

# Level 2 Award / Certificate / Diploma in Work-based Agriculture (0066)



## Candidate logbook

500/6938/X

500/6939/1

601/2653/X

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# **Level 2 Award / Certificate / Diploma in Work-based Agriculture (0066)**

**Candidate logbook**

City & Guilds  
**Believe you can**



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<b>Unit 223</b>	<b>Shear livestock</b>	<b>96</b>
<b>Unit 224</b>	<b>Prepare and monitor a mechanically controlled livestock production environment</b>	<b>100</b>
<b>Unit 225</b>	<b>Prepare birds for reproduction and enable fertilisation</b>	<b>105</b>
<b>Unit 226</b>	<b>Brood young birds</b>	<b>110</b>
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# 1 About your candidate logbook

## 1.1 Contact details

<b>Candidate name</b>	
<b>Candidate enrolment no</b>	
<b>Centre name</b>	
<b>Centre number</b>	
<b>Programme start date</b>	
<b>Date of registration with City &amp; Guilds</b>	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

<b>Your Assessor(s)</b>	
<b>Your Internal Verifier</b>	
<b>Quality Assurance Contact</b>	

# 1 About your candidate logbook

## 1.2 Introduction to the logbook

This logbook will help you complete the units in City & Guilds' **Level 2 Award / Certificate / Diploma in Work-based Agriculture (0066)**. It contains forms you can use to record your evidence of what you have done.

You should discuss and agree with your assessor/tutor which units you are going to work towards. The units in this logbook are for the Level 3 qualification.

### **About City & Guilds**

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **[www.cityandguilds.com](http://www.cityandguilds.com)**.

## 2 Units

### **0066-71 Level 1 Award in Work-based Agriculture**

Minimum of **10** credits from a minimum of 2 units from 204 -218, 220-236, 241 -245

### **0066-72 Level 2 Certificate in Work-based Agriculture**

#### **Level 2 Certificate in Work-based Agriculture (Crop Production)**

201 plus a minimum of **18** credits from 202-210, 234-236, 238, 240, 244, 246, 249, 345 plus certification module 931

#### **Level 2 Certificate in Work-based Agriculture (Mixed Farming)**

201 plus a minimum of **18** credits from 202-236, 238-244, 246, 249-250, 345 plus certification module 932

#### **Level 2 Certificate in Work-based Agriculture (Livestock Production)**

201 plus a minimum of **18** credits from 202-203, 211-221, 223-224, 229, 234-236, 239-246, 249-250, 345 plus certification module 933

#### **Level 2 Certificate in Work-based Agriculture (Poultry Production)**

201 plus a minimum of **18** credits from 202-203, 211-214, 218-220, 224-236, 238-246, 249-250, 345 plus certification module 934

### **0066-73 Level 2 Diploma in Work-based Agriculture**

#### **Level 2 Diploma in Work-based Agriculture (Crop Production)**

201-203, 206, 236, 240, 259 plus a minimum of **11** credits from 204, 205, 207-210, 234-235, 238, 243, 244, 246, 253, 254-258, 345, 380, 381 plus certification module 941. Learners completing the Apprenticeship should complete the additional module 700.

#### **Level 2 Diploma in Work-based Agriculture (Mix Farming)**

201-203, 206, 211, 236, 259 plus a minimum of **12** credits from 204, 205, 207-210, 213-235, 238-244, 246, 250, 253-258, 345, 380 plus certification module 942. Learners completing the Apprenticeship should complete the additional module 701.

#### **Level 2 Diploma in Work-based Agriculture (Livestock Production)**

201-203, 211, 213-214, 234, 259 plus a minimum of **19** credits from 215-224, 229, 235-236, 239-246, 250, 253-258, 345, 380-381 plus certification module 943. Learners completing the Apprenticeship should complete the additional module 702.

#### **Level 2 Diploma in Work-based Agriculture (Poultry Production)**

201-203, 211, 224, 235, 259 plus a minimum of **20** credits from 213-214, 218-220, 224-234, 236, 238-246, 250, 253-258, 345, 380, 381 plus certification module 944. Learners completing the Apprenticeship should complete the additional module 703.

<b>City &amp; Guilds unit</b>	<b>Unit title</b>	<b>Credit value</b>
Unit 201	Monitoring and maintaining health and safety	2
Unit 202	Maintain and develop personal performance	2
Unit 203	Establish and maintain effective working relationship with others	2
Unit 204	Prepare and cultivate sites ready for planting crops	4
Unit 205	Plant crops	4
Unit 206	Maintain the healthy growth of crops	8
Unit 207	Identify and remove unwanted vegetation	3
Unit 208	Carry out harvesting operations by mechanical means	4
Unit 209	Prepare the storage area and monitor crops during storage	4
Unit 210	Transport harvested crops	4
Unit 211	Establish and maintain conditions appropriate to the welfare of animals	3
Unit 212	Maintain site biosecurity & personal hygiene	2
Unit 213	Prepare feed and water supplies for livestock	2
Unit 214	Monitor and maintain the supply of feed and water to livestock	2
Unit 215	Establish and confirm pregnancy in livestock	3
Unit 216	Maintain livestock during pregnancy	2
Unit 217	Maintain the health and welfare of livestock during birth and care for mother and baby	5
Unit 218	Prepare, establish and maintain livestock in their accommodation	4
Unit 219	Prepare outdoor sites for the introduction of livestock	3
Unit 220	Monitor and maintain livestock on outdoor sites	3
Unit 221	Prepare for, carry out and complete the milking of livestock	10
Unit 222	Prepare for the shearing of livestock	2
Unit 223	Shear livestock	3
Unit 224	Prepare and monitor a mechanically controlled livestock production environment	4
Unit 225	Prepare birds for reproduction and enable fertilisation	3
Unit 226	Brood young birds	4
Unit 227	Grow young birds	4
Unit 228	Receive and select eggs for hatching	4
Unit 229	Select and transfer livestock	4
Unit 230	Prepare, load and incubate hatching eggs	4
Unit 231	Hatch eggs and despatch poultry	4
Unit 232	Establish and maintain egg production	4
Unit 233	Collect, grade eggs and prepare eggs for transport	5
Unit 234	Load and unload physical resources within the work area	2
Unit 235	Transport physical resource within the work area	2
Unit 236	Prepare and operate a tractor with attachments	5
Unit 238	Prepare and maintain structures and surfaces	4
Unit 239	Repair and maintain structures and surfaces	2

Unit 240	Maintain equipment and machines	4
Unit 241	Establish animals in a new environment	3
Unit 242	Prepare for the transport of animals	4
Unit 243	Maintain the health and welfare of animals during transportation	4
Unit 244	Carry out habitat management	7
Unit 245	Prepare and groom animals.	4
Unit 246	Welcome, receive and care for visitors to sites	3
Unit 248	Load and unload physical resources within the work	2
Unit 249	Give customers a positive impression of yourself and your organisation	5
Unit 250	Deliver basic treatments to livestock	3
Unit 252	Construct and maintain paths	3
Unit 253	Repair and maintain structures or surfaces	3
Unit 254	Construct and maintain boundaries	3
Unit 255	Respond to customer requests	5
Unit 256	Receive goods and materials into storage	4
Unit 257	Place goods and materials into storage	4
Unit 258	Process payments for purchases	1
Unit 259	Maintain site biosecurity and personal hygiene	2
Unit 345	Prepare and operate a power vehicle	4
Unit 380	Place and fix posts	3
Unit 381	Implement environmental good practice at work	4

### 3 The assessment process

Simulation is allowed in some of the units in this qualification. Where simulation is needed this must be agreed with your external verifier in advance to ensure validity. Candidates should be assessed under normal workplace conditions. However, there are situations where the actual workplace may not be appropriate, or where waiting for naturally occurring evidence is impractical. Therefore, the setting up or devising of assessment situations will be allowed where appropriate.

The following people at your centre will explain the assessment process and help you achieve your unit(s).

#### **The assessor/tutor**

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

#### **The internal verifier**

The internal verifier maintains the quality of assessment within the centre.

#### **The external verifier**

The external verifier works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

## 4 Using your logbook

### **Recording forms**

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

**Please photocopy these forms as required.**

## 5 Candidate progress record

### Level 2 Award / Certificate / Diploma in Work-based Agriculture (0066)

<b>Units</b>													
<b>Credits</b>													
Total Credits Achieved:													

I confirm that the evidence supplied for the above listed units is authentic and a true representation of my own work. The work logged in the following pages is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 201

# Monitoring and maintaining health and safety

3 credits

## 1. be able to maintain health, safety and security in the workplace

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify health and safety risks in relation to the workplace covering the following:						
a. people						
b. equipment and materials						
c. the work area						
1.2 carry out specified measures to control risks and keep the appropriate people fully informed						
1.3 seek guidance on measures to control unfamiliar risks arising from non-routine work situations						
1.4 relay health and safety information to others in a manner likely to be understood						
1.5 dispose of hazardous and non-hazardous waste safely and appropriately						
1.6 maintain the security of the workplace in accordance with organisational requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to use equipment and materials safely

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 use equipment and materials in accordance with manufacturers' instructions and any training provided						
2.2 transport any equipment and materials safely and store them correctly at an approved location when not in use.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. know the systems and procedures for maintaining health, safety and security

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 state the organisational requirements with regard to ensuring the security of the workplace		
3.2 describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation		
3.3 state why inadequate measures to control risks should be reported		
3.4 describe procedures for different types of emergencies appropriate to the relevant industry		
3.5 explain how the procedures for specific emergencies may be affected by location		
3.6 describe the different types of fire extinguishers and their use, relevant to the work area		
3.7 describe the different forms of waste and appropriate methods of disposal		
3.8 explain the relationship between security and safety within the workplace		
3.9 list any specific risks relevant to child safety in the workplace		
3.10 state why accidents should be reported and to whom.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. understand why equipment is transported and stored safely

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 explain how to transport and store equipment and materials safely.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the reason for following manufacturers' guidance

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 state the importance of following manufacturers' and organisational training instructions and the potential consequences and risks of not doing so.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. be able to maintain good standards of health and safety for self and for others

Assessment criteria (Performance) The learner can:	Evidence date					
6.1 supply the necessary personal medical information in accordance with organisational requirements						
6.2 use and care for the correct personal protective equipment and clothing necessary for work						
6.3 use an approved method of handling when moving and lifting items						
6.4 use the appropriate personal and workplace hygiene at all times						
6.5 provide accurate information about location so that contact can be made if necessary						
6.6 work in a way which minimises risk to self, others and the environment						
6.7 state why it is important to report incidents without delay and complete records accurately, legibly and completely.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 7. understand how to maintain the health and safety of self and others

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain own roles in maintaining health and safety		
7.2 explain the reasons for leaving information about location when working in isolation or in remote areas		
7.3 explain why accidents should be reported without delay and recorded in the appropriate document		
7.4 explain the methods of minimising environmental damage during work.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the safe lifting techniques

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the safe methods for moving and lifting items.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 9. know how to maintain health and safety

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
9.1 describe the reasons for maintaining good personal and workplace hygiene		
9.2 state own limitations in dealing with health and safety emergencies (eg not carrying out actions beyond capabilities)		
9.3 describe basic emergency first aid procedures		
9.4 describe the types of personal protective equipment and clothing suitable for the tasks and how they must be used, cleaned, stored, inspected and replaced.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 201**  
Declaration

**Monitoring and maintaining health and safety**



I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 202

## Maintain and develop personal performance

2 credits

### 1. maintain personal performance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify current competence and areas for development using relevant techniques and processes						
1.2 carry out work in accordance with responsibilities and organisational requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. develop personal performance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 agree personal performance and targets with an appropriate person						
2.2 review performance and progress regularly and use the outcome to plan future development activities						
2.3 seek advice from an appropriate person if clarification is required concerning specific tasks						
2.4 seek constructive feedback and advice from others and use it to help maintain and improve performance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. know how to develop personal performance

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 state own limits of responsibility in relation to specific tasks and activities		
3.2 state who to obtain advice from in relation to specific tasks and activities		
3.3 list the correct procedures for obtaining advice		
3.4 state the risks involved in not obtaining advice where specific tasks and activities are unclear		
3.5 describe how to determine and agree development needs and personal targets		
3.6 state why personal performance should be reviewed.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 203

# Establish and maintain effective working relationships with others

2 credits

## 1. maintain working relationships with others

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify opportunities to improve working practices with the appropriate person						
1.2 carry out activities requiring co-operation with others in accordance with required procedures						
1.3 communicate with others in a way which promotes effective working relationships						
1.4 keep others informed about work plans or activities which affect them						
1.5 seek assistance from others without causing undue disruption to normal work activities						
1.6 respond in a timely and positive way when others ask for help or information.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. understand why good working practices are important

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
2.1 state why good working relationships are important		
2.2 suggest ways in which good working relationships can be maintained		
2.3 state the methods of dealing with disagreements within the workplace		
2.4 describe own level of responsibility in relation to dealing with disagreements		
2.5 state why effective communication is important.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 204

# Prepare and cultivate sites ready for planting crops

4 credits

## 1. be able to select, use and maintain equipment for levelling and preparing sites

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 select appropriate equipment for this area of work						
1.2 use equipment according to instructions						
1.3 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to level and prepare sites for cultivation and planting

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 identify site to be prepared for cultivation and planting						
2.2 prepare the site by removing any waste from previous crop.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to carry out site cultivations

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 carry out cultivation to achieve the required ground conditions to meet the requirements of the crop covering						
a. correct depth						
b. soil condition						

c. area covered						
3.2 report conditions of cultivation clearly and accurately to the appropriate person.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. be able to work safely and minimise environmental damage

