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City & Guilds Level 1 Award, Certificate and Diploma in Work-based Horse Care

City & Guilds Level 1 Diploma in Work-based Horse Care and Riding

(0071-11)

Version 1.4 (March 2026)

Qualification Handbook

Qualification at a glance

Subject area	Land Based Services
City & Guilds number	0071
Age group approved	14+
Entry requirements	N/A
Assessment	Portfolio
Grading	Pass/Fail
Approvals	Fast track approval
Support materials	Logbook, Portfolio builder pack for learners and assessors
Registration and certification	Consult Walled Garden for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT	Credit
City & Guilds Level 1 Award in Work-based Horse Care	0071-11	501/2283/6	90	100	10
City & Guilds Level 1 Certificate in Work-based Horse Care	0071-11	501/2288/5	252	280	28
City & Guilds Level 1 Diploma in Work-based Horse Care	0071-11	501/2280/0	369	410	41
City & Guilds Level 1 Diploma in Work-based Horse Care and Riding	0071-11	501/2281/2	441	490	49

Version and date	Change detail	Section
1.2 July 2021	Last registration and last certification dates removed	Introduction
	Added GLH and TQT details	Introduction
	Centre, assessor and IV requirements updated	Assessment strategy
1.3 January 2026	Added appropriate titling to include ‘City & Guilds’ and correct banner	Front cover
	Addition of ‘Qualification at a glance’ section containing grading information	Page 2
	Addition of assessment section	Page 10
	Updated Appendix and general information	Appendix
	Removal of QCF section	QCF page 6
1.4 March 2026	Amended titling	Front cover

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The Qualifications

The City & Guilds Level 1 Award, Certificate and Diploma in Work-based Horse Care and the City & Guilds Level 1 Diploma in Work-based Horse Care and Riding (0071-11) are programmes of workplace training and assessment leading to a nationally recognised qualification. They aim to:

- meet the needs of learners who work or want to work in the equine industry
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the equine industry
- replace the following qualification:
  NPTC Level 1 NVQ in Horse Care (7482-01) (QAN 100/1409/3)

Publications and resources

City & Guilds provides the following publications and resources specifically for this qualification.

To access these documents, go to the website www.nptc.org.uk. Click on 'Qualifications' and then click on 'Equine'. The documents can be found under 0071 NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Horse Care and Riding.

Description	How to access
Qualification handbook and assessor guidance This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.	www.nptc.org.uk
Learner guide and logbook This provides guidance for learners and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by learners and assessors at the centre.	www.nptc.org.uk
Portfolio builder pack for learners and assessors This has a series of recording forms that may be helpful for centres and learners to use. The forms are generic and may be used for any City & Guilds work-based qualification.	www.nptc.org.uk
Information sheet	www.nptc.org.uk
Product briefing sheet	www.nptc.org.uk

Level 1 Award, Certificate and Diploma in Work-based Horse Care
Level 1 Diploma in Work-based Horse Care and Riding

0071-11

Unit specifications

All units available are listed below. The rules of combination for the qualifications are detailed separately.

Accreditation unit reference	City & Guilds unit number	Unit Title	Level	Credit Value
T/600/2471	101	Principles of Maintaining Health and Safety in the Workplace	1	2
J/600/2460	102	Maintain Health and Safety in the Workplace	1	3
A/600/0379	103	Principles of maintaining good working relations with others	1	1
D/600/0374	104	Maintain good working relations with others	1	2
M/600/0461	105	Principles of feeding and watering horses	1	2
A/600/0463	106	Assist with feeding and watering horses	1	2
D/502/5653	107	Principles of grooming and washing horses under direction	1	1
K/502/5655	108	Groom and wash horses under direction	1	3
F/600/0464	109	Principles of cleaning the stables and yard	1	3
J/600/0465	110	Assist with cleaning the stables and yard	1	4
L/600/3089	111	Principles of putting on and taking off tack	1	1
D/600/0407	112	Assist with putting on and taking off tack	1	3
R/600/3093	113	Principles of cleaning tack and horse clothing	1	2
R/600/0422	114	Assist with cleaning tack and horse clothing	1	2
J/600/3091	115	Principles of putting on and taking off horse rugs	1	2
M/600/0413	116	Assist with putting on and taking off horse rugs	1	2
T/600/0428	117	Principles of leading and controlling a horse for inspection under direction	1	1
H/600/0425	118	Lead and control a horse for inspection under direction	1	2
J/600/0434	119	Principles of catching and moving horses under direction	1	1
A/600/0432	120	Catch and move horses under direction	1	2
K/600/0393	121	Principles of mounting and dismounting quiet horses under supervision	1	1
R/600/0386	122	Mount and dismount quiet horses under supervision	1	2
M/600/0394	123	Principles of riding horses in an enclosed area	1	2
J/600/0398	124	Ride horses in an enclosed area under supervision	1	3
Y/600/3483	201	Clean and maintain stables	2	2
R/600/3482	208	Prepare a stable for a horse	2	1
	900	*Certification module for the NPTC Level 1 Award in Work-based Horse Care*		
	901	*Certification module for the NPTC Level 1 Certificate in Work-based Horse Care*		
	902	*Certification module for the NPTC Level 1 Diploma in Work-based Horse Care*		
	903	*Certification module for the NPTC Level 1 Diploma in Work-based Horse Care Riding*		

Rules of combination for the Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding (0071)

0071-11 NPTC Level 1 Award in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a minimum of 10 credits from the units (101 & 102), (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124), 201, 208. Plus the 900 module for certification

0071-11 NPTC Level 1 Certificate in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a minimum of 28 credits. 20 credits from the mandatory units (101 & 102), (105 & 106), (109 & 110), (111 & 112) and 8 credits from the optional units (103 &104), (107 &108), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124), 201, 208. Plus the 901 module for certification

0071-11 NPTC Level 1 Diploma in Work-based Horse Care	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a total of 41 credits from the mandatory units (101 & 102), (103 & 104) (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120) Plus the 902 module for certification

0071-11 NPTC Level 1 Diploma in Work-based Horse Care and Riding	
Rules for achievement of qualification	In order to achieve this qualification the learner must gain a total of 49 credits from the mandatory units (101 & 102), (103 & 104), (105 & 106), (107 & 108), (109 & 110), (111 & 112), (113 & 114), (115 & 116), (117 & 118), (119 & 120), (121 & 122), (123 & 124) Plus the 903 module for certification

Assessment of the Qualifications

Candidates must:

- have a completed portfolio of evidence for each unit.

