

# Level 1 Award, Certificate and Diploma in Work-based Agriculture (0066-11)



[www.nptc.org.uk](http://www.nptc.org.uk)

## Qualification handbook and candidate guide

Version 2.3  
July 2021



## Publications and enquiries

Publications are available as hard copy from:

City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom

or

as pdf file from [www.nptc.org.uk](http://www.nptc.org.uk) under the 'Qualifications' tab, and then click on 'Agriculture'.

General information may be obtained from:

Customer support  
City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom  
Tel: +44 (0) 24 7685 7300  
Fax: +44 (0) 24 7669 6128  
Email: [information@nptc.org.uk](mailto:information@nptc.org.uk)

## Equal opportunities

City & guilds NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in City & guilds NPTC's interests, and the interests of those who work for or in association with City & Guilds NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment. For a copy of our Equal Opportunities Policy please contact your assessment centre or City & Guilds NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

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Version and date	Change detail	Section
V2.3 July 2021	Centre, assessor and Interval Verifier requirements updated	Assessment strategy

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## Level 1 Award, Certificate and Diploma in Work-based Agriculture (0066-11)

This document contains the information that centres need to offer the following qualifications:

Qualification title(s) and level(s)	City & Guilds qualification number(s)	Ofqual accreditation number(s)	GLH	TQT
Level 1 Award in Work-based Agriculture	0066-11	500/6713/8	90	100
Level 1 Certificate in Work-based Agriculture	0066-11	500/6752/7	225 - 315	250
Level 1 Diploma in Work-based Agriculture	0066-11	500/6761/8	333	370

## **What is the Qualifications and Credit Framework?**

The Qualifications and Curriculum Authority are introducing the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. It will allow learners to build towards a qualification, rather than having to do all of it at the same time. Qualifications may be built up from individual units according to rules of combination. The qualifications and rules of combination (structures) are set out in this handbook. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the agricultural industry.

Delivery and assessment of this qualification is similar to the previous NVQs but there are some administrative changes that centres will need to put in place, such as access to unique learner numbers.

Each unit has been assigned a number of credits and the units will be assessed in the workplace and build up to an Award, Certificate or Diploma depending on the total number of credits gained.

## **Introduction to the Qualification**

The Level 1 Award, Certificate and Diploma in Work-Based Agriculture are programmes of work-based training and assessment leading to nationally recognised qualifications. They aim to:

- meet the needs of learners who work or want to work in the Agriculture sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the Agriculture sector
- replace the following qualifications:  
NPTC Level 1 NVQ in Agriculture (0136-01 & -91) which expires on 31/07/2009. (QAN 100/2455/4).

## Publications and resources

City & Guilds NPTC provides the following publications and resources specifically for these qualifications:

Description	How to access
<p><b>Qualification handbook and Candidate guide</b></p> <p>This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.</p> <p>It also provides guidance for candidates and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by candidates and assessors at the centre.</p>	<p>TS-11-0066 <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p><b>Portfolio builder pack for candidates and assessors</b></p> <p>This has a series of recording forms that may be helpful for centres and candidates to use. The forms are generic and may be used for any City &amp; Guilds NPTC work-based qualification.</p>	<p>PB-NPTC <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p><b>Information sheet</b></p>	<p><a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>

## Level 1 Award, Certificate and Diploma in Work-based Agriculture (0066-11)

### Unit details

All units available in the different qualification routes are listed below. The rules of combination for each route within the qualification are detailed separately. Please refer to this carefully to ensure that the correct units are delivered for the chosen routes.

Accreditation unit reference	City & Guilds unit number	Unit title	Level	Credit value
R/600/0291	Unit 101	Maintain the safety of self and others in the workplace	1	4
D/502/4096	Unit 102	Principles of transporting supplies of physical resources within the work area	1	1
J/502/4741	Unit 103	Assist with the transport of supplies of physical resources within the work area	1	2
F/502/4608	Unit 104	Assist with the maintenance of equipment	1	3
F/502/4740	Unit 105	Principles of the maintenance of equipment	1	2
A/502/4607	Unit 106	Assist with the basic preparation and operation of a tractor	1	7
T/502/4606	Unit 107	Principles of basic preparation and operation of a tractor	1	3
K/502/4098	Unit 108	Assist with maintaining structures and surfaces	1	2
R/502/5715	Unit 109	Principles of maintaining structures and surfaces	1	2
A/502/4588	Unit 110	Assist with the care of animals	1	2
F/502/4589	Unit 111	Principles of the care of animals	1	2
D/502/4101	Unit 112	Assist with the movement of animals	1	2
Y/502/4100	Unit 113	Principles of the movement of animals	1	1
K/502/4750	Unit 114	Principles of preparing sites and planting extensive crops	1	1
T/502/4749	Unit 115	Assist with preparing sites and planting extensive crops	1	4
K/502/4747	Unit 116	Principles of maintaining the health of extensive crops	1	1
M/502/4748	Unit 117	Assist with maintaining the health of extensive crops	1	3
L/502/4742	Unit 118	Assist with harvesting and preparing crops	1	3



Y/502/4744	Unit 119	Principles of harvesting and preparing crops	1	1
F/502/4107	Unit 120	Principles of preparing and maintaining livestock accommodation	1	1
J/502/4108	Unit 121	Assist with preparing and maintaining livestock accommodation	1	2
M/502/4605	Unit 122	Principles of the preparation and the monitoring of livestock outdoors	1	1
Y/502/4601	Unit 123	Assist with preparation and the monitoring of livestock outdoors	1	2
D/502/4051	Unit 124	Adopt good bio-security practices at work	1	3
M/502/4099	Unit 125	Principles of good bio-security practices at work	1	1
	900	Certification module for the Award		
	901	Certification module for the Certificate		
	902	Certification module for the Diploma		

## Rules of combination for the Level 1 Award, Certificate and Diploma in Work-based Agriculture (0066-11)

### Award

<b>0066-11 Level 1 Award in Work-based Agriculture</b>	
Rules for achievement of qualification	10 credits from (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123), (124+125) which must be spread across at least 2 groups of units plus certification module 900

### Certificate

<b>0066-11 Level 1 Certificate in Work-based Agriculture</b>	
Rules for achievement of qualification	101-105, plus 4 groups units from (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123), (124+125) plus certification module 901

### Diploma

<b>0066-11 Level 1 Diploma in Work-based Agriculture</b>	
Rules for achievement of qualification	101-105, plus 25 credits from (106+107), (108+109), (110+111), (112+113), (114+115), (116+117), (118+119), (120+121), (122+123), (124+125) plus certification module 902.