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which promotes health and safety, is consistent with current legislation, codes of practice and any additional requirements						
4.2 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 5. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b>	<b>Portfolio reference</b>	
<b>The learner can:</b>		
5.1 describe the equipment which will be necessary for prepare sites for cultivation and planting crops		
5.2 describe the methods of maintaining the equipment used		
5.3 explain the correct methods of adjusting the equipment during use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 6. know the methods for preparing sites ready for cultivation

<b>Assessment criteria (Knowledge)</b>	<b>Portfolio reference</b>	
<b>The learner can:</b>		
6.1 describe the methods and reasons for preparing sites ready for cultivation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. understand how to cultivate sites

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 explain the different methods of cultivating sites reflecting the following:		
a. previous use of the site		
b. soil conditions		
c. existing structures		
d. weather conditions		
e. the crop to be planted		
7.2 explain the ground conditions which are required for effective planting to take place eg depth, and soil condition		
7.3 state the importance of reporting the right information required for recording purposes.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the current health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety legislation, codes of practice and any additional requirements		
8.2 describe how environmental damage can be minimised		
8.3 describe the correct methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Unit 204

## Prepare and cultivate sites ready for planting crops

### Declaration

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 205

# Plant crops

4 credits

## 1. be able to prepare and plant crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 check planting material is available in the correct quantity and is suitable for use						
1.2 plant a crop in accordance with instructions.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain equipment for planting crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to instructions						
2.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. know how to prepare plant materials

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 describe the importance of checking the quantity and quality of plant material required for planting		
4.2 describe the methods of protecting the plant material from physical deterioration.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 5. know how to plant crops

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the methods of planting crops and the reasons why crops must be planted at specific times		
5.2 explain how the conditions (weather, soil) affect planting		
5.3 state the types of problems which may occur during planting and who these should be reported to		
5.4 state the acceptable commercial speeds for planting		
5.5 explain the effect which density and depth will have on plant growth		
5.6 list the information required for recording purposes.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 6. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the methods of, and reasons for preparing the equipment covering inspections, adjustments and cleaning		
6.2 describe the types of equipment required of planting crops.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**7. know the relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work		
7.2 describe how environmental damage can be minimised		
7.3 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 206

# Maintain the healthy growth of crops

8 credits

## 1. be able to maintain the health of at least one crop

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 monitor the growth and condition of the crop and report its condition to the appropriate person						
1.2 apply agreed nutrients, either organic or non-organic to maintain the healthy growth of the crop						
1.3 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to instructions						
2.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**4. know how to maintain the healthy growth of extensive crops**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 describe the reasons for monitoring crops		
4.2 describe how to identify the types of problems which may occur covering:		
a. pests including birds, rabbits etc		
b. diseases		
c. disorders eg nutrient/weather		
4.3 state the actions to take in the event of identifying problems with the crop eg field number, location and content of problem		
4.4 describe the types and purpose of nutrients (organic/non-organic) which may be applied.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**5. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the equipment which will be necessary for maintaining the healthy growth of extensive crops		
5.2 describe the methods of maintaining the equipment used.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 207

# Identify and remove unwanted vegetation

3 credits

## 1. be able to identify more than one type of unwanted vegetation

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify correctly the following unwanted vegetation types:						
a. competing vegetation (weeds)						
b. hazardous vegetation						
c. excessive growth						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to remove more than one type of unwanted vegetation

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 carry out the removal of unwanted vegetation using the correct equipment and materials, in accordance with instructions						
a. competing vegetation						
b. hazardous vegetation						
c. excessive growth						
2.2 leave crops in a condition which promotes their health, growth and appearance on completion.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**3. be able to select, use and maintain equipment for the removal of unwanted vegetation**

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 select and use appropriate equipment for this area of work						
3.2 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**4. be able to work safely and minimise environmental damage**

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
4.2 carry out work in a manner which minimises environmental damage						
4.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**5. know how to identify and remove unwanted vegetation**

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 state how to identify all types of unwanted vegetation		
a. competing vegetation (weeds)		
b. hazardous vegetation		
c. excessive growth		
5.2 describe two methods for removing unwanted vegetation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know the environmental impacts of removing unwanted vegetation

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 state the potential environmental impacts as a result of removing unwanted vegetation and how any harmful impacts can be minimised		
6.2 state actions to take if damage or pollution occurs.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be necessary for the removal of unwanted vegetation		
7.2 describe methods of maintaining the equipment ready for use.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work		
8.2 describe how environmental damage can be minimised		
8.3 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 207**  
Declaration

**Identify and remove unwanted vegetation**



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# Unit 208

# Carry out harvesting operations by mechanical means

4 credits

## 1. be able to harvest crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify crops to be harvested						
1.2 harvest crops in a way which minimises damage to the crop and the environment						
1.3 identify and carry out two adjustments to take account of the following:						
a. crop density						
b. crop condition						
c. prevailing weather						
d. ground condition						
1.4 handle harvested crop in a way that maintains quality and minimises damage.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain equipment for harvesting crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and use appropriate equipment for this area of work						
2.2 prepare, maintain and store equipment in a safe and effective working condition						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to harvest crops mechanically

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe the methods of harvesting crops		
4.2 describe adjustments to the harvesting process stating why these must be made covering all of the following:		
a. crop density		
b. crop condition		
c. prevailing weather		
d. ground condition		
4.3 outline the types of problems which may arise during harvesting and to whom these should be reported		
4.4 describe how to recognise and minimise crop damage.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**5. know the types of equipment required and how to prepare and maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the equipment which will be necessary for harvesting crops		
5.2 describe methods of preparing and maintaining the equipment ready for use		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of organic and inorganic waste		
Type of evidence →		
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<b>Date:</b>	

## Unit 209

# Prepare the storage area and monitor crops during storage

4 credits

### 1. be able to prepare the storage area

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 prepare the storage area as instructed:						
a. cleaning the area						
b. making the layout suitable						
1.2 minimise the risk of contamination by pests as instructed.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to store the harvested crop

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 arrange crops in the storage area in accordance with instructions						
2.2 use equipment safely and correctly, mechanical or manual						
2.3 leave the storage area in a secure and safe condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. monitor the condition of the storage area and crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 conduct two routine inspections of the storage area and the crop and report this back to the appropriate person. Inspections to be carried out should be for all of:						
a. pests						
b. environmental conditions						
c. crop condition						
3.2 maintain the security of the crop and storage premises						
3.3 complete monitoring records as instructed						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to prepare and monitor the condition of harvested crops

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 state the reasons for preparing the storage area		
5.2 state the reasons for storing and arranging crops in storage areas		
5.3 describe the signs of common pests (rodents, insects and birds) and the measures which may be taken to minimise the risk of damage		
5.4 describe methods of conducting routine inspections and the reasons for carrying them out covering:		
a. environmental conditions		
b. condition of the crop		

5.5 describe common forms of damage to crops and storage facilities immediate and long term.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Unit 209

## Prepare the storage area and monitor crop during storage

### Declaration

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<b>Date:</b>	

# Unit 210

# Transport harvested crops

4 credits

## 1. be able to transport at least one type of harvested crop

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 load and transport at least one of the harvested crops below safely, securely and in a manner which protects them from damage and contamination:						
a. combinable crops						
b. root crops						
c. grass/forage						
d. vegetables						
e. fruit						
f. plants						
1.2 monitor the harvested crops during transit.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain equipment for transporting harvested crops

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and use appropriate equipment for this area of work according to instructions						
2.2 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know the methods of operating equipment and transporting harvested crops

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe the correct methods of operating transportation equipment to minimise damage to harvested crop		
4.2 describe ways of securing products and equipment for transit in order to maintain safety and minimise damage		
4.3 explain the methods of protecting harvested crops and equipment from adverse weather conditions.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know how to maintain the equipment

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe methods of maintaining the equipment in a fit state for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 6. know the relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
6.1 outline the current health and safety legislation, codes of practice and any additional requirements		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 211

# Establish and maintain conditions appropriate to the welfare of animals

3 credits

### 1. be able to provide appropriate living conditions for the animals

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify suitable shelter and accommodation for the animals						
1.2 provide appropriate conditions to ensure the welfare of the livestock is maintained						
1.3 prepare procedures and equipment to deal with livestock emergencies and problems as required						
1.4 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to handle and inspect livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 inspect the stock for signs of normal and abnormal behaviour						
2.2 handle livestock in a manner that will prevent fear, distress and does not put the health and safety of yourself or others at risk						
2.3 seek advice from the appropriate person when unsure about the behaviour or condition of the livestock.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 select appropriate equipment for this area of work						
3.2 use equipment according to relevant legislation and instructions						
3.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 dispose of waste safely and correctly						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to establish appropriate conditions for livestock

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 outline the appropriate living conditions for the livestock, and how to provide them		
5.2 describe appropriate shelter and/or accommodation required by the livestock		
5.3 estimate accurately amounts and types of bedding required, if at all, for the species concerned		
5.4 describe how to recognise and maintain the quality and levels of feed and water required by the livestock		
5.5 describe the correct procedures for dealing with livestock emergencies and other problems		
5.6 outline when, how and from whom to ask for advice concerning the welfare of the livestock		
5.7 identify the types of records required and the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to handle livestock in a manner which minimises stress

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe appropriate methods for handling the livestock		
6.2 outline what to check for when inspecting livestock and how to assess their welfare		
6.3 describe the Five Needs:		
a. freedom from hunger and thirst		
b. freedom from discomfort		
c. freedom from pain, injury and disease		
d. freedom from fear and distress		
e. freedom from restriction of normal behaviour		
6.4 describe what changes in behaviour might occur and whether these are acceptable		
6.5 give examples why livestock become afraid and distressed, and ways of preventing this		
6.6 describe normal patterns of livestock behaviour.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be necessary for maintaining sports surfaces		
7.2 describe methods of maintaining the equipment ready for use.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the current health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements		
8.2 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 212

# Maintain site biosecurity and personal hygiene

2 credits

## 1. be able to maintain the correct biosecurity measures on site

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 encourage drivers of vehicles to use the correct hygiene procedures when entering and leaving the site						
1.2 follow organisational cleaning and hygiene measures while on the site						
1.3 assist in establishing biosecurity measures for personnel and vehicles						
1.4 use the cleaning equipment correctly and in accordance with manufacturers or organisational instructions						
1.5 select and use two of the following types of equipment:						
a. mechanical						
b. manual						
c. special protective clothing and equipment						
1.6 use chemicals according to instructions regarding dilution rates, uses and health and safety precautions						
1.7 store all chemicals and equipment safely and correctly after use						
1.8 maintain suitable warning signs as appropriate						
1.9 recognise and report any cases of rodent or pest infestation						
1.10 complete, and encourage visitors to complete, the necessary hygiene records in line policies and current and relevant legislation as required						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to maintain personal hygiene to a high standard

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 take steps to avoid unnecessary cross contamination whilst on site						
2.2 wear suitable clothing and footwear in accordance with requirements						
2.3 keep work areas clean and hygienic						
2.4 follow appropriate personal hygiene measures at work						
2.5 recognise and report all concerns regarding hygiene to the appropriate person						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 4. know how to maintain the correct biosecurity measures on site

Assessment criteria (Knowledge)	Portfolio reference
<b>The learner can:</b>	
4.1 state the reasons for correct biosecurity measures	
4.2 state the reasons for applying the correct hygiene procedures for vehicles entering and leaving the site	
4.3 state the methods for cleaning and disinfecting	
4.4 state the correct and safe handling, storage and usage of chemicals	
4.5 describe the warning signs required, their correct location and use	
4.6 describe the signs of rodent and pest infestation	

4.7	identify the types of records required for biosecurity and chemical usage and the importance of accurate record keeping.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 5. know how to maintain personal hygiene to a high standard

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
5.1	state the importance of personal hygiene standards when working with livestock		
5.2	describe how contamination and cross contamination occurs, and the possible consequences for livestock		
5.3	state what clothing and footwear is suitable for maintaining biosecurity		
5.4	state the appropriate personal hygiene measures, and the consequences of not following them		
5.5	state the possible concerns for hygiene and how they may affect the livestock.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 6. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
6.1	describe the equipment which will be required for the activity		
6.2	describe the methods of maintaining the range of equipment		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 7. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
7.1	outline the current health and safety legislation, codes of practice and any additional requirements		
7.2	describe how environmental damage can be minimised		
7.3	describe the correct methods for disposing of organic and inorganic waste.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 213

# Prepare feed and water supplies for livestock

2 credits

## 1. be able to prepare feed and water supplies for livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 prepare feed correctly for livestock in accordance with dietary instructions by selecting the:						
a. correct feed type						
b. correct quantity						
c. correct quality						
1.2 check stocks are adequate and stored correctly in hygienic conditions						
1.3 check feed and water supplies and confirm they are fresh and clean						
1.4 provide information for completing records.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 use equipment according to instructions						
2.2 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to prepare feed and water supplies for livestock

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe the correct methods for preparing and maintaining adequate stocks in hygienic conditions		
4.2 describe the type, quantity and quality of feed and drinking water required by the livestock		
4.3 state the reasons for checking the condition of feed and water		
4.4 state the types of records required and outline the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe the equipment which will be required		
5.2 describe the methods of maintaining the range of equipment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 6. know relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
6.1 outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements		
6.2 describe the correct methods for disposing of waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 213**  
Declaration

