



Horse Care

National Occupational Standards and Qualification Structure for NVQ/SVQ Level 2

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Horse Care

Qualification Structure for NVQ Level 2

The candidate must achieve all eight of the mandatory units plus one optional unit in order to achieve the qualification.

Mandatory units

Unit 201	Prepare and clean stables
Unit 202	Maintain the health and well-being of horses
Unit 203	Prepare horses for use
Unit 204	Prepare and maintain horses on grazing land
Unit 205	Prepare and provide non-ridden exercise and aftercare
Unit 206	Load and unload horses under supervision
Unit 207	Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)
Unit 208	Maintain effective working relationships

Optional Units

Unit 210	Assist with reproduction, parturition care and young stock
Unit 212	Exercise horses under supervision
Unit 213	Ride schooled horses under supervision
Unit 214	Drive horses under supervision
Unit 215	Assist with leading a trek
Unit 216	Assist with the specialist care of performance horses
Unit 217	Assist riders with special needs
Unit 219	Contribute to the care of rehabilitation equine

Horse Care

Unit and Element Titles

Unit 201	Prepare and clean stables
Element 201.1	Prepare stables for horses
Element 201.2	Clean and maintain stables
Unit 202	Maintain the health and well-being of horses
Element 202.1	Feed and water horses
Element 202.2	Monitor the health and well-being of horses
Element 202.3	Restrain horses using specified methods
Unit 203	Prepare horses for use
Element 203.1	Fit and remove horse clothing
Element 203.2	Plait and trim horses
Element 203.3	Clean and groom horses for appearance
Unit 204	Prepare and maintain horses on grazing land
Element 204.1	Prepare grazing land for the introduction of horses
Element 204.2	Maintain horses on grazing land
Unit 205	Prepare and provide non-ridden exercise and aftercare
Element 205.1	Fit tack for exercise
Element 205.2	Lunge quiet horses under supervision
Element 205.3	Care for horses after they have exercised
Unit 206	Load and unload horses under supervision
Element 206.1	Load horses under supervision
Element 206.2	Unload horses under supervision
Unit 207	Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)
Element 207.1	Identify the hazards and evaluate the risks in your workplace
Element 207.2	Reduce the risks to health and safety in your workplace
Unit 208	Maintain effective working relationships
Element 208.1	Maintain and develop personal performance
Element 208.2	Establish and maintain effective working relationships with others
Unit 210	Assist with reproduction, parturition care and young stock
Element 210.1	Assist in teasing and covering
Element 210.2	Assist with foaling
Element 210.3	Assist in handling mares and foals
Element 210.4	Assist with the preparation of breeding stock for sales
Unit 212	Exercise horses under supervision
Element 212.1	Ride horses on the road
Element 212.2	Ride horses in the open
Element 212.3	Ride and lead quiet horses
Unit 213	Ride schooled horses under supervision
Element 213.1	Ride schooled horses on the road
Element 213.2	Ride schooled horses
Element 213.3	Jump schooled horses

Unit 214 **Drive horses under supervision**
Element 214.1 Apply harnesses and hitch horses
Element 214.2 Drive quiet horses
Element 214.3 Clean and maintain vehicles and harnesses

Unit 215 **Assist with leading a trek**
Element 215.1 Assist with pre and post trek procedures
Element 215.2 Assist the trek leader during a trek

Unit 216 **Assist with the specialist care of performance horses**
Element 216.1 Assist with the on-going care of performance horses
Element 216.2 Assist with the care of performance horses after strenuous exercise
Element 216.3 Assist with the care of performance horses during competitions

Unit 217 **Assist riders with special needs**
Element 217.1 Prepare horses and riders with special needs
Element 217.2 Assist with mounting and dismounting
Element 217.3 Assist with riding

Unit 219 **Contribute to the care of rehabilitation equine**
Element 219.1 Receive equines and carry out an initial assessment
Element 219.2 Contribute to the initial equine rehabilitation plan
Element 219.3 Contribute to the ongoing care of equines

Unit 201

Prepare and clean stables

Element 201.1	Prepare stables for horses
Element 201.2	Clean and maintain stables

About this unit

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

Element 201.1 involves preparing stables for horses. You will have to select a stable for a horse, check the stable for safety, provide suitable bedding, check the availability/quality of food and water, and put the horse in the stable.

Element 201.2 involves cleaning and maintaining stables. You will need to be able to work with a variety of horses and types of bedding. You will also need to check and maintain ventilation, light, bedding and that the conditions are suitable for the individual horse.

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

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

Element 201.1 Prepare stables for horses

Performance Criteria

You must be able to:

- 1 select the stabling according to instructions
- 2 maintain the stable environment to promote the health and welfare of the horses
- 3 check that suitable bedding, water and food is available
- 4 introduce horses to the stable safely, securely and to maintain welfare
- 5 maintain health and safety, and the welfare of the horse during your work

Knowledge and Understanding

You must know and understand:

- (a) types of stabling and stable fittings suitable for the horses with which you are working
- (b) the factors which should be taken into account when preparing stabling for horses
- (c) the potential hazards which may occur in stabling and how these can be minimised
- (d) suitable methods of introducing horses to the stabling
- (e) the required ventilation, light and fittings for the horses
- (f) the provision of bedding, water and food
- (g) your responsibilities for maintaining health and safety, including identifying hazards and assessing risks
- (h) the stabling requirements of different types of horses
- (i) the conditions which promote the health and well-being of stabled horses

Element 201.1 Prepare stables for horses

Evidence Requirements

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

You must provide performance evidence for the following preparation:

- selecting a stable for a horse
- checking the stable for safety
- bedding down the stable
- checking the availability of food and water
- putting the horse in the stable

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

Notes

The knowledge and understanding (h) includes 'the stabling requirements of different types of horses'. An example of this is the ideal dimensions of a loose box for a 16.2hh hunter. You will also need to be aware of the types of bedding suitable for individual horses and different types of stabling.

You will need to be aware of the stable fittings available and where they should best be situated (see knowledge and understanding (e)). Examples of fittings include; windows, tie rings, water buckets/drinkers, hay racks and mangers.

Element 201.2 Clean and maintain stables

Performance Criteria

You must be able to:

- 1 dispose of waste safely and correctly
- 2 check that stable conditions maintain the health and welfare of the horse
- 3 clean the stables according to instructions
- 4 replace water and food containers when cleaning is complete
- 5 wear appropriate protective clothing during cleaning
- 6 deal with any problems within the limits of your responsibility
- 7 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the cleaning routines appropriate to the type of horse and stabling concerned
- (b) the stable conditions (including ventilation, light and fittings) which promote the health and well-being of horses
- (c) the suitability of accommodation to the horse concerned - allows the necessary freedom of movement and minimises horse stress
- (d) how to recognise stress in horses (e.g. when the stabling and bedding are causing the horse mental or physical distress)
- (e) how to dispose of waste safely and correctly
- (f) the reasons for replacing water and food containers and the importance of clean water
- (g) the appropriate protective clothing for the work
- (h) the types of problems which may occur and how to deal with them
- (i) how to recognise hazards and assess risks within the workplace

Element 201.2 Clean and maintain stables

Evidence Requirements

Your evidence must prove that you clean and maintain horse stabling to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for working with two types of bedding:

- straw
- shavings
- paper

You must, however, prove that you have the necessary knowledge and understanding to work with all types of bedding listed above.

You must provide performance evidence for checking and maintaining the following stable conditions:

- ventilation
- light
- suitability to the individual horse
- bedding

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

Notes

In performance criteria 2, you should be able to recognise suitable living conditions for horses depending on size, age, time of year, respiratory problems.