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

The portfolio builder pack is available on www.nptc.org.uk (see relevant section). It contains a series of pro-formae that may be helpful to learners/assessors in the compilation of portfolios.

Included in the pack are the following pro-formae:

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

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

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

The use of the other forms is optional.

Units are assessed through a portfolio of evidence. All evidence in the portfolio for the skills learning outcomes must be generated in the workplace or a realistic working environment.

Portfolio of evidence

Candidate and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence candidates' progress towards achieving qualifications.
Further details are available at **www.cityandguilds.com/eportfolios**.

City & Guilds has developed a set of **recording forms** including examples of completed forms for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the EQA(s), before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

Evidence sources

A portfolio of evidence will typically include several pieces of evidence – it must contain sufficient evidence to demonstrate the knowledge and skills required for each appropriate unit.

Evidence sources may include:

- training logbooks
- centre-produced worksheets and activities
- annotated photographs
- video clips (maximum duration in total = 10 minutes)
- workplace documentation/records, for example job cards/job sheets, equipment checks/maintenance/service records, parts order records.

This is not a definitive list; other evidence sources are permitted.

The evidence provided must be valid and attributable to the candidate; the portfolio of evidence must contain a statement from the centre confirming this.

Evidence **must not** include:

- any methods of self-assessment
- opinions – any employer contributions should instead focus on direct observation/evidence of competence, for example, witness statements.

Centre staffing

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

• be occupationally competent or technically knowledgeable in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered

• have recent relevant experience in the specific area they will be assessing

• have credible experience of providing training.

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

Assessors and internal verifiers

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

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

Assessor guidance

For the assessment of criteria within knowledge and understanding learning outcomes, it may be useful to use oral questions during direct observation and/or professional discussion.

For practical activities, witness testimony may be useful when direct observation does not cover all criteria. Product evidence may also be available.

Access arrangements, reasonable adjustments and special consideration

City & Guilds has considered the design of these qualifications and their assessments in order to best support accessibility and inclusion for all learners. City & Guilds understands however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Special consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

Please refer to the documents 'Joint Council for Qualifications (JCQ) Access Arrangements and Reasonable Adjustments', 'JCQ – A Guide to the special consideration process' and 'Access arrangements – When and how applications need to be made to City & Guilds' for more information. All of these are available on the **City & Guilds website**

Appeals and Equal opportunities

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

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

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

For learners with particular requirements, centres should refer to City & Guilds ' policy document *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from www.nptc.org.uk

Centre and qualification approval

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres already offering the Level 1 NVQ in Horse Care (7482-01)

Centres approved to offer the NPTC Level 1 NVQ in Horse Care (7482-01) may apply for approval for the new NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Level 1 Diploma in Work-based Horse Care and Riding (0071-11) using the **fast track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualifications using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

New centres must apply for centre approval (contact Sales and Marketing Team at City & Guilds Land Based Services).

Existing City & Guilds Land Based Services centres that do not offer Level 2 NVQ in Horse Care (7482-02) will need to get specific qualification approval to run this qualification (contact Verification Services at City & Guilds Land Based Services – verification@cityandguilds.com).

Learner entry requirements

There are no formal entry requirements for learners undertaking these qualifications. However, centres must ensure that learners have the potential and opportunity to gain the qualifications successfully.

As part of the assessment for the Level 2 Diploma qualification, learners must have access to a work setting/placement for the work experience unit.

Age restrictions

These qualifications have been approved and accredited for pre-16, 16-18, 18+ and 19+ learners. However, there are no age limits attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth. More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds (cityandguilds.com)

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that help our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds (cityandguilds.com)

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy and considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised and recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of activities wherever possible.

Registration and Certification

The NPTC Level 1 Award, Certificate and Diploma in Work-based Horse Care and the Diploma in Work-based Horse Care and Riding qualifications have been grouped into one programme for registration.

Tutors and Examination Officers should ensure that learners are registered onto 0071-11 and that all 0071-11 documentation for teaching and administration with City & Guilds is used.

When learners' results are submitted to City & Guilds, centres should also submit the relevant Award, Certificate and Diploma component, according to which units the learner has achieved, so that the appropriate certificate is generated. Centres should submit results using Walled Garden or Form S (Results), under the appropriate qualification module.

Please note: There are four certification modules for the qualifications which differentiates the four qualifications (Award, Certificate and Diploma in Work-based Horse Care and the Diploma in Work-based Horse Care and Riding).

For example, if a learner achieves the Level 1 Certificate in Horse Care the certification module 901 needs to be submitted. Please see the Rules of Combination or the City & Guilds catalogue.

Learners must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under the appropriate qualification/complex (0071-11).

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

The units

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

How to use the Evidence Recording Sheets

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

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

Exemplar unit

TITLE	Maintain and develop personal performance	Learner's name Tom Goodboy
LEVEL	2	
CREDIT LEVEL	2	
UAN	F/502/1689	
The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person. The learner will maintain and develop personal performance with regard to: (i) working to targets and completing specific tasks (ii) quality of work Evidence from a staff appraisal or review is appropriate, where targets are set and agreed. Relationship to National Occupational Standards : CU5.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1 Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	Current competence was identified via self assessment and discussion at appraisal interview on 25th June 2008. Identified that updating on current legislation and first aid training are required. See evidence ref 1
	1.2 Carry out work in accordance with responsibilities and organisational requirements	Tom is carrying out his duties to the high standard required by the company. He understands company policies and procedures for setting out work, the standard of work required and meeting targets agreed with customers. He arrives on site with required PPE and clean company uniform, giving a good impression of the company to customers. AB 25th September 2008. Visited Tom on site at 36 High Street. He was fully aware of what the job entailed. His work site was tidy and the customer was very satisfied with the work accomplished so far. ANO

Exemplar unit

2 Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	Personal targets set on 25th June 2008. See evidence ref 1
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	Performance is reviewed every 3 months. See update 30th September 2008. Evidence ref 2
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14th July 2008. AB Tom asked for clarification of the order of work at 25 Common Lane on 30th August 2008 AB
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	Feedback from June has been acted on. Tom has improved his timekeeping since his appraisal. He is working in a more methodical way since our discussion, so that his work area is tidier and safer for Tom and the customers. It also gives a better impression of the company. Although Tom works well on his own initiative, Tom seeks feedback from me if ever he is unsure what is required of him. Alan Boss 20th October 2008
3 Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	I have to arrive at the customer's address at the specified time and behave in a manner that gives a good impression to customers. I have to work tidily and steadily and do the jobs in the right order and do them how Joe and Alan have shown me. I have to avoid causing any unnecessary damage to the site and clear up any mess promptly. On longer jobs, I have to make sure I am not leaving hazards unguarded overnight.