## **Assessment**

The units will be assessed by the gathering of work-based evidence into a portfolio. The authenticity, sufficiency and validity of the evidence will be judged by the assessor.

### **Assessment strategy**

#### **Centre staffing**

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

#### **Assessors and internal verifiers**

The centre must provide Assessor personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. The centre must provide Internal Quality Assurance personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. Assessors/Internal Quality Assurance personnel may hold relevant qualifications such as D32/33/34 or A1/V1 or TAQA however they are not a mandatory requirement for this qualification. They should have had formal training in assessment/IQA, which may be the qualifications above, or other training that allows the assessor to demonstrate competence in the practice of assessment/IQA. This training may be carried out in-house or with an external agency.

TAQA qualifications are considered very appropriate as Continuing Professional Development (CPD) or as best practice standards for new centre staff to work towards

## **Centre and qualification approval**

New centres must apply for centre and qualification approval. In the first instance they should contact Sales, Marketing and Communications at NPTC. (020 7685 7300)

Existing City & Guilds NPTC or City & Guilds centres will need to get specific qualification approval to run this qualification. They should contact [verification@nptc.org.uk](mailto:verification@nptc.org.uk).

Full details of the process for both centre and qualification approval are given in 'Providing City & Guilds NPTC qualifications – a guide to centre and qualification approval' which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

City & Guilds NPTC and City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular City & Guilds NPTC or City & Guilds qualification, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds NPTC or City & Guilds.

## **Registration and certification**

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under the appropriate qualification/complex.
- Candidates achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the number and combination of assessment components required for the Award, Certificate or Diploma will, in addition, be issued the relevant Certificate, on submission of the grading component.

Full details on the procedures for these qualifications will be found in the City & Guilds On-line Catalogue. This is accessed through the Walled Garden.

## Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds NPTC will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds NPTC.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

For candidates with particular requirements, centres should refer to City & Guilds NPTC's policy document *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

## The Portfolio Builder Pack

This is available on [www.nptc.org.uk](http://www.nptc.org.uk) (see page 6). It contains a series of pro-formae that may be helpful to candidates/assessors in the compilation of portfolios. Included in the pack are the following pro-formae:

- Centre contacts form
- Self assessment and personal action plan form
- Record of units achieved
- Witness status list
- Witness testimony form
- Assessment planning form
- Candidate feedback sheet

Where witness testimony is used, the Witness Status List must be completed on one occasion by any witnesses used.

The record of units achieved must also be updated as the candidate completes each unit.

The use of the other forms is optional.

## Functional Skills Mapping

Unit no	English	Mathematics	Information and Communication Technology
101	Speak and listen level 1 Writing level 1		
102	Speak and listen level 1 Writing level 1	Entry 2	
103			
104			
105	Speak and listen level 1 Writing level 1		
106			
107	Speak and listen level 1 Writing level 1		
108			
109	Speak and listen level 1 Writing level 1		
110	Speak and listen level 1 Writing level 1	Level 1	
111	Speak and listen level 1 Writing level 1		
112	Speak and listen level 1		
113	Speak and listen level 1 Writing level 1		
114	Speak and listen level 1 Writing level 1		
115		Level 1	
116	Speak and listen level 1 Writing level 1		
117			
118	Speak and listen level 1		
119	Speak and listen level 1 Writing level 1	Level 1	
120	Speak and listen level 1 Writing level 1		

<b>121</b>	Speak and listen level 1		
<b>122</b>	Speak and listen level 1 Writing level 1	Level 1	
<b>123</b>	Speak and listen level 1	Level 1	
<b>124</b>		Level 1	
<b>125</b>	Speak and listen level 1 Writing level 1		

## The units

As units are signed off as completed the record of units achieved proforma should be updated

## How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Qualification handbook this column is used for assessor guidance. In the Candidate's Guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Candidate Guide and Logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.

Below is an example of how a recording sheet may look, with entries by the candidate, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.



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**UNIT 103      EXAMPLE COMPLETED UNIT**

<b>TITLE</b>	Assist with transporting supplies of physical resources within the work area	Candidate name
<b>LEVEL</b>	1	
<b>CREDIT LEVEL</b>	2	
The candidate will be able to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit. Assessment is by activities to meet the performance criteria and scope in work or work-equivalent situations.		

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>	<b>For inserting direct evidence or referencing to where the evidence can be found</b>
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	Tom correctly located 6 bags of Growmore to be moved to 4 acre field 23-06-2009. MF <i>Tom collected all the tools required for the planting operation, following verbal instructions 25-06-2009 AO</i>
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	<i>Tom holds the NPIC CoC in Safe Manual Handling-operator Evidence 1</i>
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	<i>Tom holds the NPIC CoC in Safe Manual Handling-operator Evidence 1</i>

## UNIT 103

	<p>1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination</p>	<p>Tom stacked the sacks of fertilizer on a pallet and covered them with a tarpaulin 23-06-2009 MF</p> <p><i>Tom delivered the tools to the planting site and stacked them neatly at the side of the work area 25-06-2009 AO</i></p>
<p>2. Be able to assist with the transport of physical resources within the work area</p>	<p>2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements</p>	<p>Tom used a wheelbarrow to move the sacks of fertilizer and stopped twice to ensure the load was safe. He loaded the weight over the axle and moved one bag at a time. MF</p>
	<p>2.2 Minimise damage to equipment and resources during transportation</p>	<p><i>Tom moved the tools for planting in a wheelbarrow. He carefully manoeuvred between the buildings and adjusted the angle of the tools to avoid damage to the plants at the edge of the long border. AO</i></p>
	<p>2.3 Monitor the physical resources during transportation and take the appropriate action for any which become unsafe</p>	<p><i>See 2.2 above AO</i></p>

**UNIT 103**

<p>3. Be able to work safely</p>	<p>3.1 Maintain health and safety according to relevant legislation and codes of practice</p>	<p>Tom used safe lifting techniques to load the barrow with fertiliser on 23-06-2009 and returned the barrow to store after use. M F  <i>Also with tools on 25-06-2009</i>  <i>Tom avoided overloading the barrow and moved carefully around obstacles. He moved some plants put of the way to give him an unobstructed pathway between the buildings. AO</i></p>
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**Candidate's signature**

I confirm that the evidence above is all my own work

Tom Candidate..... Date 28-06-2009.....

