

Level 3 Award, Certificate and Diploma in Work-based Agriculture (0066-81-82-83)



Candidate logbook

500/6942/X

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Version 1.2

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City & Guilds Group

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Unit 307	Prepare for planting and plant crops	75
Unit 308	Monitor and maintain harvesting operations	79
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Unit 345	Prepare and operate a power vehicle (excluding tractors)	221
Unit 347	Prepare and construct new structures and surfaces	224
Unit 348	Prepare and maintain equipment and machines	228
Unit 349	Select and prepare animals for breeding	233
Unit 350	Manage the care of young animals	237
Unit 351	Establish animals in a new environment	240
Unit 354	Safe use and application of pesticides	243
Unit 355	Identify the need for and plan habitat management work	246
Unit 356	Co-ordinate and oversee habitat management work	250
Unit 357	Monitor and evaluate the effectiveness of habitat management work	254
Unit 358	Plan the preparation and use of tractors and attachments	256
Unit 359	Promote responsible public use of the environment	261
Unit 371	Organise the delivery of reliable customer service	264
Unit 372	Improve customer relationship	267
Unit 373	Monitor and solve customer service problems	270
Unit 374	Boar semen collection and processing	273
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1 About your candidate logbook

1.1 Contact details

Candidate name	
Candidate enrolment no	
Centre name	
Centre number	
Programme start date	
Date of registration with City & Guilds	

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.

Your Assessor(s)	
Your Internal Verifier	
Quality Assurance Contact	

1 About your candidate logbook

1.2 Introduction to the logbook

This logbook will help you complete the units in City & Guilds' **Level 3 Award, Certificate and Diploma in Work-based Agriculture (0066-81-82-83)**. 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 of these 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**.

2 Units

0066-81 Level 3 Award in Work-based Agriculture

Minimum of **10** credits from a minimum of 2 units from 304-311, 314-328, 330-340, 344, 348-351, 374-375

0066-82 Level 3 Certificate in Work-based Agriculture

Level 3 Certificate in Work-based Agriculture (Crop Production)

301 plus a minimum of 25 credits from 302-311, 317, 340, 344-345, 347-348, 355-358, 371-373 plus certification module 951

Level 3 Certificate in Work-based Agriculture (Mixed Farming)

301 plus a minimum of 25 credits from 302-311, 314-340, 344-345, 347-351, 355-358, 371-373 plus certification module 952

Level 3 Certificate in Work-based Agriculture (Livestock Production)

301 plus a minimum of 25 credits from 302-303, 308-310, 314-340, 344-345, 347-351, 355-358, 371-375 plus certification module 953.

Level 3 Certificate in Work-based Agriculture (Poultry Production)

301 plus a minimum of 25 credits from 302-303, 314-318, 322-324, 328-337, 340, 344-345, 347-348, 351, 358, 371-373 plus certification module 954.

0066-83 Level 3 Diploma in Work-based Agriculture

Please note that learners must achieve a total minimum of **31 credits** from units at level 3 or above.

Level 3 Diploma in Work-based Agriculture (Crop Production)

301 -305, 358 plus a minimum of 25 credits from 235, 251-252, 306-311, 317, 340, 344-345, 347-348, 354-357, 359, 371-373, 376-379, 401 plus certification module 961. Learners completing the Advanced Apprenticeship should complete the additional modules 704 and 604.

Level 3 Diploma in work-based Agriculture (Mixed Farming)

301-303, 305, 314, 358 plus a minimum of 26 credits from 219-220, 235, 238, 242-243, 251-252, 304, 306 -311, 315-340, 344-345, 347-351, 354-357, 359, 371-373, 376-379, 401 plus certification module 962. Learners completing the Advanced Apprenticeship must achieve unit 317 as one of the optional units and the additional modules 705 and 605

Level 3 Diploma in work-based Agriculture (Livestock Production)

301-303, 314-316, 318 plus a minimum of 29 credits from 219-220, 235, 238, 242-243, 251-252, 308-310, 317, 319-340, 344-345, 347, 351, 355-359, 371-379, 401 plus certification module 963. Learners completing the Advanced Apprenticeship must achieve unit 317 as one of the optional units and the additional modules 706 and 606

Level 3 Diploma in work-based Agriculture (Poultry Production)

301-303 plus a minimum of 47 credits from 202-203, 219-220, 235, 238, 242-243, 251-252, 314-318, 322-324, 328-337, 340, 344-345, 347-348, 351, 358-359, 371-373, 376-379, 401 plus certification module 964. Learners must complete 317 or 318. Learners completing the Advanced Apprenticeship should achieve the additional modules 707 and 607

City & Guilds unit	Unit title	Credit value
Unit 202	Maintain and develop personal performance	2
Unit 203	Establish and maintain effective working relationship with others	2
Unit 219	Prepare outdoor sites for the introduction of livestock	3
Unit 220	Monitor and maintain livestock on outdoor sites	3
Unit 238	Prepare and maintain structures and surfaces	4
Unit 235	Transport physical resources within the work area	2
Unit 242	Prepare for the transport of animals	4
Unit 243	Maintain the health and welfare of animals during transportation	4
Unit 251	Prepare to undertake a field study	2
Unit 252	Manage your own resources	7
Unit 301	Promote, monitor and maintain health, safety and security	6
Unit 302	Communicate information within the workplace	2
Unit 303	Maintain and store records within the workplace	2
Unit 304	Prepare, monitor and cultivate sites for planting crops	6
Unit 305	Identify, monitor and maintain the healthy growth of crops	10
Unit 306	Identify, monitor and control unwanted vegetation	6
Unit 307	Prepare for planting and plant crops	4
Unit 308	Monitor and maintain harvesting operations	4
Unit 309	Prepare harvested crops for sale or storage	3
Unit 310	Prepare for storage and monitor the condition of stored crops	3
Unit 311	Manage the production of special novel crops	4
Unit 314	Establish, monitor and maintain appropriate conditions for livestock	5
Unit 315	Deliver basic treatments to livestock	4
Unit 316	Deliver routine husbandry procedures	4
Unit 317	Establish, monitor and maintain site hygiene and bio-security	4
Unit 318	Maintain, monitor and evaluate the provision of feed and water to livestock	5
Unit 319	Establish, implement and evaluate a herd breeding plan	2
Unit 320	Monitor and manage animals during gestation	2
Unit 321	Monitor and care for animals during and after birth	3
Unit 322	Plan, introduce and evaluate livestock accommodation	4
Unit 323	Determine the suitability of livestock for transfer, and prepare and monitor them ready for transfer	4
Unit 324	Collect, prepare and store semen	5

Unit 325	Prepare to shear livestock	2
Unit 326	Carry out and complete the shearing of livestock	6
Unit 327	Prepare, monitor and maintain the milking of livestock	10
Unit 328	Prepare, monitor and maintain a mechanically-controlled livestock production environment	6
Unit 329	Develop and implement plans for the disposal of waste	6
Unit 330	Monitor the preparation of birds for insemination and provide conditions for fertilisation	5
Unit 331	Monitor and maintain the brooding of young birds	6
Unit 332	Monitor and maintain the growth of young birds	6
Unit 333	Monitor and maintain the receipt of eggs for hatching	5
Unit 334	Monitor and maintain the preparation, loading and incubation of eggs	6
Unit 335	Establish and monitor the hatching and despatching of poultry	6
Unit 336	Establish, monitor and maintain egg production	6
Unit 337	Monitor and maintain the collection grading and preparation of eggs	7
Unit 338	Monitor and maintain soil nutrition for grassland and forage crops	4
Unit 339	Manage grassland and forage crops to support livestock grazing	4
Unit 340	Promote the health and well being of livestock	5
Unit 344	Plan and maintain supplies of physical resources within the work area	3
Unit 345	Prepare and operate a power vehicle (excluding tractors)	4
Unit 347	Prepare and construct new structures and surfaces	5
Unit 348	Prepare and maintain equipment and machines	3
Unit 349	Select and prepare animals for breeding	4
Unit 350	Manage the care of young animals	3
Unit 351	Establish animals in a new environment	3
Unit 354	Safe use and application of pesticides	3
Unit 355	Identify the need for and plan habitat management work	4
Unit 356	Co-ordinate and oversee habitat management work	4
Unit 357	Monitor and evaluate the effectiveness of habitat management work	4
Unit 358	Plan the preparation and use of tractors and attachments	6
Unit 359	Promote responsible public use of the environment	4
Unit 371	Organise the delivery of reliable customer service	6
Unit 372	Improve customer relationship	7
Unit 373	Monitor and solve customer service problems	6
Unit 374	Boar semen collection and processing	5
Unit 375	Pig feed storage, milling and mixing	4

Unit 376	Improve customer service	7
Unit 377	Monitor and solve customers problems	6
Unit 378	Implement a marketing plan	4
Unit 379	Place and fix posts	7
Unit 401	Manage budgets	5

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 3 Award, Certificate and Diploma in Work-based Agriculture (0066-81-82-83)

Units													
Credits													
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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 202

Maintain and develop personal performance

2 credits

1. maintain personal performance

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
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			

Unit 202 Maintain and develop personal performance

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 203

Establish and maintain effective working relationships with others

2 credits

1. maintain working relationships with others

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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	
The learner can:		
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		

Unit 203

Establish and maintain effective working relationships with others

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 220

Monitor and maintain livestock on outdoor sites

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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					
The learner can:	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)	Portfolio reference	
The learner can:		
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)	Portfolio reference	
The learner can:		
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 the relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 235

Transport physical resources within the work area

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 238

Prepare and maintain structures and surfaces

4 credits

1. be able to prepare for construction and maintenance

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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					
The learner can:	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						
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					
The learner can:	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	
The learner can:		
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	
The learner can:		
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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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 Prepare and maintain structures and surfaces

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 242

Prepare for the transportation of animals

4 credits

1. be able to prepare to transport animals

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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					
The learner can:	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						
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 of 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 inquiries 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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 minimises 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 under-stocking		
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 Prepare for the transportation of animals

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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) The learner can:	Portfolio reference	
4.1 describe signs of animal health and welfare deterioration in relation to appearance, body functions and behavior		
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 traveling, 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

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 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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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		

Unit 243

Maintain the health and welfare of animals during transportation

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 251

Prepare to undertake and report on a field survey

4 credits

1. know how to collect and record data for field surveys

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 outline how to collect and record data for three of the following field surveys:		
a. plants		
b. animals		
c. people		
d. physical features		
e. habitat types		
f. access networks		
1.2 state the role and responsibilities in relation to survey activities		
1.3 outline the range of survey techniques available, their advantages and disadvantages and principles of use		
1.4 describe primary and secondary sources of data, their advantages and disadvantages and principles of use		
1.5 describe effective means of recording the data collected		
1.6 describe the actions to take if there is difficulty in obtaining data		
1.7 describe the environmental importance of the field survey area(s) and the potential impact of work on the site		
1.8 describe actions that may be necessary in cases of incidental damage to habitat, wildlife and landscape.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to report on field surveys

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 outline the required content of a report		
2.2 describe different ways of presenting information in a way appropriate to the intended user		
2.3 describe potential uses of field survey reports		
2.4 outline different methods of communicating clearly		
2.5 specify the timescale within which reporting must take place and the reasons for this.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 251

Prepare to undertake and report on a field survey

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 252

Manage your own resources

7 credits

1. manage their own resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify and agree the requirements of their work-role with those they report to						
1.2 discuss and agree personal work objectives with those they report to and how they will measure progress						
1.3 identify any gaps between the requirements of their work- role and their current knowledge, understanding and skills						
1.4 discuss and agree, with those they report to, a development plan to address any identified gaps in their current knowledge, understanding and skills						
1.5 undertake the activities identified in their development plan and discuss, with those they report to, how they have contributed to their performance						
1.6 get regular and useful feedback on their performance from those who are in a good position to judge it and provide you with objectives and valid feedback						
1.7 discuss and agree, with those they report to, any changes to their personal work objectives and development plan in the light of performance, feedback received, any developments activities undertaken and any wider changes						
1.8 check, on a regular basis, how they are using their time at work and identify possible improvements						
1.9 ensure that their performance consistently meets or goes beyond agreed requirements						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. use appropriate behaviors to manage their own resource

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 demonstrate that they recognize changes in circumstances promptly and adjust plans and activities accordingly						
2.2 demonstrate that they prioritise objectives and plan work to make best use of time and resources						
2.3 demonstrate that they take personal responsibility for making things happen						
2.4 demonstrate that they take pride in delivering high quality work						
2.5 demonstrate that they agree achievable objectives for themselves and give a consistent and reliable performance						
2.6 demonstrate that they can find ways to overcome barriers						
2.7 demonstrate that they make best use of available resources and proactively seek new sources of support when necessary						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know and understand how to manage their own resources using general knowledge

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
3.1 demonstrate why managing their resources (particularly knowledge, understanding, skills and time) is important		
3.2 demonstrate how to identify the requirements of a work-role		
3.3 demonstrate how to set work objectives which are SMART (Specific, Measureable, Achievable, Realistic and Time-bound)		
3.4 demonstrate how to measure progress against work objectives		
3.5 demonstrate how to identify development needs to address any identified gaps between the requirements of their work–role and their current knowledge, understanding and skills		
3.6 demonstrate what an effective development plan should contain		
3.7 demonstrate the type of development activities which can be undertaken to address identified gaps in knowledge, understanding and skills		
3.8 demonstrate how to identify whether/how development activities have contributed to their performance		
3.9 demonstrate how to get and make effective use of feedback on their performance		

3.10 demonstrate how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes		
3.11 demonstrate how to record the use of their time and identify possible improvements		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. know and understand how to manage their own resources using industry and sector specific knowledge

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 show that they know and understand the industry/sector requirements for the development or maintenance of knowledge, understanding and skills		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. know and understand how to manage their own resources using context specific knowledge

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 show that they know the agreed requirements of their work-role including the limits of their responsibilities		
5.2 show that they know their agreed personal work objectives		
5.3 show that they know the reporting lines in their organization		
5.4 show that they know and understand their current knowledge, understanding and skills		
5.5 show that they can identify gaps in their current knowledge, understanding and skills		
5.6 show that they know and understand their personal development plan		
5.7 show that they know their organisation's policy and procedures in terms of personal development		
5.8 show that they know the available development opportunities and resources in their organization		
5.9 show that they understand possible sources of feedback in their organization		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 252 Manage your own resources

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 301

Promote, monitor and maintain health, safety and security of the workplace

6 credits

1. understand how to monitor and maintain the health, safety and security of the work area

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 explain the legal and organisational responsibilities in relation to health, safety and security covering:		
a. people		
b. equipment and materials		
c. the work area		
1.2 explain the importance of carrying out risk assessments for all work activities including assessing risks from new and non-routine activities		
1.3 explain the importance of assessing security issues associated with the work area covering:		
a. bio security		
b. building security		
c. data security		
d. personal security		
1.4 describe how to carry out and evaluate a risk assessment		
1.5 explain the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment)		
1.6 outline safe systems of work when people are working alone or at risk of abuse		
1.7 explain safe methods and systems of working with hazardous materials and equipment in line with relevant legislation		
1.8 explain how hazardous and non-hazardous waste should be managed in line with legislation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. understand how to promote good standards of health and safety

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 explain the methods of communicating health and safety precautions to others entering the work area		
2.2 explain how good standards of health and safety contribute to the management and efficiency of businesses or organisations.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. understand how to deal with health emergency situations

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 describe the types of accidents or incidents which may occur and the correct actions to take		
3.2 explain the importance of not carrying out actions beyond own capabilities		
3.3 explain the potential risks to others from an emergency situation		
3.4 explain the reasons for offering support and help to others involved in the accident or incident and how this should be achieved.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand the records required and their importance

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 explain the responsibility for and types of records required and the importance of accurate record keeping		
4.2 explain the relevant legislative requirements for completing records of accidents and incidents.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. monitor and maintain the health, safety and security of the work area

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 carry out risk assessments in accordance with relevant legal and organisational requirements						
5.2 evaluate the risks which have been identified and implement appropriate control measures.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. promote good standards of health and safety