**Prepare feed and water supplies for livestock**

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 214

# Monitor and maintain the supply of feed and water to livestock

2 credits

### 1. be able to monitor and maintain the supply of feed and water to livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 supply feed correctly to the livestock via the specified method						
1.2 supply clean, fresh water to the livestock according to their needs						
1.3 monitor the quantity and condition of feed and water correctly						
1.4 check the livestock are feeding and drinking normally in line with expected production requirements						
1.5 maintain the health and welfare of the livestock throughout						
1.6 provide information for record keeping.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to relevant legislation instructions						
2.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste feed materials and water safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to monitor and maintain the supply of feed and water for livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 describe the correct methods and procedures for ensuring livestock have access to feed and water		
4.2 state the quality and quantity of water required by the livestock		
4.3 describe the normal feeding and drinking behaviour of the livestock and potential reasons for changes in consumption		
4.4 state the reasons for checking the condition of feed and water and to whom problems should be reported		
4.5 describe the types of problems which may occur during feeding and watering		
4.6 state the limits of responsibility in relation to feeding and watering the livestock, and resolving any problems		
4.7 describe the production performance of the livestock and the relationship of this to feeding and watering		
4.8 state the importance of checking that feeding and watering equipment cannot injure the livestock		
4.9 state the types of records required and the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements		
5.2 describe how environmental damage can be minimised		

5.3 describe the correct methods for disposing of organic and inorganic waste		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment to monitor and maintain the supply of feed and water to livestock.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Declaration

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<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 215

# Establish and confirm pregnancy in livestock

3 credits

## 1. be able to establish and confirm pregnancy in livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 select livestock which have been identified as suitable for breeding in accordance with instructions						
1.2 identify animals showing signs of heat						
1.3 achieve fertilisation of the livestock using the correct methods, and in accordance with instructions, using at least one of the following methods:						
a. natural methods						
b. artificial insemination						
1.4 check and confirm pregnancy in accordance with instructions						
1.5 provide clear and accurate information for recording purposes						
1.6 assess and confirm the health and condition of the female throughout the pregnancy.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. know how to establish and confirm pregnancy in livestock

Assessment criteria (Knowledge)	Portfolio reference
<b>The learner can:</b>	
2.1 describe the anatomy of male and female reproductive systems and how fertilisation takes place	
2.2 classify livestock suitable for breeding	
2.3 describe the factors which influence conception	
2.4 describe the methods of preparing livestock for service	
2.5 give positive and negative points of different methods of service	
2.6 describe the signs which indicate that an animal is pregnant	
2.7 state why it is necessary to maintain breeding records	

2.8	describe the types of problems which may occur during pregnancy and to whom these should be reported including abortion and prolapses		
2.9	define and identify the types of records required and the importance of accurate record keeping.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

### 3. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b>		<b>Portfolio reference</b>	
<b>The learner can:</b>			
3.1	outline the current livestock welfare and health and safety legislation, codes of practice and any additional requirements		
3.2	describe the correct methods for disposing of waste.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

**Unit 215**  
Declaration

**Establish and confirm pregnancy in livestock**

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<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 216

# Maintain livestock during pregnancy

2 credits

## 1. be able to maintain livestock during pregnancy

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 check accommodation for the livestock is in accordance with instructions						
1.2 provide feed and water correctly in accordance with livestock requirements during pregnancy						
1.3 provide clear and accurate information for recording purposes						
1.4 recognise the health and condition of an animal based on: (i) appearance (ii) posture and movement (iii) behavior						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 dispose of waste safely and correctly						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. Know how to maintain livestock during pregnancy

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 describe the accommodation requirements livestock have during pregnancy		
3.2 describe the types of environmental conditions which are suitable to pregnancy and the ways in which they can be adjusted (e.g. ventilation, temperature)		
3.3 define livestock requirements for feed and water		
3.4 describe the reasons for monitoring the condition of the female during pregnancy		
3.5 describe signs which indicate the health of the livestock during pregnancy		
3.6 identify the types of records required for breeding and explain the importance of accurate record keeping		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. Know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 Outline the current animal welfare and health and safety legislation, codes of practice and any additional requirements		
4.2 describe the correct methods for disposing of waste		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 217

# Maintain the health and welfare of livestock during birth and care for mother and baby

5 credits

### 1. be able to maintain the health and welfare of livestock during birth.

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 maintain accommodation for the livestock in accordance with instructions during parturition						
1.2 provide assistance during birth in accordance with instructions in the following situations						
a. normal parturition						
b. abnormal parturition						
1.3 observe the health and condition of the female throughout parturition and report any concerns to the appropriate person, taking into account						
a. appearance						
b. posture and movement						
c. behaviour						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to monitor the health and condition of the mother and young after birth

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 provide the mother and young with suitable care in accordance with instructions						
2.2 carry out weaning in accordance with instructions.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 Dispose of waste safely and correctly						
3.3 Provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 select appropriate equipment for this area of work						
4.2 use equipment according to relevant legislation and manufacturer's instructions						
4.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to maintain the health and welfare of livestock during birth

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 state the requirements which the livestock have for accommodation during birth		
5.2 outline the types of environmental conditions which are suitable for birth		
5.3 describe how environmental conditions within accommodation can be adjusted to suit the condition of the livestock (eg ventilation, temperature etc)		
5.4 describe the behavior associated with and signs of birth		
5.5 describe the assistance which may be required during birth		
5.6 state reasons for monitoring the condition of the female during birth		
5.7 describe the signs which indicate the health of the livestock during birth		
5.8 describe the types of problems which may occur during birth, and to whom these should be reported		

Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 6. know how to care for the mother and her young

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the types and methods for care for the mother and her young		
6.2 outline the signs of poor health in livestock		
6.3 state the reasons for monitoring the mother and young after birth to include that they have taken sufficient colostrum		
6.4 outline the factors which affect the health and condition of the mother and young		
6.5 describe potential problems, encountered by young livestock such as loss of mother, competition, loss of milk supply and to whom these should be reported		
6.6 describe methods of weaning.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 7. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 outline the current health and safety legislation, codes of practice and any additional requirements		
7.2 describe the correct methods for disposing of waste		
7.3 identify the types of records required for breeding and the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 8. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment in a fit state for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Unit 217

# Maintain the health and welfare of livestock during birth and care for mother and baby

### Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 218

# Prepare, establish and maintain livestock in their accommodation

4 credits

## 1. be able to prepare a healthy and safe environment for the livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 carry out cleaning operations in line with instructions						
1.2 check any ancillary materials and fittings are in place when cleaning is complete						
1.3 check the following are suitable to accommodate the livestock						
a. environmental conditions						
b. layout/structure						
c. bedding/litter						
1.4 prepare livestock accommodation and ensure it is left in a safe, secure and clean condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to maintain the health and well-being of the livestock throughout operations

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 assess the equipment and materials for their suitability for the reception of the livestock prior to their arrival						
2.2 establish and monitor the following environmental conditions:						
a. ventilation						
b. light						
c. humidity						
d. temperature						

2.3	introduce the livestock into the accommodation in a way that minimises stress and maintains their health and welfare						
2.4	monitor the livestock carefully and correctly to ensure they accept the accommodation						
2.5	maintain the following aspects of animal health and welfare:						
	a. the suitability of accommodation to the livestock concerned						
	b. allowing the necessary freedom of movement						
	c. minimising livestock stress						
2.6	deal with any difficulties should they arise in an appropriate manner.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to work safely and minimise environmental damage

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
3.1	work in a way which maintains health and safety, animal health and welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	carry out work in a manner which minimises environmental damage						
3.3	dispose of waste safely and correctly						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. be able to select, use and maintain relevant equipment

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
4.1	select appropriate equipment and materials						
4.2	use equipment according to relevant legislation and manufacturer's instructions						
4.3	prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

## 5. know how to prepare a healthy and safe environment for the livestock

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the cleaning routines appropriate to the animal accommodation		
5.2 describe the environmental conditions which are needed by livestock to maintain their health and well-being:		
a. ventilation		
b. light		
c. humidity		
d. temperature		
5.3 outline the potential hazards which may occur in accommodation and describe how these can be minimised.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to establish and maintain livestock in their accommodation

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the relationship between maintaining animal accommodation and promoting animal health and welfare		
6.2 state the procedures for checking whether the accommodation is suitable for livestock		
6.3 describe the reasons for monitoring the environmental conditions and reporting any variances		
6.4 describe the methods of handling livestock safely		
6.5 describe the methods of introducing livestock to accommodation which minimises their stress and optimises their acceptance		
6.6 describe the signs of stress within livestock		
6.7 compare normal and abnormal behaviour of the livestock once introduced into the accommodation		
6.8 describe the potential problems that may occur and how these should be dealt with.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 outline the current health and safety legislation, animal welfare, codes of practice and any additional requirements		
7.2 describe how environmental damage can be minimised		
7.3 describe the correct methods for disposing of waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 describe the equipment and materials which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment ready for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 219

# Prepare outdoor sites for the introduction of livestock

3 credits

### 1. be able to prepare outdoor sites for the introduction of livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure the condition of feed meets the livestock requirements to take account of the following:						
a. quality						
b. quantity						
1.2 assess and confirm the boundaries are safe and secure, taking account of:						
a. hedges						
b. constructed structures						
c. landforms						
1.3 assess and confirm the outdoor site, and any necessary shelter for the livestock, is suitable						
1.4 take the appropriate action if there are problems with the boundaries, the outdoor site and any necessary shelter						
1.5 make sure an adequate supply of clean water is available						
1.6 recognise and remove or minimise potential hazards to the livestock.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. know how to prepare outdoor sites for the introduction of livestock

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 estimate correctly the quality and quantity of feed which must be available		
3.2 describe the methods for checking the quality of feed		
3.3 describe the requirements which livestock have for feed and water on outdoor sites		
3.4 describe how to assess the safety and security of boundaries for particular livestock		
3.5 compare the suitability of different boundaries for livestock and the impact of livestock on boundaries and how this can be minimised		
3.6 describe the features of the outdoor site and its suitability to the livestock covering:		
a. climate		
b. time of year		
c. age of the livestock		
d. number of animals		
e. previous use of the land		
f. systems for feeding		
3.7 describe the types of problems which may occur and the appropriate action to be taken to resolve these		
3.8 describe the methods of maintaining clean water supply		
3.9 describe possible causes of water contamination and outline actions to be taken should this occur		
3.10 describe possible hazards to livestock and how they should be removed		
3.11 state the importance of preventing infections and the ways infection can be prevented.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 outline the current health and safety legislation, animal welfare, codes of practice and any additional requirements.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Unit 219

## Prepare outdoor sites for the introduction of livestock

### Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 220

## Monitor and maintain livestock on outdoor sites

3 credits

### 1. be able to monitor and maintain livestock on outdoor sites

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 safely transfer livestock to the area causing the minimum of stress						
1.2 assess the condition of the livestock to identify their health and well-being, taking into account:						
a. behaviour						
b. physical condition						
1.3 assess the area and its boundaries to confirm their continuing suitability, safety and security, taking into account:						
a. hedges						
b. constructed structures						
c. landforms						
d. temporary fencing						
1.4 adjust the quality and quantity of feed and water in accordance with livestock requirements						
1.5 take the appropriate action to resolve any problems which are identified						
1.6 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. know how to monitor and maintain livestock on outdoor sites

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 describe the livestock which are to be introduced to the site and safe methods of transfer		
3.2 describe ways in which the stress of the livestock can be minimised		
3.3 describe possible hazards which might occur in transferring livestock		
3.4 state the safe and correct methods of releasing livestock within the grazing area		
3.5 describe correct methods for monitoring the behavioural and physical condition of the livestock		
3.6 describe how to recognise ill-health in livestock		
3.7 state how to assess the suitability of the site for the livestock and any potential or actual hazards		
3.8 define the need for checking stock numbers and boundaries		
3.9 describe how to estimate the quantity and quality of feed and water required by the livestock		
3.10 describe methods of providing feed and water to livestock on outdoor sites		
3.11 describe the types of problems which may impact on production and the health and welfare of the livestock, regarding the following:		
a. the outdoor site		
b. quantity and quality of feed and water available		
c. boundaries		
3.12 identify the types of records required and the importance of accurate record keeping.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 outline the current livestock welfare and health and safety legislation, codes of practice and any additional requirements.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Candidate Signature:</b>	
<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 221

# Prepare for, carry out and complete the milking of livestock

10 credits

### 1. be able to prepare for the milking of livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 establish correct vacuum and pulsation rate prior to milking						
1.2 maintain the welfare of the livestock at all times						
1.3 make available foodstuffs where livestock are to be fed during milking in accordance with instructions						
1.4 herd livestock safely into the area, within the required timescales and position correctly in the milking area						
1.5 identify and deal with livestock producing milk that is unsuitable for consumption in accordance with instructions, in at least two of the following:						
a. mastitis						
b. receiving medication						
c. colostrum						
1.6 make sure udders are clean and in a suitably hygienic condition for the milking procedure.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R = Report						

### 2. be able to carry out milking

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 establish the vacuum level and pulsation rate correctly in accordance with instructions using the following types of equipment:						
a. pumps						
b. pipes						
c. collecting tanks						
d. vacuum gauge						
e. pulsation unit						

