeing or long reining at SCQF Level 6	48

Group E – Breeding Option

Unit Eq312	Manage horses when turned out at SCQF Level 7	35
Unit Eq313	Prepare and maintain grazing land for horses at SCQF Level 7	37
Unit Eq322	Ride and lead horses for exercise at SCQF Level 6	45
Unit Eq328	Attend to the mare and foal during foaling at SCQF Level 7	56
Unit Eq329	Care for the mare and foal at SCQF Level 7	58
Unit Eq330	Care for and prepare the mare for covering at SCQF Level 8	60
Unit Eq331	Maintain stud documentation at SCQF Level 6	62
Unit Eq332	Establish and maintain the care of stallions at SCQF Level 6	63
Unit Eq333	Handle and present stallions under supervision at SCQF Level 6	65

Group F – Coaching Option

Unit Eq322	Ride and lead horses for exercise at SCQF Level 6	45
Unit Eq325	Ride horses for exercise at SCQF Level 6	50
Unit CU127	Prepare for coaching sessions at SCQF Level 6	67
Unit CU128	Conduct coaching sessions at SCQF Level 6	70

Group G – Competition Option

Unit Eq301	Contribute to the development and implementation of an equine rehabilitation/retraining plan at SCQF Level 6	29
Unit Eq302	Receive an equine and carry out an initial assessment at SCQF Level 6	31
Unit Eq323	Contribute to the design and implementation of a daily exercise programme for horses at SCQF Level 7	46
Unit Eq324	Exercise and improve the performance of horses using lungeing or long reining at SCQF Level 6	48
Unit Eq221	Assist with the care of horses during competitions at SCQF Level 5	74
Unit Eq222	Assist with the on-going specialist care of performance horses at SCQF Level 6	75
Unit Eq223	Assist with the care of performance horses after strenuous work at SCQF Level 5	77

Assessment requirements

This document indicates the coverage of the SVQ which the learner must achieve to demonstrate competence and provides guidance/clarification on terms used in the standards in the form of notes. It also provides direction on where simulation is acceptable.

Eq303 – Deliver basic healthcare treatment to horses

Overview

This standard involves delivering basic health care treatments according to veterinary instructions and legislative requirements. It also involves the recognition and treatment of health problems and minor ailments. This standard applies to all types of horses. You should know where to seek assistance if you have any problems.

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

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

Administering medication:

- Prescription only medicine
- Over-the-counter medicine
- Wormers

Performance criteria

You must be able to:

1. Store and administer drugs, medication and equipment in accordance with veterinary instructions and health and safety requirements
2. Use current and uncontaminated prescribed medication for the intended horse
3. Administer the specified treatment using the correct technique and at the stated time and frequency
4. Administer emergency procedures when necessary
5. Seek assistance without delay when it is not possible to administer the treatment
6. Implement appropriate routine care, diet and exercise after treatment
7. Observe horses after treatment and report unusual signs immediately
8. Take appropriate action if contagious or infectious diseases are anticipated
9. Provide clear and accurate information for recording purposes
10. Dispose of waste from healthcare treatments correctly
11. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The significance of expiry dates on drugs and medication and correct procedures for disposal
2. Why it is necessary to interpret medication instructions accurately
3. How to use the equipment appropriate to the treatment
4. The importance of restraint techniques and minimising stress levels to the safety of the handler and horse
5. Cleaning and hygiene procedures to be followed when carrying out treatments e.g. to minimise zoonoses and other communicable diseases
6. How to administer treatments and emergency procedures to horses
7. The side effects or adverse reactions to medication that might occur
8. Procedures for the safe disposal of contaminated and non-contaminated waste and sharps

continued

9. Reasons and legislative requirements for 'withdrawal of drugs' - racing, competing or being destroyed
10. The legislative requirements for use and storage of drugs
11. Records required for management and legislative purposes and the importance of maintaining them
12. Appropriate action if contagious or infectious diseases are anticipated or identified
13. Risks to horses, yourself and others and how these can be minimised
14. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Administering medication:**

- (i) prescription only medicine
- (ii) over-the-counter
- (iii) wormers

B Administering these types of treatments:

- (i) cleaning and hygiene procedures
- (ii) topical treatments
- (iii) oral treatments
- (iv) treatments for wounds

Notes***Performance (additional information)***

When Administering medication and types of treatments you must wear suitable PPE and follow current COSHH regulations.

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.

Knowledge and Understanding (additional information)

When completing this unit you must ensure that you understand the importance of following instructions correctly and why necessary equipment is appropriate. You must also know the various restraint methods and how stress can be minimised when using restraint. Also understand when isolation is necessary and how to avoid cross contamination (equine to human; equine to equine, etc). You should also know how to deal with adverse reactions from equines receiving emergency first aid and what they might be. Know the importance of disposing of contaminated drugs and those which have passed their expiry dates correctly.

Eq304 – Plan diets and implement feeding regimes for horses

Overview

This standard involves planning diets and implementing feeding regimes for horses. You should 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 essential that your work identifies any necessary changes in dietary requirements and allows for changes in the ration.

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

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

Performance criteria

You must be able to:

1. Identify the nutritional dietary requirements of horses accurately including forage, concentrates and water
2. Establish the quantity and frequency of feeding
3. Accurately specify any necessary supplements or additives to the diet
4. Identify and record special dietary requirements
5. Adapt rations to meet changes in the horse's dietary requirements and optimise the health and well-being of the horses
6. Plan diets and feeding regimes that take account of feeding policy, horse requirements and allow for changes in the ration
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. How the planning of feeding programmes are affected by horse body weight; age; reproductive state; condition; level and type of work; type and temperament; tired, sick and fussy horses
2. Dietary requirements for horses: forage, concentrates and water
3. Types of feed, feed preparation, hay alternatives
4. The types of dietary additives or supplements and reasons for their inclusion in the diet
5. Diseases and illnesses which require special diets
6. The function of the digestive system
7. Rules of feeding and watering
8. Reasons for using different systems of feeding
9. The effects of availability, seasonality and costs on planning rations
10. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Feeding regimes:**

- (i) normal husbandry
- (ii) special dietary requirements

B Dietary requirements:

- (i) forage
- (ii) concentrates
- (iii) water
- (iv) supplements and additives

C Planning and feeding rations taking into account:

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

D Planning effective feeding regimes taking into account:

- (i) availability of feed and forages
- (ii) seasonality
- (iii) costs of feed and forages

Notes

This element applies to new and established horses.

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.

Eq305 – Monitor and maintain stocks of feed and bedding for horses

Overview

This standard is about the monitoring and maintaining of supplies of feed and bedding, including monitoring stocks, ensuring adequate supply, storage and handling. You should be able to check the supply and take the appropriate action if there are any faults or 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 animal health and welfare and health and safety in connection with this work.

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

Performance criteria

You must be able to:

1. Receive materials and check against delivery notes and original orders
2. Assess the quality of materials
3. Record any faults or shortfalls, report to the appropriate person and take the appropriate follow up action
4. Store supplies appropriately and rotate stock where necessary
5. Use feed and bedding effectively
6. Check and record stock to maintain the required levels
7. Take appropriate action when supplies reach the required level for re-ordering
8. Use safe lifting and handling techniques at all times.
9. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. Why feed and bedding should be checked against the delivery note and original order and any shortfalls followed up
2. Effective methods of storing different types of feed and bedding and the purpose of manufacturers' recommendations regarding storage
3. How poor storage may affect feed and bedding
4. Why feed must be used systematically
5. The purpose of checking feed and bedding and the impact that low levels may have
6. What action to take when feed and bedding supplies reach the required level for re-ordering
7. Why any damage should be recorded and reported, and the potential consequences of not doing so
8. Methods of safe handling and storing stocks of feed and bedding
9. Your role in the storage and maintenance of feed and bedding
10. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Monitoring and maintaining the following materials:**

- (i) foodstuffs
- (ii) bedding

Notes***Performance (additional information)***

When monitoring and maintaining foodstuff and bedding you must demonstrate that you have been instrumental in maintaining levels of stock, that you have also checked quality and quantity of goods when delivered and reported short falls to supervisor. That you have also rotated and stored stock correctly. Whilst maintaining stock you use the correct lifting/handling methods.

Knowledge and Understanding (additional information)

When completing this unit you must know what your exact role is in maintaining stocks. The importance of notifying supervisors or feed merchants when stocks are running low. The importance of checking deliveries of stock for damage and use by date. Know how feeding and bedding should be stored and why it should be used in the correct order.

Eq306 – Promote the health and well-being of horses

Overview

This standard is about promoting the health and well-being of horses by providing the 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 standard applies to all types of horses.

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

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.

Performance criteria

You must be able to:

1. Treat horses in a manner which minimises any likelihood of stress, and maintains their health and well-being
2. Work with horses in a way that complies with current good practice and legislation
3. Monitor the horses' physical condition and behaviour effectively
4. Take and record the temperature, pulse and respiration of the horse accurately
5. Recognise any abnormal signs and take the appropriate action
6. Provide clear and accurate information for recording purposes
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. How to promote the health and well-being of horses and minimise their stress and injury
2. First aid procedures, the treatment of horses and your responsibility under animal welfare legislation
3. Why horses need exercise and the exercise requirements for different types of activity
4. Signs of health in relation to the appearance, posture and movement, behaviour, and bodily functioning
5. Signs of poor health including: ill health, lameness, disease, parasites, infestation, stress and injury, and the actions to take when these conditions are recognised
6. How to recognise a 'horse health emergency' and when to call the vet
7. The requirements of health and treatment records and why they exist
8. The care of horses after specific treatments and procedures (e.g. a colt after gelding)
9. Procedures for isolation and sick nursing including bio-security
10. The conformation of the horse and its relationship to movement and action
11. The basic skeletal and muscular structure
12. The basic circulatory and respiratory system
13. Risks to horses, yourself and others and how these can be minimised
14. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Monitor the following aspects of physical condition and behaviour:**

- (i) appearance
- (ii) posture and movement
- (iii) behaviour
- (iv) bodily functioning
- (v) signs of health

B Recognise and deal with the following:

- (i) ill health
- (ii) disease
- (iii) lameness
- (iv) parasites
- (v) injury
- (vi) infestation
- (vii) stress
- (viii) health emergency

This may be achieved through questioning and answering.