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

- oral questioning
- written
- witness testimony
- portfolio

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Unit 202

Maintain the health and well-being of horses

Element 202.1	Feed and water horses
Element 202.2	Monitor the health and well-being of horses
Element 202.3	Restrain horses using specified methods

About this unit

This unit is about maintaining the health and well-being of horses. It covers providing feed and water to a variety of horses, routine observation of horses and restraining horses using specified methods.

Element 202.1 involves providing feed and water to horses in stables and fields.

Element 202.2 involves the routine monitoring of healthy horses, the recognition of the signs of ill-health and lameness, the nursing of sick horses and routine treatments.

Element 202.3 involves restraining horses using specified methods.

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

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

Element 202.1 Feed and water horses

Performance Criteria

You must be able to:

- 1 prepare rations according to instruction
- 2 provide feed and water to the horses using the correct methods
- 3 provide feed and water to the horses in the required place
- 4 supply the horse with water according to current good practice
- 5 report any changes in the feeding and drinking habits of horses to the appropriate person
- 6 maintain equipment fit for use, and store it safely and securely
- 7 dispose of waste safely and correctly
- 8 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) how to identify feed and feed quality, and how to prepare rations
- (b) types of bulk and concentrate feed in common use
- (c) the differences between feeding an individual horse and groups of horses
- (d) normal feeding and drinking behaviour of horses
- (e) how to dispose of waste feed and packaging
- (f) correct storage and use of equipment and feedstuffs
- (g) signs and effects of vermin contamination
- (h) the 'rules' of good feeding practice
- (i) the importance of clean fresh water
- (j) what to do if there changes in the feeding and drinking behaviour of the horse
- (k) animal behaviour at feeding times
- (l) risks to horses, yourself and others and how these can be minimised
- (m) to maintain health, safety and welfare for people and horses

Element 202.1 Feed and water horses

Evidence Requirements

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

You must provide performance evidence for the following:

- making up and feeding concentrate feeds
- feeding roughage to horses
- providing water to horses

You must provide performance evidence for feeding horses in the:

- stable
- field

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

Notes

You will need to be able to prepare rations according to instructions. Instructions may be from your supervisor or written instructions (e.g. from a feed board). Preparations may include soaking sugar beet or soaking hay.

Where horses are known to be aggressive at feeding time you will need to work under close supervision during this work.

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

- oral questioning
- written
- witness testimony
- portfolio

Waste includes left over feed and hay, feed bags, string, etc

Element 202.2 Monitor the health and well-being of horses

Performance Criteria

You must be able to:

- 1 care for horses in a manner which optimises their health and well-being
- 2 monitor horses' physical condition and behaviour at regular intervals and report concerns to the appropriate person
- 3 carry out specific measures to promote horses' health according to instructions
- 4 observe horses after specific measures have been taken and report signs immediately to the appropriate person
- 5 keep records that are legible and complete, and comply with current good practice
- 6 summon assistance immediately for any horse health emergency
- 7 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) how to recognise signs of health, ill-health and sick nursing
- (b) how to recognise 'horse health emergency' and when to call supervisor
- (c) routine preventative measures i.e. worming, vaccination
- (d) the basic structure of the foot and leg and how to recognise a lame horse
- (e) recognition and treatment of minor ailments
- (f) general animal welfare concerns
- (g) the limits of your responsibility for dealing with and reporting difficulties
- (h) risks to horses, self and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 202.2 Monitor the health and well-being of horses

Evidence Requirements

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

You must provide performance evidence for monitoring:

- posture
- movement
- behaviour
- appetite
- condition
- bodily functioning

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

- disease
- disability
- pest infestation
- trauma

This may be achieved through questioning and answering.

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

Notes

Where performance criteria 2,4 and 6 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

You will need to be able to recognise a lame horse and carry out basic treatments such as cold hosing and tubbing.

You will need to be able to recognise minor ailments such as girth galls and cracked heels and carry out simple treatments as directed. Where these problems do not arise evidence may be obtained through questioning and answering.

Element 202.3 Restrain horses using specified methods

Performance Criteria

You must be able to:

- 1 use methods of restraint that have been specified by the supervisor
- 2 wear suitable protective clothing for the work
- 3 remain quiet, calm and confident while restraining the horse
- 4 maintain control of the horse throughout the process
- 5 seek the assistance without delay when difficulties arise in restraining the horse
- 6 release the horse from restraint as specified by the supervisor
- 7 return restraint equipment and materials to the correct location after use
- 8 communicate effectively with those working with the horse during restraint
- 9 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons for restraining horses, the methods of restraint and when to use them
- (b) the methods of restraining a horse, including; bridle, headcollar, holding up a leg, lunge line, chifney, twitch
- (c) the protective clothing which may be required and why this should be worn
- (d) how to tell if the horse is becoming stressed during restraint e.g. sweating
- (e) when to seek assistance
- (f) the importance of communicating with the person working with the horse while it is being restrained
- (g) types of equipment used for the restraint of horses
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 202.3 Restrain horses using specified methods

Evidence Requirements

Your evidence must prove that you restrain horses using specified methods to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for two forms of restraint (under supervision):

- holding up a leg
- pinching skin on the neck
- bridle
- headcollar
- lunge line

You must, however, prove that you have the necessary knowledge and understanding to carry out all of the restraint methods listed above.

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

Notes

This must always be assessed through performance in the workplace, however simulated working conditions may be used.

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

- oral questioning
- written
- witness testimony
- portfolio

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Unit 203

Prepare horses for use

Element 203.1	Fit and remove horse clothing
Element 203.2	Plait and trim horses
Element 203.3	Clean and groom horses for appearance

About this unit

This unit is about the care of stabled horses prior to work, including rugging up and bandaging, trimming, plaiting and grooming. You will need to be working with a variety of horses to achieve this unit.

Element 203.1 involves putting on and removing travelling, stable and tail bandages. It also involves putting on, fitting and removal of rugs.

Element 203.2 involves plaiting the mane and keeping a pulled mane and tail tidy.

Element 203.3 involves grooming horses for appearance and recognising when horses needs re-shoeing.

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

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

Element 203.1 Fit and remove horse clothing

Performance Criteria

You must be able to:

- 1 apply bandages with protective padding correctly
- 2 remove bandages and roll them up correctly
- 3 apply suitable rugs according to instructions
- 4 identify and remove any ill-fitting rugs or bandages safely and correctly
- 5 remove rugs, fold and store according to specified instruction
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons for applying stable bandage
- (b) the dangers of unsafe bandaging
- (c) different types of rugs and their applications
- (d) fitting and measuring rugs
- (e) the consequences of ill-fitting rugs
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 203.1 Fit and remove horse clothing

Evidence Requirements

Your evidence must prove that you can fit and remove horse clothing to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for fitting and removing:

- leg bandages
- tail bandages
- a variety of rugs

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

Notes

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

- oral questioning
- written
- witness testimony
- portfolio

Element 203.2 Plait and trim horses

Performance Criteria

You must be able to:

- 1 use restraint techniques which minimise stress and injury to the horse
- 2 prepare and plait the mane according to instructions
- 3 carry out trimming according to instructions
- 4 maintain a clean and tidy work area
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) when plaiting should take place and when not to plait
- (b) when trimming is required
- (c) the necessary restraint techniques
- (d) how to plait
- (e) how to trim
- (f) why its important to have a clean and tidy work area
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 203.2 Plait and trim horses

Evidence Requirements

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

You must provide performance evidence for:

- laying a mane
- plaiting a mane

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

Notes

You must produce plaits suitable for public appearance using either bands or thread.

Restraint techniques may include head collar and bridle, but not a twitch.