2.2 attach units to the livestock correctly						
2.3 remove and place units in the correct position when the milk flow ceases						
2.4 apply treatments to the livestock correctly on completion of the milking procedure in accordance with instructions						
2.5 remove livestock from the milking area safely, within the appropriate timescales and with minimum stress						
2.6 recognise and promptly report problems with the milking procedure to the appropriate person regarding at least one of the following						
a. condition of the livestock						
b. performance of equipment						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to complete the milking of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 complete milking procedures within the required timescale						
3.2 make sure milk is free from contamination, and identify milk that is:						
a. suitable for sale						
b. unsuitable for sale						
3.3 dispose of contaminated milk safely and correctly, in accordance with instructions						
3.4 assemble livestock correctly in a suitable waiting area prior to their return to living areas						
3.5 return stock to the following living areas:						
a. fields						
b. buildings						
3.6 provide clear and accurate information for recording purposes						
3.7 clean and leave the work area and the following equipment in a suitable condition for the next milking:						
a. pumps						
b. pipes						
c. collecting tanks						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 5. know how to select, use and maintain relevant equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 select appropriate equipment for this area of work		
5.2 use the following equipment according to relevant legislation and manufacturer's instructions:		
a. pumps		
b. pipes		
c. clusters		
d. collecting tanks		
5.3 prepare, maintain and store equipment in a safe and effective working condition.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 6. know how to prepare for the milking of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 define the hygiene requirements in relation to the milking of livestock		
6.2 describe how to maintain the welfare of the livestock during milking		
6.3 describe methods for feeding livestock during milking		
6.4 describe the correct positioning of livestock within the milking area		
6.5 state ways in which livestock respond to the your behaviour and describe suitable methods of handling difficult livestock		
6.6 describe how to identify and methods for dealing with livestock which are producing milk which is unsuitable for consumption covering		
a. mastitis		

b. receiving medication		
c. colostrum		
6.7 describe the correct methods for cleaning udders		
6.8 outline ways in which contamination may be minimised.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know and understand why it is important to carry out milking

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 define the required vacuum level and pulsation rate		
7.2 describe methods of attaching units		
7.3 state the reasons why treatments are applied to the livestock on completion of the procedure		
7.4 describe how and why to minimise the risk of contamination		
7.5 give examples of problems which may occur during milking and to whom these should be reported.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know and understand why it is important to complete the milking of livestock

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 state why schedules are important		
8.2 describe methods for testing milk to confirm it free of contamination		
8.3 describe correct methods for disposing of contaminated milk.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 9. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
9.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
9.2 describe how environmental damage can be minimised		
9.3 describe the correct methods for disposing of waste		
9.4 identify the types of records required and the importance of accurate record keeping.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**10. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
10.1 describe the equipment which will be required for the activity		
10.2 describe the methods of maintaining the range of equipment in a fit state for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 222

# Prepare for the shearing of livestock

2 credits

## 1. be able to prepare for the shearing of livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify bio-security requirements						
1.2 prepare livestock awaiting shearing safely and correctly in accordance with instructions to take account of the following:						
a. cleaning						
b. drying						
c. moving into the correct area						
d. dagging or crutching						
1.3 ensure the welfare and general welfare requirements of the livestock at all times						
1.4 assess and clarify that sheep are in an appropriate condition for shearing						
1.5 recognise and deal with livestock which are unsuitable for shearing in accordance with instructions.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. know how to select, use and maintain relevant equipment

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
2.1 select appropriate equipment for this area of work		
2.2 use equipment according to relevant legislation and manufacturer's instructions. The equipment used should be for:		
a. shearing		
b. containing livestock		
c. wool handling		
2.3 prepare, maintain and store equipment in a safe and effective working condition throughout.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
3.1 work in a way which maintains health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to prepare for the shearing of livestock

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe what requirements livestock need while in the waiting area and the needs for such areas to be secure		
4.2 describe the reasons for, and methods of, maintaining the welfare of the livestock		
4.3 describe the condition and appearance of livestock which are suitable for shearing, and the reasons for this		
4.4 describe the correct methods of moving livestock within the work area		
4.5 state why livestock may be unsuitable for shearing		
4.6 outline the importance of preventing transmittable diseases, particularly with the hand piece.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe the equipment which will be required for the activity		
5.2 describe methods of maintaining the equipment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 223

# Shear livestock

3 credits

## 1. be able to shear livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 shear livestock in accordance with instructions						
1.2 perform shearing with the minimum of stress and injury to the livestock						
1.3 select the correct clothing to wear at all times during shearing						
1.4 apply treatments to the livestock in accordance with instructions on completion of shearing						
1.5 wrap and store fleeces in accordance with instructions.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. know how to select, use and maintain relevant equipment

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
2.1 select appropriate equipment for this area of work		
2.2 use equipment according to relevant legislation and manufacturer's instructions covering:		
a. shearing		
b. containing livestock		
c. wool handling		
2.3 prepare, maintain and store equipment in a safe and effective working condition.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to assist with shearing livestock

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe the methods of handling and positioning livestock during shearing		
4.2 state the importance of following instructions for shearing operations		
4.3 describe the types of injury which may occur to the livestock and damage to the fleece, and the ways in which this must be minimised		
4.4 describe the methods of maintaining the welfare of the livestock following shearing		
4.5 describe the types of clothing which must be worn and the reasons for their use		
4.6 describe the types of treatments which may be necessary and how these should be applied		
4.7 describe how to wrap and store fleece		
4.8 state the required condition of the work area and equipment on completion of shearing.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe the equipment which will be required covering:		
a. shearing		
b. containing livestock		
c. wool handling		
5.2 describe the methods of maintaining the equipment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 224

# Prepare and monitor a mechanically controlled livestock production environment

4 credits

## 1. be able to prepare a mechanically controlled livestock production environment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure the work area is safe, clean and free from hazards						
1.2 prepare the production environment in accordance with instructions						
1.3 set up at least three of the environmental conditions listed below in accordance with instructions, and report these to the appropriate person.						
a. humidity						
b. air quality						
c. temperature						
d. ventilation						
e. light						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to monitor a mechanically controlled livestock production environment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 measure and record at least three of the environmental conditions in accordance with instructions:						
a. humidity						
b. air quality						
c. temperature						
d. ventilation						
e. light						

2.2	accurately identify deviations from all the optimum environmental conditions and take appropriate action as necessary						
2.3	monitor the condition of the livestock correctly in accordance with instructions.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to keep appropriate records

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
3.1	provide clear and accurate information for recording purposes.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. be able to work safely and minimise the introduction of disease

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
4.1	work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
4.2	carry out work in a manner which minimises the introduction of disease and contamination into the production environment.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 5. be able to use and maintain relevant equipment

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
5.1	use appropriate equipment for this area of work						
5.2	use relevant equipment to control three of the following conditions:						
	a. humidity						
	b. air quality						

c. temperature						
d. ventilation						
e. light						
5.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 6. know how to prepare a mechanically controlled livestock production environment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 describe the types of hazards which may be present and state how these should be removed or dealt with		
6.2 state the reasons for preparing the production environment		
6.3 describe the methods of setting up the environmental conditions within the required parameters		
a. humidity		
b. air quality		
c. temperature		
d. ventilation		
e. light		
6.4 state the types of problems which may occur with the environmental conditions and to whom these should be reported.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know how to monitor a mechanically controlled livestock production environment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 describe the reasons for monitoring and recording all the environmental conditions		
a. humidity		
b. air quality		
c. temperature		
d. ventilation		
e. light		
7.2 describe the relationship between environmental conditions and production		
7.3 state the limits of responsibility in relation to monitoring the production environment		

7.4	describe the use of alarms and fail safe procedures		
7.5	state the types of external factors and how these impact on production eg extreme weather conditions, noise, power failure		
7.6	state the types of records required and the importance of accurate record keeping.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 8. know relevant health and safety legislative requirements

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
8.1	outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 9. know how to minimise the introduction of disease

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
9.1	describe the basic methods for preventing disease and contamination within the system.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 10. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
10.1	state the equipment which will be required for preparing and monitoring controlled environments		
10.2	describe the methods of maintaining the range of equipment ready for use covering:		
	a. environmental control		
	b. alarms		
	c. back up equipment		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## Unit 224

## Prepare and monitor a mechanically controlled livestock production environment

### Declaration

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The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 225

# Prepare birds for reproduction and enable fertilisation

3 credits

### 1. be able to prepare birds for reproduction

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure the work area is safe and suitable for breeding purposes						
1.2 assemble birds safely in the designated area using the correct methods for handling and moving birds in a manner which minimises stress						
1.3 assess the following aspects of the birds' physical condition:						
a. appearance						
b. movement and behaviour						
c. reproductive cycle						
d. physical abnormalities						
1.4 assess the birds' readiness for reproduction						
1.5 check and confirm that feed and water is of the correct quality and readily available						
1.6 maintain the environment in a manner which facilitates reproduction						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to enable fertilisation to take place

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 correctly select, at the optimum time, the birds which have been identified as ready and suitable for breeding						
2.2 handle and move birds in a manner which minimises stress						
2.3 prepare birds correctly for breeding purposes						

2.4	achieve fertilisation successfully and confirm using the correct methods						
2.5	optimise the health and condition of the females throughout the reproductive cycle.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to work safely and minimise environmental damage

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
3.1	work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	carry out work in a manner which minimises environmental damage						
3.3	dispose of waste safely and correctly.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. be able to use and maintain relevant equipment

<b>Assessment criteria (Performance)</b>		<b>Evidence date</b>					
<b>The learner can:</b>		<b>Portfolio reference</b>					
4.1	use the following equipment for breeding according to relevant legislation and organisational instructions						
	a. manual						
	b. powered						
	c. measuring						
4.2	prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

## 5. know the process for preparing birds for reproduction

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe how birds should be handled and moved, and the required welfare practices		
5.2 describe how to assess the readiness of the birds for reproduction purposes		
5.3 describe the types of physical conditions which may impact on fertilisation and reproductive cycle		
5.4 define the requirements for feed and water and how this should be supplied		
5.5 describe how reproduction is optimised through the control of environmental conditions.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to enable fertilisation to take place

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe how to identify and select birds which are suitable for breeding		
6.2 explain how fertilisation and reproduction is optimised		
6.3 describe the ways in which birds are prepared for breeding purposes		
6.4 describe methods of fertilising birds		
6.5 describe methods for confirming the fertilisation of birds		
6.6 describe methods for maintaining healthy reproduction in birds.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
7.2 describe how environmental damage can be minimised		
7.3 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**8. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 describe the equipment which will be required for the activity		
8.2 describe the methods of maintaining the range of equipment used		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 226

# Brood young birds

3 credits

## 1. be able to brood young birds

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 correctly prepare and maintain the necessary equipment and materials for brooding young birds						
1.2 correctly prepare the following aspects of the brooding area:						
a. bedding						
b. restriction to heated area						
c. starter feed						
d. drinking containers						
e. control equipment						
1.3 assess and confirm that brooding areas and environmental conditions are suitable for the receipt of young birds						
1.4 maintain four of the following environmental conditions in accordance with instructions:						
a. humidity						
b. dust and gas						
c. temperature						
d. ventilation						
e. light						
1.5 move young birds to the brooding areas in the required numbers, in a manner which maintains their health and welfare and minimises stress						
1.6 maintain and adjust living conditions to optimise growth and health and welfare						
1.7 assess and replenish food and water supplies correctly when required						
1.8 assess young birds' behaviour and take the appropriate actions to promote their health and well being						
1.9 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety and animal welfare, and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 dispose of waste safely and correctly						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. know how to brood young birds

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 outline the types of equipment and materials required and describe how these should be used and maintained		
3.2 define the necessary conditions for effective production		
3.3 describe how to set up and adjust environmental controls and describe the effect these have on the brooding process:		
a. humidity		
b. dust and gas		
c. temperature		
d. ventilation		
e. light		
3.4 describe how young birds should be handled and outline the requirements of welfare codes in relation to the movement of young birds		
3.5 describe the types of food and water supply and how these are maintained		
3.6 define the indications of poor health in young birds		
3.7 state the common problems with the brooding of young birds and describe the correct actions to take within the limits of their responsibility. Problems to include:		
a. faults in equipment		
b. abnormal birds		
c. supply failure		
3.8 outline the types of records required and importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**4. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
4.2 describe the correct methods for disposing of waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 227

# Grow young birds

4 credits

## 1. be able to grow young birds

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 maintain housing and three of the following environmental conditions to optimise the growth and development of young birds:						
a. humidity						
b. air quality						
c. temperature						
d. ventilation						
e. light						
1.2 assess and maintain litter conditions correctly						
1.3 maintain the accessibility of feed and water to optimise the growth and development of the birds						
1.4 assess, according to instruction, that the growth of young birds meets production targets in line with organisational requirements						
1.5 remove and deal with sick or damaged birds in the correct way						
1.6 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 use equipment according to relevant legislation and organisational requirements						
2.2 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to grow young birds

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 describe the correct litter conditions		
4.2 describe how to maintain the supply of feed and water		
4.3 describe the correct methods for monitoring the growth of the birds		
4.4 describe the methods for identifying and dealing with sick or damaged birds (eg culling)		
4.5 outline the common types of problems which may arise and describe how these should be dealt with		
a. faults in equipment		
b. environmental conditions		
c. poor health of birds		
4.6 outline the limits of responsibility in relation to dealing with problems		
4.7 describe the types of records required and the purpose of these		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
5.2 describe three codes of practice.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the equipment which will be required for the activity		
6.2 describe the methods of maintaining the range of equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 228

## Receive and select eggs for hatching

4 credits

### 1. be able to receive eggs for hatching

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify incoming eggs accurately by source, number and code						
1.2 check that eggs are at the right level of cleanliness and in accordance with instructions						
1.3 wear the correct protective clothing at the required times						
1.4 maintain personal hygiene throughout the procedure						
1.5 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to select eggs for hatching