Notes

Successful performance is required for at least three horses.

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.

Knowledge and Understanding (additional information)

When completing this unit you must know the basic skeletal and muscular frames and the respiratory and circulatory systems. You must also know how conformation relates to the horses action. As well as knowing when a situation requires a vet. You must also know the basic rules of sick nursing and how to follow vet's instructions.

Eq307 – Tack up horses for specialist work

Overview

This standard involves tacking up horses for specialist work. You should be able to select, apply and fit the tack for the specified activity, and check that the tack is safe before handing over to the user. You will need to work within timescales.

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

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

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. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. Types of specialist work activity and the requirements for tacking up horses
2. The types of saddlery, bridles, bits, bandages, boots and other equipment used for specialist work activity
3. How the fit of the tack affects the horse's movement
4. The dangers of unsafe tack and how to check that the tack is safe
5. The limits of your responsibility for dealing with defective tack
6. The policy and procedures for tacking up
7. Risks to horses, yourself and others and how these can be minimised
8. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Selecting, applying and fitting the following:**
- (i) saddles
 - (ii) nose bands
 - (iii) bits
 - (iv) specialist equipment
 - (v) specialist bridles
 - (vi) exercise bandages
 - (vii) boots

Notes

You will be required to tack up more than one horse for specialist work.

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

Knowledge and Understanding (additional information)

When completing this unit you must understand the different types of tack needed for the varying level of discipline. As well as the rules regulating tack in the discipline the horse is competing in. You must also know how unsafe or ill fitting tack can be dangerous and detrimental to the way the horse performs. You must also know whom you would report unsafe/worn tack to. Also know the importance of reducing risks to horses, self and others. You must also know animal welfare, health and safety and codes of practice and how they affect you.

Eq308 – Clip horses

Overview

This standard involves clipping horses according to agreed requirements. It also covers the care and maintenance of clipping equipment. You should be able to handle the horse appropriately during the activity and minimise any stress or injury.

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

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

Clip horses:

- Full
- Partial

Performance criteria

You must be able to:

1. Confirm the requirements for clipping the horse with the appropriate person
2. Prepare the horse, equipment and area for clipping according to requirements
3. Select the necessary type of clip to meet requirements
4. Restrain the horse using appropriate techniques minimising stress and injury
5. Remove any excess coat for the type of clip selected
6. Clip coat according to requirements and type of clip selected
7. Use and maintain clipping equipment in accordance with laid down procedures
8. Care for horses after clipping according to the needs of the horse and laid down procedures
9. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The different types of clip used, including full and partial
2. The reasons for clipping horses
3. How to clip awkward areas and leg lines
4. How to introduce horses to clipping
5. The methods of restraint which must be used during clipping
6. How to anticipate and deal with horses that are difficult to clip
7. Care and maintenance of clipping equipment
8. The use of circuit breakers
9. Risks to horses, yourself and others and how these can be minimised
10. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Clip horses:**
- (i) full
 - (i) partial

Notes

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

Performance (additional information)

When completing this unit you must confirm clip required with supervisor, then make sure the clipping area is safe and arrange any assistant and restraint equipment if required. You must clip horse according to instruction. Also ensure that the horse has been washed/rugged after clipping according to instructions. Ensure that clippers are clean. You must also constantly monitor horse throughout.

Knowledge and Understanding (additional information)

When completing this unit you must understand the reasons for clipping and various types of clip. The dangers when clipping difficult areas. How to clip young or inexperienced horse. Know the possible methods of restraint. Understand safety of horses, self and others. Understand the importance of caring for clippers after each use and annually.

Eq309 – Prepare horses for public appearance

Overview

This standard involves preparing horses for public appearance. This involves trimming and plaiting of horses' manes and tails where they 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.

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

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

Performance criteria

You must be able to:

1. Confirm the requirements for preparing the horse with the appropriate person
2. Select and use the correct tools and equipment for the work
3. Apply suitable methods of restraint
4. Pull a mane or tail in accordance with requirements
5. Trim a horse in accordance with requirements
6. Plait a horse in accordance with requirements
7. Apply quarter marks in accordance with requirements
8. Maintain health and safety and the welfare of the horses during your work

Knowledge and understanding

You need to know and understand:

1. How to pull a mane and tail
2. How to plait and trim horses, and apply quarter marks
3. The types of tools and equipment used for the work and their correct use
4. Variation of requirements for different disciplines for trimming and plaiting
5. Standards required for high level public appearances
6. Methods of restraint, and their use in different circumstances
7. Risks to horses, yourself and others and how these can be minimised
8. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Prepare more than one horse for a public appearance.**

Notes

Preparation to include:

- Selection of appropriate equipment
- Pull main and/or tail according to discipline requirements
- Trim as directed or to discipline requirements
- Plait mane and or tail according to discipline requirements
- Quarter marks applied free hand or template as instructed

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.

Knowledge and Understanding (additional information)

When completing this unit you must identify tools the correct tools for the task. How to identify horses/ponies which would not require plaiting/trimming. Know when not to alter a horse's appearance. How various disciplines require different presentations. Understand the varying levels of turnout required at different competitions. Various methods or restraint and when they might be used. How to minimise risk to horse, self and others. Understand current codes of practice and how they influence you and your work.

CU3 – Promote, monitor and maintain health, safety and security**Overview**

It is the responsibility of all individuals, in all working contexts, to operate to certain standards of health and safety. This standard covers the key activities that are required to prevent, as far as possible, any accidents or emergencies from occurring and to promote a healthy, safe and secure working environment.

An important aspect of this standard is risk assessment. You will be able 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. Work activities must adhere to health and safety codes of practice and relevant legislation.

Performance criteria

You must be able to:

1. Carry out a formal risk assessment for work activities as required by legislation
2. Identify the hazards, evaluate the risks and implement suitable control measures
3. Where existing control measures are in place ensure that they are adequate and applied
4. Communicate the findings of the risk assessment to those at risk and promote good health and safety practice
5. Work in a way which sets a good example, minimises risks to your own health and safety and promotes a positive health and safety culture
6. Implement safe methods of lifting and handling to reduce risk of injury
7. Handle, use and store equipment and materials correctly in accordance with guidance
8. Handle, use and store potentially hazardous substances correctly in accordance with instructions and legal requirements
9. Manage waste correctly in accordance with instructions and relevant legal requirements
10. Wear appropriate clothing and Personal Protective Equipment (PPE) for the work to be undertaken
11. Adopt a good standard of personal hygiene at all times
12. Adopt procedures and safe systems of work when working alone or at risk of abuse
13. Implement appropriate procedures safely, correctly and without delay in an emergency situation
14. Maintain appropriate records in accordance with organisational and legal requirements
15. Carry out active and reactive monitoring to ensure that protective measures are effective in the workplace

Knowledge and understanding

You need to know and understand:

1. The difference between 'hazard' and 'risk' and how to carry out a risk assessment
2. The hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and Personal Protective Equipment (PPE))
3. How to communicate the findings of the risk assessment and health and safety precautions to those at risk
4. Relevant health and safety legislation and the standards of protection to be achieved as set out in codes of practice
5. The effects that work related accidents, incidents and ill-health can have on people and businesses and how these can be minimised
6. Your legal and organisational responsibility in relation to health and safety
7. The importance of creating a positive health and safety culture
8. The risks of personal injury or health problems associated with your work and how these can be minimised
9. The importance of adopting safe working practices to prevent acute and chronic ill health
10. How to recognise where manual handling would be hazardous and measures to take to minimise the risks
11. Safe methods of using and storing equipment and materials in accordance with guidance
12. The key elements of the regulations relating to the handling, use and storage of potentially hazardous substances
13. How hazardous and non-hazardous waste should be managed
14. Appropriate clothing and PPE for different work activities
15. The importance of personal hygiene as an effective means of safeguarding health
16. The risks of working in isolation or in remote locations and the need for safe systems of work and emergency procedures
17. Procedures for different types of emergencies relevant to the industry in which you are working including accidents, incidents and near misses
18. Legislative requirements for recording and reporting accidents, incidents and near misses
19. Where to obtain information, advice and support in relation to health and safety
20. The difference between active and reactive monitoring and circumstances in which each type is appropriate

Evidence requirements

- A Evaluating risks resulting from a minimum of two of the following:**
- (i) the use and maintenance of machinery or equipment
 - (ii) the use of materials or substances
 - (iii) working practices which do not conform to laid down procedures
 - (iv) unsafe behaviour
 - (v) accidental breakages and spillages
 - (vi) environmental factors
- B Follow a minimum of four types of workplace policies which cover:**
- (i) the use of safe working methods and equipment
 - (ii) the safe use of hazardous substances
 - (iii) smoking, eating, drinking and drugs
 - (iv) what to do in the event of an emergency
 - (v) personal presentation
- C Provide information, support and recommendations to two of the following people:**
- (i) team members
 - (ii) colleagues working at your level
 - (iii) higher-level managers or sponsors
 - (iv) people outside your organisation
- D Working conditions:**
- (i) physical environment
 - (ii) equipment
 - (iii) materials
 - (iv) working procedures

Notes

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

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

Work activities

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

Products or outcomes

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

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

Written or oral reports

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

Witness testimony

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

CU43 – Maintain the health and well-being of animals during transportation

Overview

This standard is for maintaining the health and well-being of animals during transportation. It is not intended to cover the driving of vehicles, but focuses on the role of maintaining the health and welfare of animals during transportation.

It is essential that during the transportation of animals, steps are taken to monitor the health and general well-being of the animal. Monitoring will include checking the animals for signs of stress and recognising common symptoms of ill-health.