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 ensure appropriate clothing and protective equipment is worn which is consistent with recognised health and safety practice and in line with risk assessment						
6.2 communicate any health and safety precautions that are being applied in the work area to others entering the area						
6.3 use approved safe methods of lifting and handling when carrying out work						
6.4 ensure standard procedures for personal hygiene are followed at all times						
6.5 adopt safe systems of work which are consistent with organisational procedures and the findings of the risk assessment						
6.6 take appropriate action if there is a danger of accidents or injury.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. respond to health emergencies within the work area

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 implement procedures safely, correctly and without delay in an emergency situation						
7.2 summon assistance immediately for any health emergency and initiate action appropriate to the condition and situation						
7.3 give assistance as required within the limits of your capability, including suitable verbal support						
7.4 make the immediate vicinity as safe as possible.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 301

Promote, monitor and maintain health, safety and security of the workplace

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 302

Communicate information within the workplace

2 credits

1. be able to receive information within the workplace

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify information required, timescales and source						
1.2 request information using appropriate methods						
1.3 receive and record information accurately according to organisational requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to transmit information within the workplace

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 transmit information accurately and timely and using appropriate methods						
2.2 confirm receipt of information.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand how to receive and transmit information within the workplace

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
3.1 explain the types of information, purposes and the level of detail which may be required and the timescale within which it must be obtained		
3.2 explain the different methods for communicating information and the ways it may need to be adapted to suit the audience		
3.3 give examples of when information may be required urgently		
3.4 explain why it is important to take messages accurately and the potential effects of not doing so		

3.5	explain the importance of confirming information and why this should be acknowledged and accurately recorded		
3.6	explain the situations in which confidentiality needs to be maintained.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

4. understand the relevant legislation in receiving and sending information

Assessment criteria (Knowledge)		Portfolio reference	
The learner can:			
4.1	summarise the legislation which relates to communicating information within the workplace.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

Unit 302

Communicate information within the workplace

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 303

Maintain and store records within the workplace

2 credits

1. be able to maintain and store records within the workplace

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify records and check that they are suitable to their intended purpose						
1.2 make entries into records that are accurate and complete						
1.3 transfer records where appropriate and accurately record information as necessary						
1.4 store confidential records in a safe location in accordance with organisational and legislative requirements						
1.5 re-file records correctly after use, where applicable						
1.6 where necessary take the appropriate action to resolve any errors or mistakes which are discovered in the records.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand how to maintain and store records within the workplace

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 explain the different types of records and systems used for record keeping within the industry		
2.2 explain the responsibility in maintaining, handling and storing records under current legislation		
2.3 explain the records which are confidential or commercially sensitive and how to deal with these		
2.4 outline the correct method and language in which records must be completed within the industry		
2.5 explain the importance of accurate record keeping for production purposes and organisational effectiveness		
2.6 explain the procedures for transferring records		
2.7 explain the types of problems which may occur during the maintenance of records and how these should be resolved.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 303

Maintain and store records within the workplace

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 304

Prepare, monitor and cultivate sites for planting crops

6 credits

1. be able to prepare sites for cultivation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 assess whether a site meets the requirements of the crop to be planted						
1.2 ensure the site is prepared to meet the requirements of the crop to be planted taking account of the following factors:						
a. soil type and condition						
b. climate						
c. weather and ground conditions						
d. previous treatments						
e. existing structures and systems						
f. previous use						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to cultivate sites for planting crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 cultivate the site to meet the requirements of the crop						
2.2 deal with the different soil and weather conditions which may arise when cultivating different sites.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain and use equipment during preparation, monitoring and cultivation of sites

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition						
3.2 use cultivation equipment in the correct order to achieve the required conditions for the crop as follows:						
a. depth						
b. area covered						
c. soil condition (tilth/seedbed).						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to record information

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. be able to promote health and safety and environmental practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
5.2 ensure work is carried out in a manner which minimises accidental or environmental damage						
5.3 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						

6. understand the preparation of sites prior to cultivation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the different methods for preparing sites according to the production requirements		
6.2 explain the reasons for monitoring the site prior to cultivation covering the need to assess for:		
a. drainage		
b. adjustment of nutrient		
c. clearance		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand cultivation methods and the factors affecting these

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the methods of cultivating the site according to the crop to be planted		
7.2 explain the effect that the following could have on cultivation methods used:		
a. soil type		
b. weather		
c. ground conditions		
d. previous treatments		
e. previous crop/use		
7.3 explain how drainage and soil type, soil condition (tilth/seed bed), geographical location, weather may affect the growth and development of the crop.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the records required when preparing and cultivating sites

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain why records are required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand the factors to be considered when selecting and maintaining equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 explain the importance and methods of maintaining equipment ready for use		
9.2 explain the factors to consider when selecting the equipment which are necessary for the preparation of sites.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
10.2 describe the possible accidental and environmental damage which may occur and how to respond appropriately		
10.3 explain the correct and appropriate methods for disposing of waste.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 304

Prepare, monitor and cultivate sites for planting crops

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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Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 305

Identify, monitor and maintain the healthy growth of crops

10 credits

1. be able to monitor the health of the crop

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 monitor the crop effectively in accordance with production requirements for all of the following:						
a. desired healthy growth						
b. pests						
c. diseases						
d. disorders						
1.2 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 identify a number of pests, diseases and disorders

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 identify at least one from each of the following categories:						
a. pests						
b. diseases						
c. disorders						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain and use equipment

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

4. be able to maintain the healthy growth of extensive crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 apply agreed nutrients correctly to maintain the healthy growth of the crop. the nutrients should be either:						
a. organic, or						
b. inorganic						
4.2 implement methods of minimising risks to crops in accordance with legal and organisational requirements						
4.3 minimise damage to crops from pests through the effective use of scarers or repellents.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. monitor the effectiveness of the operations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 monitor and evaluate the effectiveness of the operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to promote health and safety and environmental practice

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

7. understand the reasons for maintaining equipment

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
7.1 explain the importance of and methods of maintaining equipment in a fit state for use to minimise risks to crops, humans and the environment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the need for monitoring the growth of extensive crops

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
8.1 explain the relationship between production requirements and the need for monitoring of the crop		
8.2 explain the optimum time for monitoring crops given their state of growth, the time of the year and potential risks from pests, diseases and disorders		
8.3 explain how maintaining the healthy growth of the crop may have an impact on the operator, the environment, the consumer and financial implications.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand the factors which affect the healthy growth of crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 explain how the nutrients affect the growth and development of crops		
9.2 explain the meaning of pH and how to establish it to meet the requirements of the crop		
9.3 explain how the previous crop, soil type, weather etc affect the nutrient requirements of crops.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. understand the types of problems and how to deal with them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 explain all the types of problems which may affect the crop, how to recognise them and the corrective action to be taken:		
a. animal		
b. viral		
c. bacterial		
d. fungal		
e. nutrient		
f. trace element deficiency		
g. insects		
h. drought		
i. water logging		
10.2 describe the major nutrients and trace elements of the crop		
10.3 explain the sources of technical advice regarding suitable actions for minimising the effects of pests, diseases and disorders		
10.4 explain the methods used to minimise the damage to crops from pests.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

11. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
11.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
11.2 describe the possible environmental damage and how to respond appropriately		
11.3 explain the correct and appropriate methods for disposing of waste		
11.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 305

Identify, monitor and maintain the healthy growth of crops

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.

Candidate Name:	
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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 306

Identify, monitor and control unwanted vegetation

6 credits

1. be able to identify and monitor unwanted vegetation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise the different types of unwanted vegetation						
1.2 monitor crops and their environment for unwanted vegetation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to control unwanted vegetation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 select a suitable method for the control or removal of unwanted vegetation						
2.2 carry out the control or removal of unwanted vegetation safely and correctly using chemicals or other methods in accordance with legal and organisational requirements						
2.3 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 maintain and use equipment required in the removal of unwanted vegetation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition throughout for at least three from the following:-						
a. preparation						
b. checks and adjustments						
c. cleaning						
d. storage						
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 practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 work in a way which promotes health and safety, is consistent with relevant legislation and 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 good practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to evaluate the operation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 monitor and evaluate the effectiveness of the control of unwanted vegetation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. understand the methods for monitoring crops

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the methods for monitoring crops and the surrounding environment for unwanted vegetation covering:		
a. competing vegetation		
b. hazardous vegetation		
c. excessive growth		
6.2 describe how to identify the types of unwanted vegetation		
a. competing vegetation		
b. hazardous vegetation		
c. excessive growth		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the methods used to remove vegetation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain why different methods are used to control unwanted vegetation		
7.2 explain the purpose and use of herbicides, growth regulators and desiccants		
7.3 explain the condition in which crops should be left on completion of operations		
7.4 explain the potential environmental impact of removing unwanted vegetation and how this can be minimised		
7.5 identify sources of technical advice regarding suitable actions for minimising the effects of unwanted vegetation.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the reasons for maintaining equipment

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

9. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 explain current health and safety legislation, codes of practices and any other requirements covering the control of unwanted vegetation		
9.2 describe correct and appropriate methods of disposing of waste		
9.3 state actions to take if damage or pollution occurs		
9.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 306

Identify, monitor and control unwanted vegetation

Declaration

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Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 307

Prepare for planting and plant crops

4 credits

1. be able to plant and establish crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 transport and distribute seeds or plants for planting to meet the planting specification						
1.2 check that the soil is in a suitable condition for planting to take place and take the appropriate action if it is not						
1.3 confirm materials and equipment are fit for purpose.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to plant and establish crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 position the seeds or plants in the soil to the correct depth and, density in line with the planting specification						
2.2 assess crop establishment and identify and report appropriately						
2.3 provide clear and accurate information for recording purposes						
2.4 ensure the necessary working method for planting are established and clearly communicated.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain and use equipment required for planting crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition						
3.2 calibrate equipment to give required outputs for either plants/ha or kg/ha depending on crops to be planted.						
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 practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 how to prepare and plant extensive crops

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the effect the following factors would have on the calibration of the planting equipment:		
a. soil type and condition		
b. weather		
c. ground conditions		
d. previous treatments		
e. time of year		
f. type of crop		
5.2 explain methods of seedbed preparation for establishing at least two distinct crops		

5.3	explain how different soil type and condition will affect the choice of crop to be grown.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

6. understand the reasons for maintaining equipment

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

7. understand the planting of crops

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
7.1	explain the relationship between time of planting and the type of crop to be planted		
7.2	explain how the density and depth of planting affects crop establishment		
7.3	explain the factors which must be taken into account during the planting of crops and the reasons why they must be considered including:		
	a. soil nutrients and pH levels		
7.4	explain the problems which may arise during planting and the correct actions to take.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

8. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
8.1	explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
8.2	describe the possible environmental damage and how to respond appropriately		
8.3	explain the correct and appropriate methods for disposing of organic and inorganic waste		
8.4	explain the records required for management and legislative purposes and the importance of maintaining them.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

Unit 307 Prepare for planting and plant crops

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 308

Monitor and maintain harvesting operations

4 credits

1. be able to select crops ready for harvesting

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify the crops which are ready to be harvested in line with required standards.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain harvesting operations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 establish the availability of resources required for harvesting						
2.2 ensure harvesting methods used are effective in meeting the production specification whilst minimising site damage						
2.3 monitor harvesting methods throughout the process and make at least three adjustments to improve the process or maintain the quality of the product as a result of:						
a. terrain						
b. crop condition						
c. crop density						
d. prevailing weather						
e. ground condition						
f. crop type						
2.4 take the appropriate action where problems such as inclement weather conditions or machine failure arise during harvesting						
2.5 assess the condition of the crop during harvesting, and take the correct action when its condition fails to meet the production specification						
2.6 handle harvested crops in a way which minimises damage to the crop						

2.7 prepare the harvested crop correctly for the next stage of the process.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain and use equipment during harvesting operations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure equipment is prepared, used and maintained in a safe and effective condition.						
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					
The learner can:	Portfolio reference					
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 factors affecting harvesting operations

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain how to identify the crops which are ready to be harvested in line with production requirements		
5.2 explain the reasons for making adjustments to the harvesting process covering all the following:		
a. terrain		
b. crop condition		
c. crop density		
d. prevailing weather		
e. ground condition		

f. crop type		
5.3 explain the methods of handling crops in order to minimise damage		
5.4 explain the need for planning the resources required covering		
a. equipment		
b. human		
c. financial		
d. material		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand the types of problems and how to deal with them

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the common problems which arise during harvesting and what actions to take		
6.2 explain the methods of minimising site damage, both short and long term, during harvesting.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the reasons for maintaining equipment

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

8. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
8.2 describe the possible environmental damage and how to respond appropriately		
8.3 explain the correct and appropriate methods for disposing of organic and inorganic waste		
8.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 308 Monitor and maintain harvesting operations

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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Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 309

Prepare harvested crops for sale or storage

3 credits

1. be able to prepare harvested crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure and confirm the prepared crop meets the production specification						
1.2 investigate variations in the condition of the harvested crop prior to, or after preparation, and take the correct action						
1.3 store the crop prior to despatch, in a manner and for a time which maintains its 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 maintain and use equipment during the preparation of harvested crops for sale or storage

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

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out 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. understand factors affecting the preparation of harvested crops for sale or storage

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 explain the reasons for and methods of preparing harvested crops for sale or storage covering:		
a. cleaning		
b. washing		
c. drying		
d. grading		
4.2 explain the importance of the production specification and how this influences preparation requirements		
4.3 explain the reasons why variations in the condition of crops occur		
4.4 explain how storage methods differ according to the type of crop.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. understand the reasons for maintaining equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 explain the importance and methods of maintaining equipment ready for use to minimise risks to crops, humans and the environment.		
	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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
6.2 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 309

Prepare harvested crops for sale or storage

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 310

Prepare for storage and monitor the condition of stored crops

3 credits

1. be able to prepare for the storage of crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the storage area, indoors or outdoors, is prepared to meet the requirements of the storage period and the type of crop						
1.2 take the correct measures to minimise the risk of contamination by pests for two of the following:						
a. rodents						
b. insects						
c. birds						
1.3 ensure that all chemical and environmental treatments of the crop prior to storage are in accordance with the relevant legislation						
1.4 ensure the area is left secure and in a condition suitable for subsequent procedures.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor and maintain crops in storage

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 conduct the routine inspections of the storage area and the crop at the required intervals in accordance with production requirements for:						
a. pests						
b. environmental conditions						
c. crop condition						
2.2 maintain crops in an optimum condition, minimising damage through the implementation of the correct actions						

2.3	provide clear and accurate information for recording purposes						
2.4	identify any damage to the crop or presence of pests and take the appropriate action to rectify the problem						
2.5	remove the crops from the storage area in a manner which reduces immediate and long-term damage to the crop.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to maintain and use equipment used in the storage of harvested crops

Assessment criteria (Performance)		Evidence date					
The learner can:		Portfolio reference					
3.1	ensure equipment is prepared, used and maintained in a safe and effective condition.						
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					
The learner can:		Portfolio reference					
4.1	work in a way which promotes health and safety, is consistent with relevant legislation and codes of practice						
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 how to prepare storage areas

Assessment criteria (Knowledge)		Portfolio reference	
The learner can:			
5.1	explain the type and condition of the storage environment necessary for a range of crops covering:		
	a. arable		
	b. vegetables		

c. fruit		
d. grass		
5.2 explain the methods of preparing the storage area covering indoors and outdoors for a range of crops		
5.3 explain the importance of the use of preventative treatments in preparing the storage area.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand the requirements for maintaining crops during storage

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the conditions required for maintaining crops in a good condition		
6.2 explain the importance of inspecting the storage area		
6.3 explain the methods of stowing and arranging crops in storage areas		
6.4 explain why security measures are required during storage.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know the common pests

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 describe the common types of pests such as rodents, insects, birds and how they can be controlled.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to remove crops from storage

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the different methods of removing crops from storage areas depending on the production requirements.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand the reasons for maintaining equipment

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

10. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
10.2 describe the possible environmental damage and how to respond appropriately		
10.3 explain the correct and appropriate methods for disposing of waste		
10.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 310

Prepare for storage and monitor the condition of stored crops

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 311

Manage the production of special novel crops

4 credits

1. be able to use the appropriate methods of planting required for special novel crops

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 manage soil seed banks appropriately when preparing for and planting the crop						
1.2 use the most appropriate separation method for type of crop planted eg distance, margin planting, physical barrier.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to manage growth, development and harvesting

