

Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



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October 2017
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**Assessment recording documents for
Agricultural – animals (Units 214-219)**

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AGRICULTURAL ANIMALS E2

Unit 214: Recognise farm animals

Continued.....

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

AGRICULTURAL ANIMALS E2

Unit no: 215 Unit title: **Feed farm animals** Credit Value 2

Guidance: For this unit, learners will need to feed one species of farm animal safely and correctly. This might be a single animal or a group of animals.

Learning Outcome: The learner will be able to:

- Feed farm animals correctly and safely

Species of farm animal fed: _____

Assessor Initials/Date				



Practical Evidence

					<ul style="list-style-type: none"> • Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise one type of bulk animal feed (<i>indicate which 1 was correctly recognised</i>):
					Feed type: <ul style="list-style-type: none"> - silage - hay
					<ul style="list-style-type: none"> • Recognise two types of concentrate feed (<i>indicate which 2 were correctly recognised</i>)
					Concentrate 1: <ul style="list-style-type: none"> - nuts - cobs - cereals - pellets - other (please specify)
					Concentrate 2: <ul style="list-style-type: none"> - pellets - other (please specify)
					<ul style="list-style-type: none"> • Recognise two types of equipment used for feeding farm animals (<i>indicate which 2 were correctly recognised</i>)
					Equipment 1: <ul style="list-style-type: none"> - scoop - measure - bucket - container
					Equipment 2: <ul style="list-style-type: none"> - bucket - container
					<ul style="list-style-type: none"> • Check that feed bucket/container is clean
					<ul style="list-style-type: none"> • Collect and check that tools and equipment are safe to use
					<ul style="list-style-type: none"> • Clean out feeding trough
					<ul style="list-style-type: none"> • Feed animals with the correct quantity of food
					<ul style="list-style-type: none"> • Check that animals are feeding
					<ul style="list-style-type: none"> • Clean and store feed buckets/containers safely
					<ul style="list-style-type: none"> • Remove and store personal protective clothing
					<ul style="list-style-type: none"> • Wash and dry hands

Knowledge Evidence (*evidence of answers given to be recorded in portfolio*)

					<ul style="list-style-type: none"> • A reason for cleaning feeding equipment
					<ul style="list-style-type: none"> • A reason for feeding the correct amount of food
					<ul style="list-style-type: none"> • A reason for checking that animals are feeding

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

AGRICULTURAL ANIMALS E2

Unit no: 216	Unit title: Bed down farm animals	Credit Value 2										
<p>Guidance: For this unit, learners will need to prepare a bed for one species of farm animal. This might be a single animal or a group of animals.</p>												
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Prepare a bed for a farm animal correctly and safely 												
<p style="text-align: right;">Species of farm animal: _____</p>												
<table border="1" style="margin: auto;"> <tr> <th colspan="5">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> <td style="width: 20px; height: 40px;"></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
												
Practical Evidence												
					<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 							
					<ul style="list-style-type: none"> • Recognise two of the following types of bedding (<i>indicate which 2 types were correctly recognised</i>) 							
					Bedding type 1: <div style="float: right; border-left: 1px solid black; padding-left: 5px; margin-left: 10px;"> - shavings - wheat straw - barley straw </div>							
					Bedding type 2:							
					<ul style="list-style-type: none"> • Apply the correct amount of bedding using one of the following bedding types (<i>indicate which source of bedding was used</i>) 							
					Bedding type: <div style="float: right; border-left: 1px solid black; padding-left: 5px; margin-left: 10px;"> - bales of shavings - small bales of straw - large bales of straw </div>							
					<ul style="list-style-type: none"> • Dispose of waste material safely 							
					<ul style="list-style-type: none"> • Clean and store tools and equipment safely 							
					<ul style="list-style-type: none"> • Remove and store personal protective clothing 							
					<ul style="list-style-type: none"> • Wash and dry hands 							
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)												
					<ul style="list-style-type: none"> • A reason for using good quality bedding for animals 							
					<ul style="list-style-type: none"> • A reason for providing bedding for animals 							
					<ul style="list-style-type: none"> • A reason for disposing of waste correctly 							
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
Date all assessments completed for this unit:												
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner									

AGRICULTURAL ANIMALS E2

Unit no: 217 Unit title: **Recognise farm animal housing** Credit Value 1

Guidance: For this unit, learners will need access to different types of farm animal housing.