Exemplar unit

	3.2 State who to obtain advice from in relation to specific tasks and activities	Straight forward tasks, I refer to my colleague Joe. More complex things to my supervisor Alan.
	3.3 List the correct procedures for obtaining advice	Initially I ask my colleague Joe, who has been here 5 years, then my supervisor Alan, if Joe can't help. If Alan cannot advise me he tells me where to find the advice or finds out the answer for me.
	3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear	Safety may be put at risk or the job might not be done how the company or customer wants it to be done
	3.5 Describe how to determine and agree development needs and personal targets	We do this formally at appraisal meeting and 3 monthly reviews. I fill in a self assessment form and then discuss this with Alan.
	3.6 State why personal performance should be reviewed	So that I can improve in my job and advance my career. So that the company has well trained staff that can meet customers' needs and expectations.

Exemplar unit

Learner's signature
I confirm that the evidence above is all my own work

Tom Goodboy……..…….. Date 31st October 2008.

Assessor's name A.N.Other…….
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed **A N Other**…….....……..Date 31st October 2008.

Internal verifier's signature (if sampled)

……..Date……
In the example above, Alan Boss is the learner's supervisor, Anthony Other is the assessor and Tom Goodboy is the learner. All 3 can complete sections of the Learner's logbook. Supplementary evidence needs to be referenced as in previous NVQ qualifications. Eg in the example above the learner's Appraisal current skills and action plan would be referenced as Evidence 1. The update form from 30th September would be evidence ref 2.

Guidance on the unit is given at the top. Any items of scope are dealt with within the assessment criteria: they do not have to be recorded separately. Alan Boss, and anyone else except the learner and the assessor, would need to complete a line on the Witness status list.

Unit 101

TITLE	Principles of maintaining health and safety in the workplace	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	T/600/2471	
This unit provides the learner with the knowledge required regarding the important areas of health and safety, and working with others. This unit covers maintaining health and safety in the workplace; including recognising and reporting hazards, complying with legislation and codes of practice, using equipment safely, reporting accidents, wearing the right clothing for the job, using safe lifting techniques and disposing of waste. Relationship to National Occupational Standards: 029NCH105.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know the principles of maintaining health and safety in the workplace	1.1 Identify the types of hazards which may be present and to whom these should be reported: • mechanical • chemical • electrical • horses • environmental	Stable environment, muck heap, feed room, tack room, work tools, horses
	1.2 Describe fire and accident procedures	Fire alarms, evacuation procedures, accident procedures, to whom to report
	1.3 Describe safe lifting and handling techniques	Specific regard to lifting; sacks of feed, hay bales, hay nets, feed bowls, barrows, water buckets
	1.4 Describe methods of minimising the contamination of edible materials when moving them around the work area	Location, clean surfaces, dry areas
	1.5 Describe methods of stacking materials safely	Hay, straw, feed bags, hay barns food storage areas, lifting

2. Know relevant health and safety legislation and environmental good practice	2.1 Outline the current health and safety legislation, codes of practice and any additional requirements	Routine activity and risk assessment to include; Environment, physical
	2.2 Describe how environmental damage can be minimised	Routine awareness of working with horses in and out of the stable, securing horses, tying up, grazing area, removal of muck
	2.3 Describe the correct methods for disposing of waste	Location of muck heap, drains, waste bins
3. Know the types of equipment required and how to maintain them	3.1 Describe the equipment which will be required for the activity	Forks, shovels, brushes, buckets, wheelbarrows dust pan and brush, rubber gloves
	3.2 Describe the methods of maintaining the range of equipment in a fit state for use	Caring and storage of – brushes, wheel barrows, forks, shovels small hand tools

Unit 102

TITLE	Maintain health and safety in the workplace	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	J/600/2460	
This unit provides the learner with the basic skills required to recognise the important areas of health and safety, and working with others. This unit covers maintaining health and safety in the workplace; including recognising and reporting hazards, complying with legislation and codes of practice, using equipment safely, reporting accidents, wearing the right clothing for the job, using safe lifting techniques and disposing of waste. Relationship to National Occupational Standards : 029NHC105.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to maintain health and safety in the workplace	1.1 Recognise hazards and report them to the appropriate person	Within routine activity to include: horses, tools, basic housekeeping and dealing with items that are not put away. Reporting to supervisor or manager
	1.2 Keep your own work area tidy at all times	Maintenance
	1.3 Report accidents promptly in accordance with legal and organisational policy	Supervisor, manager
	1.4 Wear clothing which is consistent with good health and safety practice	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry
	1.5 Use safe techniques for lifting or moving heavy and awkward items	Feed bowls, hay bales, hay and feed nets, water buckets, barrows

Unit 102

2. Be able to select, use and maintain relevant equipment	2.1 Select appropriate equipment for this area of work	Brushes, forks, shovels, wheelbarrows, buckets, skips
	2.2 Use equipment according to relevant legislation and manufacturer's instructions	Handling, care of routine tools
	2.3 Prepare, maintain and store equipment in a safe and effective working condition	Storage areas
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and security of horse, self and others during work; consistent with relevant legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand
	3.2 Carry out work in a manner which minimises environmental damage	Routine, removal of muck, care of muck areas, awareness of grazing areas, disposal of waste
	3.3 Dispose of waste safely and correctly	Muck heap, drains, bins

Unit 103

TITLE	Principles of maintaining good working relations with others	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	A/600/0379	
This unit provides the learner with the knowledge required regarding the important areas of health and safety, and working with others. As such it underpins all the work activities which are described in the other units in this qualification. This unit covers maintaining good working relations with others. This includes working with colleagues, as well as visitors (e.g. vets, clients) to the workplace. Relationship to National Occupational Standards : 029NHC105.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know the principles of maintaining good working relations with others	1.1 State how to communicate effectively with others	Verbal, written, colleagues, supervisor, manager, clients, introduction,
	1.2 State the roles and responsibilities of the people in the organisation	Tutors, supervisors, head person, managers
	1.3 Describe the advantages of effective teamwork	
	1.4 Explain why visitors should be dealt with courteously	
	1.5 Describe the need for security in the workplace	Horses, equipment, people
	1.6 Outline the reasons why personal progress should be reviewed, and with whom	
	1.7 Refer any unresolved difficulties to the appropriate person	
2. Know relevant health and safety legislation and environmental good practice	2.1 Outline the current health and safety legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand