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor the growth and development of special novel crops						
2.2 ensure the harvesting of special novel crops is carried out in such a way that maintains its quality.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to prepare the storage area

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure the storage area and equipment is prepared to meet the requirements of the crop ensuring there is no risk of contamination						
3.2 take the correct measures to minimise the risk of contamination by pests during storage including:						
a. rodents						
b. insects						

c. birds						
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					
The learner can:	Portfolio reference					
4.1 work in a way which promotes health and safety, is consistent with relevant legislation and codes of practice and any additional codes which apply to the growing of special novel crops						
4.2 manage and dispose of waste in accordance with legislative requirements and codes of practice						
4.3 maintain accurate records in line with legislative requirements for special novel crops						
4.4 ensure work is carried out in a manner which minimises environmental damage.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to maintain and use equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 ensure equipment is prepared, used and maintained in a safe and effective condition to minimise the risk of cross contamination.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. know how to identify special novel crops

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 describe how to identify the different special novel crops in preparation for planting including:-		
a. oilseed crops		
b. root crops		
c. cereal/maize crop (including grass)		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand separation distances and methods

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the (agreed) different separation distances for each of the crop types below:		
a. oilseed		
b. root		
c. cereal/maize		
d. grass		
7.2 explain why and for which crops the separation methods listed below are used		
a. physical barriers		
b. physical distance		
c. margin planting		
7.3 explain the importance of managing soil seed banks covering:		
a. direct cutting		
b. use of right desiccants		
c. combining at the right time and in the right way		
d. leaving time post harvest		
e. cultivation and drilling times		
f. the rotational implications of introducing the crop		
7.4 explain the principles of co-existence.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the effect of pollen on contamination

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain how the size (heavy/light) and source (wind, insect) of pollen influences the separation distances		
8.2 explain the importance of knowing which crops are sexually compatible with other crops and weeds and how to control this covering:		
a. cooperation with neighbours		
b. appropriate weed control		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand the influence of rotation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 explain how the control of the volunteers, listed below, in subsequent crops, in any rotation affect the growing of special novel crops		
a. seed		
b. tubers		
c. roots		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. understand the importance of preparing the storage area

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 explain the requirements of preparing the storage area to minimise the risk from contamination and maintain the quality of the crop in line with the requirements for special novel crops.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

11. understand the reasons for maintaining equipment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
11.1 explain the importance and methods of maintaining equipment ready for use to minimise risks from contamination.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

12. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
12.1 explain current health and safety legislation, codes of practice and any additional requirements which apply to this area of work		
12.2 describe the possible environmental damage and how to respond appropriately		
12.3 explain the correct and appropriate methods for disposing of waste		
12.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 311 Manage the production of special novel crops

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 314

Establish, monitor and maintain appropriate conditions for livestock

5 credits

1. be able to establish appropriate conditions for livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure that living conditions are established to meet the needs of the livestock						
a. underfoot						
b. bedding						
c. environmental						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor and maintain appropriate conditions for livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 handle livestock in a manner which minimises their stress and does not cause a health and safety risk						
2.2 monitor stock regularly in accordance with procedures and legislative requirements						
2.3 recognise and take the appropriate action where livestock display any physical or behavioural change						
2.4 implement all practicable measures to prevent fear and distress in livestock						
2.5 identify, and take appropriate action to address, any welfare problems that arise						
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 promote health and safety

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

4. be able to maintain and use equipment

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

5. understand how to establish appropriate conditions for livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the importance of establishing the correct livestock environment and how this is achieved		
5.2 explain how the amount and type of bedding required varies for different species		
5.3 explain how shelter and/or accommodation requirements vary according to the livestock		
5.4 explain the correct procedure to deal with supply failures and other potential problems.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand the need to monitor the conditions for livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the Five Needs and the minimum industry or legislative standards for the species and their environment		
a. freedom from fear and distress		
b. freedom from hunger and thirst		
c. freedom from pain, injury and disease		
d. freedom from discomfort		
e. freedom to exhibit normal behaviour		
6.2 explain why livestock should be monitored and the procedures for dealing with any variations		
6.3 describe how livestock are handled at differing ages and under different conditions		
6.4 explain the potential reasons for changes in appearance or behaviour of livestock		
6.5 explain the potential causes of fear and/or distress in livestock and how to minimise this		
6.6 explain the reporting procedures for any problems which may arise and how to obtain emergency assistance		
6.7 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 summarise current health and safety and animal welfare legislation, codes of practice, and any additional requirements		
7.2 explain the correct and appropriate methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the reasons for maintaining equipment

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

Unit 314

Establish, monitor and maintain appropriate conditions for 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 315

Deliver basic treatments to livestock

4 credits

1. be able to deliver basic treatments to livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 use and store drugs, medications and equipment in accordance with veterinary instructions and organisational policy, and use both of the following types of medication:						
a. preventative						
b. prescriptive						
1.2 use only current and uncontaminated prescribed medication for the intended animal and do not pass on for the care of other livestock						
1.3 use the correct technique to give the specified treatment at the correct time						
1.4 seek assistance when it is not possible to carry out the treatment						
1.5 carry out the following treatments:						
a. cleaning and hygiene procedures						
b. basic health care treatments						
c. routine stock procedures						
1.6 check livestock after treatments and immediately report unusual signs.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 ensure work is carried out in a manner which minimises environmental damage						

2.3 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						

3. be able to maintain and use equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 ensure records of the treatment are accurate, legible and complete and comply with any legislative requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand why it is important to deliver basic treatments to livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the significance of expiry dates on drugs and medications		
5.2 explain possible sources of contamination to medication and type of damage		
5.3 explain how to administer prescribed basic health care treatments		
5.4 state why it is important to adhere to instructions for administering basic health care treatments and the potential consequences of not doing so		
5.5 state why it is important to use the correct working methods for routine stock procedures		
5.6 describe the importance of using the correct restraint technique in minimising stress levels, safety of the handler and the animal		
5.7 explain the reasons and legislative requirements for 'withdrawal periods' for livestock previously receiving drugs		
5.8 explain the reasons for personal hygiene and safety precautions (eg communicable diseases between livestock and humans)		

5.9	describe the changes in the condition of the animal which may occur after the treatment		
5.10	describe why it is necessary to monitor the behaviour of livestock after treatment and report unusual signs.		
		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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
6.1	summarise current health and safety and animal welfare 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 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

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

8. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
8.1	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			

Unit 315 Deliver basic treatments to 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.

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.

Candidate Name:	
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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 316

Deliver routine husbandry procedures

4 credits

1. be able to deliver routine husbandry procedures

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 use and store drugs and equipment in basic routine husbandry procedures in accordance with veterinary instruction and organisational policy						
1.2 ensure correct methods are used when preparing animals for basic routine husbandry procedures						
1.3 use the correct technique to carry out basic routine husbandry procedures required, and comply with any legislation requirement						
1.4 ensure minimised discomfort and promote good aftercare to the animals concerned						
1.5 check animals after receiving basic routine husbandry procedures and immediately report any unusual signs.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 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						

3. be able to maintain and use equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 ensure records of the treatment are accurate, legible and complete and comply with any legislative requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand the importance of delivering basic routine husbandry procedures

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the significance of withdrawal and expiry dates for drugs used for basic routine husbandry procedures		
5.2 explain how to carry out basic routine husbandry procedures and implement them correctly in accordance with legal requirements		
5.3 describe how to prepare and handle animals ready for basic routine husbandry procedures		
5.4 describe different types of basic routine husbandry procedures, and when and how they should be carried out		
5.5 state the importance of using the correct restraint techniques to minimise stress levels and ensure safety to the handler and the animal		
5.6 describe the aftercare required to promote quick healthy recovery		
5.7 explain what changes in condition may occur to the animal after the basic routine husbandry procedures		
5.8 explain why it is important to monitor the behaviour of animals after treatment and report any unusual signs.		
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 summarise current health and safety and animal welfare 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 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

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

8. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 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		

Unit 316

Deliver routine husbandry procedures

Declaration

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Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 317

Establish, monitor and maintain site hygiene and biosecurity

4 credits

1. be able to establish hygiene and bio-security arrangements

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 establish and maintain the correct hygiene procedures for entering and leaving the site, for the following:						
a. arrival on site						
b. on site						
c. protective clothing use						
1.2 implement and maintain the site access policy for personnel and vehicles						
1.3 establish appropriate on-site hygiene procedures						
1.4 use all chemicals and cleaners safely and in accordance with manufacturer's instructions						
1.5 ensure that protective clothing and footwear is appropriate to the task and in a suitable condition						
1.6 implement personal hygiene procedures in accordance with task needs						
1.7 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 implement and maintain hygiene and bio-security arrangements

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 recognise the need to refresh chemicals and implement changes to hygiene procedures						
2.2 implement clothing and footwear changes necessary to maintain bio-security						
2.3 place and react correctly to warning signs						

2.4	maintain cleaning procedures appropriate to the production process						
2.5	maintain accurate cleaning and hygiene records.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	ensure work is carried out in a manner which minimises environmental damage						
3.3	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							

4. be able to maintain and use equipment

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
4.1	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							

5. understand how to implement and maintain hygiene and bio-security arrangements

Assessment criteria (Knowledge)	Portfolio reference
The learner can:	
5.1	describe when and how chemicals should be changed
5.2	state which chemicals to use in particular circumstances
5.3	describe the importance of applying clothing changes
5.4	describe the types of warning signs, when they should be used and correct responses to them
5.5	describe signs of infestation by pests and rodents and the limits of your responsibility in dealing with them

5.6 outline the different types of cleaning procedures, and where and how they should be used.		
	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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 summarise current health and safety and animal welfare 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 waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand why it is important to establish hygiene and bio-security arrangements

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 describe what equipment is required and where it is stored		
7.2 describe the procedures to obtain equipment or materials when required		
7.3 state the reasons for site hygiene procedures		
7.4 describe how to ensure that all procedures are implemented correctly		
7.5 describe the health and safety and on-site procedures for the storage and use of chemicals		
7.6 outline why particular clothing and footwear is required		
7.7 describe the implications of not following personal hygiene procedures		
7.8 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		

Unit 317

Establish, monitor and maintain site hygiene and biosecurity

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 318

Maintain, monitor and evaluate the provision of feed and water to livestock

5 credits

1. be able to maintain the provision of feed and water to livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 maintain adequate stocks of feed in hygienic conditions, and suitable for the dietary programme						
1.2 confirm feed and water equipment is safe, hygienic and in good working order						
1.3 prepare feed for livestock in the correct quantities in accordance with the dietary programme						
1.4 maintain a supply of clean, fresh water in accordance with livestock needs						
1.5 monitor the provision of feed and water and take the appropriate action where there are problems						
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 monitor and evaluate livestock intake of feed and water

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor and maintain the feed and water intake of livestock at the appropriate times						
2.2 evaluate and report on the effectiveness of the dietary programme in meeting production requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out in a manner which minimises environmental damage						
3.3 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						

4. be able to maintain and use equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. understand how to maintain the provision of feed and water to livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the ways in which hygiene must be monitored and maintained in relation to feed and water provision		
5.2 explain the purpose and content of the dietary programme covering:		
a. feed		
b. water		
c. supplementary feed		
5.3 explain how to calculate the feed consumption for livestock over a stated period of time		
5.4 explain at least two methods for providing feed and water to livestock		
5.5 explain the quality of feed and water required		
5.6 explain the ways in which the provision of feed and water can be monitored		

5.7	explain the types of problems which may occur during the provision of food and water and how these should be dealt with		
5.8	explain the methods for providing medication to livestock either via feed or water		
5.9	explain the relevant welfare and other legislation which applies to the provision of feed and water to livestock		
5.10	explain 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. understand how to monitor and evaluate livestock intake of feed and water

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
6.1	explain the expected feed and water intake of the livestock and methods of checking		
6.2	explain how to deal with any variations in feeding and drinking habits of the livestock and the appropriate action (eg unexpected increases or decreases in consumption)		
6.3	explain the action to be taken to resolve problems or variations which may occur		
6.4	explain the types of feed specified in the dietary programme and their objectives		
6.5	describe the required production performance of the livestock (eg growth, development or yields)		
6.6	explain the methods for monitoring the production performance of livestock		
6.7	describe possible variations in the planned production performance of the livestock (eg unexpected changes in growth, development, yield and mortality patterns) and the correct actions to take		
6.8	explain the relevant welfare legislation which applies to the provision of feed and water to livestock.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

7. understand relevant health and safety legislation and environmental good practice

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

8. understand the reasons for maintaining equipment

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

Unit 318

Maintain, monitor and evaluate the provision of feed and water to 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 319

Establish, implement and evaluate a herd breeding plan

2 credits

1. be able to establish a herd breeding plan

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 produce a herd breeding programme						
1.2 plan for the correct matings, this may include the need to manipulate the oestrous cycle						
1.3 determine when artificial insemination or natural matings are appropriate.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to implement and evaluate the breeding plan

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 implement the herd breeding plan						
2.2 accurately identify problems with the plan and take the appropriate action						
2.3 report and evaluate the plan.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out in a manner which minimises environmental damage						
3.3 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						

4. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 ensure that all records are complete and filed, that may be needed to update the plan.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand how to establish a herd breeding plan

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the methods of identifying desirable traits covering:		
a. male line		
b. female line		
c. different breeds kept		
5.2 explain how the target market influences the breeding programme		
5.3 explain how the breeding programme may influence the performance targets		
5.4 explain how to determine the timing of matings and the need to manipulate the oestrous cycle:		
a. season		
b. age of animal		
c. stage of oestrous cycle		
5.5 explain how to improve the herd's performance		

5.6	explain the consequences of in-breeding		
5.7	explain how to calculate:		
	a. the herd culling		
	b. replacement rate to maintain the herd size		
	c. age		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

6. understand how to evaluate the herd breeding plan

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
6.1	explain how to report and evaluate the plan		
6.2	explain the types of problems which may occur when implementing the plan and the appropriate action to be taken.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
7.1	summarise current health and safety, animal welfare legislation, codes of practice and any additional requirements		
7.2	explain the correct and appropriate methods for disposing of waste.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

8. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
8.1	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			

Unit 319

Establish, implement and evaluate a herd breeding plan

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 320

Monitor and manage animals during gestation

2 credits

1. be able to monitor animals during gestation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 maintain the correct environment for animals throughout the gestation period						
1.2 observe and maintain the health and condition of the breeding animal throughout the gestation period						
1.3 identify and take appropriate action if the breeding animal is observed to be in distress during gestation.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 ensure that all records are complete and filed, that may be needed to update the plan.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand how to monitor and manage animals during gestation

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the environments which are conducive to the well-being of animals during gestation covering:		
a. ventilation		
b. shelter		
c. accommodation		
5.2 explain the ways in which environmental conditions can be adjusted to suit the requirements of animals during gestation		
5.3 explain the signs which indicate the normal health and behaviour of the animal during the gestation period		
5.4 explain the signs which indicate ill-health and abnormal behaviour and the action to be taken should this be identified		
5.5 explain the methods used to confirm pregnancy in breeding animals.		
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

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 summarise current health and safety, animal welfare legislation, codes of practice and any additional requirements		
6.2 explain the correct and appropriate methods for disposing of 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

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

8. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 320 Monitor and manage animals during gestation

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 321

Monitor and care for animals during and after birth

3 credits

1. be able to monitor and care for animals during birth

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 maintain the correct environment throughout birth covering:						
a. food and water						
b. shelter						
c. accommodation						
1.2 monitor the condition of the animals throughout birth including:						
a. appearance						
b. posture and movement						
c. behaviour						
1.3 take appropriate action if the mother is observed to be in distress during birth						
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 care for livestock after birth

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor the health and condition of the mother and young after birth covering:						
a. appearance						
b. posture and movement						
c. behaviour						
2.2 promote the health and welfare of both mother and young						

2.3 take the appropriate action when there are any problems with the health of the young animal.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out in a manner which minimises environmental damage						
3.3 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						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. understand the importance of monitoring animals during birth

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain which environments are conducive to livestock during birth		
5.2 explain when food and water need to be supplied to both mother and young, following birth		
5.3 explain the signs and associated behaviour prior and during birth		
5.4 explain how to determine the appropriate time to assist according to stage in birth, progress and health and well-being of animals		
5.5 explain the forms of assistance to be given to animals during birth		

