



## Higher National Unit specification

### General information for centres

**Unit title:** Equine Studies: Equine Facility Management

**Unit code:** DP1H 34

**Unit purpose:** This Unit is designed to enable candidates to gain the skills and knowledge necessary to manage a stable yard including organising daily routines, planning staff work rotas, maintaining facilities, monitoring and ordering stable supplies and keeping accurate stable records.

Activities will be centred on managing and organising the daily routines and staff involved in running a stable yard.

On completion of the Unit the candidate should be able to:

- 1 Organise the daily routine for a specified yard.
- 2 Maintain facilities.
- 3 Monitor and order stable supplies.
- 4 Keep stable records.

**Credit points and level:** 2 HN credits at SCQF level 7: (16 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit will be at the discretion of the centre, however it would be useful if the candidate had some experience of working in a yard. This may be evidenced by possession of an NC Unit or similar qualification or relevant experience.

**Core Skills:** There are opportunities to develop the Core Skills of *Communication, Problem Solving, Numeracy* and *Working with Others* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

This Unit provides a solid base on which further yard management and organisational skills can be built. It will enable candidates to gain an understanding of all that is involved in the day to day running of a small yard.

## General information for centres (cont)

**Assessment:** This Unit is largely of a practical nature and all Outcomes could be assessed in one holistic assessment as a project. This could take the form of a case study where candidates would be expected to complete a series of practical tasks over a period of time and submit evidence in the form of witness testimonies, checklists and a written report.

## **Higher National Unit specification: statement of standards**

**Unit title:** Equine Studies: Equine Facility Management

**Unit code:** DP1H 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Organise the daily routine for a specified yard

#### **Knowledge and/or Skills**

- ◆ Management skills, organisation, communication, motivation, delegation, leadership
- ◆ Organisation and planning of daily routines, timescales, prioritisation of tasks, managing change, methods of communication
- ◆ Identification of tasks that need to be done on a daily, weekly and monthly basis — general yard duties, exercising, tack room, feed room, stables, arenas, fields, vehicles
- ◆ Planning staff work rotas, allocation of adequate time for each task, communication, staff training, team work customer care

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ organise and manage the daily routine for a yard for a specified period of time ensuring that all necessary tasks are carried out in an orderly sequence to maintain the smooth running of the yard. The yard should contain at least six stabled horses

#### **Assessment Guidelines**

All Outcomes in this Unit will be assessed as one holistic assessment in the form of a case study. It is recommended that the candidates be given a practical exercise in managing a stable yard for a given period of time so they may relate to this when completing their assessment which could include a daily diary, witness testimonies, checklists or report.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Equine Studies: Equine Facility Management

### **Outcome 2**

Maintain facilities

#### **Knowledge and/or Skills**

- ◆ Range of facilities — stables, yard, feed room, barns, tack room, arenas, horse walker, fields, customer facilities
- ◆ Maintenance requirements — mending, painting, cleaning drains, gutters, harrowing arena, field maintenance, vermin control
- ◆ Frequency of maintenance ie daily, weekly, monthly, seasonal
- ◆ Equipment — hand tools, machinery, hired equipment, costs involved

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ maintain all facilities in and around a stable yard to keep them in good condition and comply with health and safety regulations

#### **Assessment Guidelines**

All Outcomes in this Unit will be assessed as one holistic assessment in the form of a case study. It is recommended that the candidates be given practical exercises in identifying and carrying out the maintenance of a range of facilities so they may relate to this when completing their assessment and could include checklists and witness testimonies.

### **Outcome 3**

Monitor and order stable supplies

#### **Knowledge and/or Skills**

- ◆ Stable supplies — feed, feed supplements, hay, haylage, bedding, stable equipment, tack room requisites, first aid and veterinary supplies
- ◆ Importance of stock checks and monitoring of supplies
- ◆ Importance of continuity of supplies
- ◆ Systems for ordering — suppliers, methods, records
- ◆ Delivery procedures — checking orders, mistakes, damaged goods, quality

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ monitor supplies of feed, hay, bedding and stable requisites and order when necessary to ensure the health and welfare of the horses and the smooth running of the yard

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Equine Studies: Equine Facility Management

### **Assessment Guidelines**

All Outcomes in this Unit will be assessed as one holistic assessment in the form of a case study. It is recommended that the candidates be given practical exercises in monitoring the supplies of feed, bedding and other stable requisites and checking deliveries so they may relate to this when completing their assessment and could include checklists, diary, witness testimonies and a report.