Performance criteria

You must be able to:

1. Clean and prepare the transportation and make it safe and secure to receive the animals
2. Communicate accurate information about the destination and expected time of arrival to the appropriate people
3. Establish the animals within the transportation and make them safe and secure for the journey in a manner which minimises their stress
4. Check and complete relevant documentation
5. Ensure the containment of animals complies with legislation and optimises their health and well-being
6. Monitor and maintain animal health and well-being throughout the journey consistent with relevant legislation
7. Recognise changes in animal health and well-being which might signify stress or ill-health and take the appropriate actions
8. Maintain the environmental conditions in a manner and to a level appropriate to the animals concerned
9. Take the appropriate actions to maintain the safety and security of the animals when you have to leave them
10. Develop contingency plans to deal with emergencies and unexpected occurrences
11. Ensure working methods and systems promote health and safety and are consistent with relevant legislation and codes of practice

Knowledge and understanding

You need to know and understand:

1. How transportation needs to be prepared for the animals in relation to their health and well-being, safety and security and the likely risks
2. Destination and likely time of arrival, who this information should be given to and why
3. Factors which cause stress to animals, how to minimise them and the action to be taken e.g. number of animals to the size of transport and environmental conditions
4. How to establish and secure animals in the transportation environment
5. Authorisation and recording requirements and documents
6. Legal requirements in relation to density and the number of animals in transport
7. Signs and symptoms of animal health and well-being deterioration in relation to appearance, body functions and behaviour

continued

8. When to monitor health and well-being according to the animals being transported, relevant legislation and the method of transportation being used
9. How to maintain health and well-being of particular animals (e.g. through the provision of feed, breaks from travelling, maintaining the transportation environment)
10. Methods of maintaining transportation environment for particular animals and the levels to which it needs to be maintained
11. Circumstances in which animals can be left and how safety and security may be maintained
12. Contingency plans for dealing with emergencies and unexpected occurrences
13. Your responsibilities under animal welfare, the transportation of animals and health and safety legislation

Evidence requirements**A Preparation for the following:**

- (i) cleanliness
- (ii) safety
- (iii) security
- (iv) travel requirements of horse
- (v) hay, water and feed
- (vi) condition of transport

B Skills to load the following types of horses:

- (i) difficult
- (ii) inexperienced
- (iii) experienced

C Legal requirements:

- (i) short journeys under 65km
- (ii) short journeys over 65km but under 8 hours
- (iii) long journeys over 8 hours.

D Monitoring the following:

- (i) behaviour
- (ii) appearance
- (iii) warmth and comfort

E Care for horses during and after the following kinds of journeys:

- (i) short and long journeys
- (ii) in differing weather conditions.

Notes

This element applies to both horse boxes and trailers.

Assessment should cover awareness of all new legislation which affects the transportation of horses, who enforces this legislation and the powers they possess.

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

BAA626 – Plan how to manage and improve own performance in a business environment

Overview

Plan how to take forward agreements to manage and improve own performance in a business environment.

Links: All categories

Performance criteria

You must be able to:

Plan and be accountable for own work:

1. Negotiate and agree realistic targets for own work
2. Prioritise targets and agree achievable timescales
3. Plan how to make best use of own time and other resources needed and choose appropriate working methods
4. Keep other people informed of progress
5. Meet deadlines or re-negotiate targets, timescales and plans in good time
6. Take responsibility for own work and accept responsibility for any mistakes made
7. Reflect on and learn from own mistakes
8. Follow agreed guidelines, procedures and, where appropriate, codes of practice
9. Set high standards for own work and show drive and commitment to achieve these standards

Improve own performance:

10. Encourage and accept feedback from other people
11. Evaluate own work and use feedback from other people to identify where to make improvements
12. Identify ways to improve work, consistently put them into practice and test how effective they are
13. Identify where further learning and development could improve performance
14. Develop and follow through a learning plan that meets own needs
15. Review progress and update plans for improvement and learning

Behave in a way that supports effective working:

16. Cope with pressure and overcome difficulties and setbacks
17. Assert your own needs and rights when necessary
18. Show a willingness to take on new challenges
19. Adapt readily to change
20. Treat other people with honesty, respect and consideration
21. Help and support other people

Knowledge and understanding

You need to know and understand:

Plan and be accountable for own work:

1. How to plan own work and be accountable to others
2. How to negotiate realistic targets for own work and the purpose and benefits of doing this
3. How to prioritise targets and set timescales
4. The purpose of keeping other people informed about progress

continued

5. The purpose of providing other people with sufficient notice if revisions to plans are needed
6. How to acknowledge and learn from mistakes
7. The relevant guidelines, procedures and codes of practice
8. The purpose and value of setting high standards for your work and how to set these standards

Improve own performance:

9. The purpose and benefits of trying to continuously improve own work
10. The purpose and benefits of encouraging and accepting feedback from others
11. How to evaluate own work
12. The purpose and benefits of testing out possible improvements to own work
13. How learning and development can help to improve own work, benefit the organisation and further own career
14. The main career progression routes available
15. The learning and development opportunities that are available
16. How to develop a learning plan

Behave in a way that supports effective working:

17. How to cope with pressure
18. The value and benefits of being resilient when setbacks are experienced
19. The purpose and benefits of being assertive, what this means and situations when you should be assertive
20. The purpose and value of being ready to take on new challenges and adapt to change
21. The value of treating others with honesty, respect and consideration
22. Types of behaviour that show you are honest, respectful and considerate and the types of behaviour that show you are not
23. How to help and support others and why this is important

Evidence requirements**Specific skills:**

- Analysing
- Planning
- Using technology
- Communicating
- Presenting information
- Decision making
- Problem-solving
- Organising
- Researching

Notes

D1 – Develop productive working relationships with colleagues

Overview**What is the unit about?**

This unit is about developing working relationships with colleagues, within your own organisation and within other organisations, that are productive in terms of supporting and delivering your work and that of the overall organisation.

'Colleagues' are any people you are expected to work with, whether they are at a similar position or in other positions, including your manager.

Who is the unit for?

The unit is recommended for team leaders and first line managers.

Links to other units

This unit is linked to all other units in the overall suite of National Occupational Standards for Management and Leadership where developing productive relationships with colleagues may be required.

Performance criteria

You must be able to:

Outcomes of effective performance:

1. Establish working relationships with all colleagues who are relevant to the work being carried out
2. Recognise, agree and respect the roles and responsibilities of colleagues and, particularly in situations of matrix management, their managers' requirements
3. Understand and take account of the priorities, expectations and authority of colleagues in decisions and actions
4. Create an environment of trust and mutual respect where you have no authority, or shared authority, over those you are working with
5. Understand difficult situations and issues from your colleague's perspective and provide support, where necessary, to move things forward
6. Fulfil agreements made with colleagues and let them know
7. Advise colleagues promptly of any difficulties or where it will be impossible to fulfil agreements
8. Identify and sort out conflicts of interest and disagreements with colleagues in ways that minimise damage to work being carried out
9. Exchange information and resources with colleagues to make sure that all parties can work effectively
10. Provide feedback to colleagues on their performance and seek feedback from colleagues on your own performance in order to identify areas for improvement

Behaviours which underpin effective performance:

11. You present information clearly, concisely, accurately and in ways that promote understanding
12. You seek to understand people's needs and motivations
13. You make time available to support others
14. You clearly agree what is expected of others and hold them to account

continued

15. You work to develop an atmosphere of professionalism and mutual support
16. You model behaviour that shows respect, helpfulness and co-operation
17. You keep promises and honour commitments
18. You consider the impact of your own actions on others
19. You say no to unreasonable requests
20. You show respect for the views and actions of others

Knowledge and understanding

You need to know and understand:

General knowledge and understanding:

1. The benefits of developing productive working relationships with colleagues
2. The importance of creating an environment of trust and mutual respect where you have no authority, or shared authority, over those you are working with
3. The importance of understanding difficult situations and issues from your colleague's perspective and providing support, where necessary, to move things forward
4. Principles of effective communication and how to apply them in order to communicate effectively with colleagues
5. How to identify disagreements with colleagues and the techniques for sorting them out
6. How to identify conflicts of interest with colleagues and the measures that can be used to manage or remove them.
7. How to take account of diversity and inclusion issues when developing working relationships with colleagues
8. The importance of exchanging information and resources with colleagues
9. How to get and make use of feedback on your performance from colleagues
10. How to provide colleagues with useful feedback on their performance

Industry/sector specific knowledge and understanding:

11. Regulations and codes of practice that apply in the industry or sector
12. Standards of behaviour and performance in the industry or sector
13. Working culture of the industry or sector

Context specific knowledge and understanding:

14. Current and future work being carried out
15. Colleagues who are relevant to the work being carried out, their work roles and responsibilities
16. Processes within the organisation for making decisions
17. Line management responsibilities and relationships within the organisation
18. The organisation's values and culture
19. Power, influence and politics within the organisation
20. Standards of behaviour and performance expected in the organisation
21. Information and resources that different colleagues might need
22. Agreements with colleagues

Evidence requirements

Skills:

Listed below are the main generic 'skills' that need to be applied in developing productive working relationships with colleagues. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- Communicating
- Managing conflict
- Empathising
- Networking
- Information management
- Leading by example
- Valuing and supporting others
- Involving others
- Providing feedback
- Obtaining feedback
- Stress management
- Prioritising

Notes

Eq301 – Contribute to the development and implementation of an equine rehabilitation/retraining plan

Overview

This standard is about developing and implementing a rehabilitation/retraining plan for an equine.

This standard involves monitoring the equine's behaviour and contributing to the initial rehabilitation plan.

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

Performance criteria

You must be able to:

1. Collate information from the initial assessment of the equine and other relevant information
2. Develop and agree with relevant parties a rehabilitation plan to meet agreed objectives including accommodation, handling, feeding, health care and exercise
3. Implement the rehabilitation plan
4. Monitor the physical condition and behaviour of the equine at regular intervals, record, evaluate and take appropriate action
5. Administer oral/topical medication where required according to the plan
6. Implement exercise for the equine according to plan
7. Review and update plan at agreed times
8. Monitor and maintain the health and safety of equines, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The key elements in designing a programme for the rehabilitation of equines, realising the importance of setting realistic goals
2. The reasons for recording health, behavioural and medication information
3. How to recognise when a plan needs to be modified
4. Healthcare professionals and their role in rehabilitation
5. Implications of long term healthcare medication
6. Problems with box-resting the equine
7. Techniques to relieve boredom and stress when dealing with equines with specific conditions
8. Handling techniques when dealing with equines with specific conditions
9. Equine welfare organisations and their role within the industry
10. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice.

Evidence requirements**A Develop and implement an equine rehabilitation/retraining plan for the following types of equine:**

- (i) those in good health
- (ii) those in poor health

B Gather information with regards to the following:

- (i) health
 - (ii) condition
 - (iii) reasons for rehabilitation
-

Notes***Performance (additional information)***

When completing this unit you must ensure that you communication with all interested parties and that all reports include physical and mental condition of the animal including any medical treatment and who administrated it. You must also ensure that all exercise plans are reviewed and any necessary adjustment made when appropriate.