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 correctly handle, grade and tray eggs ready for incubation						
2.2 correctly identify, remove and dispose of eggs which are unsuitable for incubation						
2.3 correctly identify and store selected eggs						
2.4 leave the work area and equipment in a condition which is suitable to its subsequent use						
2.5 ensure communication of information is by the correct method and takes place within a suitable timescale.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 use appropriate equipment according to relevant legislation and organisation instructions						
3.2 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to receive eggs for hatching

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 outline the methods for identifying the source, number and code of incoming eggs		
5.2 list the types of protective clothing and describe when and how protective clothing should be worn		
5.3 state the importance of personal hygiene		
5.4 describe the types of records kept for incoming eggs and why these are important		
5.5 state to whom information on incoming eggs should be reported and when.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to select eggs for hatching

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the required environmental condition of the storage environment		
6.2 describe the methods of maintaining hygiene in the storage environment		
6.3 describe the ways in which eggs should be handled, trayed and stored		
6.4 describe the methods of grading eggs and how eggs which are unsuitable should be disposed of.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be required for the activity.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
8.2 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 229

# Select and transfer livestock

4 credits

## 1. be able to select livestock

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 select livestock for transfer against four of the following criteria as appropriate:						
a. size and weight						
b. age						
c. appearance						
d. number of livestock						
e. condition						
f. destination						
g. records						
h. sex						
1.2 collect and move the selected livestock safely to the appropriate location in a manner that minimises stress						
1.3 assess the livestock effectively to maintain them in an appropriate condition						
1.4 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to prepare livestock for transfer

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to manufacturer's instructions and legal requirements						
2.3 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 select appropriate equipment for this area of work						
4.2 use equipment according to relevant legislation and instructions						
4.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to select livestock for transfer

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe how the area for collecting the livestock should be prepared		
5.2 state how all the criteria below are used for selecting livestock:		
a. size and weight		
b. age		
c. appearance		
d. number of livestock		
e. condition		
f. destination		
g. records		

h. sex		
5.3 describe the appropriate methods for moving the livestock to the required location		
5.4 describe how to minimise stress and the welfare considerations of livestock during the selection process.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to maintain accurate records

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
6.1 identify the types of records required and explain the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know how to prepare livestock for transfer

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe how to identify and gather livestock for transfer		
7.2 describe the reasons why livestock are not selected for transfer		
7.3 describe the correct methods for treating and handling livestock, both in groups and individually to minimise stress and maintain animal welfare		
7.4 state the steps to take to maintain livestock in appropriate condition		
7.5 describe the type of problems that might prevent livestock being transferred, and who to report them covering:		
a. bad weather		
b. poor condition of livestock		
c. staffing problems		
d. bio security risks		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**8. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety legislation, animal welfare, codes of practice and any additional requirements		
8.2 describe how environmental damage can be minimised		
8.3 describe the correct methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**9. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
9.1 describe the equipment which will be required for the activity		
9.2 describe the methods of maintaining the range of equipment in a fit state for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 230

# Prepare, load and incubate hatching eggs

4 credits

## 1. be able to prepare and load incubators

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 prepare the following aspects of the incubation area safely and correctly in accordance with instructions:						
a. walls						
b. floors						
c. ceilings						
d. fixtures and fittings						
e. fabric						
1.2 select eggs for incubation in accordance with set times						
1.3 load eggs into the incubator correctly						
1.4 maintain the relevant equipment correctly in a hygienic and safe manner.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to incubate hatching eggs

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 maintain hygiene at all times						
2.2 monitor and report on at least two of the following conditions of the incubator environment correctly						
a. temperature						
b. humidity						
c. air quality						
2.3 assist with checking egg fertility at the required intervals						
2.4 select eggs for transfer and hatching using the correct methods						

2.5	leave work area and equipment clean and in a suitable condition for future use						
2.6	provide clear and accurate information for recording purposes.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	dispose of waste safely and correctly						
3.3	prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. know the process of preparing and loading incubators

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1	describe the methods of preparing the incubation area and environment covering:	
	a. walls	
	b. floors	
	c. ceilings	
	d. fixtures and fittings	
	e. fabric	
4.2	state the reasons why hygiene is important and describe the methods for maintaining hygiene	
4.3	outline the timing requirements of the incubation system	
4.4	describe the ways in which eggs should be loaded into the incubator	
4.5	describe the actions to be taken in the event of an alarm going off.	
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 5. know the process of incubating hatching eggs

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the methods for monitoring the incubator environment and state the reasons for this covering:		
a. temperature		
b. humidity		
c. air quality		
5.2 describe the methods of checking the fertility of eggs		
5.3 state the types of records kept for transfer of eggs.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2 describe the correct methods for disposing of waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 230**  
Declaration

**Prepare, load and incubate hatching eggs**



I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 231

# Hatch eggs and despatch poultry

4 credits

## 1. be able to hatch eggs

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 correctly locate poultry for take off following organisational requirements						
1.2 correctly recognise and dispose of sub-standard products safely and in accordance with instruction						
1.3 correctly and safely deliver newly hatched birds for sexing						
1.4 clean and maintain the hatching area equipment in a safe and hygienic manner ready for future use.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to hatch and despatch poultry

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 demonstrate the correct maintenance of despatch equipment ready for subsequent use through:						
a. preparation						
b. checks or adjustments						
c. hygiene						
2.2 prepare newly hatched poultry for transportation correctly						
2.3 keep the work area and environmental conditions in a suitable condition throughout operations by correctly monitoring three of the following:						
a. temperature						
b. humidity						
c. air quality						
d. lighting						
2.4 maintain personal hygiene in accordance with codes of practice						

2.5	provide clear and accurate information for recording purposes						
2.6	clean work area and equipment and leave in a fit and hygienic state ready for future use.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	carry out work in a manner which minimises environmental damage						
3.3	dispose of waste safely and correctly.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. know how to prepare the hatching area

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1	outline the methods of maintaining hygiene	
4.2	describe the features of sub-standard products and outline the methods of disposal	
4.3	describe the methods for cleaning the hatching area and state the reasons why this is important.	
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 5. know how to hatch and despatch poultry

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe methods of preparing newly hatched poultry for despatch and transportation		
5.2 describe the correct ways in which the newly hatched poultry must be boxed		
5.3 describe the required environmental conditions within the work area covering:		
a. temperature		
b. humidity		
c. air quality		
d. lighting		
5.4 state the reasons for maintaining personal hygiene		
5.5 describe the methods of communicating information.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be required for the activity		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 232

## Establish and maintain egg production

4 credits

### 1. be able to assist with establishing egg production

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 correctly inspect and report on the condition of all equipment for the laying quarters and check that it conforms with the system requirements						
1.2 accurately and correctly measure the development of the birds using the appropriate equipment						
1.3 correctly monitor and record the lighting programme where required						
1.4 monitor the behaviour of the birds, identify concerns correctly and take the appropriate action						
1.5 provide clear and accurate information for recording purposes						
1.6 correctly examine the living area according to the requirements of the system and promptly report anything of concern						
1.7 take the necessary steps to ensure eggs are laid in the appropriate place.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to assist with maintaining egg production

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 correctly examine, maintain and carry out checks in accordance with welfare requirements						
2.2 carry out production tasks correctly and safely in accordance with organisational requirements						
2.3 correctly monitor egg quality and report any concerns to the appropriate person.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 use appropriate equipment according to relevant legislation and manufacturer's instructions						
4.2 prepare, maintain and store equipment in a safe and effective working condition						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know and understand why it is important to assist with establishing egg production

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe how to identify faults in the system and state to whom they should be reported		
5.2 describe ways in which resources are monitored		
5.3 outline the performance targets for the birds		
5.4 describe the importance of a lighting programme for the birds		
5.5 compare normal and abnormal behaviour of the birds in the system and describe the appropriate action to take		
5.6 identify the types of records required and the importance of accurate record keeping		
5.7 describe the living area appropriate to the system, and outline the methods of maintaining it		
5.8 describe the specific welfare standards appropriate to the system.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be required for the activity.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 233

# Collect, grade and prepare eggs for transport

5 credits

## 1. be able to assist with establishing egg production

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 maintain personal hygiene during egg collection						
1.2 collect eggs using methods that are in accordance with organisational requirements and at the right time of the day						
1.3 collect eggs using methods that minimise stress to the birds, and that are in accordance with welfare codes						
1.4 regularly check for any damage to eggs and minimise damage during collection by using the correct methods and equipment						
1.5 handle eggs correctly, and prepare them for selection or grading.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to grade eggs

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 assess the cleanliness of eggs						
2.2 accurately identify and remove eggs that are unsuitable for use						
2.3 apply identification markings that are clear, accurate and in accordance with organisational requirements						
a. site, house or flock code						
b. batch number						
c. lay date						
2.4 position the eggs correctly onto suitable trays						
2.5 identify and report any issues with egg quality including:						
a. shell faults						

b. level of cleanliness						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to maintain accurate records

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 record clear and accurate information.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to work safely and minimise environmental damage

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. be able to use relevant equipment

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
5.1 use appropriate equipment for this area of work						
5.2 prepare and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 6. be able to prepare eggs for transport

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
6.1 monitor and maintain all the following storage conditions in accordance with organisational requirements:						
a. temperature						
b. humidity						
6.2 position containers in the storage area safely and securely, and in accordance with requirements						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 7. know how to collect eggs

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 state the personal and work area hygiene standards required for collecting and grading eggs		
7.2 describe the methods of collecting eggs that minimises stress to the birds		
7.3 state the importance of correct timing when collecting eggs		
7.4 describe the ways in which eggs can be damaged and how this can be minimised covering:		
a. poor handling		
b. soiling		
c. equipment faults and breakages		
7.5 describe the correct methods of handling eggs		
7.6 describe the problems that can occur with egg collection and whom these should be reported to.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know how to grade eggs

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the correct methods for handling and grading eggs		
8.2 state the different categories of eggs		
8.3 describe the methods used to prevent contamination and damage of eggs		

8.4 the importance of identification markings and how these are applied covering:		
a. site, house of flock code		
b. batch number		
c. lay date		
8.5 describe the requirements for traying eggs		
8.6 describe the signs of poor egg quality and the appropriate action to take covering:		
a. shell faults		
b. level of cleanliness		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 9. know how to prepare eggs for transport

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
9.1 state the condition of the storage area in relation to hygiene and health and safety		
9.2 describe the requirements for the storage conditions for the eggs covering:		
a. temperature		
b. humidity		
9.3 describe the types and condition of storage containers, and possible problems with them		
9.4 state the possible problems with the storing of eggs, and what action to take.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 10. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
10.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
10.2 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 11. know the types of equipment required

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
11.1 describe the equipment which will be required for the activity.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 12. know how to maintain accurate records

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
12.1 state the types of records required and the importance of accurate record keeping.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 233**  
Declaration

**Collect, grade and prepare eggs for transport**

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 234

# Load and unload physical resources within the work area

2 credits

### 1. be able to load and unload physical resources

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 assess the load to be moved to determine the method of lifting required						
1.2 carry out lifting operations safely, in accordance with instructions						
1.3 move heavy and bulky items correctly, in accordance with instructions						
1.4 position resources safely, securely and in a manner which protects them from damage and contamination including:						
a. products or materials						
b. equipment						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to relevant legislation and manufacturers' instructions						
2.3 prepare, maintain and store equipment in a safe and effective working condition						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to load and unload physical resources

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 state the reasons for, and methods of, labelling resources for transportation		
4.2 describe how to assess the load to be moved to determine the safest the method of lifting		
4.3 describe the safe lifting and carrying techniques which should be used		
4.4 describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads		
4.5 explain the ways of securing resources for transit in order to maintain safety and minimise damage		
4.6 describe appropriate methods of protecting resources from contamination and adverse weather conditions		
4.7 outline the methods for the safe stacking of products		
4.8 describe suitable methods of storing resources.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation		
5.2 describe the methods of maintaining the equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2 describe the correct methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Candidate Name:</b>	
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I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 235

## Transport physical resources within the work area

2 credits

### 1. be able to transport physical resources within the work area

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 transport resources using powered or manual transportation equipment						
1.2 minimise damage to the resources and environment during manoeuvres and transit						
1.3 ensure that load is secure and protected from contamination and adverse weather conditions						
1.4 monitor load during transit and take action if required						
1.5 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to relevant legislation						
2.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to transport physical resources within the work area

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 describe the ways of handling transportation equipment to minimise damage to resources in transit		
4.2 describe the methods of protecting resources from contamination and adverse weather conditions during transit		
4.3 state the reasons for monitoring loads during transit and the actions to take in case of problems with:		
a. imbalance		
b. contamination		
c. adverse weather		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation		
5.2 describe the methods of maintaining the equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 236

## Prepare and operate a tractor with attachments

5 credits

### 1. understand how to prepare a tractor and attachments for operation

Assessment criteria (Knowledge) The learner can:	Portfolio reference					
1.1 list the required pre-start checks and adjustments						
1.2 identify health and safety issues in relation to the preparation and use of tractors						
1.3 describe how different types of attachments and how they should be secured						
1.4 identify types of attachments that are safe for use and compatible with the tractor and those that are not						
1.5 describe conditions which should be taken into account when considering the use of attachments						
1.6 describe adjustment requirements for different attachments and operations						
1.7 explain the correct use and duration of warning signals and indicators.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. prepare a tractor and attachments for operation

Assessment criteria (Performance) The learner can:	Evidence date					
	Portfolio reference					
2.1 carry out pre-start checks in accordance with standard procedures						
2.2 carry out adjustments to attachment in accordance with instructions to meet operational requirements						
2.3 check the immediate work area for hazards and obstacles and take the appropriate action						
2.4 ensure attachments are compatible with the tractor						
2.5 make sure the attachments are secure and safe						
2.6 carry out preparation of tractor and attachments in accordance with health and safety legislation and codes of practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. understand how to operate a power vehicle