5.6 identify the types of breeding 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. understand the importance of monitoring animals during birth

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain typical animal health problems associated with birth and how the risks of contraction can be minimised		
6.2 explain the factors which affect the health and condition of mother and young covering:		
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		

7. understand how to promote the care of animals after birth

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the behavioural signs of animals' health and well-being and their significance for the health of mother and young		
7.2 explain how the health and well-being of mother and young can best be promoted covering:		
a. diet		
b. living conditions		
c. skin/coat care		
7.3 explain the situations where it may be necessary to substitute mother or offspring and fostering procedures to support this		
7.4 explain the potential problems which may be encountered by young animals during their first weeks of life and how to these should be dealt with covering:		
a. loss of mother		
b. competition		
c. risk of damage and disease		
d. loss of milk supply		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand relevant health and safety legislation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 summarise current health and safety legislation, animal health and welfare, codes of practice and any additional requirements		
8.2 describe the correct methods for disposing of waste safely and correctly including:		
a. contaminated		
b. non-contaminated		
c. animals which have died during birth		
d. young animals		
	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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 describe the equipment used for monitoring and caring for animals during and after parturition and methods of maintaining these.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 321

Monitor and care for animals during and after birth

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 322

Plan, introduce and evaluate livestock accommodation

4 credits

1. be able to plan livestock accommodation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 plan and select accommodation according to the requirements of the livestock against the following criteria:						
a. the availability of accommodation						
b. suitability of the accommodation for the livestock concerned						
c. the welfare of livestock						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare a healthy and safe environment for livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 ensure all cleaning operations are carried out, ancillary materials and fittings are replaced according to requirements						
2.2 set up the livestock accommodation in a safe, secure and clean state that optimises livestock health and welfare and is consistent with legal requirements						
2.3 ensure all the environmental conditions are set up ready for the livestock						
2.4 correctly identify any potential hazards to both people and livestock and take appropriate action to remove or reduce any risk.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to receive livestock into their accommodation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure the livestock are introduced and correctly located in the accommodation in a way that minimises stress						
3.2 ensure the livestock are moved and handled correctly and safely						
3.3 monitor the livestock to ensure they accept the accommodation and their health and welfare is maintained.						
a. the welfare of livestock						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to monitor and evaluate the livestock accommodation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 monitor environmental conditions carefully, and deal with anything of concern						
a. ventilation						
b. light						
c. humidity						
d. dust						
e. gas						
f. temperature						
4.2 evaluate the livestock accommodation against the following criteria:						
a. the suitability of accommodation to the livestock concerned						
b. the necessary freedom of movement						
c. minimising stress						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to promote health and safety, animal welfare and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 work in a way which maintains health and safety, animal welfare during work which is consistent with relevant legislation, codes of practice and any additional requirements						
5.2 carry out work in a manner which minimises stress to the livestock						
5.3 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						

6. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 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						

7. understand how to plan the accommodation

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
7.1 explain why it is necessary to select and plan livestock accommodation against the following criteria:		
a. the availability of accommodation		
b. suitability of the accommodation for the different livestock		
c. the welfare of livestock		
7.2 describe the different stocking densities required for livestock to maintain their health and well-being.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand how to prepare livestock accommodation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe the different methods of cleaning livestock accommodation and the effects different cleaning methods and materials may have on the health and welfare of livestock and how to minimise any detrimental effect		
8.2 explain the different factors which should be taken into account when establishing accommodation in a safe, secure and clean state		
8.3 explain how to deal with any problems concerning the cleaning and preparation process appropriately.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand how to monitor livestock and their accommodation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 explain the environmental conditions which livestock require within their accommodation and the reasons for monitoring these to maintain their health and well-being:		
a. ventilation		
b. light		
c. humidity		
d. dust		
e. gas		
f. temperature		
9.2 explain the potential consequences of failing to monitor effectively or not reporting variations		
9.3 explain the signs of stress within livestock		
9.4 describe the correct behaviour of the livestock once established in the accommodation		
9.5 explain the types of problems and hazards to people and livestock which may occur in accommodation and how these can be minimised.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. understand relevant health and safety legislation

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 summarise current health and safety and animal welfare legislation, codes of practice and any other additional requirements		
10.2 explain the correct and appropriate methods for disposing waste		
10.3 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

11. know the reasons for maintaining equipment and materials

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

Unit 322

Plan, introduce and evaluate livestock accommodation

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 323

Determine the suitability of livestock for transfer, and prepare and monitor them ready for transfer

4 credits

1. be able to monitor the selection of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the work area and the equipment to be used are prepared correctly						
1.2 select the livestock using the following criteria:						
a. size and weight						
b. age						
c. appearance						
d. number						
e. condition						
f. destination						
1.3 assess the condition of livestock in accordance with specifications						
1.4 ensure the selected livestock are collected and moved to the appropriate location in a manner that minimises stress						
1.5 ensure the livestock are monitored effectively to maintain them in optimum condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R = Report						

2. be able to determine the suitability of livestock for transfer

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 accurately identify livestock for transfer in accordance with requirements						
2.2 accurately identify any livestock that do not meet the specifications and take the following appropriate action:						

a.	delay operations until stock is ready						
b.	try alternative stock						
c.	inform others for them to make the decision						
2.3	provide clear and accurate information for recording purposes relating to the selection and transfer of the livestock						
2.4	identify any situations that prevent the transfer of livestock and, if appropriate, take the following contingency actions						
a.	halt the process						
b.	inform the necessary people						
2.5	maintain effective communication throughout the selection and transfer process.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	ensure work is carried out in a manner which minimises environmental damage						
3.3	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							

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
4.1	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							

5. understand how to monitor the selection of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 explain how the area and equipment is planned and prepared for the selection methods		
5.2 explain the specifications used for selection, and the reasons for each specification and the selection process:		
a. size and weight		
b. age		
c. appearance		
d. number		
e. condition		
f. destination		
5.3 explain how assessment is carried out and the reasons for using the different methods		
5.4 explain how the livestock are collected and contained		
5.5 describe the appropriate methods for moving the livestock		
5.6 explain the reasons why livestock may not reach the specification, and what action is needed in each case		
5.7 explain the correct methods for treating and handling the livestock, both in groups and individually		
5.8 explain how to minimise stress to the livestock during the selection process		
5.9 describe the optimum condition of the livestock during the selection process, and what problems can arise.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to determine the suitability of livestock for transfer

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the actions to take when preparing livestock for transfer, and why		
6.2 explain the reasons why livestock are not selected for transfer, and the range of actions required		
6.3 describe the situations that might prevent the livestock being transferred, and the appropriate contingency action to take		
6.4 explain the importance of maintaining effective communication throughout the process.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 summarise current health and safety legislation, animal welfare, codes of practice and any additional requirements		
7.2 describe the possible environmental damage that could occur and how to respond appropriately		
7.3 explain the correct and appropriate methods for disposing of waste		
7.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know the reasons for maintaining equipment and materials

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

Unit 323

Determine the suitability of livestock for transfer, and prepare and monitor them ready for transfer

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 324

Collect, prepare and store semen

5 credits

1. be able to collect semen

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the work area is safe and suitable for the collection of semen						
1.2 prepare and handle livestock in a way which is likely to maximise the yield and quality of the semen, and minimise livestock stress						
1.3 select and identify males unsuitable for breeding and take the correct action						
1.4 make necessary adjustments to working methods and equipment throughout the process, taking account of:						
a. health of the livestock						
b. condition of the product						
c. equipment functioning						
d. environmental conditions						
e. lighting						
f. performance of the livestock						
g. temperament of the livestock						
1.5 ensure semen collected is of the correct quality and quantity						
1.6 return livestock to their living environment safely and correctly.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to prepare and store semen

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 assess the condition of the semen accurately and take the correct action when it fails to meet the quality requirements						

2.2	prepare and handle semen using the appropriate methods						
2.3	label storage containers clearly and accurately and place them in the correct location						
2.4	prepare semen for storage at the correct temperature and in accordance with production specifications, taking into account:						
	a. selection						
	b. labelling						
	c. keeping records						
	d. despatch						
2.5	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							

3. be able to use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	ensure at least two of the following types of equipment is prepared, used and maintained in a safe and effective condition throughout:						
	a. manual						
	b. powered						
	c. measuring						
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						
The learner can:	Portfolio reference						
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 how to collect semen

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 explain the type of livestock suitable for the process		
5.2 explain methods for preparing livestock		
5.3 describe ways of reducing stress in livestock		
5.4 explain the reasons why males maybe unsuitable for breeding purposes		
5.5 explain the types of adjustments to the process which may required.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to prepare and store semen

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the methods for assessing the condition of the semen		
6.2 describe the actions to be taken where semen does not meet correct quality requirements		
6.3 explain preparation and handling methods		
6.4 explain the ways in which semen must be stored in accordance with requirements		
6.5 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		

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 summarise current health and safety legislation, codes of practice and any additional requirements		
7.2 describe the possible environmental damage that could occur and how to respond appropriately		
7.3 explain the correct and appropriate methods for disposing of waste		
7.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know the reasons for maintaining equipment and materials

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

Unit 324 Collect, prepare and store semen

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 325

Prepare to shear livestock

2 credits

1. be able to prepare to shear livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the work area is safe, clean and suitable for shearing						
1.2 assemble livestock awaiting shearing safely, in the appropriate numbers and in a suitable waiting area						
1.3 ensure livestock are dry, free of dirt and debris, and suitable for shearing						
1.4 identify correctly and deal with livestock which are unsuitable for shearing						
1.5 ensure the appropriate clothing is worn at all times during shearing.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 ensure work is carried out in a manner which minimises environmental damage						
2.3 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						

3. be able to use and maintain relevant equipment

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

4. understand how to prepare for shearing livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 explain what is required of a suitable waiting area for livestock and why there is a need for such areas to be secure		
4.2 explain the timescales and schedules for the shearing procedure		
4.3 explain the necessary condition and appearance of livestock for shearing, and the reasons for this		
4.4 describe safe and correct methods for moving livestock within the work area		
4.5 explain the position in which the livestock must be placed for the shearing procedure to commence		
4.6 explain the reasons why livestock may be unsuitable for shearing		
4.7 explain the types of clothing which must be worn and the reasons for this.		
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

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 summarise current health and safety legislation, codes of practice and any additional requirements		
5.2 describe the possible environmental damage that could occur and how to respond appropriately		
5.3 explain the correct and appropriate methods for disposing of waste		
5.4 explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. know the reasons for maintaining equipment and materials

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

Unit 325 Prepare to shear 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 326

Carry out and complete the shearing of livestock

6 credits

1. be able to carry out shearing of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure livestock are handled and positioned correctly at all times during shearing						
1.2 carry out shearing with the minimum of stress and injury to the livestock						
1.3 ensure the fleece is complete and undamaged						
1.4 make the appropriate modifications to the shearing process where changes in conditions may reduce the quality of the fleece, taking into account:						
a. weather						
b. performance of equipment						
1.5 ensure the correct clothing is worn at all times during shearing.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to complete the shearing of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 wrap and store fleeces correctly in a manner that maintains quality						
2.2 ensure livestock are removed from the work area back to their living area safely and in a manner which causes minimum stress						
2.3 apply treatments to the livestock safely and correctly on completion of shearing						
2.4 leave the work area in a condition which is suitable to its subsequent use for one of the following:						
a. indoors						
b. outdoors						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety, animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out in a manner which minimises environmental damage						
3.3 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						

4. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. be able to maintain and use relevant equipment

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

6. understand why it is important to carry out shearing of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the methods of handling and positioning livestock during shearing		
6.2 explain the types of damage to the fleece which may occur during shearing, and the methods of work which will minimise the damage		
6.3 explain the effects of changes in the weather, the performance of equipment and the response the livestock may have to shearing, and how to deal with these		
6.4 describe the types of clothing which must be worn and the reasons for this.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the processes for completing the shearing of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the importance of adhering to schedules and timescales, and the reasons for this		
7.2 explain the types of treatments which may be necessary and how these should be applied		
7.3 explain methods of wrapping and storing the fleece.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 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		

9. understand relevant health and safety legislation and environmental good practice

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

10. understand the reasons for maintaining equipment

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

Unit 326

Carry out and complete the shearing 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 327

Prepare, monitor and maintain the milking of livestock

10 credits

1. be able to prepare for milking livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the work area and all equipment is hygienic, safe and ready for use						
1.2 assemble livestock awaiting milking correctly in an appropriate area						
1.3 feed the correct quantity and type of foodstuffs during milking						
1.4 ensure livestock are correctly positioned in the milking area						
1.5 identify and deal correctly with livestock producing milk unsuitable for consumption, for each of the following:						
a. mastitis						
b. receiving medication						
c. colostrums						
1.6 ensure udders are clean and disease free						
1.7 minimise contamination of milk at all times.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor and maintain the milking of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 attach units to the livestock correctly						
2.2 remove and place units in the correct position when the milk flow ceases						
2.3 apply treatments correctly to the livestock on completion of the milking procedure						
2.4 remove livestock from the milking area safely						

2.5	identify and deal with changes in the performance of equipment promptly and in accordance with procedures covering:						
	a. breakages						
	b. wear						
	c. maintenance requirements						
2.6	ensure communication and instructions are clear and accurate at all times.						
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					
The learner can:		Portfolio reference					
3.1	set up the required vacuum level and pulsation rate using the three of the following types of equipment:						
	a. pumps						
	b. pipes						
	c. collecting tanks						
	d. vacuum gauge						
	e. pulsation unit						
3.2	use all equipment in accordance with work instructions and ensure the correct components are kept free of contamination throughout the milking procedure						
	a. pumps						
	b. pipes						
	c. clusters						
	d. collecting tanks						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

4. be able to complete the milking of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 complete milking procedures within the required timescale						
4.2 assess and confirm milk is free from contamination						
4.3 identify and dispose of contaminated milk safely and in accordance with standard procedure						
4.4 assemble livestock safely and correctly in a waiting area after milking						
4.5 return stock to either of the following living areas:						
a. fields						
b. buildings						
4.6 provide clear and accurate information for recording purposes						
4.7 store milk at the correct temperature and in a way which minimises the risk of contamination or wastage						
4.8 clean the work area and all equipment ready for the next milking including:						
a. pumps						
b. pipes						
c. collecting tanks						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to work safely and minimise environmental damage

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 work in a way which maintains health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
5.2 ensure personal hygiene is consistent with health and safety practice						
5.3 carry out work in a manner which minimises environmental damage						
5.4 dispose of waste safely and correctly.						
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 explain the requirements of a suitable collecting area and the reasons for maintaining the welfare of livestock (eg poor floors, fly control)		
6.2 explain the reasons for feeding livestock during milking		
6.3 describe the correct positioning of livestock within the milking area		
6.4 draw conclusions on ways in which livestock respond to behaviour and describe suitable methods of handling difficult livestock during milking		
6.5 explain the signs and symptoms of mastitis in livestock and the reasons why such livestock are unsuitable for the milking procedure		
6.6 explain how to identify and deal with livestock receiving medication and producing milk which is unsuitable		
6.7 describe reasons for, and methods of, minimising the risk of contamination during preparing for milking		
6.8 outline the importance of effective communication during milking.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. know how to monitor and maintain the milking of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 clarify the required vacuum level and pulsation rate for the different types of livestock		
7.2 explain the methods of attaching units and why they must be attached correctly		
7.3 explain the methods of minimising the risk of contamination during milking		
7.4 explain changes in the livestock condition during milking and the necessary response to this		
7.5 outline possible changes in the performance of equipment and explain how these should be rectified covering:		
a. breakages		
b. wear		
c. maintenance requirements		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. know how to complete the milking of livestock

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 describe why schedules are important		
8.2 explain the reasons why treatments are applied to the livestock on completion of the milking		
8.3 explain possible methods for testing milk to check it is free of contamination		
8.4 describe the correct methods for disposing of contaminated milk		
8.5 identify the data and types of records which must be maintained after milking and the importance of accurate record keeping and why such records are needed		
8.6 develop a plan for minimising the risk of contamination.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand relevant health and safety legislation and environmental good practice

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

Unit 327

Prepare, monitor and maintain the milking 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 328