Element 203.3 Clean and groom horses for appearance

Performance Criteria

You must be able to:

- 1 select and use grooming equipment safely and correctly
- 2 groom horses efficiently and correctly
- 3 recognise and report when a horse's hooves need trimming or reshoeing
- 4 clean equipment after use and store in the designated place
- 5 wash and dry horse according to instructions
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the dangers of a dusty environment
- (b) the dangers of wearing perfume and jewellery
- (c) grooming techniques
- (d) the types of problems with shoes
- (e) reason for and principles of grooming, including health and hygiene
- (f) the correct use of the full grooming kit
- (g) methods for bathing horses
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 203.3 Clean and groom horses for appearance

Evidence Requirements

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

You must provide performance evidence for the following:

- bathing and drying a horse
- grooming a horse for public appearance

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

Notes

Bathing and drying a horse will include the head area, and may involve using either buckets or a hose pipe.

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Unit 204

Prepare and maintain horses on grazing land

Element 204.1	Prepare grazing land for the introduction of horses
Element 204.2	Maintain horses on grazing land

About this unit

This unit is about checking land is suitable for grazing by horses. It also covers the routine care of grazing horses.

Element 204.1 involves checking land for its suitability for grazing by horses. This includes; recognising and removing hazards, providing a suitable supply of water, checking boundaries and the quality of the grazing.

Element 204.2 involves turning horses out to grass and the routine checking of the horses and the land.

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

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

Element 204.1 Prepare grazing land for the introduction of horses

Performance Criteria

You must be able to:

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

Knowledge and Understanding

You must know and understand:

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

Element 204.1 Prepare grazing land for the introduction of horses

Evidence Requirements

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

You must provide performance evidence for checking:

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

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

Notes

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

Where performance criteria 2 and 4 are not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

Element 204.2 Maintain horses on grazing land

Performance Criteria

You must be able to:

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

Knowledge and Understanding

You must know and understand:

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

Element 204.2 Maintain horses on grazing land

Evidence Requirements

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

You must provide performance evidence for the following:

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

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

Notes

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

Where performance criteria 7 is not evidenced from observation the following are potential sources of evidence:

- oral questioning
- written
- witness testimony
- portfolio

In this element you will need to be able to carry out daily checking of horses at grass.

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Unit 205

Prepare and provide non-ridden exercise and aftercare

Element 205.1	Fit tack for exercise
Element 205.2	Lunge quiet horses under supervision
Element 205.3	Care for horses after they have exercised

About this unit

This unit is about preparing and providing non-ridden exercise and aftercare to a variety of horses.

Element 205.1 involves fitting tack to horses ready for exercise. You will need to fit bridles, martingales, saddles, breastplates, nosebands and bits.

Element 205.2 involves lunging quiet horses under supervision.

Element 205.3 involves caring for horses after they have exercised.

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

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

Element 205.1 Fit tack for exercise

Performance Criteria

You must be able to:

- 1 select and fit suitable tack for the exercise
- 2 select and fit suitable boots for the exercise
- 3 report any problems to the appropriate person
- 4 tie the horse up in a suitable place prior to exercise, to avoid damage to the tack
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons for checking for comfort and safety
- (b) the principles of fitting tack
- (c) the range of tack in common use
- (d) how to approach and handle horses
- (e) the types of problems which may occur during pre-exercise routines
- (f) how to recognise ill-fitting tack and the appropriate action to take
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 205.1 Fit tack for exercise

Evidence Requirements

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

You must provide performance evidence for fitting the following tack:

- bridles
- martingales
- saddles
- nosebands and bits
- breastplate

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

Notes

You will need to be able to recognise ill-fitting tack and take the appropriate action.

Element 205.2 Lunge quiet horses under supervision

Performance Criteria

You must be able to:

- 1 select, check and fit suitable lunge tack and equipment according to instructions
- 2 check that the lunge area is suitable for the exercise and take the appropriate action if it is not
- 3 maintain control of the horse at all times appropriate to the conditions
- 4 exercise the horse according to instructions
- 5 wear the appropriate protective clothing
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons why lungeing can be substituted for ridden exercise
- (b) procedures associated with lunging horses
- (c) health and safety precautions to be taken
- (d) types and use of equipment and protective clothing
- (e) the ways in which conditions, such as; weather, surface and other horses affect the process
- (f) the length of time a horse can be lunged and why this is important
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 205.2 Lunge quiet horses under supervision

Evidence Requirements

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

You must provide performance evidence for one of the following:

- lungeing a quiet horse
- long reining a quiet horse

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

Notes

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

- oral questioning
- written
- witness testimony
- portfolio

Element 205.3 Care for horses after they have exercised

Performance Criteria

You must be able to:

- 1 select and prepare the suitable equipment
- 2 provide care which is appropriate to the condition of the horse after exercise
- 3 report any problems relating to the health and condition of the horse to the appropriate person
- 4 return the horse to stabling or field ensuring comfort and safety
- 5 provide food and water according to instructions
- 6 clean and groom the horse according to instructions
- 7 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the signs of tiredness and overstress following exercise
- (b) the feed and water requirements following exercise
- (c) the needs of the horse depending on duration and intensity of the exercise, and time of year
- (d) the grooming and cleaning requirements of horses following work
- (e) how to use equipment such as: clothing, washing materials, headcollar and a grooming kit
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 205.3 Care for horses after they have exercised

Evidence Requirements

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

You must provide performance evidence for caring for two different horses after work on at least four occasions.

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

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

However, you must also prove that you have the necessary knowledge and understanding to deal with both the situations listed above.

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

Notes

This must always be assessed through performance in the workplace, however simulated working conditions may be used.

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

- oral questioning
- written
- witness testimony
- portfolio

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Unit 206

Load and unload horses under supervision

Element 206.1	Load horses under supervision
Element 206.2	Unload horses under supervision

About this unit

This unit is about getting horses ready for travel, preparing the transport and helping to load horses. The unit also involves unloading horses, removing the travelling equipment and making horses comfortable on return from a journey.

Element 206.1 involves getting horses ready for travelling using appropriate travelling equipment, preparing the horse box or trailer and helping to load horses.

Element 206.2 involves receiving the horse on its return, including helping to unload the horse, removing the travelling equipment and making the horse comfortable in the field or stable.

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

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

Element 206.1 Load horses under supervision

Performance Criteria

You must be able to:

- 1 prepare the horses for travel according to instructions
- 2 prepare the transportation to receive the horses according to instructions
- 3 load the horse calmly and safely under supervision
- 4 make the horse safe and secure for the journey according to instructions
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) how horses need to be prepared for travel, depending on time of year and individual requirements
- (b) protective equipment, including; poll guards, tail protection, knee and hock boots, and leg protection
- (c) how transportation needs to be prepared for cleanliness; safety; security and travel requirements of horses
- (d) factors that cause horses stress
- (e) how to establish and secure horses in the transportation environment
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 206.1 Load horses under supervision

Evidence Requirements

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

You must provide performance evidence for the following:

- preparing a horse for travel
- preparing the transportation environment
- loading a horse under supervision

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

Notes

Transport can be lorries or trailers.

The horse should be quiet and easy to load.

This must always be assessed through performance in the workplace, however simulated working conditions may be used.

Element 206.2 Unload horses under supervision

Performance Criteria

You must be able to:

- 1 unload the horse safely and calmly
- 2 introduce the horses in their new environment and remove travelling equipment
- 3 take the appropriate action if there are any causes for concern over the horses health and well-being
- 4 clean the travel area on the vehicle and leave it ready for use
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) safe methods of unloading horses
- (b) factors that cause horses stress
- (c) why it is important to report concerns about the health and well-being of horses
- (d) types of concerns about the horses' health and well-being which may occur
- (e) how to introduce the horse to the new environment
- (f) the necessary condition of the new environment
- (g) health and safety precautions and risks
- (h) importance of care of transport
- (i) risks to horses, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 206.2 Unload horses under supervision

Evidence Requirements

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

You must provide performance evidence for the following:

- unloading a horse
- removing travelling equipment

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

Notes

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

- oral questioning
- written
- witness testimony
- portfolio

Transport can be lorries or trailers.