**Assessor's name** A.N.Other .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed ANOther.....Date 28-06-2009.....

**Internal verifier's signature (if sampled)**

.....Date.....

In the example above, M Farmer is the candidate's supervisor, Anthony Other is the assessor and Tom Candidate is the candidate. All 3 can complete sections of the Candidate's logbook. Supplementary evidence needs to be referenced, eg in the example above the candidate's Manual Handling certificate would be referenced as Evidence 1.

Guidance on the unit is given at the top. Any items of scope are dealt with within the criteria. M Farmer would need to complete a line on the Witness status list.

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I confirm that the evidence in this portfolio relates to my own work.

Candidate Name.....Signature.....Date.....

I confirm that all Practical and Underpinning Knowledge requirements have been assessed for this qualification and the evidence meets the required standards for validity, authenticity, and sufficiency.

Assessor Name.....Signature.....Date.....

Internal verifier.....Signature.....Date.....

## Unit 101

TITLE	Maintain the safety of self and others in the workplace	Candidate Name:
NDAQ REFERENCE	R/600/0291	
LEVEL	1	
CREDIT LEVEL	4	
<p>This unit is designed to develop the knowledge, skills and understanding to ensure that health and safety becomes part of routine working practices; to build habits of working with regard for personal safety and that of others, and if an emergency does occur to know what to do and who to report to.</p> <p>Relationship to National Occupational Standard: Underpinning Knowledge of CU1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the current health and safety legislation and codes of practice that apply to own areas of work	1.1 Give two examples of current health and safety legislation and outline one responsibility for each that applies to own area of work	
	1.2 Identify who accidents, incidents or problems should be reported to in own area of work and why this is necessary	
2. Understand the risks to health and safety in own area of work	2.1 Give at least three examples of specific hazards in own work situation	
	2.2 Identify who else might be affected by the hazards	



## Unit 101

	2.3 Outline what measures could be taken in own work situation to eliminate hazards or reduce the chance of them causing harm	
3. Be able to prepare to work safely	3.1 Select and wear appropriate protective clothing	
	3.2 Clean and tidy the work area before starting work, taking immediate steps to reduce any hazards if identified	
	3.3 Select and organise tools, materials and equipment before use	
	3.4 Follow guidance/instructions to warn others that work is about to start and of any hazards this may cause	
4. Be able to work safely	4.1 Follow safety procedures and/or training to ensure the health and safety of self and others	
	4.2 Prepare and use equipment and/or materials safely and correctly as instructed	

## Unit 101

	4.3 Demonstrate safe lifting and handling techniques and use of handling equipment if appropriate	
	4.4 Follow guidance/instructions to minimise environmental damage during work	
5. Leave the work area in a safe condition	5.1 Clear and tidy the work area after use	
	5.2 Dispose of waste safely and correctly in a designated area as directed	
	5.3 Clean and store tools, equipment and PPE after use as directed	
6. Know what to do in emergencies	6.1 State what actions to take in the event of two different types of emergency that might happen in own workplace	
	6.2 State who is responsible for dealing with each type of emergency and who and/or where to report to	

**Unit 101**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

### Unit 102

TITLE	Principles of transporting supplies of physical resources within the work area	Candidate Name:
NDAQ REFERENCE	D/502/4096	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe how to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how load and unload physical resources safely	1.1 Give reasons for, and methods of, labelling products and equipment for transportation	
	1.2 State safe lifting techniques	
	1.3 State the correct use of lifting equipment and relevant legal restrictions on operation	
	1.4 State ways of securing products and equipment for transit in order to maintain safety and minimise damage	
	1.5 State relevant methods of protecting product and equipment from adverse weather conditions and contamination	

## Unit 102

	1.6 State loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually	
	1.7 State methods for the safe stacking of products	
2. Know how to transport physical resources within the work area	2.1 Give correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment	
	2.2 State ways of handling transportation equipment to minimise damage to physical resources in transit	
	2.3 State ways of monitoring the condition of physical resources during transit	
3. Know how to work safely	3.1 State health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment	

**Unit 102**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

### Unit 103

TITLE	Assist with the transport supplies of physical resources within the work area	Candidate Name:
NDAQ REFEREANCE	J/502/4741	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to unload physical resources, in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit.            Relationship to National Occupational Standard: Practical outcomes of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	
	1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination	

**Unit 103**

2. Be able to assist with the transport of physical resources within the work area	2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements	
	2.2 Minimise damage to equipment and resources during transportation	
	2.3 Monitor the physical resources during transportation and take the appropriate action for any which become unsafe	
	2.4 Maintain health and safety according to relevant legislation and codes of practice	
3. Be able to work safely	3.1 Maintain health and safety according to relevant legislation and codes of practice	



**Unit 103**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 104

TITLE	Assist with the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4608	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with the maintenance of tools, equipment and machinery using hand tools and comply with all health and safety requirements.            Relationship to National Occupational Standard: Practical outcomes of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of equipment for maintenance under supervision	1.1 Check that the equipment requiring maintenance is safe in accordance with instructions	
	1.2 Keep the work area safe and in a condition suitable for the maintenance procedure	
	1.3 Obtain the necessary hand tools and materials for maintenance in accordance with instructions	
	1.4 Complete the preparation of equipment for maintenance in accordance with instructions	

## Unit 104

2. Be able to assist with the maintenance of equipment under supervision	2.1 Maintain manual and mechanical equipment in accordance with instructions	
	2.3 Clean and store tools correctly after use	
3. Be able to work safely	3.1 Maintain health and safety in accordance with instructions and relevant legislation and codes of practice.	
	3.2 Correctly identify and report any hazards	
	3.3 Dispose of waste safely in accordance with instructions.	
	3.4 Carry out work in a manner which minimises any environmental damage.	