Prepare, monitor and maintain a mechanically controlled livestock production environment

6 credits

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

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 assess and confirm the work area for health and safety concerns, and maintain in a condition which is fit for purpose						
1.2 ensure the layout of the production environment is suitable to the quantity and type of livestock, and conforms to relevant welfare codes						
1.3 ensure the environment is set at the correct temperature						
1.4 check and confirm that dust and gas levels are in accordance with production requirements						
1.5 ensure ventilation systems are in good working order and suitable for the livestock						
1.6 set lighting at the correct level to optimise production						
1.7 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 monitor and maintain a mechanically controlled livestock production environment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 maintain the environmental conditions in accordance with production requirements						
2.2 measure, record and monitor environmental conditions in accordance with production requirements						
2.3 identify four deviations from optimum environmental conditions and make the correct adjustments covering:						
a. humidity						

b. air quality						
c. temperature						
d. ventilation						
e. light						
2.4 assess and confirm the condition of the livestock correctly and ensure it conforms to welfare codes						
2.5 identify and promptly respond appropriately to external factors which have an impact on the maintenance of the production environment						
2.6 correctly implement and monitor precautions regarding the introduction of disease and contamination into the production environment at any time						
2.7 ensure all communication with team members is clear, accurate and suitable to the livestock production environment.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 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						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 use four of the following types of equipment according to relevant legislation and organisational instructions:						
a. heating						
b. ventilating						
c. lighting						
d. controls						
e. alarms						
f. back-up equipment						
4.2 identify any equipment malfunctions and take the appropriate actions to rectify the problem.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand how to prepare a mechanically controlled livestock production environment

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain requirements of the system in terms of layout and environmental conditions		
5.2 state the relevant welfare codes regarding environmental control and why they are important		
5.3 compare the requirements which different livestock (eg age, production status) have in relation to environmental conditions		
5.4 explain methods of maintaining environmental conditions within the required parameters		
5.5 state the reasons why good ventilation is important and explain how this can be achieved		
5.6 describe the impact which environmental conditions and the layout of the production environment have on production		
5.7 explain the types of problems which may occur and explain how these should be dealt with		
5.8 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. understand how to monitor and maintain a mechanically controlled livestock production environment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the correct environmental conditions for production purposes		
6.2 explain the influence which environmental conditions have on production		
6.3 state the purpose of measuring and recording environmental conditions and describe the ways in which measuring should be carried out		
6.4 explain the reasons why there may be deviations in environmental conditions and how these should be dealt with		
6.5 explain how the condition and behaviour of livestock is influenced by environmental conditions		
6.6 describe the types of equipment malfunction and how these should be dealt with		
6.7 describe the alarms and fail safe procedures		
6.8 clarify own limits of responsibility in relation to the maintenance of equipment within the system		
6.9 explain methods for preventing and recognising disease and contamination within the system		
6.10 outline the reasons why effective communication is important.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 summarise current health and safety, animal welfare legislation, codes of practice and any additional requirements		
7.2 explain the correct and appropriate methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand the reasons for maintaining equipment

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

Unit 328

Prepare, monitor and maintain a mechanically controlled livestock production environment

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 329

Develop and implement plans for the disposal of waste

6 credits

1. be able to develop and implement plans for the disposal of waste

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 develop draft plans for the effective disposal of waste covering all the following requirements:						
a. organisational						
b. environmental						
c. legislative						
1.2 consult others on the draft plans and amend them as appropriate based on feedback received						
1.3 implement plans for the disposal of waste						
1.4 check and maintain necessary recording and reporting arrangements for waste disposal						
1.5 maintain resources required for the adequate disposal of waste in accordance with requirements						
1.6 accurately identify problems with implementing plans and take the appropriate action as necessary.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor and evaluate the storage and disposal of waste

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor and evaluate the plans for the storage and disposal of waste according to:						
a. resource use						
b. adherence to legislation						
c. production requirements						
2.2 take the appropriate action where there are problems with the storage and disposal of waste						

2.3	discuss and evaluate implementation with those involved in implementing the plans and identify potential improvements						
2.4	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							

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	ensure work is carried out 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. understand how to develop and implement plans for the disposal of waste

Assessment criteria (Knowledge)	Portfolio reference		
The learner can:			
4.1	explain the types of waste produced within enterprises and how these must be disposed of		
4.2	explain how to develop and revise plans for the disposal of waste covering all the following requirements:		
	a. organisational		
	b. environmental		
	c. legislative		
4.3	explain the reporting and recording arrangements which are necessary under legislation and codes of good practice		
4.4	explain the forms that may be required for completion by members of staff		
4.5	explain the types of problems which may occur during waste disposal and how these should be dealt with.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

5. understand how to monitor and evaluate the storage and disposal of waste

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 explain how to monitor and evaluate the plans for the storage and disposal of waste according to:		
a. resource use		
b. adherence to legislation		
c. production requirements		
5.2 explain how the effectiveness of implementing the plans can be improved through discussion and evaluation		
5.3 explain how to check and evaluate the effectiveness of waste disposal.		
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 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 329

Develop and implement plans for the disposal of waste

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 330

Monitor the preparation of birds for insemination and provide conditions for fertilisation

5 credits

1. be able to monitor the preparation of birds for insemination

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 review the suitability of birds for breeding purposes in accordance with the reproduction plans						
1.2 confirm that the work area is safe and suitable for breeding purposes						
1.3 monitor and maintain the handling and collection of birds in accordance with legislative and welfare requirements						
1.4 review the physical condition and behaviour of birds and their readiness for reproduction through:						
a. appearance						
b. movement and behaviour						
c. reproductive cycle						
d. sexually transmitted diseases						
e. physical abnormalities						
1.5 confirm feed and water is of the correct quality and readily available to the birds.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain accurate records

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 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						

3. be able to provide the conditions for fertilisation to take place

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 select the birds which have been identified as ready and suitable for breeding at the optimum time						
3.2 establish and maintain the correct environmental conditions						
3.3 judge the correct dosage of semen and ensure it is in line with requirements						
3.4 perform the insemination of birds correctly and carefully, whilst maintaining and monitoring bird welfare						
3.5 confirm fertilisation in accordance with reproduction plans and accurately record any variations.						
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					
The learner can:	Portfolio reference					
4.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
4.2 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. be able to maintain and use relevant equipment

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

6. understand how to prepare a mechanically controlled livestock production environment

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 explain how to monitor the suitability of the birds for insemination		
6.2 explain the principles of inseminating birds		
6.3 explain the conditions required for breeding purposes		
6.4 explain the correct methods and welfare requirements for handling birds in accordance with legislative requirements		
6.5 clarify suitable methods of assembling the birds ready for insemination		
6.6 interpret relevant legislation and codes of practice in relation to insemination		
6.7 explain how to assess the readiness of the birds for insemination purposes		
6.8 interpret changes in the appearance, movement and behaviour of the birds which may indicate problems		
6.9 explain the types of physical abnormalities which may occur and how these should be dealt with		
6.10 explain how to interpret changes in the physical condition of the birds which may impact on fertilisation and reproductive cycle		
6.11 explain the importance of ensuring the required semen dosages are correct and the use and purpose of diluent (if required)		
6.12 describe the requirements for feed and water and how this should be supplied		
6.13 explain the types of problems which 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 how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 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		

8. understand how to provide the conditions for fertilisation to take place

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain how to identify and select birds which are unsuitable for breeding		
8.2 explain how fertilisation and reproduction is optimised		
8.3 describe the environmental conditions required and explain the relationship between these and fertilisation		
8.4 explain how to recognise signs of health and ill-health in poultry		
8.5 describe the correct action to take when problems with the physical condition and behaviour of the birds are identified		
8.6 describe the methods for confirming the fertilisation of birds.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements		
9.2 explain the correct and appropriate methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

10. understand the reasons for maintaining equipment

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

Unit 330

Monitor the preparation of birds for insemination and provide conditions for fertilisation

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 331

Monitor and maintain the brooding of young birds

6 credits

1. be able to monitor and maintain the brooding of young birds

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 prepare housing correctly for the reception of day old birds, including:						
a. bedding						
b. starter feed						
c. drinkers						
d. environmental control equipment						
1.2 ensure brooding areas are in a condition suitable for the reception of young birds						
1.3 ensure young birds are moved to the brooding areas in the required numbers and in a manner which maintains their health						
1.4 review and revise living conditions to optimise growth if required						
1.5 monitor and replenish food and water supplies as required by the system.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 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						

3. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure equipment for brooding young birds 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 maintain accurate records

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

5. understand how to monitor and maintain the brooding of young birds

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
5.1 explain the types of housing required		
5.2 explain how the seasons and weather conditions can affect the brooding of young birds		
5.3 explain the importance of production requirements and targets in relation to the brooding of young birds		
5.4 explain how to set up, monitor and adjust environmental controls and the effect these have on production		
5.5 explain how young birds should be checked and handled		
5.6 explain the actions to be taken in the event of the following problems with the brooding of young birds		
a. faults in equipment		
b. bird health		
c. supply failure		
5.7 explain the types of food and water supply and how these are monitored and maintained		
5.8 describe the indications of poor health in young birds and the correct 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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2 explain the correct and appropriate methods for disposing of 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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain the importance of maintaining equipment for use		
7.2 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		

8. understand how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 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		

Unit 331

Monitor and maintain the brooding of young birds

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 332

Monitor and maintain the growth of young birds

6 credits

1. be able to monitor and maintain the growth of young birds

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 check that the growth of young birds meets production requirements using appropriate methods						
1.2 review and revise four of the following housing and environmental conditions to optimise the growth and development of the birds:						
a. humidity						
b. dust and gas						
c. temperature						
d. ventilation						
e. light						
1.3 evaluate litter conditions correctly						
1.4 maintain accessibility of feed and water in order to optimise the growth and development of the birds						
1.5 identify and adhere to the correct nutritional requirements of the birds						
1.6 follow the correct procedure for removing and dealing with sick or damaged birds.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						

2.2 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						

3. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 maintain accurate records

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

5. understand how to monitor and maintain the growth of young birds

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the methods for monitoring the growth of young birds		
5.2 explain how the growth and development of birds is maintained and optimised through the control of:		
a. environmental conditions		
b. feed and water supply		
5.3 explain how to evaluate the litter conditions		
5.4 define how accessibility of water and feed is maintained and monitored		
5.5 explain the feeding programme		
5.6 explain the correct procedures for dealing with sick or damaged birds		
5.7 define how birds should be handled and their performance checked		
5.8 explain the performance standards for the birds concerned		

5.9	explain the types of possible production problems from the list below and how these should be rectified		
	a. faults in equipment		
	b. environmental conditions		
	c. poor health of birds		
		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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
6.1	summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements		
6.2	explain the correct and appropriate methods for disposing of 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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
7.1	explain the importance of maintaining equipment for use		
7.2	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			

8. understand how to maintain accurate records

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
8.1	identify the types of records required during growth and development and the purpose of these and the importance of accurate record keeping		
8.2	explain to whom or where records should be transmitted and the timescales within which this must happen.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

Unit 332

Monitor and maintain the growth of young birds

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 333

Monitor and maintain the receipt of eggs for hatching

5 credits

1. be able to monitor the receipt of eggs for hatching

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify incoming eggs by the following means and correctly deal with any discrepancies:						
a. date of lay						
b. source						
c. number and code						
1.2 ensure the use of protective clothing is in accordance with codes of practice.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to select and monitor eggs for hatching

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 establish and maintain the following storage conditions correctly and accurately:						
a. temperature						
b. relative humidity						
2.2 use the correct methods to handle, grade and tray eggs ready for incubation and implement the required control measures						
2.3 identify and safely dispose of eggs which are unsuitable for incubation, in accordance with production and in line with current and relevant legislative requirements						
2.4 identify and store selected eggs in a condition appropriate to their flock, and egg quality based on:						
a. age						
b. size						
c. shell						

d. lay date						
e. cleanliness						
2.5 ensure communication of egg reception data is by the correct method and takes place within the required timescale.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 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						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 ensure two of the following types of equipment are prepared, used and maintained in a safe and effective condition throughout						
a. manual						
b. powered						
c. electronic						
d. measuring						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to maintain accurate records

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

6. understand how to monitor the receipt of eggs for hatching

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 explain the methods for identifying the source, date of lay, number and code of incoming eggs		
6.2 summarise the types of discrepancies which may occur in the identification of incoming eggs 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. understand how to select and monitor eggs for hatching

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
7.1 explain how to achieve the required air quality and temperature of the storage environment and the methods of monitoring these		
7.2 state the methods of achieving and maintaining hygiene in the storage environment		
7.3 explain the methods in which eggs should be handled and trayed, and the control measures required		
7.4 explain the methods of grading eggs		
7.5 state how eggs which are unsuitable should be disposed of and why this method is used		
7.6 state to whom information should be reported and how, and outline methods for dealing with communication difficulties.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
8.1 summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements		

8.2 explain the correct and appropriate methods for disposing of 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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
9.1 describe the equipment which will be required for the activity		
9.2 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		

10. know how to maintain accurate records

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
10.1 identify the types of records kept for incoming eggs and why these are important.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 333

Monitor and maintain the receipt of eggs for hatching

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 334

Monitor and maintain the preparation, loading and incubation of eggs

6 credits

1. be able to monitor and maintain the preparation and loading of incubators

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the work area, incubation area and incubation environment are safe, clean and meet the requirements of production						
1.2 select eggs for incubation in accordance with set times and the hatchery plan						
1.3 ensure eggs are loaded into the incubator in the correct way						
1.4 check, monitor and maintain incubator alarm system is in a fit state for use						
1.5 establish and maintain the following environmental conditions within the incubator in accordance with production requirements:						
a. temperature						
b. humidity						
c. air quality						
1.6 identify any problems with the preparation and loading of incubators caused by the following:						
a. equipment failure						
b. egg quality						
c. poor hygiene						
d. production timing						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor and maintain the incubation of eggs

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor and maintain the hygiene of the working environment in accordance with the required hygiene standards						
2.2 monitor and maintain the following aspects of the incubator environment in accordance with production requirements:						
a. temperature						
b. humidity						
c. air quality						
2.3 check egg fertility in accordance with organisational requirements at the correct intervals and take appropriate action based on the correct interpretation of results						
2.4 select eggs for transfer and hatching in accordance with production requirements						
2.5 provide and record clear and accurate information						
2.6 confirm the work area and relevant equipment is clean and in a suitable condition for future use.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 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						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. understand how to monitor and maintain the preparation and loading of incubators

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the reasons why hygiene is important, the methods and measurement standards for maintaining hygiene		
5.2 clarify the timing requirements of the incubation system, what may affect these and any required remedial actions		
5.3 explain the ways in which eggs must be loaded into the incubator and the implications of not loading eggs properly		
5.4 explain the reasons why eggs are loaded into the incubator in specific ways		
5.5 explain the purpose, use, maintenance and correct response to alarms		
5.6 explain how to respond to an alarm signal		
5.7 explain the correct environmental conditions required within the incubator and how these are measured covering:		
a. temperature		
b. humidity		
c. air quality		
5.8 explain the ways in which environmental conditions are controlled and the influence on production		
5.9 explain the types of problems which may occur during the preparation and loading of incubators and during incubation and the appropriate action to be taken.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to monitor and maintain the incubation of eggs

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 explain the production requirements in relation to the incubation of eggs		
6.2 define the methods for monitoring the incubator environment, the reasons for this and remedial action to be taken if necessary		

6.3	explain the different indications that the incubator environment requires adjustment, how such adjustments should be carried out and the levels of authority for such adjustments		
6.4	explain the methods of checking the fertility of eggs and how this information is used		
6.5	explain the actions to take where there are problems with fertility		
6.6	explain how to distinguish when the eggs are ready for transfer and how the transfer is carried out		
6.7	explain the importance of maintaining a clean and hygienic work area and the procedures for cleaning the work area and equipment		
6.8	explain the types of records kept for incoming eggs, why these are important and how they should be interpreted		
6.9	explain when and to whom information should be forwarded and why deadlines must be met.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge)		Portfolio reference	
The learner can:			
7.1	summarise 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			