The horse should be quiet and easy to unload.

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Unit 207 Ensure your own actions reduce risks to health and safety (Employment NTO, Unit A)

Element 207.1	Identify the hazards and evaluate the risks in your workplace
Element 207.2	Reduce the risks to health and safety in your workplace

About this unit

This unit is from the Employment NTO 'Approved Standards – Health and Safety for People at Work' (Unit A) and is also used in the Racehorse Care/Horse Care and Management NVQs/SVQs at Level 3.

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

This unit is for:

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

This unit covers:

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

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

This is what you need to show

In element 207.1 you need to show that you understand the health and safety requirements and policies in the workplace, and that you check your own working practices and work area for any risk of you or others being harmed. You should be able to identify the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those which you must report to the "responsible person" for attention.

Element 207.2 requires you to show you have taken steps to reduce those health and safety risks with which you might come into contact during the course of your work. It covers carrying out tasks safely and in accordance with instructions and workplace requirements.

This is what you need to do next

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

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

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

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

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

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

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

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

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

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

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

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

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

Key points regarding Health and Safety legislation and regulations.

"Health and Safety At Work Act 1974"

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

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

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

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

According to the Act

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

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

Other Legislation

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

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

Element 207.1 Identify the hazards and evaluate the risks in your workplace

Performance Criteria

You must be able to:

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

Knowledge and Understanding

You must know and understand:

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

Element 207.1 Identify the hazards and evaluate the risks in your workplace

Evidence Requirements

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

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

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

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

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

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

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

Notes

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

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

Element 207.2 Reduce the risks to health and safety in your workplace

Performance Criteria

You must be able to:

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

Knowledge and Understanding

You must know and understand:

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

Element 207.2 Reduce the risks to health and safety in your workplace

Evidence Requirements

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

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

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

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

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

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

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

Notes

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

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

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Unit 208

Maintain effective working relationships

Element 208.1	Maintain and develop personal performance
Element 208.2	Establish and maintain effective working relationships with others

About this unit

This unit sets the standard for maintaining working relationships.

Element 208.1 is about your personal performance within the workplace. This relates to achieving certain targets and finishing specific tasks. It also relates to the quality of your work. You will need to discuss your work with an appropriate person. This may be as part of the assessment process for an NVQ/SVQ.

Element 208.2 is about working effectively with other people. This includes communicating clearly, co-operating with others, and helping to improve working practices. You may work closely within a team, or spend a significant amount of time working alone.

Evidence of competence in relation to this unit will be produced during on-going work activities. Therefore, this unit should be assessed alongside other units.

Element 208.1 Maintain and develop personal performance

Performance Criteria

You must be able to:

- 1 carry out your work in accordance with your responsibilities and organisational requirements
- 2 seek advice from the appropriate person if clarification is required concerning specific tasks
- 3 review personal performance with the appropriate person at suitable intervals

Knowledge and Understanding

You must know and understand:

- (a) the tasks and activities for which you are responsible
- (b) the limits of your responsibility in relations to specific tasks and activities
- (c) from whom you should obtain advice in relation to specific tasks and activities
- (d) the correct procedures for obtaining advice
- (e) the risks involved in not obtaining advice where you are unclear about specific tasks and activities
- (f) the reasons why personal performance should be reviewed

Element 208.1 Maintain and develop personal performance

Evidence Requirements

Your evidence must prove that you maintain and develop personal performance to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for reviewing personal performance with regard to:

- working to targets and completing specific tasks
- quality of work

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

Notes

In performance criteria 3 it is necessary for personal performance to be reviewed at suitable intervals. This review may be as part of the assessment process for an NVQ/SVQ.

Element 208.2 Establish and maintain effective working relationships with others

Performance Criteria

You must be able to:

- 1 establish and maintain effective working relationships with others appropriately
- 2 discuss opportunities to improve working practices with the appropriate person
- 3 carry out activities requiring co-operation with others in accordance with required procedures
- 4 deal with disagreements effectively in an appropriate way
- 5 respect the need for confidentiality at all times
- 6 communicate with others in a way which promotes effective working relationships

Knowledge and Understanding

You must know and understand:

- (a) the reasons why good working relationships are important
- (b) the ways in which good working relationships can be maintained
- (c) changes in working practices and why these should be supported
- (d) methods of working effectively with others
- (e) methods for dealing with disagreements within the workplace
- (f) your levels of responsibility in relation to dealing with disagreements
- (g) the importance of maintaining confidentiality
- (h) methods of communicating effectively
- (i) the reasons why effective communication is important

Element 208.2 Establish and maintain effective working relationships with others

Evidence Requirements

Your evidence must prove that you establish and maintain effective working relationships with others to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for effective working relationships with:

- colleagues
- supervisors and managers
- persons external to the organisation

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

Notes

Performance criteria 2 relates to changes that are made within the workplace in order to improve working practices. These may be initiatives to improve productivity, quality, technology or internal communications. You are simply expected to contribute to these developments through discussion with the appropriate person.

Persons external to the organisation may include, for example; contractors, vets, visitors, members of the public or customers.

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Unit 210 Assist with reproduction, parturition care and young stock

Element 210.1	Assist in teasing and covering
Element 210.2	Assist with foaling
Element 210.3	Assist in handling mares and foals
Element 210.4	Assist with the preparation of breeding stock for sales

About this unit

This unit is about assisting with reproduction, parturition care and the rearing of young stock. The work described in this unit would be carried out under close supervision.

Element 210.1 involves holding a quiet mare for teasing and covering, recognising the signs of a mare in season, and completion of appropriate stud records.

Element 210.2 involves the preparation of the foaling box, recognition of the signs of imminent foaling, observation of foaling and the handling of the new born foal.

Element 210.3 involves catching, leading and turning a mare and foal out into the field, and holding a mare and foal for examination or treatment. It also covers knowledge of the weaning procedure.

Element 210.4 involves the preparation of young stock for sale including showing the horse to the prospective client and establishing the early training of the horse.

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

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

Element 210.1 Assist in teasing and covering

Performance Criteria

You must be able to:

- 1 hold a quiet mare for teasing and covering using suitable equipment as instructed
- 2 present and position the mare according to instructions
- 3 note reactions of mares to other horses, especially males and report to the appropriate person
- 4 assist with stud documentation according to instructions
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons for teasing
- (b) the need for observation of signs of oestrus, silent mares
- (c) the reaction of stallions to mares in oestrus
- (d) the dangers of wearing perfume around stallions
- (e) health and safety precautions to be taken
- (f) why it is necessary to maintain records
- (g) the general handling of stallions
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 210.1 Assist in teasing and covering

Evidence Requirements

Your evidence must prove that you can assist in teasing and covering to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for holding at least one quiet mare for:

- teasing
- covering

You must provide performance evidence for holding:

- stabled mares
- mares at grass

You must provide performance evidence for assisting with the following information:

- dates of foaling
- mares
- stallions
- teasing and covering

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

Notes

Throughout the procedures you will need to be working under supervision. The work is likely to be supervised by the stallion handler or stud groom.

Where mares are only covered using AI, you will need to obtain additional evidence for this unit – perhaps by going to another yard to assist with natural covering.