Unit 104

TITLE	Maintain good working relations with others	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	D/600/0374	
This unit provides the learner with the basic skills required regarding the important areas of health and safety, and working with others. As such it underpins all the work activities which are described in the other units in this qualification. This unit covers maintaining good working relations with others. This includes working with colleagues, as well as visitors (e.g. vets, clients) to the workplace. Relationship to National Occupational Standards : 029NHC105.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to maintain good working relations with others	1.1 Communicate effectively with others	Verbal, written, colleagues, supervisor, manager, clients, introduction,
	1.2 Greet and assist visitors courteously	Possible examples, introduction, showing clients were to go, assisting when needed
	1.3 Take part in reviews of your progress with the appropriate person at suitable intervals	Supervisor, manager
	1.4 Seek advice and clarification if there are aspects of your work which are unclear	Supervisor, manager, instructor
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand

Unit 105

TITLE	Principles of feeding and watering horses	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0461	
This unit provides the learner with the knowledge required for providing routine feeding and watering to individual and groups of horses, working in supervised environments. Relationship to National Occupational Standards: Underpinning knowledge of 029NCH101.1.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to provide feed and water to stabled and grazing horses	1.1 Describe methods of feeding and watering horses throughout the year	Routine watering, water buckets, automatic waters, field troughs. Routine feeding, feed bowls, mangers, feeding in a field and stable
	1.2 State the normal feeding habits of horses and why it is important to report any changes	Routine activity, when to feed, how many times per day, Unusual behavior, left over feed, causes of Natural grazing habits
	1.3 List the types of changes in horses' feeding habits which may occur	Slow eating, greedy eating, problems swallowing, spitting out feed, choking, changes in weather conditions, times of year
	1.4 State how equipment should be cleaned, maintained and stored	Feed bowls, managers, feeding utensils, buckets
	1.5 State the hygiene requirements of horses, self and others	Cleanliness of air, surroundings, environment
	1.6 State changes in horses' behaviour at feeding time, and safety awareness	Possessive, aggressive, submissive
2. Know how to work safely	2.1 State the health and safety policy, and own responsibility under health and safety legislation	Environment, physical, PPE, working in and out of stables and fields
	2.2 State how waste should be disposed of	Drains, bins muck heap
	2.3 State health and safety practice when feeding including groups of loose horses	Routine awareness of working with horses in and out of the stable, PPE

Unit 106

TITLE	Assist with feeding and watering horses	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	A/600/0463	
This unit provides the learner with the basic skills required for providing routine feeding and watering to individual and groups of horses, working in supervised environments. Relationship to National Occupational Standards: Practical outcomes of 029NCH101.1.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to assist with providing feed and water for stabled and grazing horses	1.1 Feed horses according to instructions, to include both forage and concentrate	Make up feeds using feed bowls, feed charts, and verbal instruction. Feed groups and individuals in stable and field, mangers troughs bowls Make up hay nets using scales charts and verbal instructions. Feed groups of horse and individuals according to verbal instructions in hay racks hay nets or on the ground
	1.2 Supply horses with water using the correct sources, system and quantities	Refill, clean, replace water buckets automatic water field troughs Hose pipes, taps, large water containers
	1.3 Report any changes in the feeding and drinking habits of horses to the appropriate person	Water buckets empty, unused, left over feed, forage
	1.4 Clean and replace equipment, ensuring it is ready for use	Water bucket, hose pipes, feed bowls, Mangers, utensils
2. Be able to work safely	2.1 Dispose of waste from feeding safely and correctly	Use of drains, rubbish containers muck heap
	2.2 Maintain the health and safety of horses, self and others	Routine awareness
	2.3 Correctly identify and report any hazards to the appropriate person	

Unit 107

TITLE	The principles of grooming and washing horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	D/502/5653	
This unit provides the learner with the knowledge required for caring for horses under the direction of a supervisor and covers grooming and washing horses. You will need to be fully aware of the importance of health and safety in connection with this work. Relationship to National Occupational Standards : 029NHC107.1a		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to groom and wash horses	1.1 Describe the dangers of a dusty environment	Allergies, coughs, runny noses and eyes, itchy skin
	1.2 Describe the dangers of wearing perfume and jewellery	Catching jewelry, losing jewelry, smell
	1.3 Describe the different types of grooming techniques and when to use them	Quartering, brushing off, full groom
	1.4 Describe importance of drying legs after washing	Chapped skin, cracked heels, cold, chills
	1.5 Describe different grooming requirements of stabled and grass kept horses	Times of the year, welfare of the horse, environment
	1.6 State the reasons why changes in the condition of the shoes (e.g. loose, lost, damaged) must be reported	Safety, soundness, welfare of the horse
	1.7 Identify the items of the grooming kit	Dandy brush, body brush, curry combs, mane and tail combs, water brush, stable rubber, hoof pick, sponges

Unit 107

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity and are commonly used	Quartering, brushing off, full groom, grass kept horse Different times of the year
	2.2 Describe the methods of maintaining the range of equipment in a fit state for use	Cleaning, washing
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	Environment, carrying and lifting, working in and around horses, entering the stable
	3.2 Describe how environmental damage can be minimised	Routine awareness of working with horses in and out of the stable, securing horse, tying up, removal of waste, stables, fields
	3.3 Describe the correct methods for disposing of organic and inorganic waste	Care of muck area, drainage

Unit 108

TITLE	Groom and wash horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	K/502/5655	
This unit provides the learner with the basic skills required for caring for horses under the direction of a supervisor and covers grooming and washing horses. You will need to be fully aware of the importance of health and safety in connection with this work. Relationship to National Occupational Standards : 029NCH107.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to groom and wash horses	1.1 Wash feet and legs according to the approved method	Water bucket, hose pipe, shampoos, cloths and sponges
	1.2 Wash tail according to approved method	Water bucket, hose pipe shampoos and conditioners, cloths and sponges tail bandage
	1.3 Sponge the horse down in accordance with instructions	Water bucket, sponge
	1.4 Groom the horse ready for exercise	Use of appropriate method and correct grooming utensils
	1.5 Groom the horse after exercise	Use of correct grooming utensils and recognized method
	1.6 Report concerns regarding changes in the condition of the shoes to the appropriate person	Signs of when a horse needs to be re shod
	1.7 Identify and report hazards to the appropriate person	Kit, grooming area