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account		
3.2 list the types of hazards which may be encountered and how these should be dealt with		
3.3 describe the capabilities of the tractor and the expected efficiency of tractor operation		
3.4 explain the safe use of attachments		
3.5 list the reasons why the tractor should be left in a condition suitable for future use		
3.6 identify health and safety legislation, and codes of practice in relation to the preparation and use of tractors.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. operate a tractor with attachments

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation						
4.2 assess and modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain						
4.3 assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice						
4.4 maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor						
4.5 use attachments to the tractor safely at all times						
4.6 leave the tractor safe after use and in a condition suitable to its future use						
4.7 operate the tractor in accordance with current health and safety legislation, and codes of practice						
4.8 carry out all work activities to meet current environmental and legislative requirements						
4.9 assist in maintaining records to meet organisational requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## Declaration

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 238

# Prepare and maintain structures and surfaces

4 credits

## 1. be able to prepare for construction and maintenance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 prepare the site correctly for construction or maintenance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to construct and maintain structures and surfaces

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 prepare the foundations of the structure so they are, secure and suitable for use						
2.2 prepare foundations and drainage in accordance with the requirements of the surface						
2.3 maintain the structure in accordance with instructions						
2.4 leave the site as tidy as possible following operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
4.1 select and use appropriate equipment for this area of work.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 5. know how to prepare for construction and maintenance

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 describe the types of equipment and materials required and the correct methods for preparing and maintaining and storing these		
5.2 describe suitable methods for preparing the site.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 6. know how to construct and maintain structures and surfaces

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
6.1 describe the purpose of the structure and surface		
6.2 describe how to create suitable foundations and the types of foundations required		
6.3 state the correct methods for creating adequate drainage		
6.4 describe the reasons for, and methods of, construction or maintenance of the structure and surface		
6.5 state the condition the site should be left in on completion of operations.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know how to deal with problems

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 state the types of problems which may occur during operations, including both construction and maintenance, and how these should be dealt with.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety legislation, codes of practice and any additional requirements		
8.2 describe the correct methods for disposing of organic or inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 238**  
Declaration

**Prepare and maintain structures and surfaces**



I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

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<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 239

## Repair and maintain structures or surfaces

2 credits

### 1. be able to prepare for the repair and maintenance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure the necessary materials are available and prepared for the work						
1.2 prepare the structure or surface and the surrounding site in a appropriate manner.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to repair and maintain structures or surfaces

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 maintain the structure or surface to all the specifications below at the appropriate time						
a. security						
b. quality						
c. design						
d. construction						
2.2 repair the structure or surface to all the specifications at the appropriate time in relation to:						
a. security						
b. quality						
c. design						
d. construction						
2.3 provide clear and accurate information for recording purposes						
2.4 ensure the site is restored to a safe condition which is consistent with the surrounding environment and is clear of unwanted materials.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 ensure work is carried out in a manner which minimises environmental damage						
4.3 manage and dispose of waste in accordance with legislative requirements and codes of practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. understand the principles of maintaining structures and surfaces

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
5.1 explain why surfaces and structures must be repaired and maintained and potential problems if not carried out		
5.2 explain the preparation required prior to repairing and maintaining structures and surfaces		
5.3 explain how to finish the structure or surface so that it meets the specification covering all of:		
a. security		
b. quality		
c. design		
d. construction		
5.4 describe different maintenance and repair methods which would achieve the specification covering all		
a. security		

b. quality		
c. design		
d. construction		
5.5 describe the types of problems which may occur, including:		
a. accidental damage		
b. pollution		
5.6 not meeting the specification and the actions to take.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. understand relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 summarise current health and safety legislation, codes of practice and any additional requirements		
6.2 describe the possible environmental damage that could occur and how to respond appropriately		
6.3 explain the correct and appropriate methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. understand the reasons for maintaining equipment

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 explain the methods and importance of maintaining equipment for use.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 239**  
Declaration

**Repair and maintain structures or surfaces**

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<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 240

# Maintain equipment and machines

4 credits

## 1. be able to prepare equipment and machines for maintenance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify the equipment and machines requiring maintenance						
1.2 check that the equipment and machines requiring maintenance are safe and completely isolated from the power source						
1.3 take the correct precautions to minimise dangers from contamination and hazardous chemicals						
1.4 keep the work area safe and in a condition suitable for the maintenance procedure						
1.5 obtain and prepare tools and materials suitable for the maintenance procedure.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to carry out maintenance procedures

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation						
2.2 clean, service and store tools after use.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 minimise the escape of substances and dispose of hazardous and non-hazardous waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to prepare and carry out maintenance for equipment and machines

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 outline the methods for preparing equipment and machines		
a. manual		
b. mechanical		
4.2 describe the dangers created by stored energy and how these should be responded to during the preparation stage		
4.3 state the hazardous chemicals and substances which may be present and ways in which they should be dealt with		
4.4 describe the type of tools, equipment and materials required for the maintenance procedure		
4.5 describe types of protective clothing required and the reasons why it must be worn		
4.6 describe the methods for maintaining equipment and machines and the possible consequences of not maintaining		
4.7 outline the levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice		
4.8 describe safe and suitable methods of storing tools, equipment and machinery.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**5. know relevant health and safety and legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the correct methods for disposing of waste		
5.2 outline the current health and safety legislation codes of practice and any additional requirements		
5.3 outline the legislative requirements relating to the maintenance of equipment and machinery.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 241

## Establish animals in a new environment

3 credits

### 1. be able to establish animals in a new environment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure the new environment is prepared to allow for the safe introduction of the animals						
1.2 safely establish the animals in their new environment						
1.3 monitor and maintain the health and welfare of the animals.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to promote health and safety

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which promotes health and safety, animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 provide clear and accurate information for recording purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. understand how to establish animals in a new environment

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 explain how to prepare the environment to allow the safe introduction of animals		
4.2 explain the factors in the new environment which may cause animals stress and how these can be minimised		
4.3 explain the different methods of establishing animals in new environments		
4.4 summarise the indicators of potential problems with health and welfare and the action to take.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

#### 5. understand relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 summarise current health and safety, animal welfare legislation, codes of practice and any additional requirements		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 241**  
Declaration

**Establish animals in a new environment**



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<b>Date:</b>	

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<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 242

# Prepare for the transportation of animals

4 credits

## 1. be able to prepare to transport animals

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 correctly complete all relevant documentation and records related to movement of animals						
1.2 plan a journey for the transport of animals in line with instructions						
1.3 check that the transportation equipment, suitability and condition are correct for the transport of animals						
1.4 provide for the animals needs for the journey within the transportation environment considering their health and welfare and nutritional requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to prepare animals for transport

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 prepare and handle animals in preparation for loading						
2.2 assess animals for fitness to travel and where appropriate take appropriate action if animals are unfit for travel						
2.3 load and contain the animals within the transportation equipment, make safe and secure for the journey in a manner which minimises their stress						
2.4 segregate animals correctly if required.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 dispose of waste safely and correctly						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know who has responsibilities with regard to the transport animals

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 state the persons who hold responsibility for animal welfare during transport and summarise their responsibilities under animal welfare, the transport of animals and health and safety legislation		
4.2 state the authorities that have the right to inspect animals, documentation and vehicles and their powers		
4.3 state the authorities to contact, for enquiries about transport conditions, and matters of law		
4.4 describe the communication required between all parties involved with transportation of animals.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know how to prepare to transport animals

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 state the types of authorisation required to move animals and when they are required		
5.2 describe the requirements of planning a journey including:		
a. requirements for journey recording systems		
b. the records which are necessary and required		
5.3 explain the different requirements of documentation for transporting animals dependent on length of travel		
5.4 describe the requirements for condition and suitability of vehicles and containers used for transport of animals including:		
a. cleanliness		
b. health and safety		

c. security		
d. travel requirements of animals		
e. environmental conditions		
5.5 outline the appropriate nutritional and water requirement levels for the animals concerned.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to prepare animals for transport

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe indicators used to assess the animal health and welfare		
6.2 state when unfit animals can be transported		
6.3 describe the correct methods for preparing and handling animals for loading		
6.4 state the animal requirements during loading, in relation to flight zone, visual field and lighting		
6.5 describe the appropriate methods of loading and containing the animals which minimizes their stress		
6.6 describe possible protective measures required for animals during transportation		
6.7 outline the possible unplanned occurrences which may occur and how each may best be handled		
6.8 state when animals need to be segregated		
6.9 outline the legal requirements in relation to density and number of animals in transport including the effects of overstocking and understocking		
6.10 describe the circumstances when stocking densities may be adjusted to take into account changing conditions.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 242**  
Declaration

**Prepare for the transportation of animals**



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<b>Date:</b>	

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<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 243

# Maintain the health and welfare of animals during transportation

4 credits

### 1. be able to monitor and maintain animals during transportation

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 monitor animals' health and welfare at the required times during transportation to identify any causes for concern						
1.2 recognise changes in animal health and welfare which might signify stress, ill health or injury and take the appropriate actions						
1.3 take the appropriate action without delay where there are any concerns over animal health and welfare						
1.4 ensure the containment of animals complies with legislation and optimises their health and welfare						
1.5 ensure that transport temperature and ventilation conditions maintain animal health and welfare						
1.6 control animals during transportation in the correct manner using relevant handling aids if applicable.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to carry out post transportation activities

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 clarify who is to receive the animals and communicate any information which they may require						
2.2 unload the animals using appropriate methods and in a manner which minimises their stress and risk of injury						
2.3 place the animals in suitable lairage / holding area after transport, that is in compliance with legislation						
2.4 clean the transportation equipment in accordance with legislation						

2.5 maintain accurate and complete records as required.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to monitor and maintain animals during transportation

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 describe signs of animal health and welfare deterioration in relation to appearance, body functions and behaviour		
4.2 state the importance and methods of maintaining the correct temperature and ventilation when transporting animals		
4.3 explain when to monitor health and welfare according to the animals being transported, relevant legislation and the method of transportation being used		
4.4 describe the causes and signs of stress in animals		
4.5 describe the causes, effects and prevention of thermal stress in animals		
4.6 describe how to care for unfit or injured animals during transportation		
4.7 describe how to assess ill health and determine the actions to be taken and their urgency		
4.8 explain when to seek help, and from whom when problems occur during transportation		
4.9 describe how to maintain health and welfare of animals covering all the following – through the provision of feed and water or not, breaks from travelling, maintaining the transportation environment		
4.10 describe methods of handling animals during transportation using handling aids if applicable		
4.11 state circumstances in which animals can be left and how safety and security may be maintained		
4.12 outline the possible unplanned or unforeseen occurrences which may occur and how each may best be handled		

4.13 summarise their responsibilities under health and safety, animal welfare and animal transportation legislation.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 5. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
5.1 outline the current health and safety legislation, codes of practice and any additional requirements		
5.2 describe how environmental damage can be minimised		
5.3 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know how to carry out post transportation activities

<b>Assessment criteria (Knowledge) The learner can:</b>	<b>Portfolio reference</b>	
6.1 state the importance of communicating information to appropriate people		
6.2 explain animal requirements when handling animals during unloading, in relation to flight zone, visual field and lighting		
6.3 describe the requirements of the holding area / lairage post transportation		
6.4 describe how to maintain and clean the transportation equipment after use		
6.5 explain any necessary documentation and their responsibility in relation to it.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Date:</b>	

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 244

# Carry out habitat management

7 credits

## 1. be able to carry out maintenance tasks

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 carry out two of the following maintenance tasks:						
a. maintain water levels required for the conservation of the habitat						
b. reduce the impact of public access on site						
c. reduce the impact of pollution on site						
d. maintain soil conditions required for the conservation of the habitat						
1.2 keep the site clear of any unnecessary obstacles and waste materials.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to manage vegetation in different types of habitat

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 identify vegetation according to each site's management plan and any constraints						
2.2 recognise any hazards and reduce any associated risks to an acceptable level						
2.3 manage vegetation using at least four of the correct management techniques and equipment according to the site management plan to include four of the following:						
a. felling						
b. coppicing						
c. uprooting						
d. hedge maintenance						
e. pruning						
f. thinning						

g. cutting or mowing						
h. mulching						
i. spraying						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to select, use and maintain equipment for managing vegetation

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 select appropriate equipment for this area of work						
3.2 use equipment according to instructions						
3.3 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. be able to work safely and minimise environmental damage

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
4.2 carry out work in a manner which minimises environmental damage						
4.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 5. know how to carry out maintenance

<b>Assessment criteria (Knowledge)</b>	<b>Portfolio reference</b>	
<b>The learner can:</b>		
5.1 describe how to identify hazards and interpret risk assessments		
5.2 state how to interpret job specifications		
5.3 describe how the maintenance work is affected by the environmental value (in terms of biodiversity and of historical and archaeological value).		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know and understand the need to manage vegetation

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe how to recognise the age, state and type of vegetation		
6.2 describe all the management techniques used to manage vegetation:		
a. felling		
b. coppicing		
c. uprooting		
d. hedge maintenance		
e. pruning		
f. thinning		
g. cutting or mowing		
h. mulching		
i. spraying		
6.3 describe the action to take in the case of accidental damage to habitat, wildlife or landscape		
6.4 describe how the work fits into local biodiversity action plans.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment which will be necessary for managing vegetation		
7.2 describe methods of maintaining the equipment in a fit state for use.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know the current health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work including permissions or licences		
8.2 describe how environmental damage can be minimised		
8.3 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 245

