



## Higher National Unit specification

### General information

**Unit title:** Equine Facility Management (SCQF level 7)

**Unit code:** HG53 34

**Superclass:** SH

**Publication date:** October 2016

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This unit is designed to enable the learner to develop the knowledge and skills necessary to manage a stable yard, including organising daily routines, planning staff work rotas, maintaining facilities, looking after customers, monitoring and ordering stable supplies and keeping accurate stable records.

This unit is suitable for anyone wishing to work in and eventually manage a stable yard or to work within the equine industry in general.

### Outcomes

On successful completion of the unit the learner will be able to:

- 1 Organise the daily routine for a yard
- 2 Maintain facilities
- 3 Maintain customer care
- 4 Maintain stable supplies and records

### Credit points and level

2 Higher National unit credits at SCQF level 7: (16 SCQF credit points at SCQF level 7)

### Recommended entry to the unit

Access to this unit is at the discretion of the delivering centre, learners would benefit from experience of working in a yard, this could be demonstrated by achievement of unit *Horse Care: Stable Routine* (FV76 11) or equivalent or by relevant vocational experience.

## **Higher National Unit Specification: General information (cont)**

**Unit title:** Equine Facility Management (SCQF level 7)

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this unit specification.

There is no automatic certification of Core Skills or Core Skill components in this unit.

### **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.

### **Equality and inclusion**

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## Higher National Unit specification: Statement of standards

**Unit title:** Equine Facility Management (SCQF level 7)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

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. Learners 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 yard

#### Knowledge and/or Skills

- ◆ Management skills
- ◆ Organisation and planning of daily routines
- ◆ Identification of tasks that need to be done a daily, weekly and monthly basis
- ◆ Planning staff work rotas

### Outcome 2

Maintain facilities

#### Knowledge and/or Skills

- ◆ Range of facilities
- ◆ Maintenance requirements
- ◆ Frequency of maintenance
- ◆ Equipment

### Outcome 3

Maintain customer care

#### Knowledge and/or Skills

- ◆ Customer care standards
- ◆ Customer expectations
- ◆ Dealing with customer care problems
- ◆ Customer feedback

## Higher National Unit specification: Statement of standards (cont)

**Unit title:** Equine Facility Management (SCQF level 7)

### Outcome 4

Maintain stable supplies and records

#### Knowledge and/or Skills

- ◆ Stable supplies
- ◆ Importance of stock checks and monitoring of supplies
- ◆ Importance of continuity of supplies
- ◆ Systems for ordering
- ◆ Stable records
- ◆ Organisation of records
- ◆ Statutory requirements for records

#### Evidence Requirements for this unit

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes by showing that they can:

##### Outcome 1:

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

##### Outcome 2:

- ◆ maintain a range of facilities in and around the yard to keep them in good condition.
- ◆ comply with all relevant Health and Safety requirements.

##### Outcome 3:

- ◆ demonstrate high levels of customer care
- ◆ respond to customer feedback
- ◆ comply with all relevant Health and Safety requirements

##### Outcome 4:

- ◆ monitor and maintain levels of supplies which support the smooth running of the yard
- ◆ maintain all relevant records in an organised and accurate manner
- ◆ comply with all relevant Health and Safety requirements

Evidence for this unit as a whole could be generated by a single project based assessment based on a case study which requires the learner to manage a specified yard for a period of time.



## Higher National Unit Support Notes

**Unit title:** Equine Facility Management (SCQF level 7)

Unit Support Notes are offered as guidance and 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

This unit is designed to develop the learner's ability to implement the smooth running of a stable yard with particular reference to the organisation of daily routines, planning staff rotas, maintaining facilities, customer care, monitoring and ordering supplies and keeping accurate records.

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

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

Outcome 1 should cover the following in relation to the corresponding 'Knowledge and/or Skills' points:

- ◆ 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 a daily, weekly and monthly basis with regard to:
  - General yard duties
  - Exercising
  - Tack room
  - Stables
  - Arenas

## Higher National Unit Support Notes (cont)

**Unit title:** Equine Facility Management (SCQF level 7)

- Fields
- Vehicles
- ◆ Planning staff work rotas:
  - Allocation of adequate time for each task
  - Communication
  - Staff training
  - Team work

Learners 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.