Unit 334

Monitor and maintain the preparation, loading and incubation of eggs

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 335

Establish and monitor the hatching and despatching of poultry

6 credits

1. be able to establish and monitor the hatching of eggs

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 confirm environmental conditions to be in accordance with the requirements of the system						
1.2 monitor and maintain the required levels of hygiene prior to, during and after hatching						
1.3 monitor newly hatched birds and correctly deliver for sexing						
1.4 identify and dispose of sub-standard products using the correct methods						
1.5 clean and maintain hatching area and 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 monitor the despatch of poultry

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 prepare newly hatched poultry correctly and confirm that they are ready for transportation						
2.2 monitor and maintain the work area and environment in a condition suitable to the operations						
2.3 provide clear and accurate information for recording purposes						
2.4 ensure communication is clear and accurate, and meets their needs for information on the despatch of poultry.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

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

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 confirm hatchers and appropriate equipment to be used are in a condition suitable for the hatching of eggs						
4.2 ensure equipment is prepared, used and maintained in a safe and effective condition.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand how to establish, monitor and maintain the hatching of eggs

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the setting up, use and operating conditions of hatchers and hatching equipment		
5.2 explain the production requirements in relation to the hatching of eggs		
5.3 state the planned positioning of eggs and the importance of this to production		
5.4 explain the required environmental conditions to promote hatching and the necessary adjustments to the system which may be required:		
a. temperature		
b. humidity		

c. air quality		
d. lighting		
5.5 explain how to check that newly hatched birds are suitable for transfer		
5.6 explain the ways in which newly hatched birds must be handled		
5.7 describe the features of sub-standard products, correct methods of disposal and the requirements of legislation		
5.8 explain the methods for cleaning hatching area, the reasons why this is important and the necessary monitoring which is required		
5.9 explain the types of production problems which may occur and how these should be rectified		
a. equipment failure		
b. poor hygiene		
c. environmental conditions		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to monitor the despatch of poultry

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the methods of preparing newly hatched poultry for despatch and transportation		
6.2 explain the correct ways in which the newly hatched poultry must be boxed		
6.3 explain how to administer vaccines to the poultry		
6.4 identify the types of records required and the importance of accurate record keeping		
6.5 describe the methods of and reasons for communicating effectively		
6.6 explain the condition in which the work area needs to be left for future use.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements and COSHH procedures		
7.2 describe the possible environmental damage that could occur and how to respond appropriately		
7.3 explain the correct and appropriate methods for disposing of waste		
7.4 explain the methods and importance of maintaining hygiene and the hygiene standards required.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 335

Establish and monitor the hatching and despatching of poultry

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 336

Establish, monitor and maintain egg production

6 credits

1. be able to establish and monitor the hatching of eggs

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 monitor and maintain resources to optimise production						
1.2 check the development and productivity of the birds at regular intervals and take the appropriate action						
1.3 implement the lighting programme where required according to organisational requirements						
1.4 monitor the behaviour of the birds, identify concerns and take the appropriate action as necessary						
1.5 provide clear and accurate information for recording purposes						
1.6 correctly interpret the production records and take the appropriate action						
1.7 monitor and maintain the living area according to the requirements of the system						
1.8 monitor and maintain bird welfare in accordance with legislative requirements						
1.9 take 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 maintain egg production

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 monitor and maintain the living area in accordance with the system requirements						
2.2 monitor egg quality, identify any concerns regarding egg quality and take appropriate action as necessary						

2.3	check the productivity of the birds at regular intervals by interpreting appropriate records and take action						
2.4	identify factors affecting the performance of the birds and take the appropriate action.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	ensure work is carried out in a manner which minimises environmental damage						
3.3	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							

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
4.1	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							

5. understand how to establish egg production

Assessment criteria (Knowledge)	Portfolio reference
The learner can:	
5.1	explain the equipment and resources required to optimise bird welfare and production and how these should be monitored and maintained
a.	feed
b.	ventilation
c.	equipment

d. housing		
5.2 explain the correct development of the bird in line with requirements		
5.3 state the performance targets for the birds and the appropriate action to be taken when deviations occur		
5.4 explain the lighting programme for birds and the effects of different lighting programmes or deviations from requirements		
5.5 describe normal and abnormal behaviour of the birds in the system and appropriate action to be taken		
5.6 explain the records required and methods of interpreting them, and the appropriate action to take where there are concerns.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to maintain egg production

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 describe the living area appropriate to the system, and methods of maintaining it and the changes		
6.2 explain the possible problems with the resources and potential solutions		
6.3 explain the production factors affecting egg quality and ways of dealing with them		
6.4 state the optimum production levels of the birds		
6.5 explain the factors affecting the performance level of the birds and the appropriate actions to take.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand relevant health and safety legislation and environmental good practice

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

8. understand the reasons for maintaining equipment

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

Unit 336

Establish, monitor and maintain egg production

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.

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Date:	

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 337

Monitor and maintain the collection, grading and preparation of eggs

7 credits

1. be able to monitor and maintain the collection of eggs for transport

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure personal hygiene is acceptable for egg collection						
1.2 monitor and maintain the collection of eggs using methods that are suitable for the system of egg production used and in line with requirements						
1.3 ensure the methods and procedures for egg collection maximise production						
1.4 ensure the methods of collection used minimise stress to the birds, and are in line with welfare codes						
1.5 ensure eggs are collected at the right time of day, and at intervals that maximise the number of eggs collected						
1.6 regularly check any damage to eggs and minimise damage to eggs by correct use of collection methods and equipment						
1.7 ensure eggs are handled correctly, and are prepared ready for selection						
1.8 monitor and adjust the storage of eggs to maintain them in appropriate environmental conditions						
1.9 correctly identify problems with the storage and preparation of eggs and take prompt actions to rectify the situation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor the grading of eggs

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 assess eggs are clean and free of debris and dirt						
2.2 monitor and maintain egg quality in accordance with production requirements						

2.3	accurately identify and remove eggs unsuitable for use						
2.4	monitor egg handling, recognise any deviations from the correct handling methods and take the appropriate action						
2.5	ensure identification markings are clear and according to organisational requirements						
	a. site, house or flock code						
	b. batch number						
	c. lay date						
2.6	position the eggs on the trays correctly						
2.7	correctly identify all the problems with egg quality and take the appropriate action:						
	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 promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
3.1	work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2	ensure work is carried out in a manner which minimises environmental damage						
3.3	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							

4. be able to maintain and interpret records

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
4.1	provide clear and accurate information for recording purposes						
4.2	correctly interpret records to identify any area of concern, compare against organisational requirements and take appropriate action.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

5. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 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						

6. understand why it is important to monitor the collection of eggs

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
6.1 explain the problems that can arise when preparing equipment and materials		
6.2 give reasons why personal and work area hygiene standards are required		
6.3 explain the roles and responsibilities of staff in relation to collection of eggs		
6.4 explain the different methods of collecting eggs in the system and how to minimise stress to the birds		
6.5 explain how the method of collection maximises egg production, and what corrective measure must be taken when production is adversely affected		
6.6 explain the importance of correct timing when collecting eggs		
6.7 state how the egg collection system can damage eggs and how this is minimised covering:		
a. poor handling		
b. soiling		
c. equipment faults and breakages		
6.8 explain the correct methods of handling eggs		
6.9 explain the problems that can occur with egg collection in the system and the correct action to be taken		
6.10 describe the organisational requirements for egg numbers, the reasons why numbers vary, and the appropriate action to take.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand how to monitor and maintain the preparation of eggs for transport

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 state the condition of the storage area in relation to hygiene and health and safety.		
7.2 explain the appropriate storage conditions for the eggs and methods of maintaining them		
a. temperature		
b. humidity		
7.3 explain the effects of inappropriate storage conditions, and reason for monitoring correct conditions		
7.4 explain the problems with the storing of eggs, and what action to take		
7.5 explain the methods used to minimise damage during transport.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand how to monitor and maintain the grading of eggs

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 explain the different categories of eggs required and the reasons for the shell faults		
8.2 explain the correct methods for packing or preparing eggs in the system being used		
8.3 explain how eggs become contaminated, and the actions needed to prevent this		
8.4 explain the importance and function of identification markings covering:		
a. site, house or flock code		
b. batch number		
c. lay date		
8.5 explain the reasons for poor shell quality generally and the appropriate action to take.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

9. understand the reasons for maintaining equipment

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

10. understand relevant health and safety legislation and environmental good practice

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

11. understand the interpretation and records required

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
11.1 explain the records required for management and legislative purposes and the importance of maintaining them		
11.2 explain how to interpret records for use in the organisation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 337

Monitor and maintain the collection, grading and preparation of eggs

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 338

Monitor and maintain soil nutrition for grassland and forage crops

4 credits

1. be able to monitor and maintain soil nutrition

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 evaluate the condition of the soil in accordance to grass / forage crop production requirements						
1.2 carry out soil sampling using a correct method						
1.3 promote crop growth and development, in accordance with production requirements						
1.4 apply nutrients in accordance with any requirements for crop growth and environmental legislation requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 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						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements						

3.2	ensure work is carried out in a manner which minimises environmental damage						
3.3	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							

4. understand how to monitor and maintain soil nutrition

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
4.1	classify the different types of soils		
4.2	explain how to examine soil structure and the factors that can affect it		
4.3	explain the methods to improve soil structure		
4.4	explain how to sample and handle soil correctly		
4.5	explain how to interpret a soil analysis		
4.6	explain the importance of soil pH		
4.7	critically compare the types of nutrients, which may be applied		
4.8	explain the relationship of nutrient application and crop production.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

5. understand the reasons for maintaining equipment

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
5.1	explain the importance and methods of maintaining equipment for use.		
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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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		
6.4	explain the records required for management and legislative purposes and the importance of maintaining them.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

Unit 338

Monitor and maintain soil nutrition for grassland and forage crops

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 339

Manage grassland and forage crops to support livestock grazing

4 credits

1. be able to manage grassland and forage crops to support livestock grazing

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 differentiate correctly between common agricultural grasses, forage crops, and weeds						
1.2 maintain or improve a pasture and take the appropriate action to correct any problem						
1.3 ensure the quantity and type of livestock are appropriate for the grazing situation						
1.4 implement a suitable method of grazing the forage						
1.5 analyse the forage for species that could reduce livestock performance, and take appropriate action if there is a problem.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 ensure work is carried out in a manner which minimises environmental damage						
2.3 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						

3. understand how to manage grassland and forage crops to support livestock grazing

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 explain the appropriate methods of identifying grasses / forage		
3.2 summarise the characteristics of desirable and undesirable forages		
3.3 explain how to identify when a pasture requires improving		
3.4 critically compare methods for improving pasture		
3.5 explain how to calculate the productivity of a forage		
3.6 explain reasons for adjusting the stocking rate during the season		
3.7 explain how to estimate forage requirements of livestock at different stages within their production		
3.8 evaluate suitable systems for the utilisation of the forage in relation to the type of stock foraging		
3.9 explain the types of unwanted and dangerous vegetation and how to identify them		
3.10 explain methods of controlling and eradicating unwanted and dangerous vegetation.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand relevant health and safety legislation and environmental good practice

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

Unit 339

Manage grassland and forage crops to support livestock grazing

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 340

Promote the health and well-being of livestock

5 credits

1. be able to promote and maintain the health and well-being of livestock

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure livestock are handled in a manner which complies with relevant legislation, minimises any likelihood of stress and injury, and maintains their health and well-being						
1.2 provide livestock with sufficient and effective opportunities to move, and maintain physical functioning						
1.3 monitor the physical condition and behaviour of the livestock at suitable intervals, and recognise and report on the following:						
a. appearance						
b. posture and movement						
c. behaviour						
d. bodily functioning						
1.4 implement two specific measures to promote and maintain the well-being of livestock:						
a. preventative care						
b. environmental adjustment						
c. changing feed or water provision						
1.5 provide clear and accurate information for recording purposes						
1.6 deal with livestock emergencies immediately and summon assistance when appropriate.						
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 and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 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						

3. know the signs of healthy and unhealthy livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
3.1 describe the appearance, posture and movement, behaviour and bodily functioning of healthy livestock		
3.2 describe the signs which indicate potential problems with livestock health and well-being (eg disease, disability, disorders, pest infestations, trauma) and the appropriate actions to take.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand how to promote the health and well-being of livestock

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 explain how to promote the health and well-being of livestock to minimise their stress and injury		
4.2 explain the relationship between the purpose for which the livestock are being kept and the methods of promoting their health and well-being		
4.3 explain why livestock need movement and how the type and amount of this varies at different times in the production process		
4.4 explain the measures to maintain the health and well-being of livestock covering:		
a. preventative care		
b. environmental adjustment		
c. changing feed or water provision		
4.5 explain how to recognise a health emergency in an animal and the correct actions to take		
4.6 explain the records required for management and legislative purposes and the importance of maintaining them.		
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

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

Unit 340 Promote the health and well-being 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.

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 344

Plan and maintain supplies of physical resources within the work area

3 credits

1. be able to maintain supplies of physical resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 monitor supplies of physical resources to ensure that they are suitable and sufficient for current work activities						
1.2 ensure that supplies of physical resources are stored appropriately						
1.3 identify variations in future requirements for physical resources and plan correctly						
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 promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, 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. understand how to maintain supplies of physical resources

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
3.1 explain how the quantity and quality of resources required for specific work activities are planned to include:		
a. products or materials		
b. equipment		

3.2	explain how to recognise any faults or shortfalls in supplies of resources and the appropriate action to be taken		
3.3	explain the purpose of manufacturer's recommendations regarding the storage and use of resources		
3.4	explain 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. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge)		Portfolio reference	
The learner can:			
4.1	summarise 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 344

Plan and maintain supplies of physical resources within the work area

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 345

Prepare and operate a power vehicle (excluding tractors)

4 credits

1. understand how to prepare a power vehicle for operation

Assessment criteria (Knowledge) The learner can:	Portfolio reference					
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

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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. understand how to operate a power vehicle

Assessment criteria (Knowledge)		Portfolio reference					
The learner can:							
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 and 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							

Unit 345

Prepare and operate a power vehicle (excluding tractors)

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 347

Prepare and construct new structures and surfaces

5 credits

1. prepare to construct new structures and surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 prepare the site in a manner appropriate for the structure or surface and which minimises the effects on the surrounding environment						
1.2 prepare the necessary materials for construction.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. construct new structures and/or surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 construct the structure or surface in accordance with the specification						
a. setting out and location						
b. materials and resources						
c. timescale						
d. working methods						
e. waste management						
f. restitution of site						
g. the relationship of the structure and surface to its context						
2.2 ensure the structure or surface meet the specification and is fit for purpose on completion of the work.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements						
3.2 ensure work is carried out in a manner which minimises environmental damage						
3.3 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						

4. be able to maintain and use relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 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						

5. understand how to construct new structures and surfaces

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain how to interpret specifications and the importance of following them covering:		
a. setting out and location		
b. materials and resources		
c. timescale		
d. working methods		
e. waste management		
f. restitution of site		
g. the relationship of the structure and surface to its context		
5.2 explain the problems that may arise and how to minimise and the appropriate action to take including; remedying the situation and/or informing those who need to act		

5.3	describe methods of constructing the structure or surface and the relationship of this to its planned use		
5.4	explain how the planned use of the surface or structure may affect the methods of construction used.		
		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

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
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 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

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

Unit 347

Prepare and construct new structures and surfaces

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 348

Prepare and maintain equipment and machines

3 credits

1. understand how to prepare equipment and machines for maintenance

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 explain the purpose of a maintenance schedule plan		
a. routine		
b. breakdown		
1.2 justify circumstances in which authorisation must be obtained prior to maintenance		
1.3 research information required for the maintenance procedure and how it should be obtained		
1.4 describe methods for preparing equipment and machines		
a. manual		
b. mechanical		
1.5 investigate the dangers created by stored energy and how these should be responded to during the preparation stage		
1.6 evaluate hazardous chemicals and substances which may be present and ways in which they should be dealt with		
1.7 select the type of tools, equipment and materials required for the maintenance procedure		
a. hand tools		
b. power tools		
1.8 describe the ways, and reasons, for making equipment and machinery for dis-assembly and re-assembly purposes		
1.9 describe the location of stored equipment and any associated components.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. understand how to maintain and repair equipment and machines

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 describe methods for the diagnosis of faults and the identification of the root cause		
2.2 give a range of routine maintenance requirements and why these must be adhered to		