Knowledge and Understanding (additional information)

When completing this unit you must ensure that you understand the importance of gathering evidence before setting up a plan and why it is important to keep records on all aspects of the plan. You should also know and understand the dangers of long term medication and how health care professionals can help. Also how box-rest can affect the horse and ways of dealing with various problems arising from boredom and stress. The varying techniques to deal with specific conditions. As well as awareness of how swimming pools, horse walkers treadmills etc maybe of use in a rehabilitation programme

Eq302 – Receive an equine and carry out an initial assessment

Overview

This standard is about receiving and carrying out an initial assessment on equines.

This could include a new arrival, rehabilitation, re-homing, retiring and re-training.

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

Performance criteria

You must be able to:

1. Receive equines and settle into appropriate accommodation or assessment area
2. Carry out initial assessment of the equine including identification, health, mobility and behaviour
3. Provide clear and accurate information for recording purposes
4. Ensure staff have appropriate details and any particular requirements
5. Carry out any follow up actions required after admission
6. Maintain appropriate bio-security measures
7. Monitor and promote the health and welfare of the equine throughout
8. Monitor and maintain the health and safety of equines, self and others during the work.

Knowledge and understanding

You need to know and understand:

1. How to receive equines and settle them in
2. Initial assessment procedures and why they should be carried out
3. Types of follow up actions which may be required after admission
4. Importance of confidentiality and data protection
5. Possible health and bio-security risks that could occur
6. How to manage communication, both internally and externally
7. Factors which may affect the initial assessment
8. The legislation that helps to protect animal welfare
9. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

A Receive following types of equine:

- (i) those appearing to be in generally good condition
- (ii) those appearing to be in a poor condition
- (iii) those with limited mobility

B Carry out an initial assessment:

- (i) those appearing to be in a generally good condition
- (ii) those in a poor condition
- (iii) those with limited mobility

Notes

Performance (additional information)

When completing this unit you must ensure that you record information on identification, health and reason for rehabilitation and that staff are aware of all relevant details of each new arrival. If necessary make any alterations to care. You must also ensure that all staff maintain bio-security requirements and that you promote, monitor and maintain the health and safety of the equine, yourself and others.

Knowledge and understanding (additional information)

When completing this unit you must ensure that you understand the importance of helping an equine settle in and the importance of initial assessment and what factors may affect the assessment. You must also understand the importance of on-going monitoring and the changes which may occur, as well as the importance of communicating with both staff and others and why confidentiality and data protection is important. You must also have sound knowledge of legislation regarding the welfare, health and safety of equines, self and others.

Eq310 – Introduce young horses to equipment

Overview

This standard is about contributing to the training of young horses by introducing them to equipment. You should 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 given.

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

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

Performance criteria

You must be able to:

1. Identify the training needs of individual horses and agree with appropriate person
2. Introduce the appropriate basic handling, tying up and preliminary training procedures
3. Select and fit suitable breaking equipment to the horse according to laid down procedures
4. Maintain physical and mental well-being of the horse throughout
5. Monitor progress of the training process and report to the appropriate person
6. Adjust the programme according to requirements and within your level of responsibility
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. How to introduce young horses to basic handling and equipment
2. How to train young horses from eight months to backing
3. The psychology of young horses
4. The importance of good manners in young horses
5. The use and fitting of breaking equipment including: bit, rug, roller, bridle, side reins and boots
6. Effective methods of starting the training of young horses
7. Consequences of a young horse having a negative experience from training
8. Risks to horses, yourself and others and how these can be minimised
9. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Training procedures:**

- (i) stable manners
- (ii) tying up

B Select and fit the following breaking equipment:

- (i) bit
- (ii) rug
- (iii) roller
- (iv) bridle
- (v) side reins
- (vi) boots

C communicating with the following people:

- (i) trainer
 - (ii) supervisor
-

Notes

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

Ensure that when introducing young horses to equipment you wear the correct PPE.

Knowledge and understanding (additional information)

When completing this unit you must understand instinctive behaviour in horses. The importance of good manners from the very start. How negative experiences can damage a young horse and how it can have a significant effect on the training programme. The importance of taking time and not rushing a young horse, and always to end on a positive note. Why breaking equipment must fit properly. Have a sound understanding of various types of equipment. Be able to anticipate problems and avoid them

Eq312 – Manage horses when turned out

Overview

This standard involves managing the turning out of horses to grass and the routine checking of the horses and the land.

You should be able to assess boundaries, any shelter and check on the behaviour and condition of the horses.

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.

Performance criteria

You must be able to:

1. Assess that the land boundaries and shelters are suitable and secure
2. Ensure that an adequate supply of uncontaminated water is available
3. Organise the turning out of horses as appropriate
4. Check the behaviour and security of horses regularly and report as necessary
5. Organise the catching and bringing in of horses
6. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The potential hazards which might occur in moving, releasing and catching horses
2. Methods of turning out horses into regular and new grazing land
3. How often to check the horse, field and water depending on the time of year and weather
4. The types of records required
5. How to introduce a new horse into an established group
6. The group behaviour of horses
7. Risks to horses, yourself and others and how these can be minimised
8. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Provide performance evidence for the following:**
- (i) releasing a horse into the grazing land
 - (ii) catching a horse from grazing land.

Notes

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

Performance (additional information)

When completing this unit you must ensure that you have the following performance evidence:

- a field chart and list of horses which are compatible with each other
- organise the release of horses into fields
- appropriate PPE and equipment suitable to individual horse is in use
- if applicable train staff in the correct release and catch up procedure
- organise the introduction of a new horse to grazing
- organise the catching up of horses, order of catch up (PPE and suitable equipment)
- organise the arrangement of field checks (how often and by whom)
- maintain field charts and ensure that staff understand the importance of constantly up-dating it

Eq313 – Prepare and maintain grazing land for horses

Overview

This standard is about preparing and maintaining the quality, quantity and suitability of grazing land for horses. This includes identifying and controlling the presence of weeds and poisonous plants, identifying and removing hazards, ensuring an adequate supply of suitable water and checking boundaries.

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.

Performance criteria

You must be able to:

1. Assess that the quantity and quality of grazing is appropriate for grazing horses
2. Identify and control the presence of weeds and poisonous plants
3. Identify the presence of any hazards and take the appropriate action
4. Assess and maintain the safety and security of boundaries
5. Provide and maintain an adequate supply of uncontaminated water
6. Record the condition of the grazing land
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. How to improve the quality of poor grazing
2. How to maintain the quality of good grazing
3. How to recognise and control the presence of weeds and poisonous plants
4. How to minimise parasitic infestation on grazing land
5. Different types of boundaries, their suitability and use
6. How shelter may be provided and maintained
7. Importance of a suitably located water supply
8. How to manage the water supply throughout the year
9. Importance of maintaining security to grazing areas
10. Risks to horses, yourself and others and how these can be minimised, or reported
11. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Checking:**
- (i) the quantity and quality of grazing
 - (ii) the presence of weeds and poisonous plants
 - (iii) hazards
 - (iv) the security of boundaries
 - (v) the suitability of water supply.

Notes

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

When checking the grazing land you should ensure that you adjust the number of horses according to grass supply. Have any weeds and poisonous plants removed. Arrange to have hazards removed or minimized. Arrange for necessary repairs to boundaries before turn out. Ensure that arrangements are made for an alternative water supply if necessary.

Knowledge and understanding (additional information)

When completing this unit you must understand how to identify poor grazing and how it can be improved. The actions to take to maintain the quality of the grazing and to control weeds and poisonous plants. The importance of regular harrowing or collecting droppings.

Eq316 – Ride schooled horses to maintain training

Overview

This standard involves riding schooled horses in a controlled manner. You should be able to carry out exercise and movements appropriate to the horses' level of fitness and training, and report on progress.

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.

Performance criteria

You must be able to:

1. Select and adjust tack to meet individual requirements
2. Adopt the appropriate riding positions to exercise control over the horse and balance
3. Ride the horse in a controlled manner appropriate to the working area and conditions
4. Carry out movements safely according to exercise requirements
5. Monitor the progress of the horse against exercise requirements and report to the appropriate person
6. Make suggestions to the appropriate person about the future training programme of the horse
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The mental and muscular effects of schooling horses
2. The behaviour of horses at different stages of training and fitness
3. The reasons for monitoring performance
4. The use of school movements and appropriate aids e.g. walk, trot – rising and sitting, canter, lengthened strides, school figures, leg yield, turn about at the forehand, transitions, work without stirrups in all three paces
5. The importance of adopting the correct riding position for schooling horses
6. Risks to horses, yourself and others and how these can be minimised
7. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Ride more than one horse, carrying out exercises and movements as appropriate to the horse's level of fitness and training, and should include riding a young or unpredictable horse**
- B Ride in the following working areas:**
- (i) enclosed space
 - (ii) open space
 - (iii) on roads / public highway
- C Riding in the following conditions:**
- (i) singly
 - (ii) in groups
- D Carrying out the following movements:**
- (i) walk
 - (ii) trot - rising and sitting
 - (iii) canter
 - (iv) lengthened strides
 - (v) school figures
 - (vi) basic lateral work – leg yield, turn about at the forehand
 - (vii) transitions
 - (viii) work without stirrups in all three paces

Notes

Eq320 – Contribute to the training of horses from the ground

Overview

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

This standard involves leading, long reining or lungeing the horse and backing the horse. You should 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 animal health and welfare and health and safety in connection with this work.

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

Locations:

- Enclosed area
- In the open

Performance criteria

You must be able to:

1. Select and fit suitable tack for training the horse from the ground
2. Train the horse at the required location in accordance with the agreed training needs
3. Establish and agree targets and monitor the progress of training
4. Report and amend the programme as appropriate for the horse's progress and well-being throughout
5. Prepare area for backing the horse
6. Select and fit suitable tack for backing the horse
7. Introduce the horse to the rider according to current good practice
8. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The types of specialist equipment and how to use it
2. The effects of lungeing and long reining on various types of horses
3. How to cover lungeing/long reining in a training programme
4. The procedures associated with training young and difficult horses
5. Methods of introducing the horse to the rider
6. When and how to amend a training programme
7. Risks to horses, yourself and others and how these can be minimised
8. Types of records required and the importance of maintaining them
9. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Locations:**
- (i) enclosed area
 - (ii) in the open

Notes

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

Performance (additional information)

When completing this unit you must ensure the location is prepared ready for the horse. Agree a training plan and how and when it will be reviewed. Select suitable equipment including assistants. Introduce horse to equipment. Lunge or long rein until the required level of training is achieved. Introduce the horse to the rider using recognised procedures.