Outcome 2 covers the range of facilities that learners may encounter in the stable yard and their use and develops their ability to identify any maintenance requirements, for example painting, mending, cleaning gutters and drains or harrowing the arena. Learners will also improve their maintenance skills and gain a better understanding of the frequency of maintenance, the risk assessments that are required before carrying out various tasks and health and safety issues in general.

Outcome 2 should cover the following in relation to the corresponding 'Knowledge and/or Skills' points:

- ◆ Range of facilities:
  - Stables
  - Yard
  - Feed room
  - Barns
  - Tack rooms
  - Arenas
  - Horse walker
  - Fields
  - Customer facilities
- ◆ Maintenance requirements:
  - Mending
  - Painting
  - Cleaning drains and gutters
  - Harrowing arena
  - Field maintenance
  - Vermin control
- ◆ Frequency of maintenance:
  - Daily
  - Weekly
  - Monthly
  - Seasonal
- ◆ Equipment:
  - Hand tools
  - Machinery
  - Hired equipment
  - Costs involved

## Higher National Unit Support Notes (cont)

### Unit title: Equine Facility Management (SCQF level 7)

Outcome 3 is designed to emphasise to the learner the importance of good customer care to a commercial enterprise.

Learners should be made aware of the importance of knowing your customers and of meeting and where possible exceeding your customer's needs. Ways of establishing customer loyalty can be covered along with effective ways of dealing with complaints and customer care issues when they do arise.

Outcome 4 covers the systems required to keep the stable yard running smoothly, focusing on maintaining the required supplies and on the importance of record keeping. It highlights the importance of stock checks and monitoring the supplies used in and around the stable yard and the significance of the continuation of supplies. The Outcome also covers the stable office and the importance of keeping records. Learners will develop their knowledge of the types of records they will be required to keep, including for statutory purposes and the importance of maintaining them.

Outcome 2 should cover the following in relation to the corresponding 'Knowledge and/or Skills' points:

- ◆ Stable supplies:
  - Feed and feed supplements
  - Hay and haylage
  - Bedding
  - Stable equipment
  - Tack room requisites
  - First aid and veterinary supplies
- ◆ Stable records:
  - Horse details
  - Tack
  - Feed
  - Health
  - Farrier
  - Client/staff database
  - Bookings
  - Livery arrangements
  - Banking records
  - Invoices
  - Orders
  - Insurance documentation
  - Risk assessments
  - Accident book
  - Daily routines
- ◆ Organisation of records:
  - Office
  - Filing systems
  - Use of IT systems and databases

## Higher National Unit Support Notes (cont)

**Unit title:** Equine Facility Management (SCQF level 7)

### Guidance on approaches to delivery of this unit

This unit covers both knowledge and practical skills and it is anticipated that the delivery of the unit would take a similar approach, combining lectures and tutorials with practical exercises and opportunities to experience a real working stable yard.

Each of the Outcomes covers an important aspect of yard management all of which are required for the effective operation of the stable. A holistic approach to the delivery of the unit would help the learner make the connections between the different aspects of yard management.

### Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

This unit could be assessed by a holistic assessment covering all four Outcomes. A project based on a case study could be used to provide learners with the opportunity to produce evidence to meet each Evidence Requirement. This evidence could take the form of observation checklist for practical aspects in addition to witness testimonies, daily diaries, work rotas and schedules and electronic records. The learner could produce a portfolio to present the evidence.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

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

## History of changes to unit

Version	Description of change	Date

© Scottish Qualifications Authority 2016

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

## General information for learners

### Unit title: Equine Facility Management (SCQF level 7)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit is designed to enable you to develop the skills and knowledge associated with the day-to-day management of a stable yard ensuring that the health and well-being of all horses is maintained and that the yard and surrounding areas are kept in good condition. It also focuses on the importance of good customer care and on maintaining stock and accurate record keeping. If you are interested in a career working in and eventually running a stable or related equine business this unit is suited to you.

On completion of the unit you will be able to:

- ◆ Organise the daily routine for a yard
- ◆ Maintain facilities
- ◆ Maintain customer care
- ◆ Maintain stable supplies and records

The unit will focus on developing the knowledge you require as well as the practical skills and the assessment of the unit will reflect this. You are likely to be assessed by a single project in which you will consider and put in to practice the range of skills and knowledge required to effectively run a stable yard over a period of time.

In addition to the specific given above you may also have the opportunity to develop all five Core Skills at SCQF level 6 (*Communication, Numeracy, Information and Communication Technology(ICT), Problem Solving and Working with Others*).