Element 210.2 Assist with foaling

Performance Criteria

You must be able to:

- 1 prepare foaling boxes according to instructions
- 2 prepare the equipment needed for foaling according to instructions
- 3 recognise the main signs of imminent foaling and report to the appropriate person
- 4 assist with foaling according to instructions
- 5 handle the newly born foal in accordance with instructions
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the main stages of foaling
- (b) the signs of imminent foaling
- (c) when to call the veterinary surgeon
- (d) health and safety precautions to be taken during foaling
- (e) how to prepare foaling boxes with regard to the special requirements of the foaling mare and the new born foal
- (f) the types of equipment needed for foaling
- (g) the assistance you must provide during foaling
- (h) the reactions of the mare to the new-born foal
- (i) how to maintain foaling records
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 210.2 Assist with foaling

Evidence Requirements

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

You should be present on more than one occasion for normal foalings and watch videos of foaling.

You must provide performance evidence assisting with:

- preparing a foaling box
- preparing foaling equipment
- handling the new born foal

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

Notes

Element 210.3 Assist in handling mares and foals

Performance Criteria

You must be able to:

- 1 approach mares and foals in a manner which eliminates alarm and reduces stress
- 2 turn out a mare and foal in accordance with instructions
- 3 hold a mare and foal for examination according to laid down procedures
- 4 assist with the weaning process according to instructions
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the normal age for weaning a foal
- (b) the reactions of mare and foal to weaning
- (c) methods of weaning
- (d) the requirements for introducing mare and foal to a group
- (e) methods for holding mares and foals for veterinary examination or routine treatments
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 210.3 Assist in handling mares and foals

Evidence Requirements

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

You must provide performance evidence for assisting with:

- catching a mare and foal in the stable
- turning out a mare and foal
- bringing a mare and foal in from the field
- holding a foal for examination or treatment

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

Notes

Sources of evidence can include:

- direct observation
- witness testimony
- oral questioning
- written test

This must always be assessed through performance in the workplace.

Element 210.4 Assist with the preparation of breeding stock for sales

Performance Criteria

You must be able to:

- 1 select and use the appropriate training equipment according to instructions
- 2 prepare the horse for sale according to instructions
- 3 show the horse to prospective client according to instructions
- 4 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the sales preparation procedures, including; feeding, rugging, grooming, fitting equipment, plaiting and trimming
- (b) how to establish a well mannered horse and how to deal with any problems such as nipping or pulling away (leading)
- (c) the use of training equipment and fitting of specialist equipment for sales and shows
- (d) methods for plaiting and trimming
- (e) when to plait or not to
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 210.4 Assist with the preparation of breeding stock for sales

Evidence Requirements

Your evidence must prove that you can assist with the preparation of breeding stock for sales to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for

- leading and trotting up
- standing horses up in the appropriate equipment

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

Notes

Sources of evidence can include:

- direct observation
- witness testimony
- oral questioning
- written test

This must always be assessed through performance in the workplace.

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Unit 212

Exercise horses under supervision

Element 212.1	Ride horses on the road
Element 212.2	Ride horses in the open
Element 212.3	Ride and lead quiet horses

About this unit

This unit is about exercising horses on the road and in the open, it also includes ride and lead. The work described in this unit would be carried out under close supervision.

Element 212.1 involves riding safely on the road according to laid down procedures.

Element 212.2 involves exercising horses in the open in walk, trot and canter, under supervision and following specific instructions.

Element 212.3 involves 'ride and lead' of quiet horses in the open, under supervision and following specific instructions.

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

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

Element 212.1 Ride horses on the road

Performance Criteria

You must be able to:

- 1 select and wear the appropriate personal protective equipment in accordance with instructions
- 2 complete the relevant preparations before a ride is commenced
- 3 mount and dismount horses safely according to laid down procedures
- 4 adjust gait and speed according to the conditions
- 5 follow laid down procedures for riding on the road at all times
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) road safety requirements and the relevance of the Highway Code
- (b) responsibilities of riding in a group
- (c) effects of weather conditions on road surface
- (d) actions to be taken in the event of an accident
- (e) health and safety precautions to be taken when riding on the road i.e. visibility; clothing and equipment
- (f) hazards likely to be encountered when riding on the road
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 212.1 Ride horses on the road

Evidence Requirements

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

You must provide performance evidence of riding two different horses on the road.

You must provide performance evidence for preparing:

- tack
- route
- girth

You must provide performance evidence for adjusting gait and speed according to four of the following conditions:

- road surface
- weather
- other road users
- riding in a group
- visibility

You must, however, prove that you have the necessary knowledge and understanding to make adjustments for all of these conditions.

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

Notes

This must always be assessed through performance in the workplace, however simulated working conditions may be used if necessary and should be as realistic as possible.

A nationally recognised riding and road safety qualification would provide useful evidence for this unit.

Element 212.2 Ride horses in the open

Performance Criteria

You must be able to:

- 1 select and wear the appropriate personal protective equipment according to instructions
- 2 complete the relevant preparations before the ride is commenced
- 3 carry out exercise routines in accordance with instructions
- 4 report any difficulties to the appropriate person
- 5 adjust tack to meet your own requirements
- 6 mount and dismount the horse safely according to instructions
- 7 adopt the correct riding position to exercise control over the horse
- 8 ride the horse in a controlled manner appropriate to the working area and conditions
- 9 carry out movements safely in accordance with instructions
- 10 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the effects of riding horses in groups
- (b) the necessary preparations prior to riding, including; exercise instructions, communication and equipment
- (c) the reasons for adopting the correct riding position
- (d) why it is important to adjust girths
- (e) the basic principle of controlling a horse
- (f) the hazards likely to be encountered when riding in an open space
- (g) health and safety precautions to be taken when riding
- (h) actions to be taken in response to; adverse surfaces, other horses, other people, adverse weather conditions, if the horse slips, if you loose your stirrups
- (i) aids for simple exercises
- (j) importance of following exercise routines
- (k) procedures to be followed in the event of an accident
- (l) risks to horses, yourself and others and how these can be minimised
- (m) how to maintain health, safety and welfare for people and horses

Element 212.2 Ride horses in the open

Evidence Requirements

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

You will need to provide performance evidence for riding three quiet horses in the open.

You must provide performance evidence for riding:

- with stirrups
- singly
- in groups

You must provide performance evidence for mounting:

- assisted
- unassisted

You must provide performance evidence for adjusting the following tack for your use:

- girth
- stirrups
- bridle

You must provide performance evidence for the following movements:

- walk
- trot
- canter
- simple figures
- negotiating gates

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

Notes

Element 212.3 Ride and lead quiet horses

Performance Criteria

You must be able to:

- 1 select suitable tack and equipment and fit according to instructions
- 2 carry out movements safely according to instructions
- 3 exercise the horse according to instructions
- 4 maintain control over ridden and led horses at all times in a manner appropriate to the conditions
- 5 report any difficulties to the appropriate person
- 6 return horses to accommodation on completion of the exercise
- 7 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) suitability of horses to ride together
- (b) hazards associated with riding and leading when ride and lead is used
- (c) health and safety precautions to be taken
- (d) actions to be taken in response to; adverse surfaces, other horses, other people, adverse weather conditions, if the horse slips, if you loose your stirrups
- (e) actions to be taken if horses are unsettled
- (f) equipment for ride and lead
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 212.3 Ride and lead quiet horses

Evidence Requirements

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

You will need to provide performance evidence on at least one occasion with one pair of horses.

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

- girth
- bridle

You must provide performance evidence for the following movements:

- walk
- trot
- halt
- turn to left and right
- mount
- dismount

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

Notes

You will need to be able to ride and lead a quiet experienced pair of horses in the open in walk and trot for this element.

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Unit 213

Ride schooled horses under supervision

Element 213.1	Ride schooled horses on the road
Element 213.2	Ride schooled horses
Element 213.3	Jump schooled horses

About this unit

This unit is about riding schooled horses under supervision. It includes road work, basic schooling and jumping.

Element 213.1 involves riding safely on the road according to instructions.

Element 213.2 involves riding schooled horses under supervision, and following specific instructions to include basic schooling in walk and trot and canter.