Knowledge and understanding (additional information)

When completing this unit you must know the various types of equipment and their uses. The benefits of lungeing and long reining on horses. When lungeing/long reining should be introduced. How to adapt training methods to suit young or difficult horses. When and how the horse should be introduced to the rider. The importance of flexibility with in the training plan. What records should be kept and why they should be maintained. Health, welfare, safety codes of conduct how they affect you and you work place

Eq321 – Jump schooled horses to maintain training

Overview

This standard is about jumping a schooled horse to maintain training. You should be able to fit tack, maintain a suitable riding position and balance whilst jumping fences. You should be able to monitor and report the progress of the horses, and make suggestions for improvement.

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

Work areas:

- Enclosed space
- Open space

Performance criteria

You must be able to:

1. Select and adjust tack to meet individual requirements e.g. jumping saddle, snaffle bridle, curb bits and other tack as required
2. Adopt and maintain the appropriate jumping position
3. Maintain balance whilst jumping fences
4. Take an appropriate track between fences
5. Adjust speed and gait to suit terrain, type of jump and work area
6. Take the appropriate actions if the horse refuses to jump or becomes over excited
7. Monitor the progress of the horse against exercise requirements and report to the appropriate person
8. Make suggestions concerning any areas for improvement
9. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The actions to be taken if the horse refuses to jump or becomes over excited
2. The effects of going and terrain on the horse
3. How to walk a course and the reasons for doing so
4. The course design and positioning of fences
5. The distances between poles, grids and combination fences
6. How to introduce young horses to jumping show jumps and cross country
7. The types of problems encountered when introducing young horses to jumping
8. The importance of adopting the correct riding position for jumping show jumps and cross country fences
9. How to assess the way of going of a horse and make any suggestions for improvement
10. How to recognise problems in horses' attitudes to jumping and the appropriate action to take
11. Risks to horses, yourself and others and how these can be minimised
12. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Riding more than one horse, to include working over poles and a show jumping course at 3' (0.9m)**
- B Schooling a horse over a variety of single cross country fences (between 2'6" and 3') on varying terrain**
- C Jumping in the following work areas:**
 - (i) enclosed space
 - (ii) open space
- D Jumping horses over the following fences:**
 - (i) fixed
 - (ii) unfixed
- E Selecting and adjusting the following tack:**
 - (i) jumping saddle
 - (ii) snaffle bridle
 - (iii) curb bits
- G Riding the following horses:**
 - (i) alone
 - (ii) in company

Notes

'Tack' could include any other tack as available at the centre.

Eq322 - Ride and lead horses for exercise

Overview

This standard involves riding and leading horses for exercise. You should be able to ride and lead a selection of horses, maintain control of horses and identify and deal with different conditions.

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

Performance criteria

You must be able to:

1. Select and fit suitable tack and equipment
2. Ride and lead a selection of horses appropriate to exercise requirements
3. Maintain control over ridden and led horses throughout the exercise
4. Deal with different conditions and take appropriate action in accordance with current good practice
5. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The suitability of horses to ride together
2. The reasons for selecting horses to be ridden and led
3. The types of conditions and how these can affect the horse e.g. surface, weather conditions, presence of other horses, presence of people, road conditions
4. The selection of tack and equipment e.g. use of bridle when leading on road
5. The different training methods e.g. interval training
6. The different equestrian disciplines and their needs
7. The risks to horses, yourself and others and how these can be minimised
8. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

A Riding one horse and leading another in walk, trot and canter for exercise

B Riding horses according to:

- (i) suitability to ride together
- (ii) exercise requirements
- (iii) riding on the road
- (iv) riding in the open

C Identifying and dealing with the following conditions:

- (i) surface
- (ii) weather (including adverse weather)
- (iii) presence of other horses
- (iv) presence of people
- (v) road

Notes

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

Eq323 – Contribute to the design and implementation of a daily exercise programme for horses

Overview

This standard is about the design and implementation of a daily exercise programme for horses.

You should be able to determine the condition of the horse, identify the exercise needs, plan and carry out the work programme and evaluate the results.

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.

Performance criteria

You must be able to:

1. Assess the current physical and psychological condition of the horse to identify the exercise needs
2. Plan and agree the work programme and feeding regime with the appropriate person
3. Produce plans that fully meet the requirements of the activity
4. Carry out exercise activities using appropriate methods and aids
5. Evaluate the effects that the exercise activities are having on the horse
6. Record and report information regarding the performance of the horse to the appropriate person
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The types and uses of schooling aids
2. The additional fitness techniques e.g. horse walkers and swimming
3. The physical and psychological effects of exercise and training on the horse
4. The reasons for developing plans for individual horses
5. How to introduce an unfit horse into a fitness programme
6. The process of preparing a horse for a period of rest/roughing off
7. How to assess fitness and condition
8. The effects of temperament, age and experience on the behaviour of horses
9. How to identify exercise needs, including timescales and outcomes
10. Risks to horses, yourself and others and how these can be minimised
11. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

A **Contribute to the design and implementation of daily exercise programmes for three horses at varying levels of fitness, for a specified discipline**

B **Exercise activity:**

- (i) slow work
- (ii) development work

C **Determining:**

- (i) the physical condition of the horse
- (ii) the psychological condition of the horse

D **Methods:**

- (i) strapping
- (ii) riding

Notes

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

Eq324 – Exercise and improve the performance of horses using lungeing or long reining

Overview

This standard is about exercising and improving the performance of horses using lungeing or long reining. You should be able to select and fit tack, maintain control of the horse, determine and agree the exercise needs of the horse and carry out exercise. You should be able to liaise and discuss the performance of the horse with the appropriate person.

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

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

Types of horse:

- Fit
- Unfit
- Performance
- Leisure
- Working

Performance criteria

You must be able to:

1. Select and fit suitable tack according to current procedures
2. Maintain control of the horse at all times appropriate to the conditions e.g. surface, weather conditions, presence of other horses
3. Determine the exercise and training needs of the horse and agree them with the appropriate person
4. Exercise the horse according to the agreed requirements using appropriate methods and aids
5. Evaluate and report the effects that the exercise activities are having on the horse to the appropriate person
6. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The types and uses of training aids
2. The use of lungeing or long reining in exercise and training programmes
3. The uses of the various schooling aids when lungeing
4. How horses can be worked from the ground for other disciplines
5. With whom you must liaise, including owner, rider, trainer and supervisor
6. Risks to horses, yourself and others and how these can be minimised
7. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Exercise and improve the performance of horses using lungeing or long reining**
- B Exercise and improvement of horses for a specified discipline. The horses should be at varying levels of training**
- C Conditions:**
- (i) surface
 - (ii) weather
 - (iii) presence of other horses
- D Types of horse:**
- (i) fit
 - (ii) unfit
 - (iii) performance
 - (iv) leisure
 - (v) working
- E Exercising horses in the following:**
- (i) walk
 - (ii) trot
 - (iii) canter on the lunge

Notes

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

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

Eq325 – Ride horses for exercise

Overview

This standard covers riding horses for exercise using the correct riding position, in a controlled manner and monitoring the progress of the horse. This involves the riding of horses that will have different levels of fitness and will therefore have different exercise programmes.

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.

Types of horse's fitness:

- Fit
- Semi-fit
- Unfit

Performance criteria

You must be able to:

1. Select and fit tack to meet individual requirements
2. Ride the horse in a controlled manner appropriate to the working area and conditions
3. Take account of the different stages of fitness of horses
4. Exercise the horse according to exercise requirements
5. Monitor progress of the horse against the exercise programme and report to the appropriate person
6. Monitor and maintain the health and safety of horses, self and others during the work.

Knowledge and understanding

You need to know and understand:

1. The behaviour of horses at different stages of training and fitness e.g. fit, semi-fit, unfit
2. The reasons for monitoring performance
3. The effects of exercise on the horse
4. The importance of adopting the appropriate riding position for the type of exercise
5. The reaction of horses under different circumstances and conditions e.g. surface, weather condition, presence of other horses, presence of people
6. Risks to horses, yourself and others and how these can be minimised
7. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice.

Evidence requirements

- A Riding more than one horse for exercise for a specified discipline, which should be at varying levels of fitness**
- B Reporting to the following people:**
- (i) trainer
 - (ii) supervisor
- C Riding in a controlled manner in the following conditions:**
- (i) surface condition
 - (ii) presence of other horses
 - (iii) presence of other people
 - (iv) weather (to include adverse weather)
- D Riding in these situations:**
- (i) singly
 - (ii) in groups
 - (iii) walk, trot and canter
 - (iv) in open
 - (v) on road
- E Ride at least two of the following types of horse:**
- (i) fit
 - (ii) semi-fit
 - (iii) unfit

Notes

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

Eq326 – Lead a horse trek

Overview

This standard covers leading a horse trek, following the trek route, monitoring clients, identifying and responding to any hazardous situations. This standard applies to all lengths of trek.

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.

