Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



Assessment recording documents for Agricultural – animals (Units 214-219)

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Unit no: 214					Unit title: Recognise farm anima	ls Credit Value 1			
have male	to ph	ysica ale ar	Ily red nd you	cognis	arners will need to be assessed in three did se three 'real' species of farm animal. They f each of the three species, but if they are a notographs of the different genders could be	are not required to have access to the available they could be used.			
Learn	ing C)utcor	me:		The learner will be able to:				
					Recognise farm animals correctly				
					Use gender and breeding terms				
Asse	ssor	Initia	ls/Da	te					
						_			
						E			
Pract	ical E	vide	nce						
					Recognise and wear personal protection	<u> </u>			
					 Recognise three farm animal species of each (indicate which animals were 	s and name the male, female and young correctly recognised):			
					Species 1:				
					Male:				
					Female:				
					Young:	- a cow (bull, cow, calf)			
					Species 2:	- a sheep (ram, ewe, lamb) - a pig (boar, sow, piglet)			
					Male:	- a goat (billy, nanny, kid) - a horse (stallion/gelding, mare, foal)			
					Female:				
					Young:				
					Species 3:				
					Male				
					Female:				
					Young:				
					Remove and store personal protective	ve clothing			
					Wash and dry hands				

Continued.....

Unit 214: Recognise farm animals Continued......

Knowledge Evidence (evidence of answers given to be recorded in portfolio)						
	A reason for wearing personal protective clothing					
	 A reason for identifying 	animal sexes correctly				
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above						
Date all assessments completed for this unit:						
Name of Assessor	Name of Assessor Signature of Assessor Name of Learner Signature of Learner					

Unit no: 215		Unit title:	Unit title: Feed farm animals Cred								
	Guidance: For this unit, learners will need to feed one species of farm animal safely and correctly. This might be a single animal or a group of animals.										
Learning	g Outo	com	e:	The learner will be able to: • Feed farm animals correctly and safely Species of farm animal fed:							
Assess	or Ini	tials	s/Date								
				_							
								₩ ♣ E			
Practic	al Evi	den	се								
						ersonal protec		ata valeiala di usaa aannaatti.			
				 Recognise recognised 		of Duik anima	ai teed (<i>indica</i>	ate which 1 was correctly			
				Feed type:			- silage - hay				
				Recognise recognised		f concentrate		which 2 were correctly			
				Concentrate 1:			- nuts - cobs				
				Concentrate 2:			- cereals - pellets				
				Recognise	two types	of equipment	- other (plea used for feed	ling farm animals (indicate			
				which 2 we	re correctly	recognised)					
				Equipment 1:			- scoop - measure				
				Equipment 2:			- bucket - container				
				Check that	feed bucket	/container is o	lean				
				Collect and	check that t	tools and equi	ipment are saf	e to use			
				Clean out fe	eeding troug	jh					
				Feed anima	als with the o	correct quantit	y of food				
				Check that:	animals are	feeding					
				Clean and s	store feed b	uckets/contair	ners safely				
				Remove and store personal protective clothing							
				Wash and dry hands							
K	nowl	edg	e Evide	nce (evidence of a	nswers give	en to be record	ded in portfolio	p)			
						eding equipm					
					A reason for feeding the correct amount of food						
				A reason for checking that animals are feeding							
DECLA	RATIO			earning Outcome has been achieved by satisfactory performance of all the ents listed above							
				pleted for this uni	t:						
Nan	ne of <i>i</i>	Asse	essor	Signature of A	Assessor	Name of	f Learner	Signature of Learner			

Unit r	no:	21	6		Unit title: Bed down farm animals Credit Val						
	Guidance: For this unit, learners will need to prepare a bed for one species of farm animal. This might be a single animal or a group of animals.										
Learr	ning C	Outco	me:		The learner will be able to:						
					 Prepare a bed for a farm animal correctly and safely 						
					- 1 Topalo a boator a faith animal contoury and salory						
					Species of farm ani	mal:					
Asse	ssor	Initia	als/Da	ite							
									y \$ E		
									∀ ▶ □		
Pract	tical I	Evide	ence								
					Recognise and	•			ndicate which 2 types were		
					Recognise two correctly recognise		ollowing types	s of bedding (II	ndicate which 2 types were		
					Bedding type 1:			- shavings			
								wheat strawbarley straw			
					Bedding type 2:			-			
					Apply the correct amount of bedding using one of the following bedding types (indicate which source of bedding was used)						
					Bedding type:			- bales of sh - small bales - large bales	s of straw		
					Dispose of was	te mate	rial safely	I.			
					Clean and store	e tools a	nd equipment	safely			
					Remove and ste	ore pers	onal protectiv	e clothing			
					Wash and dry h	nands					
Knov	vledg	je Evi	idenc	e (evid	dence of answers giv	ven to b	e recorded in	portfolio)			
3					A reason for using good quality bedding for animals						
					A reason for providing bedding for animals						
					A reason for disposing of waste correctly						
DECI	LARA	MOITA			rning Outcome has t	oeen ac	nieved by sati	sfactory perfo	rmance of all the		
Date	all as	sessi		•	eleted for this unit:						
Name of Assessor					Signature of Asse	essor	Name of	f Learner	Signature of Learner		