2.3	analyse factors which impact on the value of continuing with the procedure such as cost of repair, estimated working life, immediate needs for the equipment/machinery use		
2.4	describe the reasons and methods for maintaining equipment and machines		
2.5	investigate the possible consequences of not maintaining equipment and machines		
2.6	investigate legislative requirements relating to the maintenance of equipment and machinery, and the work area		
2.7	give a range of components that require periodic replacement and the reasons for this		
2.8	describe procedures for obtaining replacement components		
2.9	describe safe and appropriate methods of storing equipment and machinery		
2.10	describe how and where to obtain expert advice in relation to maintenance		
2.11	describe the necessary post-maintenance checks		
2.12	describe how to keep appropriate records.		
Type of evidence →			
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

3. prepare equipment and machines for maintenance

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 obtain the relevant information and authorisation for the maintenance procedure – eg manual/maintenance						
3.2 identify the equipment and machines requiring maintenance eg routine and breakdown						
3.3 make sure the equipment and machines for maintenance are safe, and completely isolated from the power source						
3.4 keep the work area safe and in a condition suitable for the maintenance procedure						
3.5 obtain the appropriate tools and materials for the maintenance procedures						
3.6 complete the preparation of equipment and machines for maintenance in accordance with manufacturers instructions eg manual/mechanical						
3.7 identify the relevant components for dis-assembly and re-assembly purposes.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. maintain and repair equipment and machines

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 assess the maintenance requirements based on the condition and use of the equipment and machines						
4.2 identify, remove and replace worn and damaged components in accordance with manufacturers' instructions						
4.3 where replacement components are unavailable, safely store the equipment and machinery, and take the appropriate action to obtain the suitable replacements						
4.4 carry out the maintenance in accordance with manufacturers' instructions, standard procedure and legislation						
4.5 identify the need for expert advice and assistance and promptly refer this matter to the appropriate member of staff						
4.6 make sure that stored equipment and machines are safe, secure and appropriately protected from any adverse conditions						
4.7 carry out the correct tests on completion of the maintenance procedure to confirm the machinery/equipment are returned to good working order.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand and comply with current health and safety legislation and codes of practice

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 health and safety in relation to the preparation, maintenance and repair of equipment and machines for maintenance and the usage on the work are		
5.2 select types of protective clothing and the reasons why it must be worn		
5.3 describe the correct ways of wearing protective clothing		
5.4 maintain health and safety in accordance with relevant legislation and codes of practice.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand and work safely with hazardous chemicals

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 assess hazardous chemicals and substances which may be present and ways of minimising leakage		
6.2 describe safe and appropriate methods for disposing of waste materials		
6.3 minimise dangers from contamination and hazardous chemicals		
6.4 minimise the escape of substances and dispose of waste in a safe manner and place – e.g. hazardous and non-hazardous.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 348

Prepare and maintain equipment and machines

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 349

Select and prepare animals for breeding

4 credits

1. select and prepare animals for breeding

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 select animals which are suitable for breeding						
1.2 assess the physical condition of the animals selected for breeding for four of the following criteria:						
a. appearance and condition						
b. weight						
c. posture and movement						
d. behaviour						
e. reproductive cycle						
f. inherited diseases						
g. sexually transmitted diseases						
h. age of animal and its last pregnancy						
1.3 facilitate fertilisation using one of the following methods:						
a. natural methods						
b. artificial insemination						
1.4 maintain the health and condition of breeding animals						
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 use and maintain relevant equipment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 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						

3. be able to promote animal welfare and health and safety

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 work in a way which promotes animal health and welfare, health and safety, is consistent with relevant legislation and codes of practice						
3.2 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						

4. understand and comply with current health and safety legislation and codes of practice

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 explain the principles of selecting individual animals for breeding		
4.2 explain how each of the criteria listed below are used to assess the suitability of animals for breeding:		
a. appearance and condition		
b. weight		
c. posture and movement		
d. behaviour		
e. reproductive cycle		
f. sexually transmitted diseases		
g. inherited diseases		
h. age of animal and its last pregnancy		
4.3 explain how to determine the optimum time for breeding including identification of oestrus		

4.4	explain suitable preparation methods for animal and/or equipment for mating		
4.5	explain the arrangements for the care of animals for breeding.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

5. understand the breeding of animals

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
5.1	explain why and when artificial or natural breeding methods are used in animals		
5.2	explain species specific mating behaviour which determines or precludes mating methods including how animals should be introduced		
5.3	explain the factors which influence conception in animals		
5.4	explain the anatomy of male and female reproductive systems		
5.5	explain the arrangements for the care of breeding and non-breeding males		
5.6	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			

6. understand relevant animal welfare and health and safety legislation

Assessment criteria (Knowledge) The learner can:		Portfolio reference	
6.1	summarise current health and safety legislation, animal health and welfare, codes of practice and any additional requirements		
6.2	explain the correct and appropriate methods for disposing of 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

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

Unit 349

Select and prepare animals for breeding

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 350

Manage the care of young animals

3 credits

1. be able to care for young animals

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 ensure the appropriate food and water is provided to the young, from birth to weaning						
1.2 carry out weaning using an appropriate method						
1.3 monitor the health and condition of the young						
1.4 carry out artificial rearing (including fostering), where applicable, in a manner which is appropriate to the animal						
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 promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, animal health and welfare and is consistent with relevant legislation, codes of practice and any additional requirements						
2.2 ensure work is carried out in a manner which minimises environmental damage						
2.3 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						

3. understand how to care for young animals

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 explain the signs of good and ill-health in young animals		
3.2 explain how to promote the health and welfare of young animals		
3.3 explain methods of weaning, and the appropriateness of their use		
3.4 explain potential problems encountered by young animals and actions to resolve them. problems to include:		
a. loss of parent		
b. competition		
c. risk of injury		
d. risk of disease		
3.5 explain the options for artificial rearing (including fostering) and the different management requirements of each system		
3.6 explain the records required for management and legislative purposes and the importance of maintaining them.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 summarise current health and safety legislation, animal health and welfare, codes of practice and any additional requirements		
4.2 summarise own responsibilities under animal health and welfare and health and safety legislation		
4.3 describe the possible environmental damage that could occur and how to respond appropriately		
4.4 explain the correct and appropriate methods for disposing of waste.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 350 Manage the care of young animals

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 351

Establish animals in a new environment

3 credits

1. be able to establish animals in a new environment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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					
The learner can:	Portfolio reference					
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 351 Establish animals in a new environment

Declaration

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Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 354

Safe use and application of pesticides

3 credits

1. know how to use and apply pesticides safely

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 demonstrate knowledge of operator's responsibilities under current legislation controlling the use of pesticides		
1.2 demonstrate knowledge of interpreting product label information		
1.3 demonstrate knowledge of personal safety and contamination		
1.4 demonstrate knowledge of pesticide and container storage		
1.5 demonstrate knowledge of the disposal of pesticides, container and packaging		
1.6 demonstrate knowledge of the requirement for record keeping		
1.7 demonstrate knowledge of environmental factors and wildlife considerations.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. be able to prepare to apply pesticides

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 identify applicator controls and components						
2.2 prepare and check prime mover, where applicable, and all equipment						
2.3 check applicator/equipment for defects and security of attachment						
2.4 read and interpret product label						
2.5 select spray volume /spray quality/rate of application						
2.6 demonstrate knowledge of legislation and safety requirements.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to calibrate the sprayer or applicator

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 carry out activities to calibrate the applicator						
3.2 demonstrate knowledge of calibration data to be recorded						
3.3 calculate, measure and mix pesticide						
3.4 demonstrate knowledge of the preparation of concentrated pesticides.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to apply pesticide safely

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 carry out a risk assessment, including an environmental assessment, of the site to be sprayed						
4.2 demonstrate knowledge of safe and accurate spraying/application procedures						
4.3 use appropriate methods to apply pesticide safely to a site or crop.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to carry out post-operation procedures

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 demonstrate knowledge of cleaning, decontamination and storing of equipment						
5.2 complete an application record.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 354 Safe use and application of pesticides

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 355

Identify the need for and plan habitat management work

4 credits

1. know identify habitat management work

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 identify the need for habitat management through use of all of the following:		
a. site monitoring		
b. management plan		
c. reports from others		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. be able to plan for habitat management work

Assessment criteria (Performance) The learner can:	Evidence date					
	Portfolio reference					
2.1 plan habitat management for at least four of the following objectives:						
a. to create or maintain suitable conditions for particular species						
b. to create or maintain a desired mix of habitats for access and recreation						
c. to conserve desirable physical or archaeological features						
d. to reduce the pressures of human activity on habitats						
e. to promote site safety						
2.2 take account of the environmental value of at least two of the following types of sites in planning:						
a. ecological						
b. archaeological						
c. recreational						
2.3 select appropriate habitat management methods to achieve objectives						
2.4 produce work plans and specifications for the identified work to include the following:						

a. schedule						
b. location						
c. methods and procedures						
d. physical resources						
e. human resources						
f. legal requirements						
g. standard of outcome required						
2.5 carry out risk assessments and identify safe working procedures						
2.6 seek agreement from all relevant interested parties and ensure that all necessary permissions are in place						
2.7 identify the most appropriate workforce for the planned habitat management work						
2.8 identify and access the resources required to carry out the planned work						
2.9 schedule habitat management work based on the following:						
a. identified priorities						
b. effects of season and timing						
2.10 record plans in a suitable format.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand how to identify the need for habitat management work

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 explain how to identify the need for habitat management through use of:		
a. site monitoring		
b. management plan		
c. reports from others		
3.2 explain how to identify the objectives of habitat management for the following objectives:		
a. to create or maintain suitable conditions for particular species		
b. to create or maintain a desired mix of habitats for access and recreation		
c. to conserve desirable physical or archaeological features		
d. to reduce the pressures of human activity on habitats		
e. to promote site safety		
3.3 describe how to recognise the environmental value of sites.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand the need to plan habitat management work

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 explain how the environmental value of sites affects the planning of work		
4.2 explain how to assess risks and develop safe working procedures		
4.3 explain the process of producing work plans and specifications to organisational requirements including:		
a. agreement of objectives		
b. agreement of plans		
c. when permissions are required		
d. the suitable workforce		
e. the resources required (tools and equipment, people)		
f. schedule of work		
g. legal requirements		
h. standard of outcome		
4.4 explain how planned work fits into organisational objectives, local and UK biodiversity action plans.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 355

Identify the need for and plan habitat management work

Declaration

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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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 356

Co-ordinate and oversee habitat management work

4 credits

1. be able to co-ordinate and oversee habitat management work

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 make available the necessary resources to allow habitat management work to be carried out in a safe and effective way. Resources to include:						
a. natural						
b. physical						
c. human						
d. financial						
1.2 inform the appropriate person where these resources are not available						
1.3 brief those who will be carrying out the work with regard to:						
a. work specification						
b. environmental value of the site and its implications for the planned work						
1.4 oversee habitat management work for four of the following objectives:						
a. to create or maintain suitable conditions for particular species						
b. to create or maintain a desired mix of habitats for access and recreation						
c. to conserve desirable physical or archaeological features						
d. to reduce the pressures of human activity on habitats						
e. to promote site safety						
1.5 communicate with the work team and other interested parties in a way which promotes understanding and goodwill						
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 promote health and safety and environmental good practice

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 work in a way which promotes health and safety, is consistent with legislation, codes of practice and any additional requirements						
2.2 ensure work is carried out in a manner which minimises environmental damage						
2.3 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						

3. understand how to co-ordinate and oversee habitat management work

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
3.1 explain the required type and quantity of resources needed for habitat management work		
3.2 describe the appropriate action to take in the case of inadequate resources		
3.3 describe relevant aspects of work specifications, and individual responsibilities		
3.4 describe how to select a workforce which is appropriate for the planned work		
3.5 describe methods of briefing the workforce on the activities required		
3.6 describe how to effectively oversee habitat management work which is being carried out		
a. to create or maintain suitable conditions for particular species		
b. to create or maintain a desired mix of habitats for access and recreation		
c. to conserve desirable physical or archaeological features		
d. to reduce the pressures of human activity on habitats		
e. to promote site safety		
3.7 explain how to identify and minimise the effect of disruptions and how to select corrective actions		
3.8 explain how to establish, maintain and improve systems to monitor work		
3.9 describe methods of communication likely to promote understanding and goodwill		
3.10 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. understand relevant health and safety legislation and environmental good practice

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

Unit 356

Co-ordinate and oversee habitat management work

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 357

Monitor and evaluate the effectiveness of habitat management work

4 credits

1. be able to monitor and evaluate the effectiveness of habitat management work

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 set in place systems to monitor the effectiveness of habitat management work in creating desired conditions within appropriate timescales with regard both:						
a. the habitat being managed						
b. the work which was carried out						
1.2 use the outcomes of your monitoring to inform the planning of future habitat management work to include:						
a. planning of your own future work						
b. planning by other people						
1.3 plan and implement additional work to rectify any problems or failures to achieve original management objectives.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand how to monitor and evaluate the effectiveness of habitat management work

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 explain the criteria used to evaluate the habitat management work at completion of practical activities		
2.2 outline the requirements of the original work plan and specification		
2.3 explain the importance of longer-term monitoring to determine whether habitat management has been effective		
2.4 identify the factors that determine the length of time over which monitoring should take place		
2.5 explain how to use the outcomes of monitoring to improve future plans and where necessary how to plan additional work.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 357

Monitor and evaluate the effectiveness of habitat management work

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 358

Plan the preparation and use of tractors and attachments

6 credits

1. plan the preparation and use of tractors and attachments

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify the most appropriate tractor and attachment required for the operations:						
a. trailed						
b. mounted						
c. PTO operated						
d. hydraulic						
e. fore end loader						
1.2 ensure the combination meets all relevant legislative requirements, particularly when used on the public highway						
1.3 ensure the operator is competent to use the selected combination.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. prepare and use tractors and attachments

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 ensure all tractors and attachments are prepared in line with good practice standards, for the day's work						
2.2 demonstrate calibration to meet operational requirements						
2.3 ensure operations are carried out efficiently and at least three key efficiency factors are monitored including:						
a. gears						
b. hydraulics						
c. tyre pressure						

d. counter balance						
e. ballasting						
f. engine revs						
g. use of performance monitoring equipment						
2.4 ensure all operations on the public highway are carried out to minimise risk and disruption to the general public and are within legislative requirements						
2.5 use information generated by onboard monitoring equipment to modify operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. monitor the use of tractors and attachments

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 ensure operational requirements are being met and take appropriate actions if necessary						
3.2 monitor efficiency of the operation and take action to improve where necessary						
3.3 use any onboard monitoring equipment to achieve optimum operation and report on information gathered						
3.4 make ongoing adjustments or calibrations to meet operational requirements to at least three of the following:						
a. gears						
b. hydraulics						
c. tyre pressure						
d. counter balance						
e. ballasting						
f. engine revs						
g. attachment						
3.5 maintain records to meet legislative and organisational requirements.						
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					
The learner can:	Portfolio reference					
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 all operations are carried out safely and risk assessments are carried out when required						
4.3 ensure work is carried out in a manner which minimises environmental damage						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. understand the requirements to be considered when planning

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
5.1 explain the range of tractor power and layout requirements for a range of operations covering:		
a. wheel type		
b. spacing		
c. pressure		
5.2 explain why the following conditions must be considered when planning the operations and type of tractor/attachment to use:		
a. weather		
b. terrain		
c. ground conditions		
d. distance to travel		
e. road type		
5.3 explain the range of attachments and compatibility of tractors with different attachments		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

6. understand how to prepare and use tractors and attachments

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
6.1 explain the preparation and maintenance requirements of the tractors and attachments		
6.2 explain the setting and adjustments to obtain operational requirements		
6.3 outline the need for fully briefing the operator prior to starting operations		
6.4 explain the reason for calibration and the methods used		
6.5 explain how to how to monitor and improve efficiency		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

7. understand the need to evaluate operations

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
7.1 explain all the efficiency factors relating to different tractor/ attachments, operational activities:		
a. gears		
b. hydraulics		
c. tyre pressure		
d. counter balance		
e. ballasting		
f. engine revs		
g. use of performance monitoring equipment		
7.2 explain the efficiency monitoring equipment		
7.3 explain the situations when operations would be suspended or changes in order to meet operational requirements.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