Performance criteria

You must be able to:

1. Follow the trek route within the agreed timescale
2. Monitor clients and conditions according to agreed procedures e.g. terrain, weather conditions, client health, client attitude, horse welfare
3. Identify hazardous situations and take appropriate remedial action within the limits of your authority
4. Provide information to clients at appropriate times and frequencies e.g. hazardous situations (both to the rider and the horse), points of local interest, progress of the trek
5. Adhere to agreed procedures in the event of an emergency
6. Comply with statutory road traffic requirements at all times
7. Discuss the trek with clients and deal with problems within limits of your authority
8. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. Safe conditions for trekking
2. Use of maps, compass and GPS
3. How weather conditions affect different terrains
4. The reasons for continually checking trek members
5. The appropriate emergency procedures in the event of an accident/incident or illness, both to the horse and rider
6. When it is necessary to have assistants accompanying the trek
7. The road safety procedures
8. Implications of the Country Code for trek leaders
9. The types of hazards to horses and riders which may be present during trekking
10. How to recognise clients' distress
11. How to recognise problems with horses
12. The agreed procedures regarding dismounting
13. Customer relations and the importance of good communications before, during and after the trek
14. How to deal with problems and limits of authority
15. Care of horses after a trek
16. Why it is important to ensure that all incidents are reported
17. Risks to horses, yourself and others and how these can be minimised
18. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Leading treks of varying lengths (up to one day)**
- B Monitoring the following conditions:**
- (i) weather
 - (ii) terrain
 - (iii) client health
 - (iv) client attitude
 - (v) horse welfare
- C Providing clients with the following information:**
- (i) hazardous situations (both to the rider and the horse)
 - (ii) points of local interest
 - (iii) progress of trek
- D Emergency procedures following:**
- (i) accidents
 - (ii) injury to rider
 - (iii) injury to horse
- E Discussing the following aspects of the trek with clients:**
- (i) customer satisfaction
 - (ii) route
 - (iii) duration
 - (iv) timing
- F Deal with the following:**
- (i) complaints
 - (ii) comments
 - (iii) recommendations

Notes

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

Eq327 – Prepare to lead a horse trek

Overview

This standard covers preparing to lead a horse trek. You should be able to check that sufficient horses and tack are available, assess clients' suitability for the activity, allocate clients to horses and respond to any problems.

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

Clients:

- Adults
- Children
- Experienced riders
- Inexperienced riders

Performance criteria

You must be able to:

1. Confirm sufficient horses are available with suitable tack for the activity
2. Assess client suitability for the activity e.g. age, weight, experience, dress
3. Carry out a full briefing of procedures and confirm client's understanding including safety precautions and equipment, basic horse control, rules regarding position in string, trek route, emergency procedures
4. Issue and fit safety equipment correctly
5. Allocate clients with a suitable horse, give assistance during mounting and adjust tack to suit the rider
6. Confirm that the appropriate emergency equipment is available
7. Respond appropriately to any problems that arise within your limits of authority
8. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The reasons for briefing clients and checking understanding
2. The organisation's procedures for trekking activities
3. Why it is important to ensure that safety helmets are correctly fitted and worn at all times
4. The reasons for communicating the proposed route to someone in authority
5. How to establish and maintain relationships with clients
6. How to assess the suitability of clients for the activity
7. Reasons for allocating clients to particular horses
8. How to respond to problems and your limits of authority
9. The insurance requirements for trekking activities
10. The emergency equipment required for the trek, including first aid kit, spare tack and communication equipment
11. Risks to horses, yourself and others and how these can be minimised
12. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Assessing the following aspects of client suitability:**

- (i) dress
- (ii) age
- (iii) weight
- (iv) experience

B Briefing clients:

- (i) trek route
- (ii) basic horse control
- (iii) safety precautions and equipment
- (iv) emergency procedures
- (v) rules regarding position in string

C Working with clients:

- (i) adults
- (ii) children
- (iii) experienced riders
- (iv) inexperienced riders

Notes

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

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

Eq328 – Attend to the mare and foal during foaling

Overview

This standard 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 obtain professional advice and help when this is required.

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

Performance criteria

You must be able to:

1. Prepare suitable facilities and equipment for foaling a mare e.g. head collar, rugs, colostrum, first aid kit
2. Care for the mare prior to foaling according to instructions
3. Monitor the mare and respond to signs of imminent foaling
4. Seek professional advice immediately if you suspect an abnormal or difficult foaling
5. Take appropriate action when abnormal signs of health and behaviour are identified
6. Sustain care of the mare and foal for the 24 hours following foaling
7. Monitor and maintain the health and safety of horses, self and others during the work
8. Manage and dispose of waste in accordance with legislative requirements and codes of practice

Knowledge and understanding

You need to know and understand:

1. The types of facilities and equipment required
2. The requirements for foaling in the stable and the field
3. The signs of imminent foaling and the correct actions to take
4. The different stages of labour
5. Abnormal presentation and when to seek help
6. Abnormal signs of health and behaviour and the appropriate action to take including reporting the signs and seeking assistance
7. Reasons for checking placenta after foaling and problems concerning retention
8. The use of closed circuit television and mare alarms
9. The procedures immediately following parturition
10. Risks to horses, yourself and others and how these can be minimised
11. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Attend to the mare and foal during foaling**
- B Preparing facilities and equipment for foaling and caring for the mare prior to foaling**
- C Facilities:**
- (i) stabling
 - (ii) bedding
 - (iii) lighting
 - (iv) phone and relevant phone numbers
- D Equipment:**
- (i) first aid kit
 - (ii) headcollar
 - (iii) rugs
 - (iv) colostrums

Notes***Performance (additional information)***

When completing this unit you will need to show that when monitoring the mare and foal you; check mare frequently being as unobtrusive as possible, notify the vet that a foaling is likely, take immediate action on foaling, take the correct action if problem arise, ensure that the mare and foal get the correct after care and check the placenta and dispose of it in accordance with yard practice.

Knowledge and Understanding (additional information)

When completing this unit you must be familiar with equipment required. The difference between foaling in the stable or foaling in the field. The various stages of labour and what to do. The difference between normal and the various abnormal presentation which can occur, and what action to take. How to deal with abnormal behaviour. Why placenta should be checked and what problem arise due to retention. The advantages/disadvantages of close circuit televisions/mare alarms. The actions to take directly after foaling. How risks to all can be minimized.

Eq329 – Care for the mare and foal

Overview

This standard covers caring for the mare and foal. You should be able to monitor the health of the newborn foal and the mare, identify any health problems, take the appropriate action in response to health problems and implement routine healthcare. You should 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 should be fully aware of the importance of health and safety in connection with this work and be able to recognise hazards and assess risks within the workplace.

Performance criteria

You must be able to:

1. Monitor and maintain the health of the newborn foal and mare
2. Identify any health problems in the mare and foal and take the appropriate action
3. Establish and implement the daily handling routine of the mare and foal
4. Plan and implement routine healthcare for the mare and foal e.g. worming, vaccination and foot care
5. Introduce the mare and foal to grazing according to current good practice
6. Establish and implement appropriate methods of weaning
7. Monitor and maintain the health and well-being of the mare and the foal post-weaning
8. Identify when to seek specialist advice and support
9. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The identification, treatment and appropriate action to take in response to health problems e.g. haemolytic foals, entropion, urinary problems, neonatal maladjustment syndrome, joint ill, meconium retention
2. The importance of colostrum and how to ensure that the foal has obtained sufficient colostrum
3. Management procedures for deformed foals
4. Caslick's operation
5. Fostering procedures and care of the orphan foal
6. Timing and methods of weaning for groups, individual, stalled and paddocked foals
7. Problems which may affect mare and foal after weaning
8. Reasons for substitution of mare and foal e.g. mare not accepting foal
9. Developmental problems in growing youngsters
10. When and how to seek advice and support from specialists
11. Maintain appropriate records
12. Risks to horses, yourself and others and how these can be minimised
13. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Maintain care of mare and foal**
- B Handling the mare and foal, assisting with weaning, caring for weaned foals**
- C Implement the following routine healthcare:**
- (i) worming
 - (ii) vaccination
 - (iii) foot care

Notes

When maintaining the care of the mare and foal you must ensure that you check for foal's first bowel movement. Conduct regular health check on both and take action when necessary. Using normal procedure when introducing the mare and foal to grass. Always be aware of when to seek professional advice. Maintain health welfare and safety of horses self and others.

When handling the mare and foal you must ensure that you commence handling of the foal and familiarising the mare to same. Prepare mare and foal for weaning. Conduct regular checks on mare and foal post weaning.

Knowledge and Understanding (additional information)

When completing this unit you must know the importance of listing the various health problem related to foals and foaling and the appropriate treatments available. Know why colostrums is important and how to ascertain when the foal is getting enough. The available treatment for certain deformaties and the possibility of euthanasia. How to feed orphan foals, fostering and rejection of foal. The various weaning systems. The problems arising immediately after weaning with both the mare and foal. The dietary requirements for young stock and when to seek advice. How to maintain records according to yard practice. Your responsibilities under relevant animal welfare, health and safety legislation/codes of practice.

Eq330 – Care for and prepare the mare for covering

Overview

This standard is about the work involved in getting the mare in foal.

You should be able to care for the barren mare, confirm the mare's receptivity for covering, prepare the mare for covering and care for in-foal mares from covering to foaling.

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

Performance criteria

You must be able to:

1. Care for the barren mare to optimise her chances of conception
2. Take appropriate precautions to prevent sexually transmitted diseases
3. Confirm the mare's receptivity for covering in accordance with current good practice
4. Prepare the mare correctly for covering in accordance with current good practice
5. Assist with covering of mare with designated stallion
6. Carry out arrangements for pregnancy tests and communicate promptly to appropriate person
7. Contribute to the organisation of teasing routines
8. Carry out routine health care of in-foal mares from covering to foaling including worming, teeth rasping, foot trimming and routine vaccinations

Knowledge and understanding

You need to know and understand:

1. Regulations regarding swabbing of mares for venereal disease and infection
2. Venereal diseases and notification to relevant authority
3. Breeding and registration schemes
4. Methods and timing of pregnancy testing
5. Pedigrees and the selection of mares and stallions for breeding and intended use of progeny
6. The oestrus cycle, signs of oestrus and hormonal control
7. Methods of confirming receptivity for covering
8. Equipment that can be used during teasing and covering
9. Procedures to be followed when artificially inseminating the mare and when artificial insemination is not permissible
10. Reproductive anatomy of mare and stallion
11. Risks to horses, yourself and others and how these can be minimised
12. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A** **Contribute to getting the mare into foal**

 - B** **Preparing at least one mare for teasing and at least one mare for covering, one of which has a foal at foot**

 - C** **Communicating with the following people:**
 - (i) manager
 - (ii) owner

 - D** **Promoting health through three of the following:**
 - (i) worming
 - (ii) teeth rasping
 - (iii) feet trimming
 - (iv) routine vaccination

 - E** **Take the following precautions:**
 - (i) swabbing
 - (ii) hygiene
-

Notes

Eq331 – Maintain stud documentation

Overview

This standard is about working with a senior member of staff to maintain the necessary stud documentation.