Learning Outcome: The learner will be able to
 • Recognise four types of farm animal housing correctly and safely

Assessor Initials/Date				



Practical Evidence

					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise four types of farm animal housing (<i>indicate which 4 types have been correctly recognised</i>)
					Animal housing type 1:
					Animal housing type 2:
					Animal housing type 3:
					Animal housing type 4:
					<ul style="list-style-type: none"> Recognise six key features of areas used to house farm animals (<i>indicate which 6 features were correctly recognised</i>)
					Feature 1:
					Feature 2:
					Feature 3:
					Feature 4:
					Feature 5:
					Feature 6:
					<ul style="list-style-type: none"> free from weeds appropriate temperature for animal dry free from sharp objects safe secure clean free from hazards good ventilation
					<ul style="list-style-type: none"> Check that animal housing is safe
					<ul style="list-style-type: none"> Report findings to supervisor
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands

Knowledge Evidence (*evidence of answers given to be recorded in portfolio*)

	<ul style="list-style-type: none"> A reason why farm animals need housing
	<ul style="list-style-type: none"> A reason why farm animal housing needs to be free from hazards and sharp objects
	<ul style="list-style-type: none"> A reason why the animal housing needs to be secure

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

AGRICULTURAL ANIMALS E2

Unit no: 218 Unit title: **Move a farm animal** Credit Value 2

Guidance: For this unit, learners will need to move one species of farm animal.

Learning Outcome: The Learner will be able to:

- Move a farm animal(s) safely along identified route correctly and safely

Species of farm animal moved: _____

Assessor Initials/Date				



Practical Evidence

					• Recognise and wear personal protective clothing
					• Recognise the animal(s) to be moved
					• Recognise where the animal(s) are to be moved to
					• Check that the route is free from obstacles and hazards
					• Report to supervisor when they have checked the route
					• Move the animal(s) to the new location
					• Secure the animal(s) in the new location
					• Remove and store personal protective clothing
					• Wash and dry hands

Knowledge Evidence (*evidence of answers given to be recorded in portfolio*)

	• A reason for walking the route the animal is to take
	• A reason for moving animals in a quiet manner

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

AGRICULTURAL ANIMALS E2

Unit no: 219 Unit title: **Maintain a fence** Credit Value 2

Guidance: For this unit, if there are different tools/materials not listed, indicate which other tools were recognised by writing them in under 'other'. Assistance may be given in holding materials to be fixed.

Learning Outcome: The learner will be able to:

- Maintain a fence correctly and safely

Assessor Initials/Date				



Practical Evidence

					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise and check the fence to be maintained
					<ul style="list-style-type: none"> Check with supervisor what needs to be maintained or mended
					<ul style="list-style-type: none"> Collect tools as appropriate (<i>indicate which tools (at least two) were used:</i>)
					Tools used: <ul style="list-style-type: none"> - crowbar - saw - claw hammer - fencing pliers - spade/spit - other
					<ul style="list-style-type: none"> Check tools are safe to use
					<ul style="list-style-type: none"> Collect materials required (<i>indicate which materials (at least two) were used</i>)
					Tools used: <ul style="list-style-type: none"> - nails/staples - panels - rails - wire - posts/stakes - other
					<ul style="list-style-type: none"> Repair damage, with assistance if required
					<ul style="list-style-type: none"> Clear the site after work has been completed
					<ul style="list-style-type: none"> Clean and store tools correctly and safely
					<ul style="list-style-type: none"> Return unused materials to store
					<ul style="list-style-type: none"> Dispose of waste
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands

Knowledge Evidence (*evidence of answers given to be recorded in portfolio*)

	<ul style="list-style-type: none"> A reason for maintaining a fence
	<ul style="list-style-type: none"> A reason for clearing the site after work has been completed

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

Appendix 1 Sources of general information

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

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

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

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

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

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

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

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

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

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

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City & Guilds Group

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