Unit 108

2. Be able to select, use and maintain relevant equipment	2.1 Select and use grooming or other appropriate equipment according to instruction	Stabled horses and field kept horse
	2.2 Prepare, maintain and store grooming or other appropriate equipment correctly after use to ensure that equipment is in a safe and effective working condition	Appropriate cleaning tools for washing and dry grooming equipment
3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable and field

Unit 109

TITLE	Principles of cleaning the stables and yard	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	F/600/0464	
This unit provides the learner with the knowledge required for, maintaining the stable and yard areas by cleaning, mucking out and maintaining the welfare of the horse. Relationship to National Occupational Standards: Underpinning knowledge of 029NHC102.1 and 029NHC102.2.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to clean stables and yard	1.1 State the horses' basic welfare requirements and how to maintain their health and well-being	Stable requirements, routines, exercise/turn out, field environment Time of year
	1.2 List the types of bedding used in stabling to maintain horses' health and well-being	Straw, shavings, paper, rubber matting
	1.3 State how to handle horses and tie horses up safely and securely	Approaching horse in stable and field, quick release knots Appropriate areas for tying up
	1.4 List the types of equipment used when cleaning stables and describe how to use and store them correctly	Shovels, forks, shaving forks, brooms wheel barrows, skips
	1.5 Give reasons for personal hygiene as it applies to working on the yard	Health risks, safety precautions
	1.6 State reporting procedures and to whom faults and defects should be reported	Supervisor, manager

Unit 109

2. Know how to work safely	2.1 State own responsibilities under animal welfare and health and safety legislation	
	2.2 List types of hazards which may be present in the stables and yard and state how these should be removed or controlled	Tools, equipment, rubbish, string
	2.3 State health and safety implications associated with drains and muck heaps and how to dispose of waste safely and correctly	
	2.4 State the correct use of disinfectants and legislative requirements that apply to their use	
	2.5 State the procedures in icy and adverse weather conditions	Sand, grit, dirty bedding

Unit 110

TITLE	Assist with cleaning the stables and yard	Learner's name
LEVEL	1	
CREDIT LEVEL	4	
UAN	J/600/0465	
This unit provides the learner with the basic skills required for maintaining the stable and yard areas by cleaning. Mucking out and maintaining the welfare of the horse. This unit also includes bedding down using any of the following: Straw, shavings, paper, rubber matting or other alternative. Relationship to National Occupational Standards: Practice outcomes of 029NHC102.1 and 029NHC102.2.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to assist with cleaning stables	1.1 Tie the horse up safely and securely	Appropriate procedure, quick release knots
	1.2 Clean stables, to include skip out, full muck out and disinfection	Routines, paper, straw, shavings
	1.3 Dispose of waste according to instructions	Muck heap, muck trailer
	1.4 Select bedding and bed down according to instructions	Required amount of bedding, depth
	1.5 Replace water and food containers when cleaning is complete	Water buckets, mangers, hay nets
	1.6 Replace equipment according to instructions	Storage areas

Unit 110

2. Assist with cleaning the yard	2.1 Keep the yard clean and maintain the muck area in accordance with instructions	Sweeping, muck heap maintenance, storage
	2.2 Clean surface drains to ensure the free flow of excess water	Health and hygiene disposal of waste
	2.3 Report faults and defects immediately to the appropriate person	Supervisor, manager
3. Be able to work safely	3.1 Maintain the health and safety and welfare of horses, self and others	Routine awareness
	3.2 Correctly identify and report any hazards to the appropriate person	Supervisor, manager, stable yard, storage and work areas
	3.3 Select, check and use equipment correctly	Muck out, skip out, maintenance of yard and muck area

Unit 111

TITLE	Principles of putting on and taking off tack	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	L/600/3089	
This unit provides the learner with the basic knowledge to be able to tack up and untack the horse, putting on and taking off tack. Appropriate levels of hygiene must be maintained throughout the activity, which will be undertaken in a closely supervised context. Relationship to National Occupational Standards : 029NHC103.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to put on and take off tack	1.1 State how to recognise if the tack is likely to cause the horse discomfort or be unsafe	Saddle, bridle, numnah, neck straps exercise boots, areas to look for that may cause discomfort, areas of tack that may be unsafe
	1.2 State how to secure the horse if it needs to be left when tacked up	Bridle, saddle, head collar lead rope
	1.3 List the parts of bridle and basic parts of the saddle, and the individual horse's equipment	Snaffle bridle, cavesson nose band drop nose band, flash nose band, numnah, polly pad, saddle, girth
	1.4 Describe horse identification through colours and markings	
	1.5 State how to tack up and un-tack horses	
	1.6 State the types of difficulties which may occur and to whom these should be reported	
	1.7 State how and where to store tack	Bridle hooks, saddle racks saddle horses, tack room
2. Know how to work safely	2.1 State safety precautions to be taken while tacking up	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up

Unit 112

TITLE	Assist with putting on and taking off tack	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	D/600/0407	
This unit provides the learner with the basic skills to be able to tack up and untack the horse, putting on and taking off tack. Appropriate levels of hygiene must be maintained throughout the activity, which will be undertaken in a closely supervised context. Relationship to National Occupational Standards : 029NHC103.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to assist with putting on and taking off tack	1.1 Identify and approach the horse in a manner which minimises risk, according to instructions	Catch and secure horses
	1.2 Tack up correctly according to instructions, to include snaffle bridle, saddle, numnah, neck strap, exercise boots	Tacking up horses
	1.3 Report any difficulties to the appropriate person	Supervisor, manager
	1.4 Remove tack after work and store it in the required place	Secure, un tack horses
2. Be able to work safely	2.1 Maintain the health and safety and welfare of the horse, self and others during the work	Routine awareness, PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up