You will need to be able to maintain such records, resolve any discrepancies in information and pass on relevant information to others as appropriate.

Performance criteria

You must be able to:

1. Provide clear and accurate information for recording purposes
2. Maintain stud records
3. Resolve discrepancies in information and report to designated person
4. Maintain confidentiality of information
5. Disclose appropriate information to the client in accordance with current good practice

Knowledge and understanding

You need to know and understand:

1. The purpose of stud documentation and why it is essential to maintain their accuracy
2. Types of records which are required e.g. veterinary, farrier, worming, teasing and covering, paddocks, diaries, passports, microchips, charts, teasing books, foaling dates, registrations, nomination forms
3. Policies on disclosure of information
4. Relevant computer software to aid the maintenance of stud documentation
5. Registration requirements of mares, stallions and foals
6. Stud contractual terminology including terms, fees, methods of payment and nomination forms
7. Vaccination, swabbing and other routine healthcare records
8. Legislation relating to stud documentation

Evidence requirements

A maintaining records:

- (i) veterinary
- (ii) farrier
- (iii) worming
- (iv) teasing and covering
- (v) paddocks
- (vi) diaries
- (vii) passports
- (viii) charts
- (ix) teasing books
- (x) foaling dates
- (xi) registrations
- (xii) nomination forms

Notes

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

Performance (additional information)

When completing this unit you must be aware of your duties with regard to confidentiality and Data Protection. It is also important to ensure that there is complete accuracy, and that any errors are correct reporting errors to the appropriate person.

Eq332 – Establish and maintain the care of stallions

Overview

This standard is about establishing and maintaining the care of stallions by exercising, feeding and caring for the stallion on a day-to-day basis. You will 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.

Performance criteria

You must be able to:

1. Establish and maintain exercise programmes for stallions to maintain health, well-being and fitness
2. Specify and implement dietary requirements of stallions
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. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The dietary requirements of stallions
2. The exercise requirements of stallions
3. The necessary fitness prior to the covering season
4. How to maintain the physical and psychological well-being of the stallion
5. The behavioural problems that may arise and how to deal with them
6. How to identify health problems and the appropriate action to take
7. Problems that may occur during exercise and feeding and the appropriate action to take
8. Risks to horses, yourself and others and how these can be minimised
9. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Establish and maintain the care of stallions**
- B Caring for the stallion using an appropriate exercise and feeding regime**
- C Specifying and implementing dietary requirements:**
- (i) water
 - (ii) feed
 - (iii) supplementary feed
 - (iv) seasonal variations
- D Reporting to:**
- (i) manager
 - (ii) owner

Notes

When caring for the stallion you must ensure the you report any problems to the correct person.

When specifying and implementing dietary requirements you must report any identified problem to the correct person.

Knowledge and Understanding (additional information)

When completing this unit you must ensure that you know how the stallion's diet may vary during the stud season. Know the state of fitness before season starts and how it must be maintain. Know how to deal with changes in the stallions behaviour. Know the actions to take with health, feeding and exercising problems when they arise. How to minimizing risks to all concerned. How relevant animal health, health and safety legislation/codes of practice affect you and the yard.

Eq333 – Handle and present stallions under supervision

Overview

This standard is about handling the stallion for teasing, covering and presentation to clients, under supervision.

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.

Performance criteria

You must be able to:

1. Handle stallions for routine hygiene procedures
2. Take the appropriate precautions to prevent sexually transmitted diseases
3. Present the teaser to the mare to establish receptivity for covering
4. Present the stallion to the mare for covering as directed
5. Report any problems in handling the stallion or covering to the appropriate person
6. Present the stallion to clients for inspection
7. Monitor and maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. The implications of over use of stallions
2. The safety precautions when handling stallions
3. Stallion psychology and behaviour
4. The different methods of teasing
5. The importance of hygiene and bio-security
6. The equipment to be used on stallions
7. Regulations regarding swabbing
8. Venereal diseases and their symptoms
9. Codes of Practice for prevention and control of venereal diseases and notification to relevant authority
10. The breeding of the stallion, progeny, his stud fees and conditions
11. Records required for management and legislative purposes
12. Risks to horses, yourself and others and how these can be minimised
13. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Handling a well-behaved teaser and/or stallion for covering or for inspection**
- B Dealing with horses**
- C Reporting to:**
 - (i) manager
 - (ii) owner
 - (iii) head lad/lass
- D Precautions:**
 - (i) swabbing
 - (ii) hygiene.

Notes

Performance (additional information)

When covering or inspecting ensure that you wear the appropriate PPE and have the necessary equipment which will give you a suitable level of control.

Dealing with horses could involve presenting teaser/stallion to the mare following necessary safety precautions or controlling the stallion for regular hygiene procedures.

CU127 – Prepare for coaching sessions

Overview

This standard is about the preparation that a coach needs to undertake prior to coaching sessions. It deals with gathering the information to produce a number of coaching plans and make the necessary preparations.

The standard is aimed at people who have basic training and experience of coaching and are capable of running sessions on their own.

The standard has three sections. These are:

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 plans to be produced. The needs of participants are seen as a priority, as is gaining confirmation that information is as accurate as possible.

Produce coaching plans to meet participants' needs

The candidate must produce coaching plans based on the information gathered for a variety of levels of participants. Plans must aim to coach skills, techniques and knowledge identified for the activity.

Make arrangements for coaching sessions

The candidate has to show that they can make the necessary preparations to coach the plans produced.

Performance criteria

You must be able to:

1. Ensure information is as up to date and as comprehensive as sources will allow
2. Utilise information from your evaluation and action plans from previous sessions
3. Make sure that conflicting information is resolved by seeking confirmation from reliable sources
4. Confirm that the needs of participants are accurately identified
5. Make sure that identified needs are consistent with collected information
6. Correctly handle information on participants which should be treated confidentially
7. Produce plans which accurately summarise collected information
8. Include aims relevant to identified needs in plans
9. Make sure that your plans include suitable activities to meet the needs of participants, the activity and resources available
10. Confirm that your plans conform to health and safety requirements and accepted good practice in the activity
11. Make sure your plans include activities which build on evaluations and action plans of previous sessions
12. Make sure your plans enable all participants to take part to the best of their ability
13. Make sure that the sequencing and timing of activities are realistic
14. Identify medical conditions of participants likely to endanger self or others, and check these with an appropriate authority
15. Confirm that arrangements enable the aims of plans to be met

continued

16. Ensure that arrangements conform to health, safety and security requirements, and accepted good practice in the activity
17. Make sure arrangements enable all participants to become involved
18. Ensure that arrangements enable those with particular requirements which the coach is unable to meet are referred to a competent person/agency
19. Clearly inform participants of all the necessary information about arrangements
20. Make sure there is sufficient space for the activity

Knowledge and understanding

You need to know and understand:

1. The range of information required including: needs of participants; numbers; age; gender; experience; medical conditions; available resources; and the type of environment
2. The sources of information including: previous knowledge of participants; facilities and resources; information from participants and organisations
3. Means of resolving conflicting information
4. Means of gathering evaluation from participants and colleagues
5. How to self evaluate and action plan
6. The likely needs of people taking part in sport/activity: sporting; social; personal
7. The types of information which should be treated confidentially
8. Participants' particular needs a coach may encounter as defined in the technical definition of the activity
9. How to record plans which include: needs of participants; numbers; age; gender; experience; medical conditions; available resources; and the type of environment
10. The range of equipment appropriate to the session
11. The rules and/or regulations of the activity
12. The importance of physical and mental preparation of participants to begin and end the session
13. The range of techniques, progressions, organisational requirements, physiological considerations, skills and methods of presentation appropriate to the aims of the session
14. The type, intensity, duration and sequencing of activities appropriate to the range of participants
15. The arrangements appropriate to the sport/activity when planning to work with people with particular needs
16. The safety standards required for the handling of equipment in your area of responsibility
17. The correct lifting techniques appropriate to the equipment being handled
18. The procedures for maintaining the security of equipment
19. The current accepted good practice in the activity with particular reference to the participation of children
20. The health and safety requirements and accepted good practice in the activity
21. How arrangements might differ when working with people with particular needs appropriate to the activity
22. The range of medical conditions requiring referral to an appropriate authority as defined by the technical definition

Evidence requirements

- A Collect and analyse information to plan sessions**
- B Types of information:**
- (i) recorded
 - (ii) spoken
- C Participants:**
- (i) individuals
 - (ii) groups
 - (iii) with particular needs as defined by the technical definition of the sport/activity
- D Producing a coaching plan for two of the following:**
- (i) introductory participants
 - (ii) participants with some experience
 - (iii) a mixed ability group
- E Make arrangements for one of the following:**
- (i) equipment and facilities
 - (ii) assistance

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

Performance (additional information)

When collecting information please ensure that you are aware of Data Protection. You must also when making planning the coaching session and making arrangement that you do a risk assessment of the area in which the session will take place.

Knowledge and Understanding (additional information)

When completing this unit you must ensure that you understand the importance of Data Protection and why records should be kept in a limited access area and only given out on a 'need to know' basis. The importance of checking information, and explain what should be done when you are given conflicting information. How to gather feedback from customers and other staff, and how to deal with negative feedback. Understand why people take part in sport. What advice to give new clients before and after riding. How lessons vary according to age and ability of group. Be familiar with different methods of coaching including those people who may have particular needs. Safe handling of equipment including correct lifting both manual and with equipment. How to work safely within legislation and codes of practice. The importance of maintaining health, welfare and safety of horse, self and others at all times.

CU128 – Conduct coaching sessions

Overview

This standard is about a coach conducting and evaluating planned coaching sessions. Candidates should coach the skills and techniques as defined by the activity.

The unit is aimed at people who have some basic training and experience of coaching and are capable of running sessions safely on their own. The unit has five sections. These are:

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.

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 activity will define the range of skills and/or techniques, and where appropriate, the recommended progression between these and also the health and safety considerations.

Coach participants to improve performance

The candidate must encourage the participants to practice the skills and or techniques. They should correct faults and give 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.

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.

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.