**Unit 104**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 105

TITLE	Principles of the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4740	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the maintenance of tools, equipment and machinery using hand tools and how to comply with all health and safety requirements.            Relationship to National Occupational Standard: Underpinning knowledge of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare equipment for maintenance	1.1 State the importance of following instructions	
	1.2 State the correct use of hand tools and materials	
	1.3 State types and correct ways of wearing protective clothing and give reasons why it must be worn	
2. Know how to undertake maintenance procedures.	2.1 Give reasons for the maintenance of equipment and the importance of following instructions	

**Unit 105**

	2.2 State legislative requirements relating to the maintenance of equipment	
	2.3 State the limits of their responsibility in relation to the maintenance of equipment	
	2.4 List situations in which assistance is required	
	2.5 State the appropriate condition and location of tools on completion of maintenance procedures	
3. Know how to work safely	3.1 State what actions should be taken in the event of incidents which affect the health and safety of self and others	

**Unit 105**

	3.2 State their health and safety responsibilities in relation to the preparation of equipment	
	3.3 State how waste should be safely disposed of	
	3.4 State ways of minimising environmental damage during work activities	

**Unit 105**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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### Unit 106

TITLE	Assist with the basic preparation and operation of a tractor	<b>Candidate Name :</b>
NDAQ REFERENCE	A/502/4607	
LEVEL	1	
CREDIT LEVEL	7	
<p>The candidate will be able to prepare and operate a tractor in varied ground conditions and including the use of trailed and mounted implements. All work will take place in a supervised context and must meet appropriate health and safety requirements. Activities will not take place on public highways.</p> <p>NB Centres are obliged to carry out risk assessments for any activities in which learners are involved, and this is particularly relevant with the use of machinery. The legal age for the use of tractors on farms is 13. Therefore it is appropriate on farms for 14-16 year olds to have careful and managed training and assessment in the use of tractors with a 1:1 ratio of learner : assessor.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU10</p>		

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>	<b>For inserting direct evidence or referencing to where the evidence can be found</b>
The learner will:	The learner can:	
1. Be able to assist with the preparation of a tractor for operation	1.1 Carry out pre-start checks and adjustments in accordance with procedures and in line with current and relevant legislation	
	1.2 Check and adjust operator environment to meet personal requirements	
	1.3 Fuel tractor ready for day's operation	
	1.4 Confirm the vehicle is safe and ready for use	

**Unit 106**

	1.5	Check the immediate work area for hazards and obstacles and take the appropriate action	
2. Be able to operate a tractor	2.1	Check the immediate work area for hazards and take the appropriate action	
	2.2	Start tractor in line with good practice	
	2.3	Use the appropriate warning signals	
	2.4	Conduct all movements of the tractor safely and as instructed	
	2.5	Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain	

**Unit 106**

	2.6 Deal with any hazards and obstacles encountered during the operation in accordance with standard practice	
	2.7 Leave the vehicle safe after use and in a condition suitable to its future use	
	2.8 Carry out all work activities in accordance with health and safety legislation, and codes of practice	
3. Be able to prepare and fit an attachment to a tractor	3.1 Confirm suitability of attachment as instructed	
	3.2 Carry out pre-operational checks on attachments	
	3.3 Check the immediate work area is suitable for fixing attachments and free from hazards and obstacles	

## Unit 106

	3.4	Fix attachment to tractor in line with instructions and good practice	
	3.5	Ensure attachment is secure and safe	
4. Operate a tractor with attachments	4.1	Check the immediate work area for hazards and take the appropriate action	
	4.2	Conduct all movements of the tractor and attachment safely with due consideration to the type of attachment	
	4.3	Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain	
	4.4	Use tractor with attachments safely at all times	
	4.5	Deal with any hazards and obstacles encountered during the operation in accordance with standard practice	

**Unit 106**

	4.5 Report any faults and damage to the appropriate person	
	4.7 Carry out all work activities in accordance with health and safety legislation, and codes of practice	

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 107

TITLE	Principles of basic preparation and operation of a tractor	Candidate Name:
NDAQ REFERENCE	T/502/4606	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to prepare and operate a tractor in varied ground conditions and including the use of trailed and mounted implements. All work will take place in a supervised context and must meet appropriate health and safety requirements. Activities will not take place on public highways.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU10</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare and operate a tractor for operation	1.1 State the required pre-start checks and adjustments and the reasons for doing these	
	1.2 List current and relevant health and safety in relation to the preparation and use of tractors	
	1.3 Describe the use of appropriate warning signals and indicators and the length of time that these are displayed	
	1.4 State types of hazards which may be encountered and how these should be dealt with	

## Unit 107

	1.5 State the capabilities of the vehicle and the expected efficiency of vehicle operation	
	1.6. Give the reasons why the vehicle should be left in a condition suitable for future use	
	1.7 List health and safety legislation, and codes of practice in relation to the preparation and use of tractors	
	1.8 State the capabilities of the vehicle and the expected efficiency of vehicle operation	
2. Know how to prepare and fit an attachment to a tractor	2.1 State required pre-operational checks for attachments	
	2.2 List types of attachments and how they should be secured to the trailer	
	2.3 State types of attachments that are safe for use with the tractor and those that are not	

**Unit 107**

	2.4 State health and safety requirements in relation to tractor attachments	
3. Know how to operate a tractor with attachments	3.1 State the ways in which the vehicle should be manoeuvred	
	3.2 Describe how different weather and ground conditions must be taken into account	
	3.3 State types of hazards which may be encountered and how these should be dealt with	
	3.4 State the capabilities of the tractor and its attachment	



**Unit 107**

	3.5 State the reasons why faults and damage should be reported	
	3.6 Describe health and safety legislation, and codes of practice in relation to the safe use of tractors and attachments	

**Unit 107**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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**Internal verifier's signature (if sampled)**

.....Date.....