# Prepare and groom animals

4 credits

## 1. be able to assess the animal prior to grooming

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 confirm that the environment and the equipment to be used is clean, ready for use and is secure and safe for both themselves and the animal						
1.2 handle animals in a manner that promotes their confidence and co-operation and health and safety of all throughout						
1.3 report promptly to the appropriate person when examination of the animal reveals an abnormal condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to prepare and groom animals

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and use equipment and materials which is appropriate to the animal and its care requirements						
2.2 prepare the animal ready for grooming using the correct techniques and equipment. Preparation to include:						
a. remove excess hair, knots and tangles						
b. clean the animal's coat and skin						
c. remove dirt and debris from feet						
2.3 groom the animal using the correct methods						
2.4 observe the condition of the animal during the process and report any changes to the appropriate person						
2.5 communicate with others on the animal's care requirements						
2.6 keep accurate records on the techniques and materials used to care for the animal.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety, animal welfare and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to prepare and groom animals

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 state why it is important to approach and handle animals in a manner that promotes their confidence, co-operation, health and safety		
4.2 describe how the type of animal affects the method of preparing for grooming and the equipment that should be used		
4.3 describe how to prepare animals for grooming covering all of the following methods		
a. remove excess hair, knots and tangles		
b. clean the animal's coat and skin		
c. remove dirt and debris from feet		
4.4 describe different methods used for grooming the animals		
4.5 state why particular care is required when working on specific areas of the animal		
4.6 list the steps that should be taken in the event of accidentally damaging the animal		
4.7 state why it is important to communicate the animals care requirements		
4.8 describe the limits of groomer's role when identifying possible abnormalities and conditions (i.e. not diagnosing) and the importance of referring to a veterinary surgeon		
4.9 state why it is important to keep accurate records of the care provided to the animal.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 5. know how to prepare and groom animals

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe the normal signs of health and the signs indicating that the animal should be referred to a veterinary surgeon		
5.2 describe basic animal anatomy and physiology sufficient to identify abnormalities		
5.3 explain the signs and symptoms of basic skin problems and infestations.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 6. know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety animal welfare legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know the types of equipment required and how to maintain them

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 describe the equipment and materials which will be required for the activity		
7.2 describe methods of maintaining the range of equipment used		
7.3 explain the importance of following manufacturers' instructions regarding the use of equipment and products, how to correctly interpret these instructions, and the possible consequences of not doing so.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 245**  
Declaration

**Prepare and groom animals**



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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 246

## Welcome, receive and care for visitors to sites

3 credits

### 1. be able to welcome and receive visitors

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 keep the area in a state of readiness to receive visitors safely						
1.2 greet and communicate with visitors in an appropriate manner						
1.3 identify and report inappropriate visitors						
1.4 work in a way which promotes health and safety, is consistent with relevant legislation and codes of practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to care for visitors

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 care for visitors in accordance with their needs and relevant policies						
2.2 refer visitors to the appropriate source of information						
2.3 manage visitors to the site in a way which is consistent with its purpose and condition, and in a manner which promotes their own safety and security.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. know how to welcome and receive visitors

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 state the preparations required for the arrival of visitors covering groups and individuals		
3.2 outline the importance of creating a positive first impression and how this is achieved		
3.3 describe how to recognise those visitors who should not be on the site and understand the limitations and the dangers in being able to deal with them		
3.4 list potential sources of information for visitors covering groups and individuals		
3.5 describe effective methods of communicating to groups and individuals.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 4. know how to care for visitors

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
4.1 outline how to monitor visitors' needs and when to intercept to offer help		
4.2 describe how the purpose of the site can be maintained whilst accommodating the needs and security of visitors covering all of the following:		
a. supporting visitors in terms of their safety and welfare		
b. providing information to visitors		
c. caring for the environment (eg by restricting access)		
d. maintaining the bio-security of the site		
e. maintaining the welfare of the animals		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the relevant health and safety procedures

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
5.1 describe how bio-security and welfare can be maintained on sites open to visitors		
5.2 outline organisational policy on health and safety and confidentiality and how this can be maintained.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**Unit 246**  
Declaration

**Welcome, receive and care for visitors to**



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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 248

# Load and unload physical resources within the work area

2 credits

## 1. be able to load and unload physical resources

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 assess the load to be moved to determine the method of lifting required						
1.2 carry out lifting operations safely, in accordance with instructions						
1.3 move heavy and bulky items correctly, in accordance with instructions						
1.4 position resources safely, securely and in a manner which protects them from damage and contamination including:						
a. products or materials						
b. equipment						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select appropriate equipment for this area of work						
2.2 use equipment according to relevant legislation and manufacturers' instructions						
2.3 prepare, maintain and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to load and unload physical resources

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 state the reasons for, and methods of, labelling resources for transportation		
4.2 describe how to assess the load to be moved to determine the safest the method of lifting		
4.3 describe the safe lifting and carrying techniques which should be used		
4.4 describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads		
4.5 explain the ways of securing resources for transit in order to maintain safety and minimise damage		
4.6 describe appropriate methods of protecting resources from contamination and adverse weather conditions		
4.7 outline the methods for the safe stacking of products		
4.8 describe suitable methods of storing resources.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the equipment which will be required for the activity and relevant legal restrictions on operation		
5.2 describe the methods of maintaining the equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

## Unit 249

# Give customers a positive impression of yourself and your organisation

5 credits

### 1. establish rapport with customers

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 meet their organisation's standards of appearance and behaviour						
1.2 greet their customer respectfully and in a friendly manner						
1.3 communicate with their customer in a way that makes them feel valued and respected						
1.4 identify and confirm their customer's expectations						
1.5 treat their customer courteously and helpfully at all times						
1.6 keep their customer informed and reassured						
1.7 adapt their behaviour to respond effectively to different customer behaviour.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. respond appropriately to customers

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 respond promptly to a customer seeking help						
2.2 choose the most appropriate way to communicate with their customer						
2.3 check with their customer that they have fully understood their expectations						
2.4 respond promptly and positively to their customer's questions and comments						
2.5 allow their customer time to consider their response and give further explanation when appropriate						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. communicate information to customers

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
3.1 quickly find information that will help their customer						
3.2 give their customer the information they need about the services or products offered by the organization						
3.3 recognise information that their customer might find complicated and check whether they fully understand						
3.4 explain clearly to their customers any reasons why their expectations cannot be met						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. understand how to give customers a positive impression of themselves and the organisation

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe their organisation's standards for appearance and behaviour		
4.2 explain their organisation's guidelines for how to recognise what their customer wants and respond appropriately		
4.3 identify their organisation's rules and procedures regarding the methods of communication that they use		
4.4 explain how to recognise when a customer is angry or confused		
4.5 identify their organisation's standards for timeliness in responding to customer questions and requests for information		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 250

# Deliver basic treatments to livestock

3 credits

## 1. be able to use treatments safely and correctly

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 follow instructions precisely and correctly when assisting in administering the following treatments:						
a. preventative						
b. prescriptive						
1.2 report any difficulties in administering the treatments						
1.3 complete records of the treatment accurately and legibly in line with legal requirements						
1.4 observe livestock after treatments and report concerns immediately.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 carry out work in a manner which minimises environmental damage						
2.3 dispose of waste from basic health care and treatments in a safe manner and place, to prevent contamination.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to select, use and maintain relevant equipment

Assessment criteria (Performance) The learner can:	Evidence date					
3.1 select and use appropriate equipment to administer treatments according to relevant legislation and instructions						
3.2 prepare, maintain, clean and store equipment in a safe and effective working condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to deliver basic treatment to livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 describe the types of materials used for treatments		
4.2 describe the difficulties which might arise and state to whom they should be reported		
4.3 identify what records are needed and describe how to complete them correctly and the consequences of not doing so		
4.4 describe the problems which could arise after treatment		
4.5 state the reasons for culling livestock following treatments.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements		
5.2 describe how environmental damage can be minimised		
5.3 describe the correct methods for disposing of waste to help prevent contamination:		
a. contaminated		
b. non-contaminated		
c. hazardous		
d. non-hazardous		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the equipment which will be required for treatment		
6.2 describe the methods of maintaining the equipment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Assessor Name:</b>	
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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 252

# Construct and maintain paths

3 credits

## 1. be able to construct and maintain paths

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 keep the route and dimensions of the path within tolerances specified for the site						
1.2 lay and support surface materials correctly and securely						
1.3 ensure drainage is effective						
1.4 lay paths efficiently, effectively and securely using both:						
a. fluid component						
b. hard component						
1.5 carry out maintenance of the path efficiently, effectively and securely using both:						
a. fluid component						
b. hard component						
1.6 ensure the appearance and condition of path is fit for purpose following construction or maintenance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
2.2 carry out work in a manner which minimises environmental damage						
2.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
3.1 select and use equipment according to instructions						
3.2 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to construct and maintain paths

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 describe the standards of construction for different types of paths		
4.2 state the advantages and disadvantages of different types of paths and situations in which they are appropriate:		
a. fluid components		
b. hard components		
4.3 describe construction methods required and how to ensure routes and dimensions are within agreed tolerances		
4.4 describe the principles of drainage for paths and how to ensure its effectiveness		
4.5 describe the potential hazards presented by services on site and how to avoid these		
4.6 describe the type of problems that may occur and the actions required.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know the types of equipment required and how to maintain them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 describe the methods of maintaining the range of equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know relevant health and safety legislation and environmental good practice**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 outline the current health and safety legislation, codes of practice and any additional requirements		
6.2 describe how environmental damage can be minimised		
6.3 describe the correct methods for disposing of organic and inorganic waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 253

# Excavate and form foundations for fencing

3 credits

## 1. work safely and in line with requirements

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 work safely in line with health and safety requirements						
1.2 complete work in a manner which causes minimal disturbance to the environment						
1.3 dispose of waste and excess materials safely.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, prepare and maintain tools and equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and prepare tools, equipment and resources ready for use						
2.2 maintain tools, equipment and resources in a clean and serviceable condition throughout excavation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to excavate foundations to comply with (fence) specifications

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 use recommended working practices to excavate ground						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**4. be able to form foundations to comply with (fence) specification**

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
4.1 place concrete/or other suitable material and compact to provide for foundation strength, size, profile and finish						
4.2 establish provision to support the future installation of posts.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**5. be able to deal with difficulties**

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
5.1 deal with difficulties experienced during work within levels of responsibility						
5.2 request advice on how to deal with difficulties outside level of own responsibility.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**6. know the relevant legislation and codes of practice**

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
6.1 outline the health and safety, legislation and codes of practice associated with excavation work		
6.2 identify the environmental issues associated with the disposal of waste, excess materials and concrete/other material.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know how to excavate for fence foundations

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 name the types and correct use of equipment used for excavating post holes and strip trenches		
7.2 outline how and when temporary supports should be used to support excavations.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 8. know how to form foundations for fencing specifications

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
8.1 outline the materials and ratios used in concrete/other suitable material		
8.2 explain the methods used for mixing, placing, compacting, finishing and curing concrete/other suitable material		
8.3 outline the methods used for forming pockets in concrete/other suitable material for future fixing		
8.4 outline the techniques used for casting-in fixing items.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Unit 253

## Excavate and form foundations for fencing

### Declaration

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 254

# Construct and maintain boundaries

3 credits

## 1. be able to construct and maintain boundaries

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 check the selected materials meet the agreed specifications						
1.2 maintain one of the boundaries below within the tolerances specified for the site						
a. fence						
b. wall						
1.3 keep damage to other features, services and wildlife on site to a minimum						
1.4 carry out construction of boundaries efficiently, effectively and securely						
1.5 maintain the appearance and fabric of boundaries so that they are fit for their purpose.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select, use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and use appropriate equipment for this area of work						
2.2 prepare, maintain and store equipment in a safe and effective working condition throughout.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance) The learner can:	Evidence date					
3.1 work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 4. know how to construct and maintain boundaries

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 outline the purpose of boundaries		
4.2 state the advantages and disadvantages of different types of boundaries and the appropriate situations in which to use them		
4.3 describe the materials needed for construction and maintenance of boundaries		
4.4 describe how to measure to ensure work is within tolerances for the site		
4.5 describe the potential hazards presented by services and how to avoid these		
4.6 describe the type of problems that may occur and the actions required when constructing and maintaining boundaries		
4.7 state what to look for in deciding whether the appearance and fabric of boundaries are fit for purpose.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 5. know relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 outline the current health and safety legislation, codes of practice and any additional requirements		
5.2 describe how environmental damage can be minimised		
5.3 describe the correct methods for disposing of organic and inorganic waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**6. know the types of equipment required and how to maintain them**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
6.1 describe the methods of maintaining the range of equipment used.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Name:</b>	
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<b>Date:</b>	

# Unit 255

# Respond to customer requests

5 credits

## 1. be able to establish a rapport with customers

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 comply with organisation’s standards of appearance and behaviour						
1.2 greet customers in line with organisational requirements						
1.3 communicate with customers in line with organisational requirements						
1.4 confirm customers’ expectations						
1.5 adapt behaviour to respond to different customers’ behaviour.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to respond appropriately to customers

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 respond to customers seeking assistance						
2.2 select method to communicate with customers						
2.3 check with customers that expectations have been met						
2.4 respond to customers’ questions and comments.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**3. be able to communicate information to customers**

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	Portfolio reference					
3.1 locate information that will help customers						
3.2 give customers information required about the services or products offered by the organisation						
3.3 identify information that customers might find complicated and check their understanding						
3.4 explain to customers reasons why expectations cannot be met.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

