

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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**Unit recording documents for
Agriculture animals (Units 325-329)**

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AGRICULTURAL ANIMALS E3

Unit no: 325 Unit title: **Recognise a healthy farm animal** Credit value: **2**

Guidance: For this unit there should be two different species of farm animals available. Learners will not need to restrain the animal; they can observe them in a pen or observe one that is restrained by a supervisor or other responsible person.

Learning Outcome: The Learner will be able to:

- Recognise a healthy farm animal correctly and safely

Species of farm animal 1: _____

Species of farm animal 2: _____

Assessor Initials/Date				

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Practical evidence					
					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise six signs of health in species of farm animal 1 (<i>indicate which signs were correctly recognised</i>):
					Health sign 1:
					Health sign 2:
					Health sign 3:
					Health sign 4:
					Health sign 5:
					Health sign 6:

- clean coat
- lick marks on the coat
- bright eyes
- moves freely
- breathes normally
- takes an interest in what is happening around it – alert
- has a moist nose (muzzle)
- has a clean not “runny nose”
- does not make strange sounds
- has a good appetite

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					<ul style="list-style-type: none"> Recognise six signs of health in species of farm animal 2 (<i>indicate which signs were correctly recognised</i>)
				Health sign 1:	<ul style="list-style-type: none"> - clean coat - lick marks on the coat - bright eyes - moves freely - breathes normally - takes an interest in what is happening around it – alert - has a moist nose (muzzle) - has a clean not “runny nose” - does not make strange sounds - has a good appetite
				Health sign 2:	
				Health sign 3:	
				Health sign 4:	
				Health sign 5:	
				Health sign 6:	
				<ul style="list-style-type: none"> Inspect animals 	
				<ul style="list-style-type: none"> Report findings to supervisor 	
				<ul style="list-style-type: none"> Clean 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 inspecting farm animals 	
				<ul style="list-style-type: none"> Two signs that a farm animal is ill or unwell 	
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	

AGRICULTURAL ANIMALS E3

Unit no: 326 Unit title: **Move and prepare farm animal pens** Credit value: **2**

Guidance: For this unit, the learner may require assistance when moving the pen. Assistance may be given when introducing the animal to the pen.

Learning Outcome: The Learner will be able to:

- Clean and prepare animal housing correctly and safely

Assessor Initials/Date				



Practical evidence						
				<ul style="list-style-type: none"> • Choose and wear personal protective clothing 		
				<ul style="list-style-type: none"> • Recognise pen/housing for one of the following animals (<i>indicate which one was correctly recognised</i>): 		
				<table border="0"> <tr> <td style="vertical-align: top;">Animal:</td> <td> <ul style="list-style-type: none"> - pig - calf - sheep </td> </tr> </table>	Animal:	<ul style="list-style-type: none"> - pig - calf - sheep
Animal:	<ul style="list-style-type: none"> - pig - calf - sheep 					
				<ul style="list-style-type: none"> • Dismantle pen 		
				<ul style="list-style-type: none"> • Move pen to new destination 		
				<ul style="list-style-type: none"> • Construct pen 		
				<ul style="list-style-type: none"> • Check shelter 		
				<ul style="list-style-type: none"> • Put in clean bedding 		
				<ul style="list-style-type: none"> • Put in water supply 		
				<ul style="list-style-type: none"> • Put in feeding trough/container 		
				<ul style="list-style-type: none"> • Check pen is secure 		
				<ul style="list-style-type: none"> • Introduce animal to new pen 		
				<ul style="list-style-type: none"> • Clean and store personal protective clothing 		
				<ul style="list-style-type: none"> • Wash and dry hands 		

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Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>			
	• A reason for moving animal pens		
	• A reason for using correct lifting techniques		
	• A reason for checking that the pen is 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 E3

Unit no: 327	Unit title: Clean farm animal housing	Credit value: 2										
<p>Guidance: For this unit, the learner will need to clean out a pen that does not contain an animal. The animal(s) should be removed prior to the assessment by the supervisor or other responsible person.</p>												
<p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> • Clean out an animal pen/housing and bed down. 												
<table border="1" style="margin: auto;"> <tr> <th colspan="5" style="padding: 5px;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20%; height: 100px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
E												
Practical evidence												
					<ul style="list-style-type: none"> • Choose and wear personal protective clothing 							
					<ul style="list-style-type: none"> • Recognise pen/housing to be cleaned and prepared 							
					<ul style="list-style-type: none"> • Choose and collect tools and equipment to be used 							
					<ul style="list-style-type: none"> • Check that tools and equipment are safe to use 							
					<ul style="list-style-type: none"> • Ensure that pen/housing is safe to enter 							
					<ul style="list-style-type: none"> • Enter the pen/housing 							
					<ul style="list-style-type: none"> • Remove waste material by hand 							
					<ul style="list-style-type: none"> • Clean out the pen/housing 							
					<ul style="list-style-type: none"> • Recognise bedding to be used 							
					<ul style="list-style-type: none"> • Bed down the pen/housing 							
					<ul style="list-style-type: none"> • Clean and store tools and equipment safely 							
					<ul style="list-style-type: none"> • Clean 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 pens/housing being cleaned 							
					<ul style="list-style-type: none"> • A reason for not leaving tools and equipment lying around 							
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
<p>Date all assessments completed for this unit:</p>												
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner									