### Unit 108

TITLE	Assist with maintaining structures and surfaces	Candidate Name
NDAQ REFERENCE	K/502/4098	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to maintain structures and surfaces by cleaning, rubbing-down and applying surface protection, using hand tools and comply with all health and safety requirements.</p> <p>Relationship to National occupational standards: Practical outcome of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with maintaining structures and surfaces	1.1 Correctly prepare the necessary tools and materials for the maintenance operation	
	1.2 Prepare the area for the work in a manner appropriate for the maintenance operation	
	1.3 Maintain structures and surfaces effectively and completely in accordance with the instructions, to include <ul style="list-style-type: none"> <li>• cleaning</li> <li>• rubbing down</li> <li>• surface protection</li> </ul>	

**Unit 108**

	1.4 Use tools safely and correctly	
	1.5 Report any problems that arise without delay	
	1.6 Maintain the health and safety of self and others at all times	
	1.7 Handle and dispose of waste safely and correctly	
	1.8 Leave the site in a safe condition	
	1.9 Clean tools after use in an appropriate manner	
	1.10 Store tools and materials after use in an agreed and safe location	

**Unit 108**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

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.....Date.....

### Unit 109

TITLE	Principles of maintaining structures and surfaces	Candidate Name:
NDAQ REFERENCE	R/502/5715	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe how to maintain structures and surfaces by cleaning, rubbing-down and applying surface protection, using hand tools and comply with all health and safety requirements.            Relationship to National Occupational Standard: Underpinning knowledge of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to maintain structures and surfaces	1.1 State why structures and surfaces need to be maintained	
	1.2 State the potential problems which may arise if maintenance is not carried out	
	1.3 List the tools and materials which are needed for different maintenance operations	
	1.4 State how to prepare tools and materials for the particular maintenance operation	

**Unit 109**

	1.5 State how to prepare structures and surfaces for the different maintenance operations	
	1.6 State the correct way to carry out the different maintenance operations	
	1.7 State what the result of effective maintenance operations should look like	
	1.8 State how to correctly use tools and materials	
	1.9 Describe how to maintain their own health and safety during the maintenance operations	

## Unit 109

	1.10 State how to reduce the risk to other's health and safety when undertaking maintenance operations (e.g. by putting up notices)	
	1.11 List the types of problems or difficulties which may occur, relating to: health and safety, damage, weather conditions and unforeseen circumstances, and state what you need to do if these occur	
	1.12 State how to handle and dispose of waste safely	
	1.13 State how to clean and store tools correctly and the risks of not doing so	



**Unit 109**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

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.....Date.....

## Unit 110

TITLE	Assist with the care of animals	Candidate Name:
NDAQ REFERENCE	A/502/4588	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the care of animals, including monitoring the health and condition of the animals and providing feed and water. All work will take place in a supervised context and must meet appropriate health and safety requirements.            Relationship to National Occupational Standard: Practical outcomes of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with monitoring and caring for the health and well-being of animals	1.1 Treat animals according to relevant legislation	
	1.2 Minimise any likelihood of stress and injury to the animals	
	1.3 Optimise the health and well-being of animals during their work	
	1.4 Provide animals with the necessary opportunity to display natural behaviour, e.g. appearance, posture and movement, behaviour, bodily functions, social interaction	

## Unit 110

	1.5 Monitor and report physical condition, behaviour and the general health and well-being of animals clearly and accurately to others	
	1.6 Monitor and report on the animal's environment	
	1.7 Maintain health and safety and the welfare of animals, during work	
2. Be able to assist with providing food and water for animals	2.1 Feed animals in accordance with instructions	
	2.2 Supply water to the animals from the correct sources, in the correct quantities and using the system in accordance with instructions	
	2.3 Monitor and report on the animal's feeding and drinking habits	
	2.4 Clean and maintain equipment ready for use and store it safely and securely in an appropriate place	

**Unit 110**

	2.5 Dispose of any waste from feeding in the correct manner and place	
	2.6 Maintain health and safety, and the welfare of the animals, during work	

**Unit 110**

**Candidate's signature**

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..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 111

TITLE	Principles of the care of animals	Candidate Name:
NDAQ REFERENCE	F/502/4589	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the care of animals, including monitoring the health and condition of the animals and providing feed and water, including appropriate health and safety requirements.          Relationship to National Occupational Standard: Underpinning knowledge of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to monitor and care for the health and well-being of animals	1.1 Describe how to promote the health and well-being of animals and minimise any stress or injury	
	1.2 State their responsibility under health and safety and animal welfare legislation	
	1.3 State why animals need exercise and how the type and amount of this varies between different species and different animals	
	1.4 State how animals optimise their own physical functioning and appearance	

## Unit 111

	1.5 Describe signs of health in different animal species in relation to appearance, posture and movement, behaviour, bodily functioning, social interaction	
	1.6 State signs which indicate potential problems with an animal's health and well-being and state appropriate actions which could be taken when this occurs	
	1.7 List signs of stress in animals	
	1.8 Give examples of preventive care which is designed to maintain the health and well-being of animals	
	1.9 State how the environment may be adjusted to maintain the animal's health	
	1.10 State how to recognise an animal health emergency and what should be done if this occurs	

## Unit 111

	1.11 State why unusual signs should be reported	
2. Know how to provide food and water to animals	2.1 State an appropriate method and system for feeding three types of animals	
	2.2 Describe the normal feeding habits of the animals	
	2.3 State the hygiene requirements for feeding and watering of animals	
	2.4 State their responsibility for safe and effective animal handling under relevant legislation and codes of practice	
	2.5 State why waste should be disposed of in a safe manner and place	



**Unit 111**

**Candidate's signature**

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**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 112