### **Outcome 4**

Keep stable records

#### **Knowledge and/or skills**

- ◆ Records to include — horse details, tack, feed, health, farrier, client/staff database, bookings, livery agreements, banking records, invoices, orders, insurance documents, risk assessments, accident book, daily routines
- ◆ Organisation — office, filing systems, computer, record books, data base
- ◆ Statutory records, accurate, up to date

#### **Evidence Requirements**

Candidates will need evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ keep all necessary stable records up to date and in an organised and accurate manner

#### **Assessment guidelines**

All Outcomes in this Unit will be assessed as one holistic assessment in the form of a case study. It is recommended that the candidates be given practical exercises in completing yard records so they may relate to this when completing their assessment which could include witness testimonies and copies of records.

## Administrative Information

**Unit code:** DP1H 34  
**Unit title:** Equine Studies: Equine Facility Management  
**Superclass category:** SH  
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### History of changes:

Version	Description of change	Date

**Source:** SQA

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## Higher National Unit specification: support notes

### Unit title: Equine Studies: Equine Facility Management

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

### Guidance on the content and context for this Unit

The aims of this Unit are to develop the candidate's skills and knowledge necessary to implement the smooth running of a stable yard with particular reference to the organisation of daily routines, planning staff work rotas, maintaining facilities, monitoring and ordering supplies and keeping accurate stable records.

The Unit primarily intends to develop management and organisational skills to enable candidates to become competent to take sole charge of the day to day running of a small yard of horses in the owner's absence or assistant head groom in a larger establishment without causing detriment to the horse's health and well being.

Lecturers and tutorials would be supported by practical exercises and evidence of actual work experience would be beneficial.

### Guidance on the delivery and assessment of this Unit

**Outcome 1** introduces the candidate to the skills of management and discusses the importance of organisation, planning, communication, motivation, leadership and delegation and the relevance of these skills when organising daily routines and planning staff work rotas.

Candidates should recognise tasks that need to be done on a daily, weekly and seasonal basis and be able to incorporate this into their planning of routines, allocating adequate time for each task..

As much of the work may be carried out using commercial establishments candidates should be made aware of the importance of customer care, teamwork and effective communication.

**Outcome 2** identifies the range of facilities and their use that candidates may encounter in the stable yard and develop their ability to identify any maintenance requirements such as painting, mending, cleaning gutters and drains, harrowing arena. Candidates would also improve their skills in the use of maintenance equipment, gain an understanding of the frequency of maintenance, risk assessments to be carried out before tasks were commenced and all health and safety issues.

Facilities could include stables, yard, feed room, tack room, barns, arenas, horse walker, fields and customer facilities.

**Outcome 3** provides the knowledge and understanding of the importance of stock checks and monitoring supplies used in and around the stables and also highlights the significance of continuation of supplies.

Candidates would also gain skills in placing orders, delivery procedures and checking orders on delivery.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Equine Studies: Equine Facility Management

**Outcome 4** introduces the candidate to the stable office and the relevance of keeping records. Candidates would develop the knowledge and understanding of keeping different types of records both essential and statutory and the importance of their being kept up to date. Candidates should be made aware of the varying methods of organisation within the office such as computer files, database, filing systems and record books.

### ***Opportunities for developing Core Skills***

There may be opportunities to develop the Core Skills of *Problem Solving, Communication, Numeracy* and *Working with Others* at SCQF level 6, however there is no automatic certification of Core Skills or Core Skills components.

### **Open learning**

This Unit is well suited for delivery by both open and distance learning where the candidate has appropriate workplace, home based or other facilities to carry out the practical assignments and adequate supervision and support is available. This will require careful planning by the centres to ensure the sufficiency and authenticity of candidate evidence. It may be necessary for an “on-line support” tutor to be involved. In situations where the candidate completes work away from the centre regular contact with tutors will be necessary. This may take the form of visits by the tutor to the candidate or vice versa. It is at the discretion of the centre as to whether assessments take place at the centre, workplace or at home.

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## **General information for candidates**

### **Unit title:** Equine Studies: Equine Facility Management

This Unit designed to enable you to develop the skills and knowledge associated with the day-to-day management of a stable yard ensuring the health and well being of all horses is maintained, the yard and surrounding areas are kept in good condition and staff are kept happy and motivated.

It covers four main areas: management and organisational skills necessary for planning daily and weekly routines, importance of maintaining facilities in good order, stock checks, monitoring and ordering supplies and the relevance of keeping records.

Upon completion of this Unit you should have achieved the skills and knowledge required to be competent to take sole charge of a small yard of horses in the owner's absence or to be assistant head groom in a larger establishment, maintaining the health and well being of all horses and the smooth running of the yard.

In order to complete this Unit you will be expected to achieve a satisfactory level of competence in management and organisational skills relevant to each Outcome and demonstrate the ability to put these skills into practice.

Assessment may take the form of one holistic assessment covering all Outcomes. The type of assessment could be by means of a case study where you would be expected to take charge of the day to day running of a small yard of six stabled horses for a period of time. You would be in charge of all feed and exercise programmes, ensure there was sufficient feed, bedding and other supplies, maintain all facilities to a safe standard and keep records.