AGRICULTURAL ANIMALS E3

Unit no: 328 Unit title: **Weigh farm animals** Credit value: 2

Guidance: For this unit, the learner may require assistance when moving the animal into the weighing area, crate or crush.

Learning Outcome: The Learner will be able to:
 • Weigh one species/type of farm animal correctly and safely

Assessor Initials/Date				

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Practical evidence					
					<ul style="list-style-type: none"> Choose and wear personal protective clothing
<ul style="list-style-type: none"> Recognise one species/type of animal to be weighed (<i>indicate which species/ type was correctly recognised</i>): 					
					Type of animal: <ul style="list-style-type: none"> - calves - young heifers - steers - lambs - pigs - other (specify)
<ul style="list-style-type: none"> Recognise the type of equipment required (<i>indicate which type(s) were recognised</i>) 					
					Type(s) of equipment: <ul style="list-style-type: none"> - weighing crate - weighing crush - other (specify)
					<ul style="list-style-type: none"> Recognise a means of recording weights
					<ul style="list-style-type: none"> Check that weighing scales are at “zero”
					<ul style="list-style-type: none"> Check that route to weighing area is free from obstacles
					<ul style="list-style-type: none"> Release animal from pen or holding area
					<ul style="list-style-type: none"> Move animal to the weighing area
					<ul style="list-style-type: none"> Load animal into weighing crate or crush
					<ul style="list-style-type: none"> Secure animal
					<ul style="list-style-type: none"> Identify the animal
					<ul style="list-style-type: none"> Record the identification

Continued...

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					<ul style="list-style-type: none"> • Weigh the animal
					<ul style="list-style-type: none"> • Record the weight
					<ul style="list-style-type: none"> • Release the animal and re-locate
					<ul style="list-style-type: none"> • Repeat the procedure until all the animals are weighed
					<ul style="list-style-type: none"> • Clean weighing crate or crush
					<ul style="list-style-type: none"> • Dispose of waste material
					<ul style="list-style-type: none"> • Clean 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 weighing animals
					<ul style="list-style-type: none"> • A reason for making sure the weighing area is free from hazards
					<ul style="list-style-type: none"> • A reason for identifying animals and recording their weight
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	

AGRICULTURAL ANIMALS E3

Unit no: 329 Unit title: **Feed young farm animals** Credit value: **2**

Guidance: For this unit, a young animal that is used to being handled and fed milk substitute should be used.

Learning Outcome: The learner will be able to:
 • Feed milk substitute to young farm animals correctly and safely

Assessor Initials/Date				



Practical evidence

					<ul style="list-style-type: none"> Choose and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise animals to be fed
					<ul style="list-style-type: none"> Recognise five pieces of feeding equipment (<i>indicate which equipment was used</i>):
					Feeding equipment 1: <ul style="list-style-type: none"> - bottle and teat
					Feeding equipment 2: <ul style="list-style-type: none"> - bucket or container for feeding
					Feeding equipment 3: <ul style="list-style-type: none"> - bucket or container for mixing
					Feeding equipment 4: <ul style="list-style-type: none"> - measure
					Feeding equipment 5: <ul style="list-style-type: none"> - whisk - water – hot and cold - milk substitute
					<ul style="list-style-type: none"> Check that feeding equipment is clean and safe to use
					<ul style="list-style-type: none"> Measure out correct amount of milk substitute
					<ul style="list-style-type: none"> Measure out correct quantity of water
					<ul style="list-style-type: none"> Place milk substitute in container
					<ul style="list-style-type: none"> Add water to the milk substitute and mix thoroughly
					<ul style="list-style-type: none"> Check that milk substitute temperature is correct
					<ul style="list-style-type: none"> Measure out quantity of milk to each animal
					<ul style="list-style-type: none"> Fill feeding equipment with the correct amount
					<ul style="list-style-type: none"> Feed milk substitute to animals
					<ul style="list-style-type: none"> Clean and store feeding equipment
					<ul style="list-style-type: none"> Clean and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands

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AGRICULTURAL ANIMALS E3

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Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
	• A reason for feeding milk substitute to young animals		
	• A reason for checking that the feeding equipment is clean/safe to use		
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
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

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

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