Unit 113

TITLE	Principles of cleaning tack and horse clothing	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/3093	
This unit provides the learner with the basic knowledge required for cleaning and washing tack and horse clothing. Relationship to National Occupational Standards : 029NHC103.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to clean tack and horse clothing	1.1 State the dangers of unsafe stitching or damaged tack	Comfort of horse, health and safety of horse and rider
	1.2 Give the reasons for regular cleaning of tack and clothing	Maintenance of equipment and longevity prevention of injuries
	1.3 State the problems vermin may cause when storing tack	Safety and condition of equipment
	1.4 State how to store clothing and tack	Boxes, bags, storage chests, racks, rails, bridle hooks
	1.5 Identify the basic parts of the saddle and bridle	Name parts of the saddle and bridle
	1.6 State how to carry out routine cleaning of tack and clothing	Equipment required, and how it may be used
	1.7 State how to use cleaning equipment	Methods of cleaning – leather metal, cloth, sheep skin
2. Know how to work safely	2.1 Describe health and safety requirements within the workplace	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry, checking for equipment safety

Unit 114

TITLE	Assist with cleaning tack and horse clothing	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/0422	
This unit provides the learner with the basic skills required for cleaning and washing tack and horse clothing. Relationship to National Occupational Standards : 029NHC103.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Assist with cleaning tack and horse clothing	1.1 Carry out routine cleaning of tack and horse clothing according to instructions	Bucket, water, various cloths and sponges, brushes, saddle horse, bridle hook, various cleaning agents for leather, metal and cloth materials
	1.2 Identify and report faults and defects in the tack and horse clothing to the appropriate person	Stitching wear and tear, damage to rugs, worn areas, loose threads
	1.3 Identify and report any hazards to the appropriate person	
2. Be able to work safely	2.1 Maintain the health, safety and security of self and others during work	Cleaning and checking of equipment, PPE, clothing

Unit 115

TITLE	Principles of putting on and taking off horse rugs	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	J/600/3091	
This unit provides the learner with the basic knowledge required for correctly fitting, putting on and taking off horse rugs. Relationship to National Occupational Standards : 029NHC103.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to put on and take off horse rugs	1.1 State the potential hazards when using rugs with leg straps	Safety of horse and handler, climatic conditions
	1.2 Give the reasons for ensuring the rugs are applied correctly	Comfort, safety of horse and handler
	1.3 State the procedure to follow if rugs slip	
	1.4 State how to apply and remove the horse rug	
	1.5 State how to fold and store rugs	
	1.6 State the types of problems which may occur and to whom they should reported	
2. Know how to work safely	2.1 State safety precautions to be taken whilst putting on and taking off horse rugs	Procedure, PPE, security of horse and handler

Unit 116

TITLE	Assist with putting on and taking off horse rugs	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0413	
This unit provides the learner with the basic skills required for correctly fitting, putting on and taking off horse rugs. Relationship to National Occupational Standards : 029NHC103.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to assist with putting on, and taking off horse rugs	1.1 Put on rugs according to instructions, to include under rugs and top rugs	Various types of fastenings – leg straps rollers, cross over straps, buckles, Velcro, clips Variety of rugs to include under rugs and NZ
	1.2 Remove, fold and store rugs according to instructions	PPE, procedures, safety. Rug racks in stables and rug rooms, boxes, shelves,
	1.3 Report any problems and potential hazards to the appropriate person	Supervisor, manager
	1.4 Adjust rugs under supervision	Straps, positioning of rugs, under blankets
2. Be able to work safely	2.1 Maintain the health, safety and security of horse, self and others during the work	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up

Unit 117

TITLE	Principles of leading and controlling a horse for inspection under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	T/600/0428	
This unit provides the learner with the knowledge required for the handling and moving of horses for inspection. The work described in this unit would be carried out under close supervision. It is relevant if you are involved in the routine handling of horses, including trotting up for soundness. This unit involves walking and trotting horses in hand for routine inspection and investigation. Relationship to National Occupational Standards : 029NHC104.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know the Principles of leading and controlling a horse for inspection	1.1 State when it is necessary to control horses and the describe the potential dangers involved	Vet, farrier, routine inspections
	1.2 State the reasons for safety procedures and identify protective clothing	
	1.3 Identify precautions to be taken when controlling horses	Positioning of handler, environment and weather conditions
	1.4 Describe methods for controlling the horse	Bridles head collars, holding up a foot, twitch
	1.5 Describe the correct use of tack	Various types of restraints
	1.6 State the types of inspection and healthcare procedures which are used	

Unit 117

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity	
	2.2 Describe the methods of maintaining the range of equipment ready for use	
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand

Unit 118

TITLE	Lead and control a horse for inspection under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	H/600/0425	
This unit provides the learner with the basic knowledge required for routine handling and moving of horses for inspection. The work described in this unit would be carried out under close supervision. It is relevant if you are involved in the routine handling of horses, including trotting up for soundness. This unit involves walking and trotting horses in hand for routine inspection and investigation. Relationship to National Occupational Standards : 029NHC104.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to lead and control a horse for inspection	1.1 Maintain control of the horse by using suitable tack and control techniques including with a head collar and a bridle	Control horse with head collar, bridle, twitch holding up a leg
	1.2 Move the horse for health and soundness inspections according to instructions	Correct procedure, walk and trot
	1.3 Lead and control the horse for inspection in accordance with instructions	Walk, trot and turning
	1.4 Wear the appropriate protective clothing	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry

Unit 118

2. Be able to select, use and maintain relevant equipment	2.1 Select appropriate equipment for this area of work	Bridle, head collar
	2.2 Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up

Unit 119

TITLE	Principles of catching and moving horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	J/600/0434	

This unit provides the learner with the knowledge required for the routine handling and moving of horses between field and stable. The work described in this unit would be carried out under close supervision.

It is relevant if you are involved in the routine catching horses from and turning horses out into paddocks and stabling.

This unit involves the identification of individual horses, catching them, moving them between field and stable and releasing them.

Relationship to National Occupational Standards : 029NHC104.2

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know the Principles of catching and moving horses under direction	1.1 Describe the correct method of handling horses	Routine care
	1.2 Describe how to identify horses including basic external points of the horse, colours and markings	Identification
	1.3 State the importance of approaching horses in a calm, safe manner which promotes confidence	Body language and horse sense
	1.4 Describe how to move horses safely and correctly	Handling and moving
	1.5 Describe how to establish horses in the new location	
	1.6 Describe how to check that the area is safe and secure	

Unit 119

2. Know the types of equipment required and how to maintain them	2.1 Describe the equipment which will be required for the activity	
	2.2 Describe the methods of maintaining the range of equipment in a fit state for use	Cleaning maintenance and putting away
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand

Unit 120

TITLE	Catch and move horses under direction	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	A/600/0432	

This unit provides the learner with the basic skills required for the routine handling and moving of horses between field and stable. The work described in this unit would be carried out under close supervision.