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 activity
3. Check that the dress and equipment being used are safe and appropriate for the 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
7. Give instructions which are clear and consistent with the plans, the identified needs of the participants and their level of experience
8. Give clear explanations and demonstrations, which are technically correct and appropriate to the participants' needs and level of experience
9. Check the participants' understanding of instructions and give them the opportunity to ask questions
10. Make sure that the session achieves a balance between activity and instruction according to participants' needs
11. Maintain a safe working environment
12. Keep to the planned timings for the session
13. Observe the participants' performance throughout the session as appropriate to their needs and level of experience
14. Identify the participants' strengths and weaknesses correctly
15. Use appropriate coaching methods and activities to develop the participants' performance
16. Adapt their plans to respond to the changing needs of the participants during the session and the environment
17. Provide feedback in a clear and positive manner
18. Allow sufficient time to end the session according to the participants' level of experience
19. End the session using activities which are safe and effective
20. Give the participants sufficient opportunity to provide feedback and identify their further needs
21. Inform the participants correctly of the time, location and content of further sessions
22. Advise the participants of any preparation needed for further sessions
23. Give the participants an accurate summary of their own feedback on the session
24. Supervise the participants' departure in a manner appropriate to the situation and with due regard to their safety
25. Dismantle and put away the equipment they have used safely and in line with good practice, reporting any damage to the appropriate authority
26. Leave the environment in a condition acceptable for future use
27. Conduct a review which accurately reflects the progress made during the session
28. Take full account of the views of the participants and others involved
29. Take full account of the conclusions drawn from the review of previous sessions
30. Produce an action plan which accurately identifies where improvements are needed

Knowledge and understanding

You need to know and understand:

1. The requirements of the activity in terms of dress and equipment
2. The appropriate equipment, facilities and clothing for the activity
3. The accepted current code of ethics and conduct of the activity
4. The accepted current rules and/or regulations of the activity
5. The principles and techniques of physical and mental preparation for the activity as defined by the technical definition of the activity
6. The importance of using participants' level of experience as a starting point for sessions
7. Agencies to whom you might refer people with particular needs
8. The reasons for the immediate deferral of a potential participant from the session
9. The recorded plans, evaluations and other sources of evidence including testimonials for sessions which cover the remaining parts of the technical definition
10. The up to date techniques, skills and tactics of the activity
11. How to achieve a balance between activity, instruction and coaching as appropriate to participants' level of experience
12. The effective organisation of groups
13. The activities/practices to facilitate learning and development
14. The reasons for using particular activities/practices in a session
15. The accepted current rules and/or regulations of the activity
16. The current accepted health and safety practice for the activity
17. The accepted and current coaching methods of the activity
18. How participants learn and develop skills
19. How to give feedback to participants and how to choose the right time to do so
20. Modifications to plans to cater for different and changing environmental conditions
21. The psychology of performance as defined by the technical definition
22. The physiology of performance as defined by the technical definition
23. When to involve other coaches or assistants
24. The current accepted health and safety practice for the activity
25. The needs of the participants
26. The accepted current code of ethics and conduct of the activity
27. The activities which safely enable participants to physically end sessions
28. The importance of seeking feedback
29. Methods of gathering feedback from participants
30. Others from whom feedback could be sought
31. The types of information which will inform participants of the availability of further activities
32. The appropriate lifting techniques for equipment which is used
33. The accepted good practice in the handling and storage of equipment appropriate to the activity
34. Types of damage to the equipment of the activity which make it unsafe to use
35. Accepted good practice in the care of the environment
36. How to record the review as defined by the activity
37. The principles of self evaluation
38. The importance of seeking views of others
39. How to review
40. How to develop an action plan
41. The sources of information on means of improving personal performance

Evidence requirements**A Participants:**

- (i) individuals
- (ii) groups
- (iii) with particular needs as defined by the technical definition of the sport/activity

B Two of these levels of experience:

- (i) introductory participants
- (ii) participants with some experience
- (iii) mixed ability group

C Checking the following:

- (i) your own dress and equipment
- (ii) participants' dress and equipment

D Two of these types of information:

- (i) aims of sessions
- (ii) rules of the sport/activity
- (iii) code of conduct of the sport/activity

E One of the following needs:

- (i) individual
- (ii) group

F Review five of the following areas:

- (i) original aims and objectives
- (ii) arrangements
- (iii) your own performance
- (iv) participants' progress
- (v) health and safety
- (vi) content
- (vii) organisation
- (viii) adaptability (change in plan)

G Review one of the following action plans:

- (i) short term
- (ii) long term

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

Eq221 - Assist with the care of horses during competitions

Overview

This standard is about escorting horses to competitions and caring for them while they are there. You will be required to comply with the appropriate competition rules and etiquette.

The work described in this standard would be carried out following agreement of responsibilities with a supervisor.

You will need to be fully aware of the importance of animal health and welfare and health and safety in connection with this work. You will need to be able to recognise hazards and assess risks within the workplace.

Performance criteria

You must be able to:

1. Assist with complying with the appropriate competition regulations and etiquette at all times
2. Assist with the care for the horses on arrival as directed
3. Provide feed, water and exercise as directed before, during and after competition
4. Prepare the horses for competition at the appropriate time in accordance with specified instructions
5. Maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. Competition rules and regulations and the importance of adhering to them
2. Acceptable behaviour and etiquette for individuals at competitions
3. Horse passports and identity requirements
4. Reactions of horses to competition environment
5. How to provide feed, water and exercise whilst at competitions
6. How to prepare a horse for a competition
7. Hazards likely to be encountered when handling horses at competitions
8. Risks to horses, yourself and others and how these can be minimised
9. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements

- A Care of horses during two different competitions**
- B You must prove that you have the necessary knowledge and understanding of:**
- (i) competition regulations and why they are important
 - (ii) importance of correct paperwork
 - (iii) be aware that horses can behave differently at competitions
 - (iv) be aware of possible risks and how to minimise them

Notes

Evidence can be gathered at any registered or affiliated competition.

Eq222 - Assist with the ongoing specialist care of performance horses

Overview

This standard is about assisting with the specialist care of performance horses. Performance horses include horses for racing, public appearance, competition and driving.

This standard involves exercising the performance horse using the horse walker or other forms of non-ridden exercise, assisting the specialist with the administration of health care and helping to keep the yard and facilities in a tidy and serviceable condition.

The work described in this standard would be carried out following agreement of responsibilities with a supervisor.

You will need to be fully aware of the importance of animal health and welfare and health and safety in connection with this work. You will be able to recognise hazards and assess risks within the workplace.

Performance criteria

You must be able to:

1. Carry out non-riding exercise routines as instructed
2. Assist the specialist with administration of health care according to instructions
3. Maintain accurate stable records for individual horses in line with procedures
4. Check and ensure that yard and facilities are maintained in a serviceable condition
5. Maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. How to use the different types of non-riding exercise routines including in-hand, horse walker, swimming and treadmill
2. The types of specialist health care and the procedures for assisting equine health care professionals such as a vet, farrier, dentist, physiotherapist
3. The types of records and their importance, including health, treatments, shoeing and exercise records, and how to maintain them
4. The procedures for checking and maintaining facilities and the need for them to be in a serviceable condition
5. Risks to horses, yourself and others and how these can be minimised
6. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Assisting two of the following and record details of procedures:**

- (i) vet
- (ii) farrier
- (iii) dentist
- (iv) physiotherapist

B Check and maintain two of the following facilities:

- (i) tack room
- (ii) feed room
- (iii) yards
- (iv) surfaces
- (v) muck heap

C Have an understanding of non-riding routines:

- (i) in-hand
- (ii) lungeing
- (iii) long-reining
- (iv) horse walker
- (v) swimming
- (vi) treadmill

Notes

Assisting with therapy in this unit would only involve holding the horse.

Eq223 - Assist with the care of performance horses after strenuous work

Overview

This standard is about assisting with the care of performance horses after strenuous work. Performance horses include horses for racing, public performance, competition and driving.

This standard involves caring for the horse after strenuous work according to the needs of the individual horse, the weather conditions and the time of year. You should be able to care for a hot, sweaty horse immediately after exercise and a cold, wet horse on return from exercise.

The work described in this standard would be carried out following agreement of responsibilities with a supervisor.

You will need to be fully aware of the importance of animal health and welfare and health and safety in connection with this work. You will be able to recognise hazards and assess risks within the workplace.

Performance criteria

You must be able to:

1. Remove tack and equipment, maintaining the safety and the comfort of the horse throughout
2. Wash, cool and dry the horse as appropriate according to instructions
3. Put appropriate clothing and equipment on the horse as instructed
4. Check the horse's legs and feet and report this to the appropriate person
5. Assist with the application of specialist leg preparations according to current good practice and as instructed
6. Provide the horse with food and water as directed
7. Monitor the health and well-being of the horse following exercise and report to the appropriate person
8. Assist with the treatment of health problems
9. Maintain the health and safety of horses, self and others during the work

Knowledge and understanding

You need to know and understand:

1. Signs of tiredness and stress following work
2. How to cool and dry the horse and the reasons why weather conditions must be considered
3. The care requirements of the horse depending on duration and intensity of the exercise
4. Grooming and cleaning requirements which horses may have following work
5. The clothing and equipment which must be applied to the horse, including sweat sheets and thermal rugs
6. The importance of checking the horse's legs and feet after strenuous exercise
7. The types and reasons for specialist leg preparations including poultice and bandages

continued

8. The feed and water requirements following strenuous exercise
9. How to recognise and report health problems and the importance of monitoring the horse e.g. respiratory rate problems, cuts, swelling, problems with shoes, loss of appetite and not drinking
10. The risks to horses, yourself and others and how these can be minimised
11. Your responsibilities under relevant animal health and welfare and health and safety legislation/codes of practice

Evidence requirements**A Caring for:**

- (i) a hot sweaty horse immediately after strenuous work
- (ii) a wet horse on a cold day on return from strenuous work

B Washing:

- (i) sponge down
- (ii) full wash
- (iii) hose
- (iv) sweat scrape

C Use two of the following for cooling and drying:

- (i) walking off
- (ii) towelling
- (iii) heat lamps

D Apply the following clothing:

- (i) sweat sheet
- (ii) thermal rugs

E Recognise and report problems with:

- (i) cuts
- (ii) swellings
- (iii) shoes
- (iv) the respiratory rate
- (v) drinking
- (vi) appetite

Notes