Unit n	10:	217	7			Unit title:	Recogni	ise farm animal housir	ıg	Credit Value 1		
Guida	Guidance: For this unit, learners will need access to different types of farm animal housing.											
Learn	ina C)utcon	no:		The	The learner will be able to						
Leam	iiig C	ulcoi	ne.		•	 The learner will be able to Recognise four types of farm animal housing correctly and safely 						
Asse	ssor	Initia	ls/Da	te								
										₩ A E		
Pract	ical E	Evide	nce									
					•			ersonal protective clothir				
					•	Recognise been correc	<i>,</i> ,		(indic	ate which 4 types have		
						Animal hous	sing type 1:		- yard			
						Animal hous	sing type 2:		- field - pad			
						Animal hous	sing type 3:			shed house		
						Animal hous	sing type 4:	7	stable			
						Recognise six key features of areas used to house farm animals (indicate which 6 features were correctly recognised)						
						Feature 1:		, ,		from weeds		
						Feature 2:				- appropriate temperature for animal - dry		
						Feature 3:				from sharp objects		
						Feature 4:			- safe			
						Feature 5:			- clea	in		
					Facture C.					ee from hazards ood ventilation		
					Check that animal housing is safe							
					Report findings to supervisor							
					•	Remove an	d store pers	sonal protective clothing				
	Wash and dry hands											
Know	/ledg	e Evi	denc	e (evid	lenc	e of answers	s given to be	e recorded in portfolio)				
					A reason why farm animals need housing							
					 A reason why farm animal housing needs to be free from hazards and sharp objects 							
					A reason why the animal housing needs to be secure							
DECL	ARA	TION			rning Outcome has been achieved by satisfactory performance of all the ts listed above							
				•	letec	for this unit	:					
N	lame	of As	sesso	or	S	Signature of A	Assessor	Name of Learner		Signature of Learner		

Unit n	10:	21	8		Unit title:	le: Move a farm animal Credit Value 2				
Guida	Guidance: For this unit, learners will need to move one species of farm animal.									
Learn	ing C	utcor	ne:		The Learner will be able to:					
· ·					Move a farm animal(s) safely along identified route correctly and safely					
					Species of farm	animal mov	/ed:			
Asse	essoi	· Initia	als/D	ate						
Pract	iool I	Evido	200					ÿ 👌 E		
FIACE	icai i	zviae	nce							
							ersonal protective clothing			
					Recognise the animal(s) to be moved					
					Recognise where the animal(s) are to be moved to					
					Check that the route is free from obstacles and hazards					
					Report to supervisor when they have checked the route					
					Move the animal(s) to the new location					
					Secure the animal(s) in the new location					
					Remove and store personal protective clothing					
					Wash and dr	y hands				
Know	/ledg	e Evi	denc	e (evi	dence of answers	given to b	e recorded in portfolio)			
					A reason for walking the route the animal is to take					
					A reason for moving animals in a quiet manner					
DECL					arning Outcome has been achieved by satisfactory performance of all the					
					leted for this unit:	<u> </u>				
Name of Assessor					Signature of A		Name of Learner	Signature of Learner		

Unit no: 219 Unit title: Maintain a fence Credit Value								Credit Value 2			
	Guidance: For this unit, if there are different tools/materials not listed, indicate which other tools were recognised by writing them in under 'other'. Assistance may be given in holding materials to be fixed.										
Learn	ing O	utcon	ne:		The learner will be able to: Maintain a fence correctly and safely						
			' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '				, , , , , , , , , , , , , , , , , , , ,				
Asses	ssor I	nitiai	s/Dat	e							
									₿EM		
Pract	ical E	vider	nce								
					 Recognis 	e and wear pe	rsonal protectiv	e clothing			
					Recognis	e and check th	e fence to be r	naintained			
					Check with supervisor what needs to be maintained or mended						
					Collect to	ols as appropri	iate <i>(indicate</i> w	hich tools (a	t <u>least</u> two) were used:)		
					Tools use	ed:		- crowba	ır		
								- saw - claw ha	ammer		
								- fencing	_		
								- spade/ - other	spit		
					Check tools are safe to use						
					Collect materials required (indicate which materials (at <u>least</u> two) were used)						
					Tools use	ed:		- nails/st - panels	aples		
								- rails - wire - posts/s	takes		
								- other			
					•		sistance if requ				
					Clear the	site after work	has been com	pleted			
					Clean and store tools correctly and safely						
					Return un	used materials	s to store				
					Dispose of waste						
					Remove and store personal protective clothing						
Wash and dry hat					Wash and	d dry hands					
Know	ledge	e Evid	dence	e (evid	idence of answers given to be recorded in portfolio						
					A reason for maintaining a fence						
					A reason for clearing the site after work has been completed						
DECL	.ARA				arning Outcome has been achieved by satisfactory performance of all the nts listed above						
Date a	all ass				eted for this ur	nit:					
Name of Assessor						of Assessor	Name of	Learner	Signature of Learner		
					<u> </u>				-		
Ī											

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- Walled Garden: how to register and certificate candidates on line
- Qualifications and Credit Framework: general guidance about and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events**: dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.

Useful contacts

General qualification	ו. דדה נטוט ברכ דדסנט E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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