**4. understand how to give customers a positive impression of organisation**

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
4.1 describe organisation’s standards for appearance and behaviour		
4.2 identify organisation’s rules and procedures regarding the methods of communication they use		
4.3 identify organisation’s standards for timeliness in responding to customer questions and requests for information.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 256

## Receive goods and materials into storage

4 credits

### 1. be able to prepare to receive deliveries

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 identify the quantity and nature of the items to be delivered						
1.2 identify the storage space required for the expected delivery						
1.3 check that enough storage space is available for expected deliveries						
1.4 identify the person to report any shortage of storage space						
1.5 check to ensure that the receiving area is clean, tidy and free from obstructions and hazards						
1.6 check to ensure that the necessary handling equipment is available and is in good working order						
1.7 check to ensure that the relevant records are complete, accurate and up to date.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. be able to receive deliveries into storage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 check that the type, quantity and quality of items delivered are acceptable						
2.2 describe how to refuse faulty deliveries, including how to record these and who needs to know about them						
2.3 check deliveries using methods that are safe, hygienic and protect the items from damage						
2.4 allow deliveries to be off-loaded into the designated area						
2.5 update stock control systems in line with organisational procedures						

2.6	follow legal and organisational requirements for maintaining security and safety while receiving deliveries.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. understand the importance of preparing for expected deliveries

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
3.1	explain why it is necessary to prepare thoroughly to receive deliveries		
3.2	explain why any shortage of storage space needs to be reported promptly		
3.3	explain why accurate, complete and up-to-date records are needed for deliveries.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

### 4. understand own responsibility for handling goods and materials

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
4.1	explain the importance of handling goods and materials safely, hygienically and in ways that protect them from damage.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

**Unit 256**  
Declaration

**Receive goods and materials into storage**



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<b>Date:</b>	

## Unit 257

## Place goods and materials into storage

4 credits

### 1. be able to place goods and materials into storage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 perform checks to ensure that adequate storage facilities are available						
1.2 perform checks to ensure that handling equipment is in working order						
1.3 place goods and materials into the designated storage facilities						
1.4 complete relevant records in line with organisational procedures.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

### 2. understand the requirements for storing goods and materials

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
2.1 explain potential causes for goods and materials to deteriorate in storage		
2.2 describe types of storage facilities and storage conditions that are needed for the goods and materials		
2.3 explain legal and organisational requirements for storing goods and materials safely and securely		
2.4 explain why stock needs to be rotated in storage.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

**3. know procedures for resolving problems with storage facilities and equipment**

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
3.1 describe procedures for reporting any lack of suitable storage facilities		
3.2 describe how to fix faulty equipment when this falls within own responsibility		
3.3 describe procedures for reporting equipment faults that are not within own responsibility to fix.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 258

# Process payments for purchases

1 credit

## 1. be able to process payments for purchases

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 inform customers of the amount to pay, taking account of any special offers or discounts that apply						
1.2 process payments in line with organisational procedures						
1.3 explain how to inform customers that payment cannot be approved						
1.4 offer any additional services to customers						
1.5 acknowledge other customers who are waiting for assistance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. understand legal and organisational requirements for processing payments

Assessment criteria (Knowledge)	Portfolio reference	
<b>The learner can:</b>		
2.1 explain the customer’s rights in relation to the pricing of goods		
2.2 explain organisation’s duties and responsibilities in relation to the pricing of goods		
2.3 explain how the organisation deals with suspected fraud		
2.4 explain how to resolve price problems.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

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<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 259

# Maintain site bio-security and personal hygiene

2 credits

### 1. be able to maintain the correct bio-security measures on site

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 encourage drivers of vehicles to use the correct hygiene procedures when entering and leaving the site						
1.2 follow organisational cleaning and hygiene measures while on the site						
1.3 assist in establishing bio-security measures for personnel and vehicles						
1.4 use the cleaning equipment correctly and in accordance with manufacturers or organisational instructions						
1.5 select and use the appropriate equipment to maintain the correct bio-security measures on site						
1.6 use chemicals according to instructions regarding dilution rates, uses and health and safety precautions						
1.7 store all chemicals and equipment safely and correctly after use						
1.8 recognise and report any cases of rodent or pest infestation						
1.9 ensure all hygiene records are completed in-line with policies and current and relevant legislation as required.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to maintain personal hygiene

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 take steps to avoid unnecessary cross contamination whilst on site						
2.2 wear suitable clothing and footwear in accordance with requirements						
2.3 keep work areas clean and hygienic						
2.4 follow appropriate personal hygiene measures at work						
2.5 recognise and report all concerns regarding hygiene to the appropriate person.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 carry out work in a manner which minimises environmental damage						
3.3 dispose of waste safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 4. know how to maintain the correct bio-security measures on site

Assessment criteria (Knowledge)	Portfolio reference
<b>The learner can:</b>	
4.1 State the reasons for correct bio-security measures	
4.2 State the reasons for applying the correct hygiene procedures for vehicles entering and leaving the site	
4.3 State the methods for cleaning and disinfecting	
4.4 State the correct and safe handling, storage and usage of chemicals	
4.5 Describe the warning signs required, their correct location and use	
4.6 Describe the signs of rodent and pest infestation	

4.7	identify the types of records required for biosecurity and chemical usage and the importance of accurate record keeping.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 5. know how to maintain personal hygiene

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
5.1	describe how contamination and cross contamination occurs and the possible consequences		
5.2	state what clothing and footwear is suitable for maintaining bio-security		
5.3	state the appropriate personal hygiene measures and the consequences of not following them		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## 6. Know relevant health and safety legislation and environmental good practice

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
6.1	outline the current health and safety legislation, codes of practice and any additional requirements		
6.2	describe how environmental damage can be minimised		
6.3	describe the correct methods for disposing of organic and inorganic waste		
6.4	describe the methods of maintaining equipment used for site bio-security and personal hygiene.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

## Declaration

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<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Unit 345

# Prepare and operate a power vehicle (excluding tractors)

4 credits

### 1. understand how to prepare a power vehicle for operation

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
1.1 identify the function of all controls and instruments		
1.2 list the required pre-start checks and adjustments		
1.3 describe health and safety issues in relation to the preparation and use of the power vehicle		
1.4 detail types of attachments and how they should be secured		
1.5 detail types of attachments that are safe for use with the power vehicle and those that are not		
1.6 identify conditions which should be taken into account when considering the use of attachments		
1.7 list the types of safety equipment which should be available		
1.8 describe the correct use and duration of warning signals and indicators.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

### 2. prepare a power vehicle for operation

<b>Assessment criteria (Performance)</b>	<b>Evidence date</b>					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 carry out pre-start checks and adjustments in accordance with standard procedures						
2.2 check the immediate work area for hazards and obstacles and take the appropriate action						
2.3 ensure that the appropriate safety equipment is available and in good working order						
2.4 select attachments that are suitable for the power vehicle						
2.5 make sure that attachments are secure and safe						
2.6 check that the work area is clear of people and animals immediately prior to the start of operations						
2.7 use the correct warning signals immediately prior to the commencement of operations						

2.8	carry out all work activities in accordance with health and safety legislation and codes of practice.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1 describe the ways in which the vehicle should be manoeuvred and how different weather and ground conditions must be taken into account							
3.2 list the types of hazards which may be encountered and how these should be dealt with							
3.3 describe the capabilities of the vehicle and the expected efficiency of vehicle operation							
3.4 detail how to use attachments safely							
3.5 explain by the reasons why the vehicle should be left in a condition suitable for future use							
3.6 detail health and safety legislation, and codes of practice in relation to the preparation and use of power vehicles.							
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 4. operate a power vehicle

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 conduct all movements of the vehicle safely, and consistent with the type of vehicle and operation						
4.2 modify operating procedures to take into account any changes in weather, ground conditions, and types of terrain						
4.3 deal with any hazards and obstacles encountered during the operation in accordance with standard practice						
4.4 maintain the efficiency of vehicle performance through the appropriate handling and use of the vehicle						
4.5 use attachments to the vehicle safely at all times						
4.6 leave the vehicle safe after use and in a condition suitable to its future use						

4.7 carry out all work activities in accordance with health and safety legislation, and codes of practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## Declaration

I confirm that the evidence supplied for the above listed unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

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<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 380

# Place and fix posts

3 credits

## 1. work safely in line with legislation and codes of practice

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 work safely in line with health and safety requirements						
1.2 complete work in a manner which causes minimal disturbance to the environment						
1.3 dispose of waste and excess materials safely.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to select and prepare tools

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 select and prepare tools, equipment and resources ready for use.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 3. be able to prepare materials

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
3.1 obtain fencing materials of specified type, material, quality and grade.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 4. be able to place and fix posts

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 use three of the following methods to fix posts to the specified line, level and angle:						
a. driving						
b. bolting						
c. casting						
d. socketing						
e. backfilling						
f. consolidating						
4.2 use recommended working practices to position and fix fence and gate posts						
4.3 use recommended methods for providing temporary supports to posts set in concrete/or other suitable material.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 5. be able to deal with difficulties

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 deal with difficulties experienced during work within levels of responsibility.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

#### 6. know the relevant legislation and codes of practice

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 outline the health and safety, legislation and codes of practice associated with placing and positioning of posts		
6.2 outline the hazards and risks involved in fence installation carried out at heights.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## 7. know how to place and fix posts

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>	<b>Portfolio reference</b>	
7.1 outline the methods used for aligning and levelling posts		
7.2 state the reasons for, and methods of, setting posts to allow for tensioning		
7.3 name the factors that affect the positioning and the method of fixing posts		
7.4 name the types of backfill and methods of consolidation		
7.5 outline the precautions to take to avoid distortion during tensioning process.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

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<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

# Unit 381

# Implement environmental good practice at work

4 credits

## 1. be able to encourage environmental good practice at work

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
1.1 ensure work is carried out efficiently, effectively and in a manner which minimises environmental damage						
1.2 ensure work is carried out in accordance with relevant legislation and organisational requirements with respect to environmental good practice						
1.3 take effective and prompt action in response to damage or to prevent damage to the environment						
1.4 provide clear and accurate information on environmental problems to others within the organisation						
1.5 carry out monitoring activities in accordance with organisational requirements and environmental good practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

## 2. be able to improve work activities to enhance environmental performance

Assessment criteria (Performance)	Evidence date					
<b>The learner can:</b>	<b>Portfolio reference</b>					
2.1 identify ways of changing work activities for which they have responsibility in order to improve environmental performance						
2.2 evaluate the advantages and disadvantages of changes to work activities and make a decision on how best to proceed						
2.3 make changes to work activities in accordance with organisational and legislative requirements						
2.4 encourage interested parties to improve their environmental performance						
2.5 publicise the environmental benefits of changes in work activities						

2.6	monitor and evaluate the effectiveness of changes to work activities and use the findings to inform future practice.						
		Type of evidence →					
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

### 3. understand how to encourage environmental good practice at work

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
3.1	explain ways of working which minimise environmental damage		
3.2	outline relevant legislation, regulatory and organisational requirements with respect to environmental good practice		
3.3	explain the action to take in response to environmental damage		
3.4	describe the correct methods for minimising waste and disposing of waste		
3.5	explain the information which should be provided regarding environmental good practice and the procedures involved.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

### 4. understand how to improve work activities to enhance environmental performance

<b>Assessment criteria (Knowledge)</b> <b>The learner can:</b>		<b>Portfolio reference</b>	
4.1	explain ways of working which maintain and improve environmental performance covering:		
	a. identifying and optimising the environmental implications of resource		
	b. identifying and optimising the environmental impact of an organisation's work		
	c. identifying and optimising the environmental implications of an organisation's products or services		
	d. maintaining or increasing levels of recycling and re-use		
	e. meeting the environmental requirements of legislation		
	f. meeting the environmental requirements of interested parties		
4.2	describe the factors which may limit improvements to environmental performance		
4.3	describe benefits to an organisation and the environment of improved environmental good practice and performance		
4.4	outline the situations which may need preventative or remedial action as a consequence of work by an organisation		
4.5	explain the consequences of failing to maintain and improve environmental good practice		
4.6	explain ways of influencing and motivating others (internal and external) to improve environmental performance		

4.7 explain ways of monitoring and evaluating the effectiveness of improvements in environmental performance		
4.8 describe reasons for, and ways of publicising the benefits and results of improved environmental performance.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

## Declaration

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<b>Assessor Signature:</b>	
<b>Date:</b>	

<b>IV Name:</b>	
<b>IV Signature:</b>	
<b>Date:</b>	

## Appendix 1 Summary of City & Guilds assessment policies

### Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

### Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website [www.cityandguilds.com](http://www.cityandguilds.com), City & Guilds Customer Relations Team or your centre.

### Access to assessment

City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website [www.cityandguilds.com](http://www.cityandguilds.com), from the City & Guilds Customer Relations Team or your centre.

### Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website [www.cityandguilds.com](http://www.cityandguilds.com) or is available from the City & Guilds Customer Relations Team or your centre.

## Useful contacts

### UK learners

#### General qualification information

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### International learners

General qualification information

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### Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

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### Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

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### International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

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### Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

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### Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

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### Publications

Logbooks, Centre documents, Forms, Free literature

**T: +44 (0)844 543 0033**

**E: [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

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F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

**E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)**

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F: +44 (0)20 7294 2413

**E: [intops@cityandguilds.com](mailto:intops@cityandguilds.com)**

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T: +44 (0)121 503 8993

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If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: **[feedbackandcomplaints@cityandguilds.com](mailto:feedbackandcomplaints@cityandguilds.com)**

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