It is relevant if you are involved in the routine catching horses from and turning horses out into paddocks and stabling.

This unit involves the identification of individual horses, catching them, moving them between field and stable and releasing them.

Relationship to National Occupational Standards : 029NCH104.2

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. To be able to catch and move horses	1.1 Check the enclosure for safety and security of the horses and report to the appropriate person	Paddocks, turn out areas fields, fencing, hedges, electric fencing, gates
	1.2 Approach and catch the horses in a manner which minimises risk	Catch horses from a field, stable turn out area
	1.3 Identify horses to be moved and remove carefully from enclosure using an appropriate method	
	1.4 Move horses to the required enclosure maintaining health, safety and welfare	Equipment, Leading in hand
	1.5 Re-establish horses in the required enclosure	Stable, field

Unit 120

2. Be able to select, use and maintain relevant equipment	2.1 Select appropriate equipment for this area of work	Headcollar, bridle
	2.2 Prepare, maintain and store equipment in a safe and effective working condition	Cleaning and putting away
3. Be able to work safely	3.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry Routine awareness of working with horses in and out of the stable, securing horses, tying up, leading in hand

Unit 121

TITLE	Principles of mounting and dismounting quiet horses under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	1	
UAN	K/600/0393	

This unit provides the learner with the knowledge of mounting and dismounting a quiet horse. It is relevant to those involved with the routine exercise of quiet horses under saddle.

This unit involves getting ready to ride and mounting and dismounting.

Relationship to National Occupational Standards : 029NHC106.1

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know why it is important to be able to mount and dismount quiet horses	1.1 State how to recognise discomfort in horses associated with mounting and dismounting	Visual appearance, body language
	1.2 State safety considerations when mounting and dismounting	Tack and equipment, procedure, mounting block or from the ground
	1.3 Describe the necessary preparations for mounting including checking the girth and pulling down stirrups	
	1.4 State the effect on the horse of mounting and dismounting	Back, legs, mental, physical
2. Know the types of equipment required and how to maintain them	2.1 Describe the use and care of personal protective equipment, including hats and boots	
	2.2 Describe the methods of maintaining the range of equipment in a fit state for use	PPE
3. Know relevant health and safety legislation and environmental good practice	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	PPE, footwear, leg and body wear, gloves, hat as required, hair, jewelry

Unit 122

TITLE	Mount and dismount quiet horses under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	R/600/0386	
This unit provides the learner with the basic skill of mounting and dismounting a quiet horse. It is relevant to those involved with the routine exercise of quiet horses under saddle. This unit involves getting ready to ride and mounting and dismounting. Relationship to National Occupational Standards : 029NHC106.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to mount and dismount quiet horses under supervision	1.1 Identify, select and fit personal protective equipment according to instructions prior to mounting a horse, including hat, boots and body protector	PPE, footwear, leg and body wear, gloves, hat, hair, jewelry
	1.2 Identify and lead the horse to the required area calmly and safely	PPE, footwear, leg and body wear, gloves, hat, hair, jewelry
	1.3 Carry out the appropriate safety checks on tack and equipment, including checking the girth and pulling down stirrups	Check bridle and saddle and tighten up girth, pull down stirrups
	1.4 Mount and dismount under supervision, according to instructions and without causing discomfort to the horse	Mount horse from a mounting block and from the ground
2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	PPE and procedure with regard to the correct riding in a riding school, consideration for others which should include the safety of other equines and fellow riders. Awareness of the Rules of the Riding School

Unit 123

TITLE	Principles of riding horses in an enclosed area	Learner's name
LEVEL	1	
CREDIT LEVEL	2	
UAN	M/600/0394	
This unit provides the learner with the knowledge required for being able to ride a quiet horse at walk, trot and canter in an enclosed area, working at all times in a supervised context. Relationship to National Occupational Standards : 029NCH106.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Know how to mount and dismount quiet horses	1.1 State the use and care of personal protective equipment, including hats and boots	PPE, footwear, leg and body wear, gloves, hat
	1.2 Describe how to recognise discomfort in horses associated with mounting and dismounting	Body language, moving
	1.3 State safety considerations when mounting and dismounting	Check bridle and saddle and tighten up girth, pull down stirrups, mounting block, from the ground
	1.4 State the necessary preparations for mounting, including checking the girth and pulling down stirrups	Tack, PPE
	1.5 State the effect on the horse of mounting and dismounting	Physical, mental

Unit 123

2. Know how to ride a quiet horse	2.1 State why it is important to adjust girths and stirrups	Safety, comfort, balance
	2.2 Give reasons for adopting a suitable riding position	Standard flat work riding position
	2.3 List the basic principles of controlling a horse	Aids, walk, trot, canter, turns, circles, basic movements around the school, stopping and starting
3. Know how to work safely	3.1 List hazards likely to be encountered when riding in an enclosed space and state how these must be minimised	The riding area, jumps, poles, other users
	3.2 State health and safety precautions to be taken when riding	PPE, footwear, leg and body wear, gloves, hat, hair, jewelry, rules of the riding school, consideration of other horses and users

Unit 124

TITLE	Ride horses in an enclosed area under supervision	Learner's name
LEVEL	1	
CREDIT LEVEL	3	
UAN	J/600/0398	
This unit provides the learner with the basic skills required for being able to ride a quiet horse at walk, trot and canter in an enclosed area, working at all times in a supervised context. Relationship to National Occupational Standards : 029NCH106.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to mount and dismount quiet horses under supervision	1.1 Select and wear the appropriate personal protective equipment (hat, boots) according to instructions	PPE, footwear, leg and body wear, gloves, hat
	1.2 Identify and lead to the required area calmly and safely	PPE, positioning
	1.3 Carry out the appropriate safety checks on tack and equipment	Check bridle and saddle and tighten up girth, pull down stirrups, mounting block, from the ground
	1.4 Mount and dismount under supervision, according to instructions and without causing discomfort to the horse	Block, ground
2. Be able to ride a quiet horse under supervision	2.1 Adjust tack to meet individual requirements	Bridle, saddle
	2.2 Adopt an appropriate, balanced riding position which is not detrimental to the horse	Flat riding position in walk, trot, canter, turns, circles, basic movements around the school, stopping and starting
	2.3 Ride the horse in a controlled manner, appropriate to the working area and conditions	Aids, walk, trot, canter, turns, circles, basic movements around the school, stopping and starting
	2.4 Ride the horse in the enclosed area according to instructions	Aids, walk, trot, canter, turns, circles, basic movements around the school, stopping and starting