TITLE	Assist with the movement of animals	Candidate Name
NDAQ REFERENCE	D/502/4101	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the movement of animals, between different locations, and including loading and unloading the animals from transport vehicles. All work will take place in a supervised context and must meet appropriate health and safety requirements.            Relationship to National Occupational standard: Practical outcomes of CU31</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with moving animals from one place to another	1.1 Communicate effectively with their colleagues	
	1.2 Approach the animals quietly, calmly and confidently	
	1.3 Handle and restrain animals safely	
	1.4 Move animals to the correct place and re-establish them as instructed	

## Unit 112

	1.5	Maintain the health and safety of themselves and others at all times	
	1.6	Maintain the well-being of the animals at all times	
	1.7	Report any problems to the appropriate person	
2. Be able to assist with the loading and unloading of animals for transport	2.1	Prepare animals for transport as instructed	
	2.2	Prepare the transport vehicle so that it is safe for animals to travel	
	2.3	Load and unload the animals as instructed	
	2.4	Establish the animals in the new area as instructed	

**Unit 112**

	2.5 Maintain the health and safety of themselves and others at all times	
	2.6 Maintain the well-being of the animals at all times	
	2.7 Communicate effectively with their colleagues	
	2.8 Report any problems to the appropriate person	

**Unit 112**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 113

TITLE	Principles of the movement of animals	Candidate Name:
NDAQ REFERENCE	Y/502/4100	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe the movement of animals, between different locations, and including loading and unloading the animals from transport vehicles and appropriate health and safety requirements.            Relationship to National Occupational Standard: Underpinning knowledge of CU31</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to move animals from one place to another	1.1 State how to approach, handle and restrain animals correctly	
	1.2 State how to move and establish animals in new areas safely	
	1.3 State how to maintain health and safety while moving animals	
	1.4 State which problems should be reported, when and to whom	

### Unit 113

	1.5 State how to recognise and respond to concerns about animal health and behaviour	
2. Know how to load and unload animals for transport	2.1 State how to maintain the well-being of the animals	
	2.2 Describe how to get animals ready for loading and unloading	
	2.3 Describe how to make the transport vehicle ready for animals including: cleanliness, health and safety, security and removal of hazards	
	2.4 State how animals are loaded and unloaded safely	
	2.5 State which problems should be reported, when and to whom	
	2.6 List the relevant legislation which applies to loading and unloading animals	

**Unit 113**

	2.7 State how to recognise and respond to concerns about animal health and behaviour	
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**Candidate's signature**

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..... Date .....

**Assessor's name**

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.....Date.....



## Unit 114

TITLE	Principles of preparing sites and planting extensive crops	Candidate Name:
NDAQ REFERENCE	K/502/4750	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe the site preparation and planting operations as applicable to the particular extensive cropping situation. Planting may involve seeds or plants, and may be by machine or hand.            Relationship to National Occupational Standard: Underpinning knowledge of AgC1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare sites for planting extensive crops	1.1 List the equipment and materials which are necessary for preparing the site	
	1.2 State methods of maintaining this equipment and materials in a fit state for use	
	1.3 State correct methods for using equipment and materials	
	1.4 Give reasons for preparing the site	

### Unit 114

2. Know how to plant extensive crops	2.1 State how seeds or plants should be transported and the reasons for this	
	2.2 State methods of maintaining the equipment in a fit state for use	
	2.3 State correct methods of using equipment	
	2.4 Give reasons for planting of crops at the correct time an season	
3. Know how to work safely	3.1 State the ways in which waste and environmental damage can be minimised	
	3.2 Describe health and safety requirements in relation to the preparation of the site	
	3.3 State the individual's responsibility for maintaining health and safety	

**Unit 114**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 115

<b>TITLE</b>	Assist with preparing sites and planting extensive crops	Candidate name:
<b>NDAQ REFERENCE</b>	T/502/4749	
<b>LEVEL</b>	1	
<b>CREDIT LEVEL</b>	4	
<p>The candidate will be able to carry out site preparation and planting operations as applicable to the particular extensive cropping situation. Planting may involve seeds or plants, and may be by machine or hand. Work will be in a directed context.            Relationship to National Occupational Standards: Practical outcomes of AgC1</p>		

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>	<b>For inserting direct evidence or referencing to where the evidence can be found</b>
The learner will:	The learner can:	
1. Be able to assist with preparing sites for planting extensive crops	1.1 Maintain equipment in a safe and effective condition throughout	
	1.2 Use equipment and materials correctly, efficiently and safely throughout	
	1.3 Prepare the site in accordance with instructions	

**Unit 115**

2. Be able to plant extensive crops, under supervision	2.1 Transport seeds or plants for planting effectively, efficiently and in accordance with instructions	
	2.2 Maintain equipment in a safe and effective condition throughout	
	2.3 Carry out planting in accordance with instructions	
3. Be able to work safely	3.1 Maintain the health and safety of self and others throughout the process	
	3.2 Minimise waste and environmental damage throughout	

**Unit 115**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 116

TITLE	Principles of maintaining the health of extensive crops	Candidate Name:
NDAQ REFERENCE	K/502/4747	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe the monitoring of crops for health, condition and problems, whom to report the status to and the control unwanted vegetation (weeds, excessive growth) by hand or machine.            Relationship to National Occupational Standard: Underpinning Knowledge of AgC1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to monitor the health of extensive crops	1.1 Give reasons for monitoring crops	
	1.2 State indications of healthy crop growth	
	1.3 Identify common types of pests, weeds and diseases	
	1.4 Identify the presence of common pests and diseases	
	1.5 State to whom problems with the crop should be reported	

**Unit 116**

2. Know how to control unwanted vegetation	2.1	State methods of maintaining the equipment in a fit state for use	
	2.2	State correct methods of using equipment and materials	
	2.3	Give reasons for removing unwanted vegetation	
	2.4	State types of unwanted vegetation and how to identify them	
	2.5	State relevant health and safety legislation in relation to removing unwanted vegetation	
	2.6	State ways of minimising environmental damage during work activities	