Element 213.3 involves riding schooled horses under supervision and following specific instructions to include pole work, grids and individual fences.

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

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

Element 213.1 Ride schooled horses on the road

Performance Criteria

You must be able to:

- 1 select and wear the appropriate personal protective equipment in accordance with instructions
- 2 complete the relevant preparations before a ride is commenced
- 3 mount and dismount horses safely according to laid down procedures
- 4 adjust gait and speed according to the conditions
- 5 follow laid down procedures for riding on the road at all times
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) road safety requirements and the relevance of the Highway Code
- (b) responsibilities of riding in a group
- (c) effects of weather conditions on road surface
- (d) actions to be taken in the event of an accident
- (e) health and safety precautions to be taken when riding on the road i.e. visibility; clothing and equipment
- (f) hazards likely to be encountered when riding on the road
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 213.1 Ride schooled horses on the road

Evidence Requirements

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

You must provide performance evidence of riding two different horses on the road.

You must provide performance evidence for preparing the following:

- tack
- route
- girth

You must provide performance evidence for adjusting gait and speed according to four of the following conditions:

- road surface
- weather
- other road users
- riding in a group
- visibility

You must, however, prove that you have the necessary knowledge and understanding to make adjustments for all of these conditions.

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

Notes

A nationally recognised riding and road safety qualification would provide useful evidence for this unit.

Element 213.2 Ride schooled horses

Performance Criteria

You must be able to:

- 1 adjust tack so that it is suitable for the work
- 2 mount and dismount the horse safely according to instructions
- 3 adopt a balanced riding position which is not detrimental to the horse
- 4 warm the horse up appropriately for the movements
- 5 ride the horse in a controlled manner suitable for the working area and conditions
- 6 carry out movements safely in accordance with instructions
- 7 cool the horse down appropriately after movements
- 8 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the effects of riding horses in groups
- (b) the reasons for adopting the correct riding position
- (c) why it is important to adjust girths
- (d) the basic principle of controlling a horse
- (e) the hazards likely to be encountered when riding in an open space
- (f) health and safety precautions to be taken when riding
- (g) actions to be taken in response to; adverse surfaces, other horses, other people, adverse weather conditions, if the horse slips, if you lose your stirrups
- (h) aids for simple exercises
- (i) risks to horses, yourself and others and how these can be minimised
- (j) how to maintain health, safety and welfare for people and horses

Element 213.2 Ride schooled horses

Evidence Requirements

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

You will need to provide performance evidence for riding two quiet schooled horses in an enclosed area and in the open.

You must provide performance evidence for mounting:

- assisted
- unassisted

You must provide performance evidence for adjusting the following tack:

- girth
- bridle

You must provide performance evidence for the following movements:

- walking
- trotting on the correct diagonal
- cantering on the correct lead
- simple schooling
- reins held in one hand

You must provide performance evidence for riding:

- with stirrups
- without stirrups
- singly
- in groups

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

Notes

You must carry out this work in a way that is considerate to other riders and adhere to the rules of the school. Safety is paramount.

Element 213.3 Jump schooled horses

Performance Criteria

You must be able to:

- 1 adopt and maintain the correct riding position
- 2 warm the horse up appropriately for jumping
- 3 maintain your balance whilst jumping fences
- 4 maintain a balanced position which is not detrimental to the horse
- 5 follow the correct route according to instructions
- 6 adjust speed and gait to suit location and type of jump
- 7 cool the horse down appropriately after jumps
- 8 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) reasons for presenting horse on the correct route
- (b) how to warm up horses prior to jumping, and cool them down after jumps
- (c) actions to be taken if horses refuse to jump or run out
- (d) principles of controlling a horse when jumping
- (e) hazards likely to be encountered when jumping
- (f) actions to be taken in adverse weather conditions
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 213.3 Jump schooled horses

Evidence Requirements

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

You will need to provide performance evidence for jumping two quiet schooled horses in an enclosed area and in the open.

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

- poles
- fences
- grids

You must, however, prove that you have the necessary knowledge, understanding and skills to carry out all the jumps listed above.

You must provide performance evidence for jumping from:

- trot
- canter

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

Notes

You must carry out this work in a way that is thoughtful towards other riders and adhere to the rules of the school. Safety is paramount.

You must be able to ride horses as well as ponies to achieve this element.

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

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Unit 214

Drive horses under supervision

Element 214.1	Apply harnesses and hitch horses
Element 214.2	Drive quiet horses
Element 214.3	Clean and maintain vehicles and harnesses

About this unit

This unit is about driving horses under supervision. It covers putting on harnesses, hitching horses to vehicles, driving quiet horses and unhitching/unharnessing horses. It also covers the basic cleaning and maintenance of the vehicles and harnesses.

Element 214.1 involves putting on and fitting the harness, and hitching horses to vehicles or implements.

Element 214.2 involves driving under supervision and following specific instructions. It also involves unhitching and unharnessing after exercise.

Element 214.3 involves basic maintenance and cleaning of vehicles and harnesses 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.

Element 214.1 Apply harnesses and hitch horses

Performance Criteria

You must be able to:

- 1 maintain control of the horse at all times
- 2 select suitable equipment for the intended use
- 3 apply harnesses to the horse correctly
- 4 hitch the horse safely and correctly in accordance with instructions
- 5 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) how to fit a harness correctly
- (b) the different types of harness and their applications
- (c) the dangers of inappropriate procedures and adjustments to harness
- (d) safety precautions to be taken when handling horses
- (e) how to handle the horses
- (f) common types of vehicles and implements
- (g) how to hitch horses to vehicles and implements
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 214.1 Apply harnesses and hitch horses

Evidence Requirements

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

You will need to provide performance evidence for putting on harness and hitching up three horses.

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

Notes

The element applies to vehicles and implements. If heavy horses are being used the equipment may be an implement rather than a vehicle.

Element 214.2 Drive quiet horses

Performance Criteria

You must be able to:

- 1 drive and manoeuvre horses according to instructions
- 2 regulate the speed and gait according to instructions
- 3 balance the vehicle safely and correctly according to instructions
- 4 unhitch the horse correctly and safely
- 5 follow agreed cooling down procedures on completion of work
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) horses reactions when working alone and in company
- (b) importance of returning a horse 'cool' from work
- (c) effects of weather on different types of terrain
- (d) how to drive quiet horses in different types of conditions, including; terrain, gradient and environment
- (e) operating limits of vehicles
- (f) how to mount and dismount from a vehicle correctly and safely
- (g) correct use of hand and whip signals
- (h) spare equipment carried on the vehicle
- (i) traditional and FEI styles of driving
- (j) risks to horses, yourself and others and how these can be minimised
- (k) how to maintain health, safety and welfare for people and horses

Element 214.2 Drive quiet horses

Evidence Requirements

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

You will need to provide performance evidence for driving and unhitching three horses.

You must provide performance evidence for driving the horse safely during:

- walk
- trot
- turning
- stopping and starting

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

Notes

Driving exercises must be carried out in a controlled environment.

Element 214.3 Clean and maintain vehicles and harnesses

Performance Criteria

You must be able to:

- 1 clean and maintain the vehicle and harness according to instructions
- 2 inspect the vehicle and harness for safety according to instructions
- 3 report any faults in the vehicle and harness to the appropriate person
- 4 strip down and re-assemble the harness according to instructions
- 5 store the vehicle and harness safely and securely in the correct place
- 6 maintain health and safety at all times during your work

Knowledge and Understanding

You must know and understand:

- (a) how to check tyre pressure is suitable
- (b) the routine maintenance procedures
- (c) the importance of safety checks
- (d) health and safety precautions to be taken when cleaning and maintaining equipment
- (e) the types of faults which may occur to the vehicle and harness
- (f) how to clean the vehicle and harness
- (g) where to store the vehicle and harness
- (h) risks to horses, yourself and others and how these can be minimised
- (i) how to maintain health, safety and welfare for people and horses

Element 214.3 Clean and maintain vehicles and harnesses

Evidence Requirements

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

You will need to provide performance evidence for cleaning and maintaining a vehicle and harness.