8. understand relevant health and safety legislation and environmental good practice

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
8.1 summarise all current and relevant legislation which may impact on the choice and use of tractors and attachment		
8.2 identify the types of records required and the importance of accurate record keeping		
8.3 describe the risk assessments requirements and safe practice.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 358

Plan the preparation and use of tractors and attachments

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IV Signature:	
Date:	

Unit 359

Promote responsible public use of the environment

4 credits

1. be able to safeguard members of the public and others

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 maintain the safety of the public and others during visits to the site						
1.2 work safely encouraging everyone throughout all activities to follow current legislation, codes of practice, organisational policies and procedures.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to safeguard the environment

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 provide information and advice to encourage members of the public to use the site in a way which is consistent with its purpose and condition						
2.2 identify visitors and others who may cause a threat and take the appropriate action to minimise any damage or risk, covering two of the following:						
a. to the site and its contents						
b. to flora and fauna						
c. to own personal health and safety						
d. to other people’s health and safety						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. know how to safeguard members of the public and the environment

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 outline organisational codes of practice and requirements about the care of visitors and other members of the public, eg supporting people in terms of their safety and welfare by providing information and advice		
3.2 state the needs of the public and others, and when to influence their use of the site and offer advice or help		
3.3 state why the organisation may have certain access policies or specific areas for public access		
3.4 explain the importance of balancing the needs of the site with the needs of the public and others		
3.5 describe the features of the site and the effects the public and others may have on it		
3.6 outline threats the public may pose to:		
a. the site and its contents		
b. flora and fauna		
c. own personal health and safety		
d. other people's health and safety		
3.7 explain how to handle people who cause a threat to sites in an effective, safe and courteous way.		
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

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 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 359

Promote responsible public use of the environment

Declaration

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Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 371

Organise the delivery of reliable customer service

6 credits

1. plan and organise the delivery of reliable customer service

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 plan, prepare and organise everything they need to deliver services or products to different types of customers						
1.2 organise what they do to ensure that they are consistently able to give prompt attention to your customers						
1.3 re-organise their work to respond to unexpected additional workloads.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. review and maintain customer service delivery

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 maintain service delivery during very busy periods and unusually quiet periods						
2.2 maintain service delivery when systems, people or resources have let them down						
2.3 consistently meet their customers' expectations						
2.4 balance the time they take with their customers with the demands of other customers seeking their attention						
2.5 respond appropriately to their customers when customers make comments about the products or services they are offering						
2.6 alert others to repeated comments made by their customers						
2.7 take action to improve the reliability of their service based on customer comments						
2.8 monitor the action they have taken to identify improvements in the service they give to their customers.						

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

3. use recording systems to maintain reliable customer service

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 record and store customer service information accurately following organisational guidelines						
3.2 select and retrieve customer service information that is relevant, sufficient and in an appropriate format						
3.3 quickly locate information that will help solve a customer's query						
3.4 supply accurate customer service information to others using the most appropriate method of communication.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to organise the delivery of reliable customer service

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 describe organisational procedures for unexpected situations and their role within them		
4.2 describe resource implications in times of staff sickness and holiday periods and their responsibility at these times		
4.3 explain the importance of having reliable and fast information for their customers and the organisation		
4.4 evaluate the organisational procedures and systems for delivering customer service		
4.5 identify useful customer feedback and explain how to decide which feedback should be acted on		
4.6 describe how to communicate feedback from customers to others		
4.7 evaluate the organisational procedures and systems for recording, storing, retrieving and supplying customer service information		
4.8 explain the legal and regulatory requirements regarding the storage of data.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 371

Organise the delivery of reliable customer service

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 372

Improve customer relationship

7 credits

1. improve communication with their customers

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 select and use the best method of communication to meet their customers' expectations						
1.2 take the initiative to contact their customers to update them when things are not going to plan or when they require further information						
1.3 adapt their communication to respond to individual customers' feelings.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. balance the needs of their customers and their organisation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 meet their customers' expectations within their organisation's service offer						
2.2 explain the reasons to their customers sensitively and positively when customer expectations cannot be met						
2.3 identify alternative solutions for their customers either within or outside the organisation						
2.4 identify the costs and benefits of these solutions to their organisation and to their customers						
2.5 negotiate and agree solutions with their customers which satisfy them and are acceptable to their organisation						
2.6 take action to satisfy their customers with the agreed solution when balancing customer needs with those of their organisation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. exceed customer expectations to develop the relationship

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 make extra efforts to improve their relationship with customers						
3.2 recognise opportunities to exceed their customers' expectations						
3.3 take action to exceed their customers' expectations within the limits of their own authority						
3.4 gain the help and support of others to exceed their customers' expectations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to improve the customer relationship

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 describe how to make best use of the method of communication chosen for dealing with customers		
4.2 explain how to negotiate effectively with customers		
4.3 explain how to assess the costs and benefits to their customer and their organisation of any unusual agreement they make		
4.4 show the importance of customer loyalty and/or improved internal customer relationships to the organisation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 372 Improve customer relationship

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 373

Monitor and solve customer service problems

6 credits

1. solve immediate customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 respond positively to customer service problems following organisational guidelines						
1.2 solve customer service problems when they have sufficient authority						
1.3 work with others to solve customer service problems						
1.4 keep customers informed of the actions being taken						
1.5 check with customers that they are comfortable with the actions being taken						
1.6 solve problems with service systems and procedures that might affect customers before they become aware of them						
1.7 inform managers and colleagues of the steps taken to solve specific problems.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. identify repeated customer service problems and options for solving them

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 identify repeated customer service problems						
2.2 identify the options for dealing with a repeated customer service problem and consider the advantages and disadvantages of each option						
2.3 work with others to select the best option for solving a repeated customer service problem, balancing customer expectations with the needs of the organisation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. take action to avoid the repetition of customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 obtain the approval of somebody with sufficient authority to change organisational guidelines in order to reduce the chance of a problem being repeated						
3.2 action their agreed solution						
3.3 keep their customers informed in a positive and clear manner of steps being taken to solve any service problems						
3.4 monitor the changes they have made and adjust them if appropriate.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to monitor and solve customer service problems

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 describe organisational procedures and systems for dealing with customer service problems		
4.2 describe the organisational procedures and systems for identifying repeated customer service problems		
4.3 explain how the successful resolution of customer service problems contributes to customer loyalty with the external customer and improved working relationships with service partners or internal customers		
4.4 explain how to negotiate with and reassure customers while their problems are being solved.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 373 Monitor and solve customer service problems

Declaration

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Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 374

Boar semen collection and processing

4 credits

1. understand and demonstrate knowledge of laboratory facilities

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 describe key laboratory facilities required for processing semen						
1.2 detail equipment required in a laboratory						
1.3 define the most critical part of the water purification process						
1.4 select consumables required in a laboratory for collecting and processing semen						
1.5 describe key optional equipment which would be useful in the laboratory when processing semen						
1.6 identify types of diluent which could be used for each of the following:						
a. fresh semen (same day use)						
b. 3 day semen life						
c. 6 day semen life						
1.7 detail various catheters available for AI						
1.8 describe factors which affect sperm quality.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. understand boar stud management

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 comment on frequency of collection for:						
a. young boars						
b. mature boars						
2.2 define the reasons for stud boar housing to ideally be away from main herd or on perimeter of main herd						
2.3 describe the requirements of collection area						

2.4	detail important points to be considered when feeding and supplying water to boars and stud boars						
2.5	calculate the number of AI boars and state management points which will affect this						
2.6	calculate the number of boars required for a specific herd size						
2.7	inspect a stud boar's living accommodation and comment on accommodation requirements						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

3. understand the process of collection, preparation and storage management of semen

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 detail care routines to be maintained on a stud boar						
3.2 describe the tasks to be carried out in preparation of a boar for collection						
3.3 detail the checks to be made on the collection area prior to collection						
3.4 define routine tasks done prior to a boar mounting dummy						
3.5 describe the steps in the collection procedure from boar entering collection area until returned to his pen						
3.6 detail points to remember in relation to laboratory hygiene						
3.7 describe which pieces of equipment should be kept in a warm box						
3.8 identify the temperature of the warm box and its contents before use						
3.9 define the equipment which should be switched on at least 2 hours before use						
3.10 give the typical range in volume of raw semen likely to be collected						
3.11 give the range of dilution rates for raw semen						
3.12 detail laboratory preparation before collection of semen						
3.13 detail routine processing of semen after collection						
3.14 detail routines for storing diluted semen						
3.15 describe which records should be kept when conducting on-farm semen collection						
3.16 assess the motility of sperm						

3.17 prepare equipment in the laboratory, prepare correct boar and collect a semen sample.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 374 Boar semen collection and processing

Declaration

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Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 375

Pig feed storage, milling and mixing

4 credits

1. prepare and conduct milling operations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 describe the legal requirements and safety regulations for milling and mixing						
1.2 describe the pre-start checks to be carried out on a mill to ensure safe operation						
1.3 demonstrate how a mill screen should be changed						
1.4 mill a cereal sample to a specified grist size for a stated class of pigs.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. carry out feed mixing operations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 describe possible causes of incorrectly mixed diets						
2.2 perform pre-start checks on a wet or dry mixer to ensure safe operation						
2.3 mix a specified diet.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand feed storage and legislation relating to feed milling and mixing

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 describe commonly used dry ingredients which may be included in pig diets		
3.2 describe liquid ingredients which may be included in pig diets		
3.3 describe ingredients prohibited from pig diets		
3.4 describe the responsibilities of the person taking delivery of pig feeds or straights		
3.5 describe the checks to be made before, during and after delivery of feeds or straights		
3.6 describe the types of vermin found on pig farms		
3.7 give a range of safe methods for controlling vermin		
3.8 describe the problems caused by vermin on livestock farms		
3.9 describe feed records that must be kept by legislation for purchased and home mixed foodstuffs		
3.10 describe feed records needed by management for purchased and home mixed foodstuffs		
3.11 describe the requirements for sampling when home-mixing feed rations		
3.12 define the requirements for raw materials and end products of home-mixed foodstuffs		
3.13 describe the problems that can occur in stored feed.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. understand feed storage and legislation relating to feed milling and mixing (continued)

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
4.1 define who/what should be protected by mill managers when mixing medicated feeds (eg consumers, environment etc)		
4.2 define the regulatory requirements for mixing medicated feeds		
4.3 define the regulatory requirements which affect the feeding of pigs		
4.4 describe the different types of straights feeds		
4.5 examine feed storage at a pig unit and assess its suitability against stated management points		
4.6 examine feeding equipment and comment on its suitability.		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 375 Pig feed storage, milling and mixing

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.

Candidate Name:	
Candidate Signature:	
Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 376

Lead the work of teams and individuals to achieve their objectives

4 credits

1. be able to plan the work of teams

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 provide opportunities for team members to contribute to the planning and organisation of their work						
1.2 develop plans for the team and each individual which meet their operational objectives						
1.3 confirm plans and schedules are realistic within organisational constraints						
1.4 plan the allocation of work taking full account of team members' abilities and development needs						
1.5 explain team plan to team members in a way that meets the teams requirements						
1.6 explain an individuals' plan to the team members						
1.7 confirm team members' understanding of the plans and their work activities						
1.8 update plans at regular intervals taking account of changes to individuals, the team and organisation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to assess the work of teams and individuals

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 explain the purpose of assessment clearly to team and individuals						
2.2 assess teams and individuals objectively against clear and agreed criteria using valid information.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to provide feedback to teams and individuals on their work

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 provide constructive feedback to teams and individual team members.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand the principles of leading teams and individuals

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 explain the importance of communication skills when leading teams and individuals		
4.2 explain own role in planning work activities within organisational constraints		
4.3 explain the use of assessment and feedback as part of team development		
4.4 summarise the information needed to assess the work of teams and individuals		
4.5 explain the importance of involving team members in the planning and assessment of their own work		
4.6 summarise strategies for motivating team members		
4.7 explain the principles of developing work plans for teams and individuals both in the short and medium term		
4.8 summarise the impact of line management structures on developing work plans.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 376

Lead the work of teams and individuals to achieve their objectives

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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Date:	

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.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 377

Improve customer service

7 credits

1. be able to improve communication with customers

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 use communication methods to meet customers' needs						
1.2 adapt communication to respond to individual customers' requirements						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to balance the needs of customer and the organisation

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 explain the reasons to customers when expectations cannot be met						
2.2 identify alternative solutions for customers						
2.3 identify the costs and benefits of alternative solutions to organisation and customers						
2.4 negotiate solutions with customers which are acceptable to the organisation and the customer						
2.5 apply agreed solution balancing the needs of customer and organisation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to exceed customer expectations

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use methods to improve relationships with customers						
3.2 recognise opportunities to exceed customers' expectations						
3.3 take action to exceed customers' expectations within the limits of job role						
3.4 request the help and support of others to exceed their customers' expectations						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to improve the customer relationship

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 explain how to negotiate with customers		
4.2 explain how to assess the costs and benefits to customers and organisation of any unusual agreement		
4.3 explain the importance of customer loyalty and improved customer relationships to organisation.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 377 Improve customer service

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 378

Monitor and solve customer service problems

6 credits

1. be able to solve immediate customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 respond to customer service problems						
1.2 solve customer service problems within job role responsibilities						
1.3 work with others to solve customer service problems						
1.4 keep customers informed of the actions being taken						
1.5 agree with customers action to be being taken						
1.6 inform managers and colleagues of the steps taken to solve problems.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to identify options for solving repeated customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 identify repeated customer service problems						
2.2 identify the options for dealing with a repeated customer service problem considering the advantages and disadvantages of each option						
2.3 select the option for solving a repeated customer service problem with colleagues balancing customer expectations with the needs of the organisation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to take action to avoid the repetition of customer service problems

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 obtain the approval of a colleague who has authority to change organisational guidelines in order to reduce the chance of a problem being repeated						
3.2 implement the agreed solution to a repeated customer service problem						
3.3 keep customers informed of steps being taken to solve any service problems						
3.4 monitor the changes made, adjusting them if appropriate.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. understand how to monitor and solve customer service problems

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
4.1 describe organisational procedures and systems for dealing with customer service problems		
4.2 describe the organisational procedures and systems for identifying repeated customer service problems		
4.3 explain how the successful resolution of customer service problems contributes to customer loyalty and improved working relationships		
4.4 explain how to negotiate with and reassure customers while problems are being solved.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 378 Monitor and solve customer service problems

Declaration

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IV Signature:	
Date:	

Unit 379

Implement a marketing plan

4 credits

1. be able to prepare for the implementation of marketing plans

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 develop an implementation plan that specifies objectives, actions, responsibilities, budget, timescale and success criteria						
1.2 brief personnel on their roles and responsibilities in accordance with the marketing plan						
1.3 ensure the availability of agreed marketing resources						
1.4 explain the importance of understanding the nature of the market in which the activity is being targeted.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to implement marketing plans

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 deliver the requirements of the plan within budget and timescale						
2.2 address risks, problems and variances from expectations in accordance with the marketing plan						
2.3 keep stakeholders up to date with progress, developments and issues						
2.4 record and report on the outcomes of the implementation in accordance with the marketing plan and organisational procedures.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Understand how to prepare marketing plans

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 Explain the purpose of the marketing plan		
3.2 Explain how marketing plans are communicated within the organization		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 379 Implement a marketing plan

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 401

Manage budgets

4 credits

1. be able to manage budgets

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 control budget performance within limits and deadlines						
1.2 analyse and take action to minimise costs where possible						
1.3 take corrective action to make sure of best value for money						
1.4 authorise expenditure within the scope of own authority.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to monitor budgets

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 record transactions as required						
2.2 produce information on performance against budget, when required						
2.3 make sure all calculations are accurate						
2.4 record information that will help with the preparation of future budgets.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. understand the purpose of budgets

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 explain the purpose and benefits of managing financial resources effectively and efficiently		
3.2 identify legal, regulatory and organisational requirements for managing a budget		
3.3 describe different types of budgetary systems and their features.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 401 Manage budgets

Declaration

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Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

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, 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, 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 or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners

General qualification information

International learners

General qualification information

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

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

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

Publications

Logbooks, Centre documents, Forms, Free literature

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T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

T: +44 (0)121 503 8993

E: business@cityandguilds.com

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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

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