Unit 124

3. Be able to work safely	3.1 Maintain the health, safety and security of horse, self and others throughout	PPE and procedure with regard to the correct riding in a riding school, consideration for others which should include the safety of other equines and fellow riders. Awareness of the Rules of the Riding School Note to assessors; In line with established practice riders will be required to ride horses that are suitable to their size stature and experience

Unit 201

TITLE	Clean and maintain stables	Learner's name
LEVEL	2	
CREDIT LEVEL	2	
UAN	Y/600/3483	
The aim of this unit is about the daily routine of cleaning and maintaining stables. This work is carried out to ensure that the stabling provides safe and suitable accommodation for horses. This unit involves cleaning and maintaining stables. The learner will need to be able to work with a variety of horses and types of bedding. The learner will also need to check and maintain ventilation, light, bedding and that the conditions are suitable for the individual horse. Relationship to National Occupational Standards: This unit directly relates to 029NHC201.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	Routine awareness of working with horses when working inside and outside stables. Securing horse, tying up
	1.2 Carry out work in a manner which minimises environmental damage	Removal of muck and water
	1.3 Dispose of waste safely and correctly	Muck heap, muck trailer, drains
	1.4 Wear appropriate PPE during cleaning	Clothing, foot wear, hair, jewellery
2. Be able to select, use and maintain relevant equipment	2.1 Select and use appropriate equipment for this area of work	Forks, shovels, brushes, skips, wheelbarrows
	2.2 Prepare, maintain and store equipment in a safe and effective working condition	Maintenance of a safe store area

Unit 201

3. Be able to clean and maintain stables	3.1 Clean and maintain two different types of bedding within the stable environment	Muck out, deep litter, skip out, and provide clean bedding. Materials, straw, shavings, paper, rubber floors, and commercial alternative. Learners should be able to maintain standard mucked out beds
	3.2 Provide clean water	Water buckets, automatic water system
	3.3 Provide food as instructed	Mangers, feed bowls, safe procedure when entering and leaving stables
	3.4 Check and maintain stable conditions	Care throughout the day and routine activity
4. Know how to clean and maintain stables	4.1 Outline the cleaning routines appropriate to different types of horse and stabling	Routine care to include; muck out, deep litter, skip out and provision of clean bedding. When clean bedding would be required. Materials, straw, shavings, paper, rubber floors, and commercial alternative
	4.2 Describe signs of stress of the horse that may be observed during mucking out	Pulling back, weaving, crib biting, stamping feet, calling, barging
	4.3 State the importance of clean water	The horse's need for clean fresh water and how the supply is maintained
	4.4 Identify the types of problems which may occur and describe how to deal with them	Horse health and welfare
	4.5 Describe different types of bedding that can be used within a stable	Wheat straw, barley straw, oat straw, shavings, hemp, paper, rubber matting and other commercial alternatives
	4.6 Describe how to check and maintain stable conditions	Care throughout the day to include skipping out. Day and night beds
5. Know the current health and safety legislation and environmental good practice	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	Environment and physical
	5.2 Describe how environmental damage can be minimised	Care of the stable yard muck heap and surrounding area, location of muck heap, drainage
	5.3 Describe the correct methods for disposing waste	Location of muck heap and/or trailer. Daily care of the muck heap
6. Know the types of equipment required and how to maintain them	6.1 Describe the equipment and methods of maintaining the range of equipment	Caring and storage of; forks, shovels, brushes, small hand tools, wheelbarrows

Unit 208

TITLE	Prepare a stable for a horse	Learner's name
LEVEL	2	
CREDIT LEVEL	1	
UAN	R/600/3482	
The aim of this unit is about the daily routine of preparing a stable. This work is carried out to ensure that the stabling provides safe and suitable accommodation for horses. This unit involves preparing stables for horses. The learner will be able to select a stable for a horse, check the stable for safety, provide suitable bedding, check the availability/quality of food and water and put the horse in the stable. Relationship to National Occupational Standards: This unit directly relates to 029NRC201.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Requirements
1. Be able to prepare stable for a horse	1.1 Select a stable for a horse according to instructions	Individual horse's needs, size, temperament, location
	1.2 Check the safety of the stable	Doors, fittings, windows, floor, size
	1.3 Assess suitability of bedding and bed down according to instructions	Type of bedding to suit the horse's welfare and health requirements
	1.4 Ensure water and food is available	Feed, hay, buckets, automatic water bowls, current feeding and watering habits
	1.5 Introduce horse to the stable safely, securely and to maintain welfare	Consider needs of horse. New horse to yard. Young horse or moving stables

Unit 208

2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements	Handling of horse, PPE, establish horse needs
3. Know how to prepare stables for horses	3.1 Describe the types of stabling suitable for different types of horses	
	3.2 Describe common stable fittings	
	3.3 State the required ventilation and light for horses	
	3.4 Describe a range of bedding and their uses	
	3.5 Describe safe and suitable methods of introducing horses to stables	
4. Know the current health and safety legislation	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements which apply to this area of work	

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 **www.cityandguilds.com** or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The centre handbook should be used to ensure compliance with the terms and conditions of the centre contract.

Centre assessment: quality assurance standards

This document sets out the minimum common quality assurance requirements for our qualifications that feature centre-assessed components.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides guidance on administering portfolios and controlled assessments, including a definition of supervised conditions.

Access arrangements: when and how applications need to be made to City & Guilds
This 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 document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts
Please visit the **contact us** section of the City & Guilds website.

City & Guilds

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We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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UK learners	T: +44 (0)20 7294 2800 E: learnersupport@cityandguilds.com	• General qualification information
Centres	T: +44 (0)20 7294 2787 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	• Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	• Results • Entries • Enrolments • Invoices • Missing or late exam materials • Nominal roll reports
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	• Re-issue of password or username • Technical problems • Entries • Results • GOLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	• Employer solutions • Mapping • Accreditation • Development Skills • Consultancy
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