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

- damage
- wear

This may be achieved through questioning and answering.

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

Notes

The element is about the routine maintenance and cleaning of vehicles and harnesses. The work would be carried out under direction from an experienced and skilled supervisor.

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Unit 215 Assist with leading a trek

Element 215.1	Assist with pre and post trek procedures
Element 215.2	Assist the trek leader during a trek

About this unit

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

Element 215.1 involves preparing the horses for the trek, helping the clients mount and dismount, adjusting tack as necessary and caring for the horses on return from the trek.

Element 215.2 involves assisting the trek leader in monitoring the conditions during the trek and safety and comfort of clients and horses as well as communicating with the clients.

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

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

Element 215.1 Assist with pre and post trek procedures

Performance Criteria

You must be able to:

- 1 assist with pre-trek assessment according to agreed procedures
- 2 tack up horses in accordance with instructions
- 3 assist with mounting and dismounting as instructed by the trek leader
- 4 adjust tack to suit individual riders as required
- 5 follow the trek leader's instructions at all times
- 6 report hazardous situations promptly to the trek leader
- 7 check the horses for health and condition problems on return from the trek
- 8 provide horses with water and make them comfortable according to instructions
- 9 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) why it is important to follow instructions
- (b) potential hazards likely to be encountered during mounting and dismounting
- (c) insurance requirements directly affecting them
- (d) agreed procedures for trekking activities
- (e) importance of good customer relations
- (f) why it is important to recognise poor fitting, broken or unsafe tack
- (g) reasons for correct safe mounting and dismounting procedures and use of mounting block
- (h) the different types of treks and the needs of short and long treks, and treks in the summer and winter
- (i) pre-trek assessments of the horses and clients
- (j) the use of numnahs and jelly pads
- (k) how to tack up and untack horses
- (l) how to adjust tack for comfort, safety, level stirrup and secure girth
- (m) risks to horses, yourself and others and how these can be minimised
- (n) how to maintain health, safety and welfare for people and horses

Element 215.1 Assist with pre and post trek procedures

Evidence Requirements

Your evidence must prove that you can assist with pre and post trek procedures to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for assisting with pre and post trek procedures.

You must provide performance evidence for applying the following tack:

- bridle
- saddle
- neck strap
- protective numnahs

You must provide performance evidence for assisting with treks involving:

- beginners
- capable riders

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

Notes

You will be carrying out this under close supervision from the trek leader. You will need to be polite and courteous to clients.

Element 215.2 Assist the trek leader during a trek

Performance Criteria

You must be able to:

- 1 continuously monitor riders and conditions according to agreed procedures
- 2 report hazardous situations promptly to the trek leader
- 3 give information to clients at appropriate times and frequencies
- 4 follow the trek leader's instructions at all times
- 5 follow agreed procedures for riding on the road at all times
- 6 put a horse on lead whilst mounted and ride and lead as directed
- 7 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) safe conditions for trekking and the implications of correct horse/rider combinations
- (b) how weather conditions effect different terrain
- (c) reasons for continuous monitoring of trek members
- (d) road safety procedures
- (e) implications of the Country Code
- (f) how to recognise clients in distress
- (g) the Highway Code as it applies to riders
- (h) methods of effective communication
- (i) how to put a horse on lead whilst mounted
- (j) how to ride and lead horses
- (k) risks to horses, yourself and others and how these can be minimised
- (l) how to maintain health, safety and welfare for people and horses

Element 215.2 Assist the trek leader during a trek

Evidence Requirements

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

You will need to provide performance evidence for assisting with a trek.

You must provide performance evidence for giving the following information to clients:

- hazardous situations
- points of local interest
- progress of trek

You must prove that you have the necessary knowledge, understanding and skills to monitor and report the following conditions:

- weather
- terrain
- client health
- client attitude
- horse welfare
- any hazards to the riders and horses

This may be achieved through questioning and answering.

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

Notes

You will need to be able to adapt to different situations as they develop and deal with clients in a polite and effective way.

A nationally recognised trekking qualification can be used as evidence for this unit.

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Unit 216

Assist with the specialist care of performance horses

Element 216.1	Assist with the on-going care of performance horses
Element 216.2	Assist with the care of performance horses after strenuous exercise
Element 216.3	Assist with the care of performance horses during competitions

About this unit

This unit is about assisting with the specialist care of performance horses. The work in this unit would be carried out under close supervision.

Element 216.1 involves exercising performance horses using a horse walker or other forms of non-ridden exercise, assisting with specialist health care, monitoring the health of horses and helping to keep the yard in a tidy and serviceable condition.

Element 216.2 involves caring for performance horses after fast work according to the needs of the individual horse, the weather conditions and the time of year.

Element 216.3 involves caring for horses during competitions.

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

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

Element 216.1 Assist with the on-going care of performance horses

Performance Criteria

You must be able to:

- 1 implement non-riding exercise routines in accordance with instructions
- 2 assist with the administration of health care in accordance with instructions
- 3 assist with the maintenance of facilities in accordance with instructions
- 4 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

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

Element 216.1 Assist with the on-going care of performance horses

Evidence Requirements

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

You must provide performance evidence for implementing these exercise routines:

- in hand
- horse walker

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

- vet
- farrier
- dentist
- therapy

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

You must provide performance evidence for maintaining the following facilities:

- tack room
- feed room
- yards
- muck heap

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

Notes

Assisting with therapy in this unit would only involve holding.

The assessor can use:

- direct observation
- witness testimony
- oral questioning
- written test

Element 216.2 Assist with the care of performance horses after strenuous exercise

Performance Criteria

You must be able to:

- 1 remove tack and equipment, maintaining safety and the comfort of the horse throughout
- 2 wash the horse down safely according to laid down procedures
- 3 cool and dry the horse appropriate to the weather conditions
- 4 apply appropriate clothing and equipment to the horse
- 5 provide the horse with food and water as directed
- 6 assist with the treatment of health problems as directed
- 7 monitor the health and well-being of the horse and report problems to the appropriate person
- 8 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

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

Element 216.2 Assist with the care of performance horses after strenuous exercise

Evidence Requirements

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

You must provide performance evidence for assisting with caring for:

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

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

- sponge down
- full wash
- hose
- sweat scrape

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

- walking off
- towelling

You must provide performance evidence for applying the following clothing:

- sweat sheet
- thermal rugs

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

- cuts
- swellings
- shoes
- the respiratory rate
- drinking
- appetite

This may be achieved through questioning and answering.

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

Notes

Element 216.3 Assist with the care of performance horses during competitions

Performance Criteria

You must be able to:

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

Knowledge and Understanding

You must know and understand:

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

Element 216.3 Assist with the care of performance horses during competitions

Evidence Requirements

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

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

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

Notes

Evidence can be gathered at any registered or affiliated competition.

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Unit 217

Assist riders with special needs

Element 217.1	Prepare horses and riders with special needs
Element 217.2	Assist with mounting and dismounting
Element 217.3	Assist with riding

About this unit

This unit is about matching suitable horse and rider combinations, helping riders mount, ride and dismount.

Element 217.1 involves checking rider records and selecting a suitable horse for them to ride, and ensuring that riders are correctly and safely dressed.

Element 217.2 involves helping riders mount and dismount

Element 217.3 involves assisting with riding.