**Unit 116**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 117

TITLE	Assist with maintaining the health of extensive crops	Candidate Name
NDAQ REFERENCE	M/502/4748	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to monitor crops for health, condition and problems and report the status to the supervisor; the candidate will also be able to control unwanted vegetation (weeds, excessive growth) by hand or machine. All work will take place in a supervised context.            Relationship to National Occupational Standards: Practical outcomes of AgC1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to monitor the health of extensive crops	1.1 Monitor crops effectively in accordance with instructions	
	1.2 Recognise problems with the crop and report them promptly to the appropriate person	
2. Be able to control unwanted vegetation, under supervision	2.1 Maintain equipment in a safe and effective condition throughout	
	2.2 Recognise and remove unwanted vegetation in accordance with instructions using the appropriate equipment and materials	

**Unit 117**

3. Be able to work safely	3.1 Maintain the health and safety of self and others throughout the process	
	3.2 Carry out their work in a way which minimises environmental damage	

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 118

TITLE	Assist with harvesting and preparing crops	Candidate Name
NDAQ REFERENCE	L/502/4742	
LEVEL	1	
CREDIT LEVEL	3	
The candidate will be able to assist with harvesting and preparing crops, by hand or machine. All work will take place in a supervised context. Relationship to National Occupational Standards: Practical outcomes of AgC3		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with harvesting crops	1.1 Maintain equipment in a safe and effective condition	
	1.2 Use harvesting methods in accordance with instructions	
	1.3 Handle harvested crops in a way which minimises short and long term damage	
	1.4 Report any problems which arise during harvesting promptly to the appropriate person	

**Unit 118**

	1.5	Maintain the appropriate levels of hygiene at all times in accordance with instructions	
2. Be able to prepare crops	2.1	Maintain and use equipment in a safe and effective condition throughout	
	2.2	When required prior to despatch store crops in accordance with instructions	
	2.3	Prepare the harvested crop in accordance with instructions	
	2.4	Dispose of both organic and inorganic waste from preparation	
3. Be able to work safely	3.1	Maintain the health and safety of self and others throughout	
	3.2	Carry out their work in a manner which minimises environmental damage	

**Unit 118**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 119

TITLE	Principles of harvesting and preparing crops	Candidate Name:
NDAQ REFERENCE	Y/502/4744	
LEVEL	1	
CREDIT LEVEL	1	
The candidate will be able to describe the harvesting and preparing of extensive crops, by hand or machine. Relationship to National Occupational standard: Underpinning knowledge of AgC3		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to harvest crops	1.1 State the maintenance and use of equipment to harvest crops	
	1.2 Give reasons for the method of harvesting	
	1.3 State methods of handling crops in order to minimise damage	
	1.4 State problems which may arise during harvesting and to whom these should be reported	

**Unit 119**

	1.5 State how to maintain quality during operations	
	1.6 State the levels of hygiene necessary in relation to operations	
2. Know how to prepare crops	2.1 State maintenance and use of equipment for preparation of crops	
	2.3 Give a reason for rejecting a crop	
	2.4 Give reasons for preparing the harvested crop	
	2.5 State common problems and to whom they should be reported	



**Unit 119**

3. Know how to work safely	3.1 State correct methods for disposing of waste	
	3.2 State health and safety requirements in relation to the preparation of harvested crops and legislation	
	3.3 State ways of minimising environmental damage during work activities	

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 120

TITLE	Principles of preparing and maintaining livestock accommodation	Candidate Name
NDAQ REFERENCE	F/502/4107	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe the preparation of livestock accommodation, including any required cleaning to appropriate hygiene levels, providing bedding or other necessary requirements and at all times meeting the requirements of healthy and safe working..</p> <p>Relationship to National Occupational Standards: Underpinning knowledge of LP1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
3. Know how to prepare livestock accommodation	1.1 State cleaning routines appropriate to the livestock concerned and the type of accommodation	
	1.2 State livestock welfare requirements and how to promote their health and well-being	
	1.3 List the materials which livestock need within their accommodation to maintain their health and well-being	
	1.4 List the potential hazards which may arise in the livestock accommodation, and state to whom they should be reported	

## Unit 120

	1.5 Give reasons why bio-security measures are required	
2. Know how to maintain livestock accommodation	2.1 Give reasons why it is important to maintain livestock accommodation in a healthy, safe and clean condition	
	2.2 List the materials and supplies required by livestock and state how to adjust and replenish them	
	2.3 Describe normal behaviour and condition of the livestock	
	2.4 State potential changes in behaviour and condition and to whom these should be reported	
	2.5 State why equipment should be cleaned, maintained and stored safely and securely	
	2.6 State hygiene requirements of livestock, self and others	

**Unit 120**

3. Know how to work safely	3.1. State how to dispose of organic and inorganic waste	
	3.2 State their own responsibilities under animal welfare, environmental and occupational safety under current legislation	
	3.3 State why waste should be disposed of in a safe manner and place	

**Candidate's signature**

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**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 121

TITLE	Assist with preparing and maintaining livestock accommodation	Candidate Name
NDAQ REFERENCE	J/502/4108	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with preparing livestock accommodation, including any required cleaning to appropriate hygiene levels, providing bedding or other necessary requirements and at all times meeting the requirements of healthy and safe working. All work will take place in a supervised context.</p> <p>Relationship to National Occupational Standards: Practical outcomes of LP1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of livestock accommodation, under supervision	1.1 Prepare the necessary equipment and materials and maintain them ready for use	
	1.2 Carry out cleaning routines in accordance with instructions	
	1.3 Replace any ancillary materials and fittings when cleaning is complete in accordance with instructions	
	1.4 Prepare accommodation so that it is safe, healthy and secure for livestock in accordance with instructions	

## Unit 121

	1.5 Ensure an adequate supply of clean, uncontaminated water is available	
2. Be able to maintain livestock accommodation, under supervision	2.1 Maintain accommodation in a healthy, safe and clean condition for livestock in accordance with instructions	
	2.2 Adjust and replenish materials and supplies required by livestock as instructed	
	2.3 Monitor the health and well-being of livestock throughout operations	
	2.4 Report any changes in the behaviour or condition of livestock to the appropriate person	
	2.5 Clean and maintain equipment in a fit state for use and store safely and securely in an appropriate storage area	

**Unit 121**

3. Be able to work safely	3.1 Dispose of waste in a safe manner and place in accordance with instruction	
	3.2 Identify any hazards correctly and report them to the appropriate person	
	3.3 Maintain the health and safety of yourself and others throughout the process	

**Candidate's signature**

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..... Date .....