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

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

Element 217.1 Prepare horses and riders with special needs

Performance Criteria

You must be able to:

- 1 check rider records and select equipment to meet the riders needs
- 2 prepare the horse in accordance with instructions
- 3 adjust tack to suit individual riders
- 4 assess the rider for appropriate dress and safety equipment for the activity
- 5 report hazardous situations promptly to group leader
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the reasons for keeping records and the actions to be taken
- (b) how individual's special needs affect riding
- (c) the hazards likely to be encountered and how they should be dealt with
- (d) the importance of following instructions
- (e) the importance of ensuring that riders are appropriately dressed
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 217.1 Prepare horses and riders with special needs

Evidence Requirements

Your evidence must prove that you prepare horses and riders with special needs to the National Occupational Standard. This evidence must be the result of real work that you have undertaken.

You must provide performance evidence for preparing three different riders and matching them to suitable horses.

You must prove that you have the necessary knowledge, understanding and skills to recognise hazardous situations to horses and riders. This may be achieved through questioning and answering.

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

Notes

Element 217.2 Assist with mounting and dismounting

Performance Criteria

You must be able to:

- 1 position the horse correctly in the mounting area
- 2 assist with mounting and dismounting as directed by group leader
- 3 keep complete and legible records
- 4 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) the different methods of mounting and dismounting and how they are carried out
- (b) importance of using assistants when dismounting riders
- (c) hazards likely to be encountered and how they are dealt with
- (d) how to position the horse in the mounting area
- (e) the reasons for keeping records
- (f) risks to horses, yourself and others and how these can be minimised
- (g) how to maintain health, safety and welfare for people and horses

Element 217.2 Assist with mounting and dismounting

Evidence Requirements

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

You must provide performance evidence for helping three different riders to mount, using assisted lifts, blocks and ramps.

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

Notes

Element 217.3 Assist with riding

Performance Criteria

You must be able to:

- 1 lead the horse at the required pace according to instructions
- 2 monitor riders according to instructions
- 3 report any hazardous situations promptly to the group leader
- 4 give information to riders at appropriate times
- 5 follow the group leader's instructions at all times
- 6 maintain health and safety, and the welfare of the horse, during your work

Knowledge and Understanding

You must know and understand:

- (a) why side walking is necessary
- (b) reasons why riders must be continuously monitored
- (c) how to recognise distress in riders and horses and the actions to be taken
- (d) different types of disabilities and how they affect riding
- (e) hazards likely to be encountered and how they are dealt with
- (f) why it is essential to maintain communication with the rider
- (g) risks to horses, yourself and others and how these can be minimised
- (h) how to maintain health, safety and welfare for people and horses

Element 217.3 Assist with riding

Evidence Requirements

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

You must provide performance evidence for helping three different riders throughout a ride.

You must prove that you have the necessary knowledge, understanding and skills to recognise hazardous situations to horses and riders. This may be achieved through questioning and answering.

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

Notes

Evidence can be gathered at any registered or affiliated competition.

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Unit 219 Contribute to the care of rehabilitation equine

Element 219.1	Receive equines and carry out an initial assessment
Element 219.2	Contribute to the initial equine rehabilitation plan
Element 219.3	Contribute to the ongoing care of equines

About this unit

This unit is for those people whose work involves them contributing to the specialist care of rehabilitation horses.

The first element involves the receiving of horses at the centre, ensuring that clients are put in contact with the appropriate member of staff and carrying out an initial assessment of the horse.

The second element involves monitoring the horse's behaviour and contributing to the initial rehabilitation plan.

The third element involves contributing to the ongoing care and monitoring of the horse.

Element 219.1 Receive equines and carry out an initial assessment

Performance Criteria

You must:

- 1 **Receive** and identify clients and their equines on arrival and direct them to the appropriate member of staff
- 2 Encourage clients and their equines to feel at ease
- 3 Explain any practical requirements to clients clearly and within the limits of your responsibility
- 4 Ensure that the yard/senior staff have all the appropriate case details
- 5 Inform the clients of the next phase of the admission process
- 6 Carry out an **initial assessment** of the health of the equine
- 7 Comply with relevant health and safety practice at all times
- 8 Carry out any follow up actions required after admission
- 9 Maintain records as appropriate

Knowledge and Understanding

You must know and understand:

- (a) why it is important to find out from the client who they are and when they are expected
- (b) how to access case records or prepare new records
- (c) the filing and case recording system used in your workplace
- (d) why it is important to maintain a clean and tidy environment
- (e) basic hygiene requirements when receiving new equines
- (f) the information that should be provided to clients on the next phase of admission
- (g) how to communicate effectively and in a professional manner with clients
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element 219.1 Receive equines and carry out an initial assessment

Scope

This element requires that you :

- A. **receive** the 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** on the following types of equine
 - (i) those appearing to be in a generally good condition
 - (ii) those in a poor condition
 - (iii) those with limited mobility

Notes

Evidence from simulations is not acceptable for this element

Element 219.2 Contribute to the initial equine rehabilitation plan

Performance Criteria

You must:

- 1 Care for equine according to the agreed plan
- 2 **Monitor** the physical condition and behaviour of the equine at regular intervals and report to the appropriate person
- 3 **Monitor** the equine's ability to accept handling, leading, picking up feet, tying up
- 4 Access existing records and update records legibly, according to procedures
- 5 Assist with routine oral/topical medication
- 6 Assist with holding a nervous equine for routine tasks
- 7 Implement remedial exercise for equine according to initial plan
- 8 Comply with relevant health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) understand the key elements in designing a programme for the rehabilitation of equines, realising the importance of setting realistic goals
- (b) the reasons for recording health, behavioural and medication information
- (c) how to recognise when an equine is becoming distressed
- (d) understand the reasons for and methods of sedating an equine
- (e) alternative methods of handling distressed and nervous equines
- (f) the legislation that helps to protect animal welfare
- (g) awareness of equine charities and their role within the industry
- (h) whom to approach if you have an animal welfare concern
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element 219.2 Contribute to the initial equine rehabilitation plan

Scope

This element requires that you:

- A. Care for and **monitor** the following types of equine
 - (i) those in good health
 - (ii) those in poor health

Notes

Evidence from simulations is not acceptable for this element

Element 219.3 Contribute to the ongoing care of equines

Performance Criteria

You must:

- 1 Prepare **rations** according to instructions
- 2 Identify any medication and/or supplement given in the feed
- 3 Provide feed in a manner suitable to the condition and behaviour of the equine
- 4 Identify and record any behavioural patterns or difficulties when feeding
- 5 Establish the warmth of the equine and provide clothing according to instructions
- 6 Establish the initial weight of equines
- 7 **Monitor** the weight of equines as one indication of progress towards improving health
- 8 Establish the equine within its **accommodation**
- 8 Initially assess and **monitor** the condition of the feet and report findings to the appropriate person
- 9 Comply with relevant health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) conditions affecting the equine in poor health
- (b) the basic dietary requirements of the equine in poor health
- (c) non ridden exercise requirements of the unfit equine
- (d) stabling and/or paddock requirements for specific conditions
- (e) reasons for and problems relating to box resting an equine
- (f) techniques available to relieve boredom and prevent stress when dealing with equines with specific conditions
- (g) handling techniques when dealing with equines with specific conditions
- (h) the implications of long term medication
- (i) the ethical problems when deciding on euthanasia
- (j) the principals and key points of the relevant health and safety regulations and guidelines

Element 219.3**Contribute to the initial equine rehabilitation plan****Scope**

This element requires that you:

- A. Provide **rations** to the following types of equine
 - (i) under weight
 - (ii) over weight

- B. Establish the following types of equine within their **accommodation**
 - (i) equines that live singularly
 - (ii) equines that live in groups

- C. **Monitor** the following types of equine
 - (i) equine in generally good health
 - (ii) equine in poor health

Notes

Evidence from simulations is not acceptable for this element



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