**Assessor's name**

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.....Date.....

## Unit 122

TITLE	Principles of the preparation and the monitoring of livestock outdoors	Candidate Name:
NDAQ REFERENCE	M/502/4605	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe preparing outdoor sites to receive livestock, including providing water and checking the condition of feed if necessary. Monitoring of the condition of boundaries is also required and appropriate health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of LP2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare outdoor sites for livestock	1.1 State the required quantity of feed which must be available	
	1.2 Give the reasons for checking that boundaries are secure	
	1.3 State how to recognise boundaries that are not secure and what actions should be taken	
	1.4 State the required quantity and quality of water which must be available	



## Unit 122

	1.5 State causes of water contamination and state what actions should be taken should this occur	
	1.6 List common types of hazards to livestock	
2. Know how to introduce, monitor and maintain livestock on outdoor sites	2.1 State correct methods for introducing livestock to the outdoor site	
	2.2 Describe behavioural and physical signs which may indicate problems with livestock	
	2.3 Describe the required condition of the site and its boundaries	
	2.4 State the correct methods for feeding and watering livestock	

**Unit 122**

	2.5 List types of problems which may occur and state to whom they should be reported	
	2.6 State limits of their own responsibility in relation to maintaining livestock on outdoor sites	
3. Know how to work safely	3.1 State their own responsibility under current legislation including, animal welfare and environment	

**Unit 122**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 123

TITLE	Assist with preparation and the monitoring of livestock outdoors	Candidate Name
NDAQ REFERENCE	Y/502/4601	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with preparing outdoor sites to receive livestock, including providing water and checking the condition of feed if necessary. Monitoring of the condition of boundaries is also required. All work will take place in a supervised context and must meet appropriate health and safety requirements.</p> <p>Relationship to National Occupational Standard: Practical outcomes of LP2</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of outdoor sites for livestock	1.1 Ensure the quantity and suitability of feed and water are appropriate for livestock requirements in accordance with instructions	
	1.2 Confirm boundaries as being safe and secure	
	1.3 Take the appropriate action where there are problems with the boundaries	
	1.4 Report to the appropriate person potential hazards to livestock	

**Unit 123**

2. Be able to assist with the introduction, monitoring and maintenance of livestock on outdoor sites	2.1	Assist with introduction of livestock to the outdoor site safely and correctly in accordance with instructions	
	2.2	Monitor the condition and number of the livestock in accordance with instructions, and report any changes to the appropriate person	
	2.3	Monitor the site and its boundaries to confirm their continuing suitability	
	2.4	Adjust the quality and quantity of feed and water in accordance with instructions	
	2.5	Accurately identify any problems with the site and report them to the appropriate person	
3. Be able to work safely	3.1	Maintain the health and safety of self and others throughout operations	

**Unit 123**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 124

TITLE	Adopt good bio-security practices at work	Candidate name
NDAQ REFERENCE	D/502/4051	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with maintaining appropriate levels of bio-security in the workplace, including personal hygiene and correct selection and use of Personal Protective Equipment (PPE). All work will take place in a supervised context and must meet appropriate health and safety requirements.</p> <p>Relationship to National Occupational Standards: Practical outcomes of LP3</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to adopt organisational requirements for bio-security	1.1 Adopt the correct measures for bio-security on the site as instructed	
	1.2 Follow the organisational cleaning and bio-security measures while on the site	
	1.3 Wear suitable clothing and footwear at work as instructed	
	1.4 Keep the work area tidy	

## Unit 124

	1.5 Use all the cleaning equipment correctly in accordance with organisational instructions	
	1.6 Use chemicals according to instructions and correct health and safety precautions	
	1.7 Follow appropriate personal hygiene measures at work	
	1.8 Maintain their own personal hygiene in accordance with organisational requirements	
	1.9 Use and store all chemicals and equipment safely and correctly after use	
	1.10 Recognise and report any signs of rodents or pests in the workplace	



**Unit 124**

	1.11 Dispose of waste safely and correctly.	
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**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 125

TITLE	Principles of good bio-security practices at work	Candidate Name:
NDAQ REFERENCE	M/502/4099	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe appropriate levels of bio-security in the workplace, including personal hygiene and correct selection and use of Personal Protective Equipment, including appropriate health and safety requirements.            Relationship to National Occupational Standard: Underpinning knowledge of LP3</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to adopt organisational requirements for bio-security	1.1 State the correct hygiene measures required at work	
	1.2 Give reasons for keeping the work area clean and hygienic	
	1.3 State why personal hygiene is important, and what happens when measures are not followed as instructed	
	1.4 List what Personal Protective Equipment (PPE) should be worn	

## Unit 125

	1.5 State methods for using cleaning equipment safely and correctly	
	1.6 Describe why they need to use bio-security chemicals safely and correctly	
	1.7 State the standards of cleanliness and tidiness required at work	
	1.8 State how to store equipment and chemicals	
	1.9 List what warning signs are used and state what they mean	
	1.10 State how to recognise the presence of rodents and to whom their presence should be reported	
	1.11 State how to dispose of waste safely and correctly	

**Unit 125**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to City & Guilds NPTC, with the exception of registration and certification which is via the Walled Garden.

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	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

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<b>City &amp; Guilds Region</b>	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
Customer relations unit	020 7294 2800	020 7294 2413	enquiry@cityandguilds.com
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North West	01925 897900	01925 897925	salesnw@cityandguilds.com
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Websites: [www.nptc.org.uk](http://www.nptc.org.uk) [www.cityandguilds.com](http://www.cityandguilds.com) [www.i-l-m.com](http://www.i-l-m.com)

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